**District**

**Committee on Ordained Ministry Handbook**

**Mississippi Conference Board of Ordained Ministry 2016-2020**

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**DCOM LEADERSHIP JOB DESCRIPTIONS**

District Superintendent

* Receives requests to begin candidacy.
* Interviews candidate prior to the assignment of mentor and gives the candidate the criminal and sex offender's background and credit check form.
* Notifies DCOM chair of request and candidate needing interview with DCOM.
* Following interview, works with DCOM to assign the candidacy mentor.
* Invites candidate to begin candidacy through United Methodist Candidate and Record Entry System (UMCARES).
* Presides at Charge Conference where candidates are voted on.
* Nominates District Committee on Ordained Ministry members.
* Reviews the Minute Questions to make sure all certified candidates and licensed local pastors are listed.

Chairperson

* Sets date and place for meetings.
* Writes letter to each candidate regarding the results of the interview and recommended action with a copy in the candidate's file.
* Sets the agenda and presides at the meetings.
* Makes sure that all DCOM leaders are following through on their responsibilities.
* Makes sure that the DCOM interviews candidates at the appropriate time with the appropriate documents in hand.
* Works with the district superintendent to assign candidacy mentors.

Secretary

* Sends meeting notices to DCOM members.
* Records and sends minutes of the meetings to the DCOM members and to the Office of Spiritual Leadership.
* Keeps a file of all DCOM minutes (in the district office).

Registrar

* Tracks all candidates and serves as **UMCARES mentor** through the certification process.
* Maintains the official file for each candidate (kept in the district office*).* A Candidacy File Checklist" or "Local Pastor's File Checklist" shall be used to keep a record of documents in each candidate's file. Record keeping procedures shall be governed by the “Personnel File Guidelines” prepared by GCFA.
* Keeps a copy of all forms.
* Uses the Action Report Form to record and to the Board of Ordained Ministry all actions of the DCOM. Keeps a copy of this Action Report Form in the candidate’s file and sends a copy to the Office of Spiritual Leadership following each meeting with a candidate.
* Makes sure that all paperwork is in the file prior to a candidate’s interview.
* Makes sure that the candidate’s and local pastor’s file is complete (see fire contents

checklist).

* Works with the district superintendent to review the Minute Questions.

### DCOM LEADERSHIP JOB DESCRIPTIONS

Board of Ordained Ministry Representative

* Assists in training members of the District Committee.
* Receives the psychological assessment report on candidates from the Office of Spiritual Leadership and assists the DCOM in reviewing the psychological assessments (see guidelines) prior to the interview for candidacy certification.
* Receives the expanded background check report on candidates and assists the

DCOM in reviewing prior to the interview for candidacy certification.

* Exchanges questions and information between the District Committee and the Board of Ordained Ministry and the Office of Spiritual Leadership.
* Leads the DCOM in enlistment strategies.

##### DCOM INTERVIEW GUIDELINES

Guidelines for preparing for an interview

* Allow thirty minutes ahead of each interview to review the file, the written documents, and the psychological assessment. Discuss concerns and issues that need to be addressed in the interview.
* Decide on the most important questions and who will ask each question (do not have the chair or one person ask all the questions).
* Decide on the size of the interview group. DCOM can subdivide for most interviews and then report back a recommendation to total committee for final decision.
* Refer to the DCOM Handbook to make sure all items are in the file prior to the interview.
* Decide how long the interview will be.

Role of the Chair

* Make sure that prior to scheduling an interview, the necessary papers have been submitted and the psychological assessment (unless this is introductory interview) is in the file.
* Welcome the candidate to the interview and introduce by name and *church* to the DCOM. State the purpose of the interview (for exploring candidacy, for certification, for provisional or associate membership, etc.)
* Ask members of the DCOM to introduce themselves.
* Ask someone to begin with a prayer.
* State the time available for the interview and be the time-keeper.
* The chair may want to ask the first question. A possible first question might be: "Tell us about yourself, your sense of call, and where God is leading you."
* Be careful to involve the members of your committee in asking the questions.

After the first question, the chair should focus on process and time-keeping rather than asking questions.

* Ask someone to close with prayer.

Things to remember

* Decide how to begin the interview. Do not begin with the psychological assessment.
* Remember that the mentor may not speak in the interview.
* The candidate does most of the talking.
* Do not allow other committee members to answer questions or to engage in an argument or discussion with the candidate.
* This is not a therapy session.
* Recommendations should be determined by the whole committee after the interview, rather than individual committee members offering advice during the interview, and must be put in writing.
* Requirements are often better than recommendations.
* Decide how the decision of the DCOM will be communicated: having the candidate wait in the hall vs. a phone call and/or letter following the DCOM meeting.
* Evaluate the interview. What was effective in the interview? What would we do differently next time? Were any questions asked that were inappropriate?
* Remember the distinctions between candidates on the elder track and the deacon track. Ask appropriate questions.

### DCOM INTERVIEW FOR: INTRODUCTORY INTERVIEW

Interview for: **Introductory Interview**

Requirements prior to interview

1. Uses the Action Report Form to record and report to the Board of Ordained Ministry all actions of the DCOM. Keeps a copy of this Action Report Form in the candidate's file and sends a copy to the Office of Spiritual Leadership following each meeting with a candidate.
2. Written statement of call.
3. State Criminal, Sex Offenders and Background Credit Check in file.
4. Candidate has completed next phase retreat.

