



# Certified Candidacy Requirement Checklist

Board of Ordained Ministry

New England Conference of The United Methodist Church

(2016 Book of Discipline, BOD) v 2-22-2021

## Beginning Candidacy

- \_\_\_ 1. Be a professing member in good standing of The United Methodist Church or baptized participant of recognized UM campus ministry or other UM ministry setting for at least 1 year (§310.1a) prior to #7.
- \_\_\_ 2. Participate in a Ministry Exploration Summit which fulfills the “Orientation to Ministry” requirement (§312).
- \_\_\_ 3. Write to the District Superintendent, including your statement of call. Ask for admission to candidacy process, online UMCARES enrollment and a candidacy mentor (§310.1b).
- \_\_\_ 4. Complete online registration upon receiving email invitation (UMCARES), pay candidacy fee online. Obtain a candidacy guidebook from your DS or the BOM Registrar and begin candidacy studies with your mentor.

## Declaring Candidacy (§310.1d, e)

- \_\_\_ 5. Must be graduated from an accredited high school or received a certificate of equivalency prior to #7.
- \_\_\_ 6. Request interview with your SPRC, including statement of call. SPRC will interview in light of Wesley’s historic questions (§310.1d): *(a) Do they know God as pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation? (b) Have they gifts, as well as evidence of God’s grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly? (c) Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?*
- \_\_\_ 7. After 1-yr UM member, HS Diploma, and SPRC approval; request recommendation by your church conference (2/3 written ballot). DS/Authorized Elder completes *Form 104* (copies to candidate, dCOM, District Office).

## Becoming Certified (§310.2)

- \_\_\_ 8. Complete the EM360: setup two reference groups (Pastor & Personal). After at least 5 reference responses and your own self-reference, run report. Upload report onto UMCARES step and, **only then**, sign step as complete. EM360 must be done **before** psychological testing.
- \_\_\_ 9. After paying \$300, contact BOM Registrar with your mentor’s name and email for instructions on the psychological testing process. Checks **must** be payable to “New England Conference” and mailed to BOM Registrar (*address below*) or ask Registrar for online pay link.
- \_\_\_ 10. Return completed Notarized misdemeanor/felony Statement form to BOM Registrar
- \_\_\_ 11. Return completed Medical form (exam < 2 years before meeting with dCOM) to BOM Registrar
- \_\_\_ 12. Complete Criminal Background and Credit Check specified by BOM Registrar, contact Registrar for link and instructions. Cost is about \$70-\$90, payable to that website.
- \_\_\_ 13. Complete candidacy studies with mentor (guidebook & appendix). Make sure candidacy mentor completes the *Mentor Report to the dCOM* form and submits it to the dCOM.
- \_\_\_ 14. Contact dCOM about interview requirements and scheduling; submit any dCOM assignments by deadlines; verify with BOM and dCOM Registrars that materials were received.
- \_\_\_ 15. When all requirements are verified, be interviewed by the dCOM for approval of Certified Candidacy, responding to questions in §§310.1d, 310.2a,c (3/4 written ballot vote required to certify).

**Questions?** [bomregistrar@yahoo.com](mailto:bomregistrar@yahoo.com), 603-892-0359, **Mail:** Deborah Venator, P.O. Box 4171, Concord, NH 03302-4171