

Candidacy Process & Checklist: Enrollment to Retreat Prep

Prior to Enrollment

[] With Pastor: read *Christian As Minister: An Exploration Into the Meaning of God's Call*; read *Understanding God's Call: A Ministry Inquiry Process*.

[] BOD ¶310.1.a Shall be a professing member in good standing of The United Methodist Church or a baptized participant of a United Methodist Campus Ministry or other United Methodist Setting for a minimum of one year.

[] Send letter of intention to enter candidacy to District Superintendent, including statement of call. Your DS may also meet with you in person. You will receive an email packet of information

[] Complete background check through your District Office; send \$25.00 check or money order, payable to The Florida Conference Treasurer, to the Office of Clergy Excellence at 450 Martin Luther King Jr. Ave., Lakeland, FL 33815.

[] The Office of Clergy Excellence will assign you a mentor, as part of a candidacy mentoring group. Your group will begin meeting after the Candidacy Retreat.

[] You will receive an invitation by email to log in to the Online Candidacy System at www.umcares.org. All of the steps in your candidacy process are completed through this website.

Prior to Candidacy Retreat

[] Fill out the Candidacy Retreat Registration Form in the Candidate Packet. Mail it with a \$100 check or money order payable to The Florida Conference Treasurer, to The Office of Clergy Excellence.

Using the United Methodist Candidate and Record Entry System (UMCARES), complete the following steps in both the Candidacy and Psychological Tracks:

[] Candidacy Application Form; DS and Mentor submit online signatures.

[] Administration Fee for the Candidacy Process and Guidebook (\$45 – payable online or via check to GBHEM)

[] Your Ministerial Assessment Specialist will be selected for you based on your location.

[] Complete the Release of Information verifying that you understand the process.

[] Complete Personal Data Inventory (PDI) and Personal Professional Reference List.

[] Mail \$500 check or money order payable to The Florida Conference Treasurer for your psychological assessments and send to The Office of Clergy Excellence or contact Holly Finley at hfinley@flumc.org for payment plan.

IN ORDER TO PARTICIPATE IN THE RETREAT, THESE STEPS MUST BE COMPLETED IN ORDER BY: December 1, 2017

Candidacy Process & Checklist: Retreat to DCOM Interview

At the Candidacy Retreat

Attend all information sessions for candidates.

Meet Mentor(s) and other members of your candidacy group. Set dates for mandatory six sessions

Complete psychological assessments: MMPI2, Incomplete Sentences, and the PAI.

Group Mentoring & DCOM

Meet with your Candidacy Mentoring Group for the mandatory six sessions. You may individually make up one missed session with your mentor. Candidates will not be permitted to proceed if there is more than one absence.

You will be contacted by a Ministerial Assessment Specialist. Make your appointment to discuss your psychological assessment report. Let your Mentor know when this appointment is completed. You may discuss your report with your Mentor. **You will not receive a copy of your report.**

Request interview with the Staff Parish Relations Committee of your church; provide **written statement of call, along with any other information the SPRC may request.**

Request approval by the Charge Conference of your church, which needs at least 10 days, 2 Sundays notice to the congregation prior to scheduled date.

Continue to mark off tasks in UMCARES as you complete them.

My Questions about the Candidacy Process:

DATE/TIME OF RETREAT: January 12-13, 2018

Dates/Times/Location of my Mentoring Group meetings:

Complete the following items for your Certification Interview with DCOM. Let your Registrar know that you are ready to apply for Certification. She/He will place you on the Certification Track in UMCARES. **Your psychological report will be uploaded to UMCARES by Clergy Excellence Office.**

You will submit/upload to UMCARES:

Certification Application

Personal Data Inventory

Disclosure & Release Form

PDI Spouse's Signature (if married)

Financial Disclosure

Credit Release Form

Medical Form

SPRC & Charge Conference Approval Form

Mentor's Report

Transcripts sent to The Office of Clergy Excellence from Schools

Responses to Book of Discipline Questions

DCOM INTERVIEW: A ¾ vote is needed to become a certified candidate.

"Continue" = not certified at this time, but may continue as candidate; **"Certify"** = certified candidate; **"Discontinue"** = discontinued from process. **DCOM may require growth area assignments.**