

Virginia Conference, The United Methodist Church

CANDIDACY CHECKLIST

Steps into Certified Candidacy for Licensed or Ordained Ministry

Completing this process usually takes 6 to 9 months.

All needed forms are available at www.vaumc.org, drop down Conference Offices, click Ministerial Services, click Candidacy Information.

For admission to the candidacy program, the Candidate...

1. Reviews *The Christian as Minister* and the *Ministry Inquiry Process* with his/her local church pastor, another ordained deacon or elder, or his/her district superintendent. Both these resources are available from Cokesbury.
2. Shall 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.
3. Submits a letter to his/her district superintendent, with a copy to the district committee on ordained ministry, describing his/her sense of call and applying for admission to the candidacy program and assignment of a candidacy mentor.
4. Receives from the District Office and completes Form 102, The Personal Data Inventory. Completes a State Criminal and Sex Offenders Background check as follows:

To complete the State Criminal and Sex Offenders background check, go to the State Police website at www.virginiatrooper.org, click on "forms", and click on "Criminal History/Sex Offender Name Search", then click for SP 167. Complete all data fields (be sure you have typed under the "mail reply to"- your District Office and address and attention to your District Superintendent). Print the form. Under "Affidavit for Release of Information:" the candidate signs their name. Signature must be notarized. Once this is signed, send it to your District Office. The cost of this background check is \$20, payable by check/money order.

Both these forms must be completed and returned to the District Office at least one month prior to the *Admission Interview* with the district committee on ordained ministry.

5. Meets with the district committee on ordained ministry for the *Admission Interview*.
6. Following the interview, if recommended for admission into the candidacy program, receives from the chair of the district committee on ordained ministry a letter with the name/address of the candidacy mentor, the medical report form, the Kroll Background Check Authorization Form, and the Candidate's Disclosure Form. If not recommended for admission at this time, the chair of the dcom sends a letter to the candidate outlining the reasons of the committee.

For certification as a candidate for licensed or ordained ministry:

7. Must be a graduate from high school or equivalency.

8. Completes and returns to the District Office the Medical Report (form #103) and the notarized Candidate's Disclosure Form which must be notarized (form #114).
9. Completes and sends the Kroll Background Check Authorization Form to the Office of Ministerial Services (P.O. Box 1719, Glen Allen, VA 23060) with a check for \$50 payable to The Virginia Conference. This background check includes a consumer credit check, county and national criminal checks, and a Department of Motor Vehicles check.
10. Registers as a candidate for ministry through an on-line interactive web site at <http://canapply.gbhem.org> Review the enrollment process outlined on this site. Once the registration is confirmed by the district superintendent and mentor (by email), the candidate will receive an email notification. The candidate will pay the \$75 fee. Once the fee is received, the candidate will be mailed the Candidacy Guidebook and will be able to complete the IRAI (Inventory of Religious Activities and Interests).
11. Initiates the first meeting with the Candidacy Mentor.
12. Candidacy Mentor requests the psychological assessment materials for use later in the process (see #16 for details).
 - Complete the form "Virginia Conference, Mentor's Request for Psychological Assessment Materials" (available on www.vaumc.org) and mail to Virginia Institute of Pastoral Care (VIPCARE) 2000 Bremono Road, Suite 105, Richmond, VA 23226.
 - The Candidacy Mentor will receive the psychological assessment materials by mail within usually two weeks.
13. Reviews agreed upon portions of Candidacy Guidebook with the candidacy mentor in a way that gives consideration to the candidate's background and experience.
14. Review results of IRAI test with candidate.
15. Consults with the pastor or equivalent in ministry setting as specified by the district committee on ordained ministry. Submits written statement on call to ministry and responses to Wesley's historic questions in ¶310 and interviews with the Pastor/Parish Relations Committee or equivalent body specified by the dcom. After approval of the candidate by the PPRC or equivalent body, meets with the charge conference or body specified by the dcom and receives 2/3 approval vote of Charge Conference (form 104, signed by district superintendent or presiding elder). See suggested questions for the candidate in ¶311.2a, *2004 Book of Discipline*.
16. Completes the Psychological Assessment (see #11 above):

The Candidacy Mentor administers the psychological assessment and mails the instruments as follows:

 - Returns the completed instruments and the Personal Data Inventory to the Virginia Institute of Pastoral Care (VIPCARE) 2000 Bremono Road, Suite 105, Richmond, VA 23226.
 - Enclose a check from the candidate for \$150, payable to VIPCare. The Board of Ordained Ministry will also pay \$150 for each candidate for which VIPCare will bill the Board directly.

- Within 35 to 45 days of receiving the completed instruments, VIPCare will contact the candidate to schedule an interview to review the results. A one hour interview will be held with the candidate and a Ministerial Assessment Specialist at VIPCare's Office in Richmond, VA. A final report will be mailed to the candidate and to the Office of Ministerial Services for the district committee on ordained ministry.
17. Candidacy Mentor completes the Mentor Report and sends to district committee on ordained ministry.
 18. Submits in writing to the district committee on ordained ministry:
 - the most formative experience of the Christian life
 - God's call to licensed or ordained ministry and role of the church in their call
 - their beliefs as a Christian
 - their gifts for ministry
 - their present understanding of their call to ministry as elder, deacon or licensed ministry
 - their support systems.
 19. Is prepared to respond to questions in ¶311.3f in the interview with the district committee on ordained ministry.
 20. Requests an interview with the district committee on ordained ministry by writing a letter to the district committee with a copy to the district superintendent when all required documents have been submitted. In most cases, all documents must be received at least one month prior to the Certification Interview with the district committee on ordained ministry.
 21. Interviews with district committee on ordained ministry for the *Certification Interview*.
 22. Candidacy Mentor submits the the DCOM Approval Report for Certified Candidacy (form 113) to the Division of Ordained Ministry of the General Board of Higher Education and Ministry (P. O. Box 340007, Nashville, TN 37203) and to the Office of Ministerial Services (P. O. Box 1719, Glen Allen, VA 23060) with a copy to the District Office.
 23. Candidacy Mentor and candidate meet to discuss interview and results of meeting with district committee.
 24. Certified candidacy is renewed annually by Charge Conference and district committee on ordained ministry. An annual interview with the district committee is required and transcripts of all educational progress shall be submitted. The Candidate must request from the district committee what documents need to be submitted for this annual renewal.
 25. Candidacy Mentor maintains a minimum of annual contact with Certified Candidate until the candidate is licensed or commissioned. An annual report from the mentor is required.
 26. If the Certified Candidate is seeking licensing for pastoral ministry, the requirements for licensing are available from the district superintendent, the district committee on ordained ministry, or may be downloaded from www.vaumc.org.