Documents to be copied and distributed to committee members Written statement of call

Suggested Questions

* + Tell us about your journey, your call to ministry.
  + Tell us about your leadership experiences in the church.
  + What are your plans for the future ...personally ...for the church?
  + Share about your devotional life. How are you growing spiritually?
  + Tell us about your personal strengths...your areas of growth.
  + What are your goals for the year ahead?
  + What have you read that has been helpful in your spiritual life?
  + What 2-3 characters in the Bible emulate your own spiritual life/journey?
  + Talk about your family.
  + Talk about positive and negative relationships in your life.
  + What do you do to take care of yourself physically?
  + Share a leadership experience you have had this year.
  + Tell us about your seminary classes (for seminary students).
  + Written statement of call:

Brief narrative articulating sense of call and experience in the church. Statement should be approximately one page in length, describing the following:

* + - How God is calling?
    - To what they are being called?
    - How they envision living out God’s call
    - Current and previous involvement/leadership in local church and/or campus ministry.

Action Required

While a formal vote is not required, the district committee must recommend that the candidate be assigned a registered candidacy mentor and begin the exploring phase of the candidacy studies program. The committee could recommend delay of the assignment of a mentor and recommend more involvement in a local church. Requirements to enter candidacy include membership in the United Methodist Church for one year and graduation from an accredited high school or certificate of equivalency. Candidate should exhibit gifts and graces for the ministry to which they sense God is calling them.

### DCOM INTERVIEW FOR: CANDIDACY CERTIFICATION FOR ORDAINED OR LICENSED MINISTRY

Interview for: **Candidacy Certification for Ordained or Licensed Ministry**

Requirements prior to interview

* + Form 101 in file (print from UMCARES).
  + Form 102 in file, Personal Data Inventory (print from UMCARES).
  + State Criminal, Sex Offenders and Credit Background Check in file.
  + Form 104 in file, indicating recommendation by the candidate’s home church charge

conference.

* + Graduation from an accredited high school or certificate of equivalency.
  + Member of the United Methodist Church or an affiliation with the United Methodist Agency for one year (prior to exploring candidacy) with at least one year in leadership.
  + Written report from the mentor indicating completion of the candidacy studies.
  + Written statement of call.
  + Psychological Assessment report in file.

Suggested Questions

* + Tell us about your journey, your call to ministry.
  + Share several highlights of your ministry this year.
  + Tell us about your leadership experiences as a student.
  + What were some of your frustrations in ministry this year?
  + What are your plans for the future …personally …for the church?
  + Share about your devotional life. How are you growing spiritually?
  + Tell us about your personal strengths…your areas of growth.
  + What are you doing to avoid burnout?
  + What are your goals for the year ahead?
  + Questions about theology and sacraments.
  + What have you read that has been helpful in your spiritual life?
  + What 2-3 characters in the Bible emulate your own spiritual life/journey?
  + What did you learn about yourself in the psychological assessment process?
  + Talk about your family.
  + Talk about positive and negative relationships in your life.
  + What are the most stressful aspects of ministry for you?
  + What do you do to take care of yourself physically?
  + Share a conflict situation in which you have been involved and how you dealt with it.
  + Share a leadership experience you have had this year.
  + Tell us about your seminary classes (for students).

Action Required

Individual written ballot, three-fourths majority required to certify Criteria:

* Spiritual fitness
* Psychological fitness
* Physical fitness
* Potential for effectiveness

[If candidate for licensing as local pastor: upon certification, candidate is eligible to enroll in licensing school, if DS anticipates appointment.]

### DCOM INTERVIEW FOR: LICENSING FOR PASTORAL MINISTRY (LOCAL PASTOR)

Interview for: **Licensing for Pastoral Ministry (Local Pastor)**

Requirements prior to interview

* Certification as a candidate for ministry (see requirements for Candidacy Certification).
* Available appointment
* Completion of Licensing School

Documents to be copied and distributed to committee members None.

Suggested Questions

* Tell us about your journey, your call to ministry.
* Share about your experience at Licensing School.
* Share several highlights of your ministry this year.
* Tell us about your leadership experiences.
* What were some of your frustrations in ministry this year?
* What are your plans for the future ...personally ...for the church?
* Share about your devotional life. How are you growing spiritually?
* Tell us about your personal strengths…your areas of growth.
* What are you doing to avoid burnout?
* What are your goals for the year ahead?
* Questions about theology and sacraments.
* What have you read that has been helpful in your spiritual life?
* What 2-3 characters in the Bible emulate your own spiritual life/journey?
* What did you learn about yourself in the psychological assessment process?
* Talk about your family.
* Talk about positive and negative relationships in your life.
* What are the most stressful aspects of ministry for you?
* What do you do to take care of yourself physically?
* Share a conflict situation in which you have been involved and how you dealt with it.

Action Required

Majority vote with recommendation required to specify full time local pastor, part time local pastor, or student local pastor (note that "student local pastor" is for only those students from other annual conference not in the candidacy studies in MS).

Criteria:

* + Spiritual fitness
  + Psychological fitness
  + Physical fitness
  + Readiness for ministry
  + Potential for effectiveness

Also note that the vote here is pending completion of Licensing School. Be sure to give Licensing School Registration Form.

### DCOM INTERVIEW FOR: RENEWAL OF CERTIFIED CANDIDACY (ANNUALLY)

Interview for: **Renewal of Certified Candidacy (annually)**

Requirements prior to interview

##### Note: The district committee must let the candidate know what is required. The candidate has the responsibility for requesting these reports be sent to the district committee.

