



## Office of Clergy Excellence

Dear Candidate,

We have happily received notice that you are now enrolled in the candidacy process to explore ministry in the Florida Conference of the United Methodist Church. Congratulations on this big step!

The accompanying information will guide you through the candidacy process, which may lead you to Certification. Immediately following this letter, you will find:

- **Contact Information sheet**
- **Candidacy Retreat Registration Form.**

In addition, please find the **Candidacy Process and Checklist worksheets** as an email attachment. This document is a critical road map that takes you from enrollment as a candidate through your District Committee on Ministry (DCOM) interview. In light of your discernment, as well as the discernment of others who are traveling with you on this journey, these steps may lead to your becoming a Certified Candidate. Please carefully and conscientiously follow the tasks as outlined in order to successfully navigate the process.

Your **first major due date is December 1, 2017**, which is when all tasks listed under “Prior to Candidacy Retreat” must be completed in order to participate in the retreat. This list may be found on the Candidacy Process and Checklist worksheet, page one. **Additionally, the Candidacy Retreat Registration Form and the \$100.00 participation fee is due by December 1, 2017, but we would greatly appreciate your filling it out and sending it to us as soon as possible.**

Below please find initial information about **the Candidacy Retreat**. We look forward to being with you at this event.

- Date: **January 12-13, 2018**
- Location: The United Methodist Conference Building Lakeland, Florida
- Time: Begins at 10 am on Friday, January 12 and concludes on Saturday, January 13 (departure is after candidate completes the psychological assessment, typically between 11:30 am and 1 pm)

Please contact us at any time along the way. We will gladly answer any questions you might have or listen to any concerns you might experience. Our office telephone number is 863-688-5563, ext. 134. Or you may email Holly Finley, Administrative Assistant to the Director of Clergy Excellence at [hfinley@flumc.org](mailto:hfinley@flumc.org).

We rejoice at the opportunity to work with you as you follow your call to ministry.

## **CONTACT INFORMATION**

**\*\*\*This form, found in the candidate packet, is for the candidate to keep, to organize all of their contacts for the candidacy process in one place.**

**Your District Information (fill in):**

District \_\_\_\_\_

District Superintendent \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

District Registrar \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Your Candidacy Mentors (fill in):**

Mentor Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Mentor Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Financial Obligations during Candidacy:**

- \$25 for Background Check, payable to The Florida Conference Treasurer and sent to The Office of Clergy Excellence (check or money order)
- \$100 for your Candidacy Retreat, payable to The Florida Conference Treasurer and sent to The Office of Clergy Excellence (check or money order)
- \$500 for your Psychological Assessments, payable to The Florida Conference Treasurer and sent to The Office of Clergy Excellence (check or money order)

**Office of Clergy Excellence:**

450 Martin Luther King, Jr. Ave., Lakeland, FL 33815

Website: <http://www.flumc.org/clergyexcellence>

Rev. Sara McKinley, Director: [sara.mckinley@flumc.org](mailto:sara.mckinley@flumc.org)

Holly Finley, Administrative Assistant: [hfinley@flumc.org](mailto:hfinley@flumc.org)

## Candidacy Retreat Registration Form

Name \_\_\_\_\_ Male/Female (please circle)

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Do you have special rooming considerations for the Candidacy Retreat? (You will be matched with a roommate for the retreat, unless you have a medical reason for having a single or you request another candidate as your roommate.)

\_\_\_\_\_  
\_\_\_\_\_

Do you have special dietary restrictions for the Candidacy Retreat? (Vegetarian, gluten-free, etc.)

\_\_\_\_\_

Are you currently living away from your home church district? Where and why? (At college, at seminary, etc.)

\_\_\_\_\_  
\_\_\_\_\_

What is your primary language? \_\_\_\_\_

What other languages do you speak? \_\_\_\_\_

Do you have need for the Psychological Assessment Package to be in a language other than English? If so, what? \_\_\_\_\_

Do you need a translator? \_\_\_\_\_

**PLEASE BRING A LAPTOP COMPUTER OR TABLET (iPad, etc.) TO THE RETREAT.**  
**A PORTION OF THE PSYCHOLOGICAL ASSESSMENT IS TAKEN ONLINE.**

This form and the \$100 retreat fee are due by December 1, 2017.

Please return this form and your check or money order to The Office of Clergy Excellence, 450 Martin Luther King Jr. Avenue, Lakeland, FL 33815. Your check must be made out to The Florida Conference Treasurer.