

Harrisburg District Committee on Ordained Ministry Candidacy Check List Name _____

In File	To be Completed During Inquiring Process	Action to Be Performed By:				Action Completed Date
		Candidate	D.S. or Admin. A.	District Committee	Mentor	
	Member of U.M. Church for at least 1 year. Name of current church _____	X				
	Contacted Pastor: _____ and began discernment on a sense of call (<i>Christian as Minister or Burning Bush and Paragraphs 301-368 in the Book of Discipline</i>)	X				
1	Written Correspondence letter to District Superintendent requesting admission to Candidacy Process (<i>Include a brief statement of call</i>)	X				
2	Fill out Biographical form (form 102/2013) (<i>District Web-site for form</i>)	X				
	a.) District Superintendent's approval of Candidacy (signs G.B.H.E.M. notice)		X			
	b) District Superintendent assigned <i>Candidacy Mentor</i> _____		X			
	c) Enroll in Online Candidacy Studies (<i>pay fee that is applied</i>) <i>Meet with mentor or group to complete Candidacy Guidebook</i>	X			X	
	Sign in to UMCARE (<i>call District Office for Access Information</i>)	X				
3	Meet with District Committee on Ordained Ministry (Minutes from meeting in file)			X		
To Be Completed to Become a Declared Candidate X						
4	Written Recommendation from Pastor _____ (<i>District Web-site for form</i>)	X				
5	Date Interview w/ Pastor (Staff) Parrish Relations Committee. with written confirmation of Committee's vote to recommend Interview should include Statement of Call (Paragraph 310.1.d and Wesley's Historic Questions,)	X				
6	Written Statement of Call to include statements in Paragraph 310.2.a (i),(ii),(iii), (iv), (v), (vi) in the Book of Discipline	X				
7	Date of Charge (Church) Conference approval – (must be a written ballot with a 2/3 majority vote. Ballots must be maintained until the approval of the minutes.	X				
8+Date	Mentor Reference SENT IN YEARLY until voted as a Candidate for Commissioning (<i>District Web-site for form</i>)				X	
9	Declaration of Candidacy Form #104 (<i>District Web-site for form</i>)	X				
To Be Completed for Consideration for Certification						
	District Superintendent Orders Psychological Testing – Candidate signs release form	X	X			
10	Complete Psychological Testing, and Participate in Review of Testing.	X				
11	Sign Release and submit Current Special Trak 1 Credit Check (<i>District Web-site for form</i>)		X			
12	Medical Report Form #103/2016– (<i>District Web-site for form</i>)	X				
13	NOTORIZED Statement Required in 310.2.b in the Book of Discipline. (form #114/2013) – (<i>District Web-site for form</i>)	X				

In File	To be Completed for Consideration for Certification (Continued)	Action To Be Performed By:				Action Completed Date
		Candidate	D.S. or Admin. A.	District Committee	Mentor	
14	Written Signed Statement of agreement to Standards of Christian Life (paragraphs102-104, 160-166 in The Book of Discipline)	X				
15	Current State Police Background Check (must be updated every 5 years)	X				
16	Current Pennsylvania Child Abuse Clearance (must be updated every 5 years)	X				
17	Current F.B.I. Fingerprint Clearance (must be updated every 5 years)	X				
18	If a veteran, submit a copy of DD-214 discharge papers	X				
19	Complete form 113 (only through UMCARES)	X				
20	Certification of Participation in "God's Call" event (District Web-site for dates)	X				
21	Certification of Participation in Safe Sanctuaries Training (District Web-site for dates) (Must be completed every 4 years)	X				
22	Certification of Participation in Boundaries Training (District Web-site for dates) (Within 6 months of appointment & advance course must be completed every 4 years)	X				
23	Send District Committee Chair a written request to be considered for Certified Candidacy (must receive a ¾ majority – written ballot from District Committee) (Certified Candidates may apply for financial aid through the Student Aid Fund))	X		X		
To Be Completed for Consideration for Commissioning for Deacon/Elder Ordination Track						
24	Be Assigned a Clergy Mentor _____		X			
25	Complete and return form 117 Church Support Annually (found on District Web-site)	X				
26+Date	Meet with and be approved Annually - District Committee on Ordained Ministry (minutes)	X		X		
	Undergraduate Degree Complete _____ (College/Degree)	X				
	Enroll in and attend a University Senate Approved Seminary _____	X				
27+Date	Submit Seminary Transcripts (each semester) _____ (Seminary)	X				
	Graduate (Pending Graduation) from Seminary _____					
28	Get Approval of Service Hours (District Web-site for form)	X		X		
29	Complete Approved 100 Hours of Service and Submit Evaluation (District Web-site for form)	X				
	Contact Conference Board of Ordained Ministry Deacon Registrar or Elder Registrar in Fall of Senior Year to receive Commissioning Packet	X				
30	Interview w/District Committee on Ordained Ministry. Approval requires a ¾ majority written vote.			X		

To Be Completed for Consideration for Local Pastor

	Be assigned a Clergy Mentor					
	Sign up, attend, and successfully complete Local Pastor Licensing School (can also be granted the status of Local Pastor if 1/3 of Seminary classes are complete)	X				
26+Date	Interview and receive annual approval from the District Committee on Ordained Ministry.			X		
25	Complete and return form 117 on Church support annually	X				
31	Enroll in Course of Study within 1 year of completing Licensing School (<i>application in file</i>) a) if appointed full time, take 4 courses per year must be completed within 8 years. b) if appointed part time, minimum 2 courses per year must be completed within 12 years c) seek DCOM approval if taking fewer courses	X				
32+Date	Submit Course of Study (or Seminary) Transcripts Annually	X				
8+Date	Meet with Mentor Reference SENT IN YEARLY (<i>District Web-site for form</i>)	X			X	
	Meet with Fellowship of Local Pastors and Associate Members	X				

Bold Type shows form to be in File = indicated through minutes = Action indicated not filed