

THE JOURNEY

A Summarized Guide to the Ministerial Candidacy Process In the North Texas Conference of the United Methodist Church

Congratulations on receiving a call to ministry! We are blessed to travel on this journey with you. You will begin your relationship with the Board of Ministry by attending a Candidacy Summit, which takes place every January and August. The following requirements must be fulfilled to attend the Summit:

STEPS IN THE JOURNEY

Getting Started	1
Introduction Interview	2
Certification	3
Continuation	4
Recommendation to Preparation & Qualifications	5

1. Consult with your pastor and write a statement of call. Read and discuss The Christian as Minister with your pastor. You can order this book at www.cokesbury.com.
2. You must have completed a minimum of one year as a member of the UMC church (or another recognized United Methodist ministry setting, such as a campus ministry) immediately preceding Candidacy, including a year of service in some form of leadership in that local church or ministry setting. A high school degree or equivalent is required at this point.
3. Request an interview with the Pastor/Staff Parish Relations Committee of your local church. Submit your written call statement and prepare to be interviewed in light of Wesley's historic questions, which can be found in the 2016 Book of Discipline, paragraph 310.1d, page 230.
4. Send a letter to your District Superintendent, including a statement about your call, requesting that you would like to begin the Candidacy process. Often, your DS will arrange to meet with you in person as well. You can find contact information for your District Office through our conference website: www.ntcumc.org.
5. While at the District Office, request to be invited into UMCARES (United Methodist Candidate and Record Entry System). A \$75 fee will be required.
6. Submit the following items to your District Office: a letter describing your call to ministry, a letter of recommendation from the SPRC, a letter requesting admission to the Candidacy program and the assignment of a mentor (group or individual) and a check for \$45 made payable to the district. The \$45 covers the cost of an extensive background check in the following areas: consumer credit, department of motor vehicles, sex offenders, and county and national crime. You will be notified if your revolving or credit card debt exceeds \$10,000 or student loans exceed \$30,000.
7. Contact the Board of Ministry Office to be admitted into the UMCARES PLUS software program, which is the way you'll complete the required STEPS in becoming a Certified Candidate. Call Marsha Middleton (972-526-5107) to get set up and trained.
8. Register for the Candidacy Summit. The registration form is in UMCARES PLUS. At the Candidacy Summit, you will continue the journey with a mentor group or an individual mentor.

Introductory Interview

If you have an individual mentor instead of participating in a mentor group, you must meet with your DCOM for an Introductory Interview. You are eligible for this interview when you have completed the STEPS outlined above. Your mentor pastor should guide your exploration with Candidacy resources such as *The Ministry Inquiry Process* and *Fulfilling God's Call*.

1. Prepare your Call Statement as found in Paragraph 310.1d., page 230. Put your name and the date of your interview at the top of each page. Be prepared to be interviewed in light of Wesley's historic questions, which can be found in the 2016 Book of Discipline, paragraph 310.d., page 230.

Use a Microsoft Word format with 12-point font, double-spaced, with 1" margins.

Check with your District Committee on Ministry on when Certification interviews are being scheduled. You will receive a time for your interview after all STEPS have been completed.

2. The District office Administrative Assistant will run an extensive background and credit check which covers consumer credit, Department of Motor Vehicles, sex offenders, and county and national crime.

The NTC Board of Ordained Ministry has identified the following credit concerns requiring follow-up before you may apply for Commissioning:

- revolving and/or credit card balance exceeding \$10,000
- educational installment balance exceeding \$30,000
- excessive late payments
- foreclosure proceedings
- judgments held in public records
- open liens
- bankruptcy

If such issues are identified, you will be expected to make available to your DCOM a written plan for reducing your debt or resolving the identified problem(s), updating this plan annually until the DCOM is satisfied.

