



Florida Conference The United Methodist Church  
450 Martin Luther King, Jr. Ave., Lakeland, FL 33815  
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**Call      Discern      Support      Transform**

### **Becoming a Certified Candidate Checklist**

#### Step 1: Explore your Call

- With your Pastor or leader of your campus ministry or other UM ministry setting: read *The Christian As Minister: An Exploration into the Meaning of God's Call* (required).
- 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**. Florida prefers that this includes leadership experience.
- Send a letter of intention to enter candidacy to District Superintendent, including a statement of call.
- 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 approximate \$60 fee.
- Meet with the District Superintendent. This is usually done in person.
- After review of the background check and a final approval from the District Superintendent you will receive an email packet of information from the Office of Clergy Excellence (OCE). The DS must inform the Office of Clergy Excellence of their approval for you to attend the candidacy retreat.
- 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](http://www.umcares.org). See Step 3 for additional information.

#### Step 2: Prepare for Candidacy Retreat (**NOTE: Steps 2 and 3 should be completed concurrently**)

- Fill out the Candidacy Retreat Registration Form via the link emailed to you from the Office of Clergy Excellence . <https://florida-reg.brtapp.com/CandidacyRetreatForm>
- Pay \$100 Candidacy Retreat Fee online or send check/money order payable to The Florida Conference Treasurer to The Office of Clergy Excellence.
- Fill out the Psychological Assessment Registration Form via the link emailed to you from the Office of Clergy Excellence. This includes a waiver to your right to receive a copy of the psychological report which is the property of the Florida Conference. 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.brtapp.com/PsychologicalAssessmentRequestApplication>
- Indicate on the psychological assessment registration 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](mailto: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 and language needs.

#### **Cost Breakdown:**

\$60	Background Check Approximate Fee paid online via Sterling (Step 1)
\$100	Candidacy Retreat Fee paid online (Step 2)
\$500	Psychological Assessment Fee paid online (Step 2)
\$45	Candidacy Guidebook Fee paid to GBHEM in Nashville, online or via check (Step 3)

### Step 3: Applications in UMCARES

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

#### **Candidacy Track – Complete the following steps in UMCARES**

- 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*)
- The EM360 assessment will enable you and your DCOM to identify what gifts, strengths, areas for development, and attributes you demonstrate as you begin the application process for certified candidacy. You, the references you provide, and your pastor will answer an identical questionnaire about the knowledge, skills, abilities, and personal characteristics you possess.
  - The EM360 is housed on a different webpage. Once you have viewed the assist files, click the link to set up your EM360 dashboard. Once you have completed the EM360 and generated your feedback report, return to UMCARES and upload the report and click Sign.
- 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 Candidacy Guidebook: *Answering the Call*. This will be used during your group mentoring sessions following the Candidacy Retreat.

#### **FL Conference Pre-Candidacy Retreat Track**

**Sign the following steps:** (*you should have paid these fees in Steps 1 & 2 above*)

- Background Check Fee
- Psychological Assessment Form that was emailed to you from the Office of Clergy Excellence
- Psychological Assessment Fee
- Candidacy Retreat Registration Form that was emailed to you from the Office of Clergy Excellence
- Candidacy Retreat Registration Fee

#### **Complete the following steps:**

- Upload Photo
- Recommendation Forms
  - A total of 5 references are required: a Pastor who knows you well, a Parishioner who has been in leadership with you and knows you well (e.g. a SPRC Chair), and two other references where you specify the relationship, and a self-reference. **These can be the same individuals you used for your EM360 assessment.** References need to complete an online reference form. To access the URL for the form, select "Open" on the Reference Form below. Copy and paste the URL for the form (<https://form.jotform.com/71634241780151>) into an email to be sent to each of your references – don't forget to complete one yourself. Be sure to follow up with everyone to ensure this evaluation has been completed. The completed forms are automatically routed to the Office of Clergy Excellence. Once you have requested all your recommendations and filled out a self-evaluation, "sign" this step to mark it complete.
- Download and complete the Personal Data Inventory fillable PDF (PDI)
- Upload the PDI
- Complete and submit Authorization and Release of Information

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

### Step 4: The Candidacy Retreat

- Attend the Candidacy Retreat offered in January or July each year, at the Conference Office at 450 Martin L. King Jr. Ave. Lakeland, Florida 33815.
  - 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 for a clinical interview.
- Let your Mentor know when the appointment with the Ministerial Education Specialist is completed. Your Mentor will provide a short summary of your assessment. **You will not receive a copy of your report**, according to the waiver you signed in the Pre-Candidacy Retreat Track in UMCARES.
- Request an interview with the Staff Parish Relations Committee of your church or equivalent group of your campus ministry or other UM ministry setting. You can arrange this with your Pastor or campus ministry leader.
- Provide a written statement of call, along with any other information the SPRC or equivalent group may request. A guide for this meeting can be located at:  
<https://www.flumc.org/files/fileslibrary/staff+parish+candidate+interview+process+and+questions.pdf>
- Request approval by the Charge Conference of your church.
  - This should be scheduled with your pastor and District Superintendent. Notice to the congregation must be at least 10 days (including 2 Sundays) prior to the scheduled date. Recommendation of candidacy requires a written vote by the charge conference.

#### Step 6: UMCARES Candidacy Track

##### **Sign the following steps in the Candidacy Track when complete.**

- Candidacy Assessment Interview with MAS
- Local SPRC or equivalent group Meeting
- Charge Conference or equivalent meeting
- Appearance Before District Committee

##### **The OCE will complete the following:**

- Report of Completion after all the steps are complete
- Close Track

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

##### **Complete the following steps in the Candidacy Track**

- Application Instructions and Checklist (*sign*)
- Transcripts (*Candidate requests official transcripts for High School/GED, College, Seminary, Course of Study, or other degrees earned sent to OCE; OCE will upload once received*)
- Upload a Photo
- Staff Parish Relations Committee or equivalent group Form
- Charge Conference or equivalent group Form
- Medical Form
- Statement of Intellectual Integrity
- Social Media Statement
- Personal Data Inventory Short Form (*or you may use the same form you completed for the candidacy retreat, update as necessary*)
- Spouse Signature Page (*if applicable*)
- Disclosure and Release Form, Credit Inquiry Release
- Financial Disclosure
- Book of Discipline Questions
- Mentor Report (*Candidate must upload this*)
- DCOM Follow-Up Letter (*Registrar will complete following the DCOM Interview*)
- Complete Track (*Registrar will complete*)

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

Step 8: DCOM Interview

**DCOM INTERVIEW: A  $\frac{3}{4}$  written vote is needed to become a certified candidate.**

**Continue** = not certified at this time but may continue as an exploring candidate

**Certify** = certified candidate

**Discontinue** = discontinued from the Candidacy process

DCOM may require Growth Assignments.