1. Annual recommendation of the candidate's home church charge conference in file
2. A written report from the candidacy mentor in file
3. An official transcript from the school, college, or seminary
4. A written report from the candidate on the service setting and/or progress in ministry with reference to ¶312.3 (i.e. growth in these areas since certification)
5. If the candidate is not in college, seminary, or a ministry setting, a letter from the local church pastor as to the candidate's involvement in the local church

Documents to be copied and distributed to committee members

#2 from above, Mentor Report

#4 from above, written report from candidate

#5 from above, written report from local church pastor (where applicable)

Suggested Questions

* + Tell us about your journey, your call to ministry.
  + Share several highlights of your ministry this year.
  + Tell us about your leadership experiences as a student.
  + What were some of your frustrations in ministry this year?
  + What are your plans for the future ...personally ...for the church?
  + Share about your devotional life. How are you growing spiritually?
  + Tell us about your personal strengths...your areas of growth.
  + What are you doing to avoid burnout?
  + What are your goals for the year ahead?
  + Questions about theology and sacraments.
  + What have you read that has been helpful in your spiritual life?
  + What 2-3 characters in the Bible emulate your own spiritual life/journey?
  + Talk about your family.
  + Talk about positive and negative relationships in your life.
  + What are the most stressful aspects of ministry for you?
  + What do you do to take care of yourself physically?
  + Share a conflict situation in which you have been involved and how you dealt with it.
  + Share a leadership experience you have had this year.
  + Tell us about your classes. Action Required

Individual written ballot, three-fourths majority required to renew.

Completion of Form 115 (copy in candidate file and copy to Office of Spiritual Leadership.)

### DCOM INTERVIEW FOR: LOCAL PASTOR CONTINUANCE (ANNUALLY)

Interview for: **Local Pastor Continuance (annually)**  Requirements prior to interview

##### Note: The district committee must let the local pastor know what is

**required. The local pastor has the responsibility for requesting these reports be sent to the district committee. *Grade of C or above is required.* D or F MUST BE RETAKEN AT THE LOCAL PASTOR EXPENSE.**

1. Evidence of satisfactory progress in the required studies:
   1. Local pastors preparing for provisional membership shall complete the Local Pastors' Licensing School and then present annually to the district committee on ordained ministry an official transcript from college, seminary, or Course of Study.
   2. All other local pastors shall complete the Local Pastors' Licensing School and present annually until completion an official transcript from the five-year Course of Study (must be completed within eight years for Full Time Local Pastors and in ten years for Part-time Local pastors, see ¶319. Full Time Local Pastors must complete four courses, each year (¶318.1). Part Time Local Pastors must complete two courses, each year (¶318.2)
2. For local pastors preparing for provisional membership:

* A written report on the service setting ¶324.2 and progress in ministry with reference to ¶312.3 (i.e. growth in these areas since certification)

1. Annual written report of the clergy mentor.
2. Recommendation of the district superintendent.

Documents to be copied and distributed to committee members

#2 from above if applicable, written report from candidate

#3 from above, written Mentor Report

Suggested Questions

* Were you assigned a clergy mentor to work with you during the past year? If so, describe the relationship and what you worked on with your mentor. If not, is there someone you look upon as your mentor? Was this a helpful relationship? If not, why not? Can this committee be of any help in providing a more helpful mentor relationship?
* What was the most difficult challenge you faced as pastor this past year and how did you meet it? What did you learn from it? How do you feel you have grown as a result of it?

Interview for: **Local Pastor Continuance (annually) - Continued**

* Talk about your pastoral appointment? Has it been what you expected when you felt called to become a local pastor? In what ways have you been surprised? In what ways have you been affirmed that you are properly responding to God's call in your life.
* What is the single most important thing you need at this point in time to become a better pastor?
* What was the greatest joy you experienced in the past year? Why do you feel this was so?
* How do you integrate your personal and professional responsibilities? Do you experience tensions between family and church expectations of you?

Action Required

Majority vote of the committee, specifying annually full time or part time.

### DCOM INTERVIEW FOR: RECOMMENDATION FOR COMMISSIONING AND PROVISIONAL MEMBERSHIP

Interview for: **Recommendation for Commissioning and Provisional Membership**

***Note: Refer to the Book of Discipline 2016 edition upon availability***

Requirements prior to interview

1. Annual renewal of certified candidacy or license for pastoral ministry
2. Certified candidate or licensed local pastor for at least one year
3. Met the educational requirements of the MS Conference Board of Ordained Ministry (which include the educational requirements in ¶324 which include an undergraduate degree)
4. Or for those applying under ¶324.6: reached 40 years of age, completed the five (5) year Course of Study, and 32 semester hours of graduate theological study and met the educational requirements of the MS Conference Board of Ordained Ministry (which includes an undergraduate degree)
5. If this is also the interview for candidacy renewal or local pastor continuance, see the requirements on those pages.

Documents to be copied and distributed to committee members Documents required for candidacy renewal or licensing continuance

Suggested Questions

* + Each of us is called by God. Share about your specific call to ordained ministry?
  + Questions that would integrate their theology with their practice of ministry.
  + At this point, the Board is looking for **readiness for ministry.** Readiness will be evaluated in four areas: call, theology, personal growth and development, and practice of ministry.
  + Questions that make the connection between their seminary/Course of Study education and their practice of ministry.
  + How has your theology changed since you have been in seminary/Course of Study?
  + Where/what are your support systems?
  + What did you learn about yourself and about ministry through the CPE experience?
  + Questions about itinerancy are appropriate for elder candidates.
  + Questions about plans for identifying a ministry setting are appropriate for deacon candidates.