3. Your mentor pastor is welcome to accompany you during your Introductory or Certification interview with your DCOM. However, she or he may only listen during the interview. Regardless of membership on the DCOM, he or she will wait with you outside the meeting room during the committee's discussion and vote.

Certification: A Significant Step in the Journey

Becoming a Certified Candidate for ordained ministry in the United Methodist Church is a significant milestone in our journey together. **You must contact your District Registrar to ensure that you are on the agenda for this interview.** The following requirements must be completed in order to qualify for a Certification interview. All paperwork is submitted in UMCARES PLUS at **least 14 days prior to your interview.** Confidential information needs to be sent to your District Office.

1. You must receive approval from your mentor group leader or DCOM in order to undergo a Psychological Evaluation from Pastoral Counseling Center, 4525 Lemmon Avenue, #200, Dallas, Texas 75219-2100, (214-526-4525). The results of your evaluation must be included in your District file prior to your Certification interview. Typically, your church pays 1/3 (but not always), the BOM pays 1/3, and you pay 1/3. The total cost is \$522.
2. You must have a criminal background/credit check, as well as a recent transcript in your District file.
3. A Candidate Disclosure form is in UMCARES PLUS. Complete the form and have it notarized, certifying that you have neither been accused in writing nor convicted of a felony, misdemeanor, or any incident of sexual misconduct or child abuse. Send it to your District Office.
4. You must prepare written responses to the ministry questions in the 2016 Discipline, Par. 310.2a, page 231, as well as the required Statement of Call (Par. 310.1d, page 230). You must also answer the following questions: (1) What is the meaning and significance of the Sacraments? And (2) What is your understanding of itinerant ministry? These are to be uploaded into UMCARES PLUS in the STEP called 'DCOM Certification Interview Requirements'.
5. You must have the written approval of the Staff/Parish Relations Committee (SPRC) of your local church or equivalent and have the written approval of your Charge Conference (Par. 310.1e, page 230). These are to be uploaded into UMCARES PLUS in the appropriate STEPS.
6. If you are seeking to attend Licensing School, or otherwise serve as a Local Pastor, you must answer the following questions: (1) What is your understanding of baptism? Who can receive baptism, and who has the authority to perform a baptism? (2) What is your understanding of the sacrament of Holy Communion? Who can receive the sacrament, and who has the authority to preside over the sacrament? When and where is it appropriate for a Local Pastor to preside over this sacrament? (3) What gifts and graces can you bring as a licensed Local Pastor? In what areas would you like to serve as a Local Pastor? Upload the responses to these questions into UMCARES PLUS in the 'DCOM Certification Requirements' STEP.
7. Enter into UMCARES PLUS the dates of when you met with your mentor group or individual mentor. Upload a letter of recommendation from your mentor group leader(s) or individual mentor into the 'Mentoring' STEP.
8. Your responses should represent your best work. Your name and the date of your interview should be at the top of each page. You should include the original question as a heading before each written answer. ***Complete the proofreading Acknowledgment Form in UMCARES PLUS. Your answers should not be over eight pages in length. Also, it is your responsibility to invite your mentor (s) to the meeting. The mentor must prepare a one-page, written report on your candidacy process, which is to be uploaded into the 'Mentoring' STEP in UMCARES PLUS 14 days prior to your interview.***
9. Approval for Certification requires a three-fourths majority by the DCOM. Scholarship applications for Certified Candidates can be found on the North Texas Conference website (www.ntcumc.org) in the Board of Ministry website "Call to Ministry" (<http://www.ntcumcbom.org/board-of-ordained-ministry/ministerial-education-fund.html>).



