

Updated Candidacy Process: Iowa Annual Conference

Step 1: Inquiring Phase

- Contact the pastor of your local church or campus ministry, another elder or deacon, or the DS; read and discuss *The Christian as Minister*.
- With your pastor, or designated elder/deacon, put into writing a first draft of your Statement of Call. Submit this call story to the District Superintendent, and request an introductory meeting with the DS for the purpose of admission to the candidacy process. Copy Lisa Steel, Director of Ministerial Services, at lisa.larson@iaumc.org
- Introductory meeting with SPPRC or equivalent encouraged to discuss initial sense of call.
- Charge conference approval is required to schedule an interview with the DCOM. Consult with your pastor about a time for the charge conference to meet. If you are recommended by a vote of the charge conference, a report of this action will be made to the dCOM. Charge conference can be held before or after the Candidacy Summit retreat.
- Apply to Candidacy Summit Retreat via Lisa Steel, Director of Ministerial Services
 - Retreats are held two times per year: in early January and in early August. Applications are due by 6 weeks prior to each retreat. Application to include your sense of call/statement of call.
 - Application to Candidacy Summit Retreat will register applicant in UMCares.
 - Mentor assigned at the conclusion of the Candidacy Summit

Step 2: Attend Candidacy Summit Retreat

- You must be a professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year.
- At the retreat, participants will complete the following:
 - Meet their candidacy mentor and mentor group
 - Complete required forms including: disclosure form, the form for approval for criminal background, credit check and sex offender registry checks, and request for the psychological assessment forms
 - Interview at least 3 clergy from a variety of ministry settings
 - Formalize their Statement of Call
 - the first four chapters of “Answering God’s Call” (completed with mentor in your candidacy group)
 - At the close of the retreat, all completed paperwork will be collected and dispersed to DCOM registrars. Candidates are responsible for keeping copies of all paperwork submitted during the candidacy process.
- After the retreat, schedule and complete the Psychological Assessment with the DMPCC.

Step 3: Declaring Candidacy

- You must be a high school graduate or have a certificate of equivalency.

- Meet with candidacy group 3 more times, completing “Answering the Call”. Discuss responses to Par. 310 (Book of Discipline)
- Consult with your pastor about a time to be interviewed by the Staff Pastor Parish Relations Committee (SPPRC), or equivalent. The SPPRC will examine you on your call statement and Wesley’s historic questions (§310). If the committee approves you, they will make a recommendation to the charge conference.
- Introductory meeting with dCOM (may happen prior to attending Candidacy Summit Retreat)

Step 4: Certification

- Prepare responses as required in §310.2a-e in the 2012 Book of Discipline. Send these written materials to your dCOM chair at least two weeks prior to your examination interview for certification.
- Sign a written statement prepared with the candidacy mentor for the dCOM. □Be examined by the dCOM (§310.2). The dCOM may approve you, approve you with requirements and/or recommendations, or not approve you.
- Psychological assessment report to dCOM reader, criminal background and credit check completed.
- Agree to make a complete dedication of yourself to the highest ideals of the Christian Life.
- If you are approved by the dCOM as a certified candidate, you should receive a certificate from the dCOM and your candidacy mentor will complete form 113 (dCOM approval Report for Certified Candidate for Ordained Ministry) on UMCARES. This step must be completed for your certification to be official with the General Board of Higher Education and Ministry. (See section 3 of the Candidacy Guidebook for more details.) At this point you are ready to: Decide to complete your candidacy and pursue licensing school to become a licensed local pastor with the option of eventually becoming an Associate Member or commissioning and Provisional Membership of the annual conference, leading to becoming a Deacon in full connection or an Elder in full connection (see §§ 324-336).

Step 5a: Completing Candidacy § 324

- Certified candidate for minimum of one (1) year, maximum twelve (12).
- One (1) year in service ministry. [does this need definition? full time? equivalent]
- Completion of one half (1/2) of the Basic Graduate Theological Studies to be eligible for commissioning.
- Health Certificate completed by Medical Doctor.
- Written and oral doctrinal examination and written autobiographical statement.
- Interview and recommendation by three-fourths (3/4) vote of dCOM.
- Notarized statement listing any accusations or convictions of a felony, misdemeanor, or any incident of sexual misconduct or child abuse.
- Interview and recommendation by the BOOM. Election to provisional membership by Clergy Session

—OR—

Decide to become a full-time or part-time local pastor and complete the studies required (see ¶¶315 - 319). A local pastor may continue in ministry as a local pastor, pursue Associate Membership (see ¶321), or Probationary Membership and Commissioning (see ¶324.6) leading to Full Membership and Elders Orders.

—OR—

Continue your Candidacy process as a Certified Candidate, until you have discerned the completion of your process.

Step 5b A Continuing Certified Candidate Must: (¶313)

- Continue to work through the Candidacy Guidebook (sections 4 & 5) with the candidacy mentor who must submit a report annually to the dCOM.
- After completion of the Candidacy Guidebook, continue to work with candidacy mentor on any issues or concerns.
- Continue to give evidence of gifts, fruits, and God's grace for the work of ministry.
- Be recommended annually by your charge conference. Candidates who are students serving as local pastors have the option of choosing their home church or the church they are serving for this recommendation.
- Make satisfactory progress in your studies.
- Have a grade report sent to the dCOM Registrar September 1st of each year if you are a seminary student.
- Have your candidacy mentor send a report to the dCOM Registrar prior to your interview for continuance.
- Be examined annually through an interview to seek approval for continuance by the dCOM.

Please remember that candidates are responsible for making sure that all steps and requirements are met. If you have questions about this process, contact your District Registrar, the Conference Registrar of the Board of Ordained Ministry, or your District Superintendent.