Action Required

Written ballot with three-fourths majority vote, recorded on the Action Report with a written narrative by the chair of the DCOM attached to the form describing the candidate's areas of strength and areas of growth submitted directly to the Office of Spiritual Leadership.

##### Interview for: Recommendation for Commissioning and Provisional Membership - Continued

Criteria:

* + - Areas of developing competencies
    - Academic background
    - Consider field education experiences, internships, other practice of ministry experiences
    - Review how theological understanding has evolved since certification.
    - Review carefully educational requirements. Contact the Office of Spiritual Leadership with any questions
    - Readiness will be evaluated in four areas: call, theology, personal growth and development, and practice of ministry.

### DCOM INTERVIEW FOR: RECOMMENDATION FOR ASSOCIATE MEMBERSHIP

Interview for: **Recommendation for Associate Membership**

##### Note: Refer to Book of Discipline 2016 edition upon availability

Requirements prior to interview

1. Annual renewal of license for pastoral ministry with service as a full time local pastor for four years (or equivalent)
2. Reached the age of 40
3. Completed the five year Course of Study
4. Completed at least sixty semester hours toward the Bachelor of Arts or equivalent degree in an accredited college or university listed by the University Senate

Requirements for recommendation

1. Recommended by the District Committee on Ordained Ministry and the Board of Ordained Ministry
2. Declared their willingness to accept continuing full-time appointment
3. Full-time appointment available
4. Satisfied the BOM regarding physical, mental, and emotional health (psychological reports, criminal background and credit checks, and reports of sexual misconduct and/or child abuse to provide additional information on the candidate’s fitness for the ministry)

Additional requirements are stated in The Book of Discipline 2016, ¶322.

Documents to be copied and distributed to committee members

None, unless this is also the interview for local pastor continuance, then see page 8.

Suggested Questions

* + All of us are called by God. Share about your specific call to licensed ministry?
  + Questions that would integrate their theology with their practice of ministry.
  + For associate membership, the Board is looking for **effectiveness in ministry**. Effectiveness will be evaluated in four areas: call, theology, personal growth and development, and practice of ministry.
  + Questions that make the connection between their Course of Study education and their practice of ministry.
  + How has your theology changed since you have been in the Course of Study?
  + Where/what are your support systems?
  + What did you learn about yourself and about ministry through the CPE experience?

Action Required

Majority vote, recorded on the DCOM action form with narrative submitted directly to the Office of Spiritual Leadership.

Criteria:

* + - Areas of competencies
    - Academic background
    - Consider current practice of ministry
    - Review how theological understanding has evolved since licensing
    - Effectiveness will be evaluated in four areas: call, theology, personal growth and development, and practice of ministry.

### CANDIDACY MENTOR’S REPORT TO THE DCOM

The central purpose of the Candidacy Mentor’s report to the dCOM is to describe the issues examined in the candidacy process as part of the vocational decision for licensed or ordained ministry. The report should be brief and provide useful information to the dCOM and the candidate.

The Candidacy Mentor’s report to the dCOM is to be prepared prior to the dCOM meeting, early enough that you can share it with the candidate and include any modifications that you wish to make.

The report can be in narrative form and will probably be one or two pages in length. The following are guidelines for what factors need to be included in your report.

* + What are this person’s gifts, grace and promise of potential effectiveness in the licensed or

ordained ministry? This could include:

1. Passion for studying and sharing God’s Word and work
2. Academic and educational potential
3. Interpersonal skills bonded in compassion and kindness
4. Leadership skills and potential
   * Can this person articulate their experience of the Holy Spirit?
   * Does this person feel a call from God into the ordained or licensed ministry?
   * How has this person responded to information about the calling and the work of ordained or licensed ministry in the United Methodist Church?
   * What is this person’s self-understanding in relation to a possible career in the ministry?
   * How does this person respond to and use feedback from others?
   * What Spiritual Disciplines does this person utilize in their daily/continuing journey with God?
   * What personal considerations (family, local church, work or other) are important for this person in relation to the licensed or ordained ministry?
   * What issues do the candidate and dCOM need to explore together in the meeting?
   * What are your thoughts about welcoming this person into a connectional system?
   * What other factors, comments or suggestions about this individual can you offer that are important for the district committee’s consideration of this person?
   * Has this person kept the covenant which the two of you made, including meeting regularly, etc.?

At the end of the report, after your signature, attach the following statement to be signed by the candidate:

“I have read the report of my candidacy mentor and authorize its release to the district committee and board of ordained ministry.”

### CANDIDACY MENTOR’S REPORT FORM

**Candidate: Mentor:**

Using the form below, please complete your report by answering each question in detail.

