

Becoming a Certified Candidate for Licensed or Ordained Ministry



At any time, for information and questions, contact the chair of your District Committee on Ordained Ministry. Your District Office can help you connect with that chairperson and information is available at www.vaumc.org/DCOMCandidacy

1. Contact a United Methodist clergyperson to discuss your sense of call toward ministry. You may wish to review *The Christian as Minister* and *Understanding God's Call: A Ministry Inquiry Process*. Both resources are available from www.cokesbury.com.

Other resources to consider: *Called* by Mark Labberton; *Three Simple Rules* and *Three Simple Questions* by Reuben P. Job; *Five Means of Grace* by Elaine A. Heath and *Love is an Inside Job* by Romal Tune

2. Send an email to the chair of your District Committee on Ordained Ministry (DCOM) with a copy to your district superintendent, describing your intent and request for admission to the candidacy program.

A roster of DCOM Chairs is available at www.vaumc.org/DCOMCandidacy.

3. You will receive an email from the **UMCARES plus** system, a web-based document-sharing tool designed by the United Methodist Church. Required documents, steps to complete, written materials, and forms are detailed within this system.

As an **inquiring** candidate, you will be added to the '**Inquiring Candidate**' and '**Candidacy Summit Event**' tracks.

Look for an email from: notifications@umcares.org Follow the instructions for registering and setting up your account. Be sure to update your profile information and to upload a picture.

4. Following the instructions in **UMCARES plus**, complete the following steps:

Inquiring Candidate Track

- Call Statement
- Biographical Form
- State Criminal and Sex Offenders Background Check (\$)
- Request *Admissions Interview* with District Committee

Candidacy Summit Event Track

(This track does not need to be completed before your Admissions interview)

- Complete the Sense of Call, Education, Membership & Engagement steps
- Register for Candidacy Summit Event (January or July). More information at www.vaumc.org/CandidacySummit
- Complete River of Life Activity and Strength Finders Assessment *before* attending Summit

5. Your DCOM Chair will communicate with you to schedule the Admissions interview; *most DCOMs meet monthly or every other month.*

6. Following the interview, if recommended for admission into the candidacy program, you will be added to the **'Becoming a Certified Candidate'** and **'Candidacy (GBHEM)'** tracks in **UMCARES plus**. If *not* recommended for admission at this time, the chair will send you an email outlining the reasons of the committee and any next steps.

You will receive an email with the name and contact information of your *candidacy mentor*.

Contact your mentor to begin a period of discernment. You will work through discernment and candidacy material with your mentor, either with a group or individually. At least 3 meetings with your mentor/mentor group are required prior to certification. However, you may meet as many times as needed.

Candidacy (GBHEM) Track

- Enroll by completing application form
- Pay Administration Fee (\$\$)
- Request Candidacy Guidebook

Becoming a Certified Candidate Track

- **Register with GBHEM**
- **Meet with and receive the written recommendation from your local church Staff/Pastor Parish Relations Committee:**
 - Contact your pastor to make these arrangements.
 - Submit to your Staff/Pastor Parish Relations Committee a written statement on your call to ministry and be prepared to speak to Wesley's historic questions in ¶310.1d in the Book of Discipline.
- **Meet with the charge conference (or another body specified by the DCOM)**
 - Submit Form 104 will be signed by the district superintendent or presiding elder
- **Request Psychological Assessment(\$\$\$) in UMCARES**
 - You will then be placed on the Psychological Assessment Track. You will be able to continue working on other tracks simultaneously.
- **Request Expanded Background Check(\$\$):** mail the completed form to the Center for Clergy Excellence (P.O. Box 5606, Glen Allen, VA 23058) with a check payable to The Virginia Conference.
- **Complete Medical Report Form 103**
- **Complete Candidate's Disclosure Form 114**
- **Candidacy Mentor Submits report**
- **Submit your responses to the questions in the Book of Discipline, ¶310.2a.** These are outlined within the step
- **Request interview with the DCOM:** All documents must be received at least one month prior to the *Certification Interview*. Be prepared to respond to questions in ¶310.2a and d.
- **Meet with the district committee on ordained ministry for the *Certification Interview*.** You will be notified by the chair in writing regarding the results of the interview and any next steps.

Certified candidacy is renewed annually by your Charge Conference and your District Committee on Ordained Ministry. An annual interview with the DCOM is required and transcripts of all educational progress shall be submitted in addition to other items the DCOM may require.