Continuing Your Certification

As your journey toward possible Local Pastor or Ordination continues, you are responsible for maintaining contact with your District Office. If you change any of your contact information, you are responsible for providing those changes to the District and BOM offices. You must also make sure that you contact your District Registrar for your Annual Continuation interview. The following items are required to be in your District file in order for you to qualify for a Continuation interview:

1. A letter from your mentor pastor verifying that you have had the required 4 quarterly meetings – (In UMCARES PLUS – ‘Continuing Your Certification’ STEP)
2. An up-to-date copy of your transcript/course of study progress (in your DCOM File)
3. A copy of the minutes from the most current Charge Conference report from your home church (in UMCARES PLUS – ‘Continuing Your Certification’ STEP)
4. For Local Pastors: A letter from your supervising pastor or District Superintendent describing your progress (in UMCARES PLUS – ‘Continuing Your Certification’ STEP)
5. Written answers to the following questions: (In UMCARES PLUS – ‘Continuing Your Certification’ STEP)
 - What is your current involvement in the local church and in ministries outside the local church?
 - Where are you in your educational program?
 - What changes have there been in your journey since we last met?
 - What growth areas are you discovering and addressing?
 - Where is God leading you?
 - Demonstrate how you are bearing fruit in your ministry.
 - How are you caring for yourself physically, emotionally, and spiritually?
 - What continuing education events have you attended during the year?
 - What questions, if any, do you have of the District Committee on Ministry?

*All of these items are to be submitted in Microsoft Word format with 12-point font into UMCARES PLUS (or confidential information to the District Office) 14 days prior to your scheduled interview. ***If you are preparing for Commissioning, please check with your District Office or BOM OFFICER (Marsha Middleton) for any Conference requirements that are not included in The Book of Discipline.*

The Recommendation Interview

The Recommendation Interview, which is required in order to appear before the BOM Committee of Preparations & Qualifications, is the final step in your journey with your District Committee on Ministry.

The following requirements must be completed 14 days prior to your interview in order to qualify for your Recommendation Interview. The written work must be typed, double spaced, and submitted in a Microsoft Word compatible format with 12-point font in UMCARES PLUS ('DCOM Recommendation for Commissioning Interview' STEP). Your name must appear on each page and pages must be numbered.

- A one-page Statement of Calling to ordained ministry, including plans for ministry within the United Methodist Church. (UMCARES PLUS)
- A videotaped sermon and manuscript on a scripture of your choosing. (UMCARES PLUS)
- Written responses to the following questions. (Each response should be two pages or less.)

Describe your personal experience of God and the understanding of God you derive from biblical, theological and historical sources.

Describe the nature and ministry of the Church. What are its primary tasks today?

Explain the role and significance of the sacraments in the ministry to which you have been called.

What is the United Methodist understanding of the process of salvation?

- Letter of recommendation from your District Superintendent. (UMCARES PLUS)
- A letter of recommendation from your Mentor Pastor or Mentor Group Leader(s), including a statement of the exact dates when you met for the required quarterly meetings during the past year. (UMCARES PLUS)
- A letter of recommendation from someone in your current or most recent ministry setting. (UMCARES PLUS)
- An updated credit check to be done through your **District Office**. This credit check should be completed at least two weeks prior to the interview. If any concerns are evident, a call will be made to you, informing you of the issues and encouraging you to bring your plan for debt reduction to the DCOM interview.

Appointments for interviews will be set when all requirements have been completed. Please share your paperwork with your Mentor Pastor(s) for advice prior to submission of your final copy. Engage a proofreader. While sources must be cited appropriately, you are reminded that most of the content of your paperwork should be original. Please contact your DCOM Registrar to be certain that everything has been received before the due date.

This is Your Journey!

Remember: While we travel on this journey together, ultimately you are responsible for your journey. Please contact your district office with any contact information changes.

Also, make sure that you stay in contact with the correct Registrar regularly so that you are included on the appropriate meeting agenda at the right time.

DCOM Registrars:

East

Jan Chapman

janchapman@ntceastdistrict.org

Metro

Liz Lancaster

lancaster@ntcumc.org

North Central

Alice Coder

Alicecoder3983@gmail.com

Northwest

Rev. Don Pellikan

dpellikan@fumcwf.org