1. What are this person’s gifts, grace, and promise of potential effectiveness in the licensed or ordained ministry? This could include: 1) passion for studying and sharing God’s Word and work; 2) academic and education potential; 3) interpersonal skills bonded in compassion and kindness; 4) leadership skills and potential.
2. Can this person articulate their experience of the Holy Spirit? Explain.
3. Does this person feel a call from God into the ordained or licensed ministry? Explain.
4. How has this person responded to information about the calling and work of ordained or licensed ministry in the United Methodist Church?
5. What is this person’s self-understanding in relation to a possible career in ministry?
6. How does this person respond to and use feedback from others?
7. What Spiritual Disciplines does this person utilize in their daily/continuing journey with God?
8. What personal considerations (family, local church, work, or other) are important for this person to the licensed or ordained ministry?
9. What issues do the candidate and dCOM need to explore together in the meeting?
10. What are your thoughts about welcoming this person into a connectional system?
11. What other factors, comments, or suggestions about this individual can you offer that are important for the

district committee’s consideration of this person?

I have read the report of my candidacy mentor and authorize its release to the District Committee and the Board of Ordained Ministry.

Signed: Date: Candidate

##### MINISTERIAL EDUCATION FUND (MEF)

**What is the Ministerial Education Fund?** MEF is a service loan offered to candidates for ordination who are pursuing a Masters level theological degree. MEF is funded through the generosity of United Methodist people across Mississippi and around the world through apportionments and special offerings.

##### Who is eligible for Ministerial Education Fund?

* certified candidate for ordained ministry in the Mississippi Conference; AND
* enrolled in a University Senate approved seminary; AND
* full-time student (as defined by seminary)-minimum of 9 semester hours, may be more for seminaries.

**How much does Ministerial Education Fund cover?** MEF allocations are 50% of tuition each semester. (Tuition costs are based on tuition at United Methodist seminaries. MEF is awarded up to 50% of highest tuition at a United Methodist seminary. At institutions where tuition is less, MEF is awarded for 50% of tuition costs at that institution.)

**What is “the catch”?** MEF is a “service loan”. The loan is repaid with service to the Church. In receiving the service loan, you agree to serve under appointment in the United Methodist Church for four years following the completion of your theological education. Each semester you will sign a service loan agreement when you receive your allocation.

##### When and how do I apply for Ministerial Education Fund allocations?

MEF application is accessible on the Conference website ([www.mississippi-umc.org](http://www.mississippi-umc.org/)); in the Financial Aid office at your school An application must be submitted EACH semester that you desire to receive an allocation. Applications should be received in the Office of Spiritual Leadership no later than September 15 for Summer and Fall allocation and February 15 for J-Term and Spring allocation.

**When can I expect to receive my Ministerial Education Fund allocation?** MEF checks are mailed directly to the seminary each semester. Summer and Fall semester allocations are mailed between October 1 and 15. J-Term and Spring semester allocations are mailed between March 1 and 15.

**What if I receive Ministerial Education Fund allocations but decide not to be appointed in Mississippi?** MEF is a service loan. If you choose not to serve under appointment in the Mississippi Conference, you are responsible to provide evidence of appointment in the UMC (another conference) or it becomes a low-interest (*4%*) loan repayable at date of severance of Conference membership.

## Application for Service Loan

Mississippi Conference of the United Methodist Church The Ministerial Education Fund

**Name: Last First Middle**

**Address: While at School**

**Address: Summer**

**Email: Phone:**

1. **Are you a full-time student? Yes No**

**If yes, what semester? 1st 2nd J-Term Spring Summer # of hrs.**

1. **Seminary Attending\_ Classification\_**
2. **When you anticipate graduation?**
3. **Have you been certified as a candidate for ministry?**

**Which District in Mississippi? Date District Superintendent**

1. **Do you expect to become an ordained and full member of the Mississippi**

**Conference? Yes No**

**If yes: Deacon Elder**

1. **What is the total tuition cost for attending this seminary?**

**Pledge of Applicant:**

***If this service loan or any portion of it is granted, I will use it only toward educational expenses. It is my understanding that I am to serve a total of the number of years indicated in the Service Loan Agreement after completion of the M Div for conference membership in The United Methodist Church. Should I fail to do so, the service loan shall become due and payable immediately upon the terms specified in the Service Loan Agreement.***

**Date Signature of Applicant**

**Authorization of Seminary**

**I, certify that**

**Is registered for hours at**

**Seminary for the semester of 20**

**at a tuition cost of $ per hour; and total semester**

**tuition cost of a total semester cost of $ .**

**Seal or Stamp of school**

**Signature Title Email Telephone** Mailing Address

##### Return this form to: Office of Spiritual Leadership, 320 D Briarwood Drive, Jackson, Mississippi 39206

**TRANSFERS FROM OTHER UNITED METHODIST CONFERENCE**

##### Requirements:

A request in writing to the Bishop must be received by **January 10** to allow the following items to be accomplished prior to Annual Conference:

1. Personnel File will be requested from transferring conference
2. Background/Credit Check will be completed
3. Sexual Misconduct Policy will be received and read
4. Statement verifying receipt of Sexual Misconduct Policy will be notarized
5. Conference Relations committee of the Board of Ordained Ministry will meet with person requesting transfer and make recommendation to the Board of Ordained Ministry
6. Persons may be required to serve a year prior to transferring
7. After approval by the Conference Relations Committee, the person will be recommended to the Clergy Session at Annual Conference and must receive an affirmative 2/3 vote to be received

