

Becoming a Certified Candidate Checklist

Step 1: Explore your Call

- With your Pastor: read *The Christian As Minister: An Exploration into the Meaning of God's Call* (required); read *Understanding God's Call: A Ministry Inquiry Process* (optional). Available at www.cokesbury.com
- BOD ¶1310.1. 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 District Superintendent may also meet with you in person.
- The District Office will provide the Office of Clergy Excellence with your full name and email address.
- The Office of Clergy Excellence will request an email be sent to you through our Background Check System (Sterling). Click on the link in the email and complete the background check in its entirety.
 - In Sterling, the background check system, you will be asked to submit the \$45 fee.
- After review of the background check and a final approval from the District Office you will receive an email packet of information from the Office of Clergy Excellence (OCE).
- You will receive an invitation by email to log in to the Online Candidacy System called UMCARES. You can access the site anytime once you have created a password at www.umcares.org. See Step 3 for additional information.

Step 2: Prepare for Candidacy Retreat

- Fill out the Candidacy Retreat Registration Form via the link emailed to you from the Office of Clergy Excellence. Pay \$100 Candidacy Retreat Fee online or send check/money order payable to The Florida Conference Treasurer to The Office of Clergy Excellence.
<https://florida-reg.brtaapp.com/CandidacyRetreatForm>
- Fill out the Psychological Assessment Registration Form via the link emailed to you from the Office of Clergy Excellence. Pay \$500 Psychological Assessment Fee online or send check/money order payable to The Florida Conference Treasurer to The Office of Clergy Excellence.
<https://florida-reg.brtaapp.com/PsychologicalAssessmentRequestApplication>
 - *Indicate on the form in what language (i.e. English, Spanish, etc.) you would like to take the psychological assessment!*
 - *Please contact Holly Finley at hfinley@flumc.org for payment plan, if necessary.*
- The Ministerial Assessment Specialist who will conduct your psychological assessment report will be selected for you based on your location.

Step 3: Applications in UMCARES

- Once you have logged into UMCARES you will be asked to complete all the steps in both the **Florida Pre-Conference Candidacy Retreat Track** and the **Candidacy Track**.

Candidacy Track - Complete the following steps

- Candidacy Application Form
- District Superintendent Signature (a notification will be sent to the DS to request this task be completed)
- Mentor Signature (*Office of Clergy Excellence completes this*)
- Administration Fee for the Candidacy Process/Guidebook (\$45 payable online or via check to GBHEM in Nashville: Attn: The Candidacy Office P.O. Box 440102 General Board of Higher Education Division of Ordained Ministry Nashville, TN 37244-0102)
- Request Hardcover Candidacy Guidebook: *Answering the Call*

FL Conference Pre-Candidacy Retreat Track

Sign the following steps: *(you should have paid these fees in Step 2 above)*

- Background Check Fee
- Psychological Assessment Fee
- Candidacy Retreat Registration Form
- Candidacy Retreat Registration Fee

Complete the following steps:

- Photo Uploaded
- References *(Send the JotForm Link provided in the references step to at least 4 people)*
- You must also complete a Reference form on yourself
- All **FIVE** References Submitted *(Office of Clergy Excellence will upload the references received)*
- Personal Data Inventory *(Complete via the JotForm Link)*

☞ Important: You must complete this form in one sitting. If you leave this form without submitting the data is not saved. Once submitted it cannot be edited.

- Authorization and Release of Information

IN ORDER TO PARTICIPATE IN THE CANDIDACY RETREAT, ALL OF THE ABOVE STEPS MUST BE COMPLETED IN ORDER BY: June 1 (July Retreat) or December 1 (January Retreat)

Cost Breakdown:

\$45	Background Check Fee Paid Online via Sterling
\$100	Candidacy Retreat Fee Paid Online
\$45	Candidacy Guidebook Fee (to GBHEM in Nashville – Online or via Check)
\$500	Psychological Assessment Fee Paid Online

Step 4: The Candidacy Retreat

- Attend the Candidacy Retreat offered in January or July each year, at the Conference Office in Lakeland, Florida.
- Attend all information sessions for candidates.
- Complete the following three psychological assessments at the retreat: MMPI2, PAI, and Incomplete Sentences.
- The Office of Clergy Excellence will assign you a mentor as part of a candidacy mentoring group.
- Meet Mentor(s) and other members of your candidacy group.
- Set dates for mandatory six sessions with your group to occur after the Candidacy Retreat.

Step 5: After the Candidacy Retreat/During Mentoring Sessions, **BEFORE** DCOM Interview

- 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 to make an appointment to discuss your psychological assessment report.
 - Let your Mentor know when the appointment is completed. Your Mentor will provide a short summary of your assessment. **You will not receive a copy of your report.**
- Request an interview with the Staff Parish Relations Committee of your church
 - Provide a written statement of call, along with any other information the SPRC may request.
- Request approval by the Charge Conference of your church.
 - Notice to the congregation must be at least 10 days (including 2 Sundays) prior to scheduled date. This should be scheduled with your pastor and District Superintendent.

Step 6: UMCARES Candidacy Track

Sign the following steps in the Candidacy Track

- Candidacy Assessment Interview with MAS
- Local P/SPRC Meeting
- Conference or equivalent Meeting (Charge Conference)
- Appearance before DCOM (Candidacy Interview)

The OCE will complete the following:

- Report of Completion
- Close Track

Step 7: UMCARES New Candidate Application Track (*this track appears after the retreat*)

Complete the following steps in the Candidacy Track

- How to Label Documents (*sign*)
- FL Conference Writing Guidelines (*sign*)
- FL Conference Interview Guidelines (*sign*)
- Background Check (*Registrar will complete*)
- Psychological Report by MAS (*Registrar will complete*)
- Charge Conference Form
- Staff Parrish Relations Committee Form
- Application for Certification
- Photo
- Transcripts (*Candidate requests official transcripts sent to OCE; OCE will upload once received*)
- Medical Form
- Personal Data Inventory (*Registrar will upload PDI from FL Conference Pre-Candidacy Retreat Track*)
- PDI Spouse Signature Page (if applicable)
- Credit Inquiry Release
- Disclosure and Release Form
- Financial Disclosure Form
- Book of Discipline Questions
- Mentor Report
- DCOM Letter (*Registrar will complete*)
- Close Track (*Registrar will complete*)

Contact the DCOM Registrar, Elizabeth Flynn (eflynn@flumc.org) to secure a meeting date and time. **Materials are due at least 30 days prior to the interview.**

Step 8: DCOM Interview

DCOM INTERVIEW: A $\frac{3}{4}$ 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 Assignments.

The registrar will upload a follow-up letter from the DCOM and close the New Candidate Application Track in UMCARES