### TRANSFERS FROM OTHER DENOMINATIONS INTO THE MISSISSIPPI UNITED METHODIST CONFERENCE

##### Guidelines:

1. Submit the following information to the District Committee on Ordained Ministry for review: release for a background check, biographical information, academic records (official transcripts for B.S. and M.Div.), ordination certificate, and a statement of good standing with denomination.
2. Have academic records assessed through GBHEM. Make recommendations concerning further course work.
3. Interview with District Committee sharing your Christian faith and experience and to give evidence of your willingness to support and maintain the United Methodist doctrine, discipline and polity and receive a recommendation. The District Committee, Superintendent, or Board of Ordained Ministry may request persons to participate in a mentoring relationship with the Candidacy Guidebook.
4. Submit a satisfactory physical and psychological evaluation to the District Superintendent and District Committee.
5. After completing all requirements, meet with Conference Relations Committee of Board of Ordained Ministry.
6. If these steps are completed by **March 1**, persons may apply for provisional membership
7. If received into provisional membership as a local pastor at Annual Conference, then persons would participate in Residency in Ministry (RIM) process. The Board of Ordained Ministry (BOM) may waive RIM requirements for persons transferring from other Methodist denominations.
8. Persons would apply for full membership after having met all RIM requirements.
9. Persons would submit all paperwork for interview with BOM.
10. Be interviewed by the Board of Ordained Ministry.
11. Be received at Annual Conference if approved by BOM and clergy session.

### READMISSION PROCESS TO MISSISSIPPI UNITED METHODIST CONFERENCE

##### Interview for: Recommendation for Reinstatement (local pastor or certified candidate) or Readmission:

* + To Provisional Membership or Associate Membership
  + After leaving the ministerial office to full membership as elder or deacon
  + After honorable location or administrative location
  + After termination by action of the annual conference

Requirements prior to interview

1. Immediately contact the Office of Spiritual Leadership for detailed instructions
2. Contact the Bishop’s Office for supervisory file information
3. Depending on the circumstances, most of the following will be required:
   1. Personal Data Inventory (Form 102)
   2. Criminal and Sex Offenders Background Check
   3. Background Check (dmv, national and county criminal, consumer credit)
   4. Disclosure Form
   5. Work Authorization Form
   6. File documents related to the reasons for discontinuance or withdrawal
   7. A written request by the candidate on his/her reasons and qualifications for readmission and a statement on the circumstances relating to their discontinuance or withdrawal
   8. A satisfactory report and recommendation by their charge conference and pastor
   9. Other letters of recommendation, if needed
   10. Report of career counseling, if applicable
   11. Completed Medical Report on form 103
   12. Psychological Assessment (particular one to be determined)
   13. Pastor Profile
   14. Additional information or report on requirements set by the Board or annual conference when discontinued or withdrawal.

Documents to be copied and distributed to committee members

#3a from above, Personal Data Inventory (form 102)

#3f from above, reasons for discontinuance or withdrawal

#3g from above, written statement by the candidate

#3j from above, career counseling, if applicable

#3l from above, psychological assessment.

Suggested Questions

Questions would be determined based on the nature of the discontinuance or withdrawal.

Action Required

* For reinstatement as a certified candidate, majority vote which is a recommendation to the Board of Ordained Ministry.
* For readmission to local pastor status, associate, provisional, or full membership, majority vote which is a recommendation to the Board of Ordained Ministry (which will require an interview with the Conference Relations Committee) and Cabinet.

### BEHAVIORAL HEALTH GUIDELINES FOR BOARDS OF MINISTRY

#### In the process of selecting candidates for ministry District Committees on Ordained Ministry (dCOM) and Boards of Ordained Ministry (BOM) must discern each potential candidate’s “gifts, evidence of God’s grace, and usefulness” (Paras. 301.2 and 666.8, see also Para 605.7, 2016 Discipline). The constant pastoral concern for both the Church and candidates is to maximize effectiveness in ministry (on the positive end of the continuum) and minimize ineffectiveness and harm to all involved, both now and in the future.

These mental and behavior health guidelines seek to describe the boundaries of healthy functioning, beyond which distortions of health become serious problems for the church and its ministry as well as for the person involved. The central question is how experiences impact a person’s inner being or spirit and how a person’s inmost spirit transforms behavior patterns (I Cor. 13, Romans 12). Concern about a person’s mental and emotional status and behavioral patterns, including mental processing, emotional states, identity, personal boundaries, and responses to stress, are part of our pastoral concern in selecting candidates.

Since our ministries are treasures of God in earthen vessels (2 Cor 4:7), we seek to discern how human vessels can be refined and strengthened in order to be more durable and useful in the ministry of Christ in the world. Where negatives exist, can they be sufficiently healed and transformed with the available resources to enable a candidate to incarnate love in ministry? Where positives exist, can they be used to strengthen trust, enable safety, and express grace and love in relationships without giving in to temptations and distortions?

To address these concerns, the Division of Ordained Ministry’s Advisory Committee on Psychological Assessment offers the following Behavioral Health Guidelines as a resource in candidacy selection. **As the title suggests, these are general guidelines rather than hard-and-fast regulations.** They relate to behavioral health issues, broadly defined, that our Committee believes are critical to effectiveness in ministry and the avoidance of misconduct. Our primary purposes in this effort:

To guide and advise dCOMs and BOMs.

To assist BOMs in establishing their own standards.

To provide a vehicle for BOMs to raise questions about standards.

To flag areas of concern.

Our Committee proposes standards in the categories listed below, along with brief rationales explaining our sense of their importance. Most candidates will meet these standards immediately, but some may evidence critical behaviors or conditions that would require further exploration. Questions are provided to facilitate this exploration. If the results continue to raise concerns, the Board or Committee may need to take some action, such as postponement of the candidacy process (for further exploration or remediation) or, in serious cases, permanent disqualification. Each recommendation or guideline requires interpretation on a case-by-case basis. The Advisory Committee on Psychological Assessment welcomes feedback regarding these guidelines. Address correspondence to: Candidacy Assessment Office, Division of Ordained Ministry, Post Office Box 340007, Nashville, TN 37203-0007.

# Definitions:

**Category**: A general area of concern.

**Standard**: A minimum requirement necessary to address the area of concern. **Rationale**: An explanation of the standard.

**Critical Behavior**: A specific behavior or condition that indicates the standard has not been met.

**Exploratory Question**: A recommended question which may assist in assessing whether a critical behavior does indeed violate the standard.

**Recommendation**: A decision recommended when exploratory questions indicate that a standard is not met.

##### Category: Physical Health

**Standard: The candidate demonstrates no obvious physical health concerns. Rationale:**

Neglect of physical health is known to impair function in pervasive ways. Responsible preventive health care maximizes the functional abilities of the individual and minimizes the health care costs to the annual conference.

The physical health concerns listed below may have a strong psychological component, and may reflect psychological disorders.

##### Critical behaviors: (considered in cultural context)

Morbid obesity (Body weight 100 lbs. or more above maximum ideal weight)

Markedly underweight (body weight at least 15% or more below the candidate’s healthy minimum weight)

An un-treated, chronic, medical condition such as hypertension, diabetes, etc.

Non-compliance with prescribed medical treatment for any condition

##### Exploratory Questions:

How do you evaluate your overall physical health? What steps do you take to care for your physical health? When was your last medical checkup?

Do you have any current or chronic health problems? If so, what steps are you taking to care for yourself?

How does your physical health impact your ability to be an effective minister?

##### Recommendations:

Candidates should be able to articulate their plans for physical health care. Candidates with medical problems should demonstrate medical consultation and cooperation with treatment plans.

##### Category: Management of personal finances

**Standard: The candidate is not in debt so as to embarrass the Church. Rationale:**

While this may not, on the surface, seem to be a behavioral health issue, personal financial management has to do with general maturity, including the ability to set priorities, maintain discipline and delay gratification.

Difficulties in this area raise concerns about judgment and impulse control.

##### Critical behaviors:

The candidate has been reported to a credit bureau for nonpayment.

The candidate has a history of a personal bankruptcy.

The candidate has had money judgments filed against him/her.

##### Exploratory Questions:

Describe the history (sequence) of your difficulties.

Are there extenuating circumstances? (Possible mitigating circumstances: major medical

expenses, divorce. NOTE: Business failures and unemployment are not necessarily mitigating

conditions, but require further exploration.)

##### Recommendation:

If the candidate has a history of having been reported to the credit bureau, then three years of a good credit history is recommended. If the candidate has a history of a personal bankruptcy, then five years of good credit is recommended. If the candidate has a history of money judgments, then it is recommended that the judgments be satisfied prior to continuance.

##### Category: Mental Illness

**Standard: The candidate has no current or recurring disqualifying psychological impairment. Critical behaviors:**

The candidate has received a diagnosis of bipolar disorder, schizophrenia or any other psychotic disorder.

The candidate has received a diagnosis of a personality disorder.

The candidate has been hospitalized for psychiatric treatment.

The candidate has been prescribed psychiatric medications (including antidepressants and anxiolytics)

The candidate has attempted suicide.

##### Exploratory Questions:

Describe the history (sequence) of your treatment for your difficulties.

What specific potential vulnerabilities do these difficulties create for your ministry, and how do you see yourself protecting both yourself and the people you would serve?

Would you be willing to authorize communication between those who have treated you and this committee?

##### Recommendation:

The more severe the psychiatric impairment, the more important the need for direct consultation with the treating mental health practitioners. The Board may wish to bring in its own mental health consultants in order to evaluate the candidate’s situation. The candidate has a history of remission from any moderately-to-severely impairing conditions for not less than five years without necessity for psychiatric hospitalization, though treatment may continue. The candidate has a history of responsible management of any mildly-to-moderately impairing conditions for not less than five years, and has an effective treatment program in place.

##### Category: Alcohol abuse/dependence

**Standard: The candidate demonstrates no present abuse or dependence upon alcohol. Rationale:**

Alcohol abuse (short-term intoxication) and/or alcohol dependence (chronic over involvement) are mental

disorders known to impair functioning in pervasive ways. Candidates who suffer from these disorders will have greatly limited effectiveness and are at much greater risk for professional misconduct.

##### Critical behaviors:

A history of drinking to the point of intoxication.

A history of arrest for driving while intoxicated.

A history of an arrest for public intoxication.

Complaints by family or others regarding the candidates’ use of alcohol.

##### Exploratory Questions:

The “CAGE” questions below may be helpful: two or more “yes” answers predict alcoholism with about 75% accuracy.

1. Have you ever felt you should **C**ut down on your drinking?
2. Have people **annoyed** you by criticizing your drinking?
3. Have you ever felt bad or **G**uilty about your drinking?
4. Have you ever had a drink first thing in the morning to steady your nerves or get rid of a hangover? (Eye-opener)

Where there is a history of alcohol use, the following questions may be helpful:

Are you currently abstinent, and if so for how long?

If you are abstinent, how and why were you able to become abstinent?

What are you currently doing to maintain abstinence? (Possible answers: Alcoholics Anonymous, outpatient

dependency counseling, other counseling)

##### Recommendation:

Consider requiring a minimum of one year’s sobriety prior to certification for candidacy.

If any of the critical behaviors are recent (within five years), then consider requiring a formal “substance abuse evaluation” by a certified chemical dependency treatment specialist.

If there is clear evidence of alcohol dependence at any time, then consider requiring participation in Alcoholics Anonymous (AA) or equivalent program and continued involvement in such a program for not less than five years prior to certification for candidacy.

##### Category: Chemical abuse/dependency

**Standard: The candidate demonstrates no present abuse or dependence upon either nonprescribed pharmacologic agents or prescribed medications.**

**Rationale:**

Chemical abuse and/or dependence are mental disorders known to impair functioning in pervasive ways. Candidates who suffer from these disorders will have greatly limited effectiveness and are at much greater risk for professional misconduct.

##### Critical behaviors:

Any use of illegal or non-prescribed substances, including but not limited to marijuana

cocaine, hashes, hallucinogens, sedatives, amphetamines or other stimulants.

misuse of prescribed pharmacological agents of any type

##### Exploratory Questions:

What is your history of chemical abuse or dependency?

Are you currently abstinent, and if so for how long?

If you are abstinent, how and why were you able to become abstinent?

What are you currently doing to maintain abstinence? (Possible answers: Narcotics Anonymous, outpatient chemical dependency counseling, other counseling)

##### Recommendation:

If the history reveals occasional and/or experimental use limited to an adolescent period, then consider requiring not less than five years of sobriety prior to certification for candidacy.

If the history reveals any adult use of illegal substances, or any misuse of prescribed pharmacological agent, then consider requiring a formal chemical dependency assessment from a credentialed chemical dependency treatment specialist. A period of not less than five years of sobriety prior to certification for candidacy would also be appropriate.

##### Category: Legal (general)

**Standard: The candidate shall be respectful of the law and evidence legal responsibility in personal habits.**

**Rationale:**

This may not, on the surface, appear to be a behavioral health issue, but similar issues around maturity, discipline, and judgment come into play. In addition, one’s approach toward the law often is a barometer of one’s respect for authority generally, and unresolved authority issues may significantly hamper clergy effectiveness.

##### Critical behaviors:

More than three moving violations (traffic) within the preceding three years

An arrest or conviction for any misdemeanor

An arrest or conviction for any felony

Note: "Conviction" includes a “no contest” plea without admission of guilt, deferred adjudication and/or

probation.

##### Recommendation:

Candidates may have no more than three moving violations (traffic) within the preceding three years. A history of arrest for any misdemeanor or felony requires investigation of the circumstances of the arrest including review of the offense (police) report. Results of the investigation may require an appropriate period without history of difficulty or further arrest prior to certification for candidacy or continuance. A history of conviction for any felony is, under most circumstances, permanently disqualifying.

##### Category: Family Violence

**Standard: The candidate has a history of resolving family conflict in a nonviolent manner. Critical behaviors:**

Any report or complaint (against the candidate) of family violence.

Any history that a law enforcement unit has been called to the candidate's residence because of his/her behavior.

Any report or complaint (against the candidate) to protective services for inappropriate treatment of children or adults.

Any history of protective orders against the candidate.

##### Recommendation:

The candidate shall ordinarily have not less than three years without reports as described.

The presence of any critical behaviors requires an investigation into the facts and circumstances and an appropriate period may be required prior to certification for candidacy or continuance. The candidate shall acknowledge his/her behaviors and may have entered into family counseling or other appropriate treatment.

##### Category: Divorce or Infidelity

**Standard: If the candidate has been divorced, or if there is evidence of infidelity, the candidate must have done sufficient exploratory and reparative work to demonstrate and/or articulate the impact of the health of married life on quality of ministry.**

**Critical behaviors:**

A divorce in the past three years

A history of having been married more than twice

A history of infidelity

**Exploratory Questions:** If a recent divorce:

What steps have you taken to understand the nature of your own contribution to the dissolution of the marriage?

What steps have you taken to move yourself through a healthy grief process?

If multiple marriages:

What steps have you taken to identify and deal with any dysfunctional patterns in intimate relationships?

In either case:

Have you maintained fidelity in marriage? If not, what steps have you taken to understand your actions and decisions so as to safeguard current or future marriage covenants?

##### Recommendation:

If there is a recent divorce (within 2-3 years), then the candidate should be able to articulate any dysfunctional patterns in intimate relationship and have taken steps to safeguard current or future marriage covenants. If there is insufficient evidence that sufficient exploratory or reparative work has been done, the Board may wish to recommend or require a course of psychotherapy and /or other conditions, such as a delay of one year.

##### Category: Sexual Misconduct

**Standard: The candidate has no history, or complaints, of sexual misconduct or charges of sexual harassment having been brought against him/her. See addendum for definitions.**

**Rationale:**

Candidates must model in their personal life and behavior a healthy and sacred view of sexuality so as not to misuse the clerical office.

##### Critical Behaviors

A history of complaints or charges (either formal or informal) of sexual harassment

A history of improper sexual conduct

##### Exploratory Questions

Have you ever had a complaint or charge (either formal or informal) of sexual harassment or misconduct brought against you? (If so, describe the circumstances)

What steps have you taken to insure that the behavior does not occur in the future?

##### Recommendations

Consider further assessment.

The Board of Ministry should explore in an interview with the committee the steps the candidate has taken to identify and understand and deal with the psychological vulnerabilities that contributed to the behavior, and what safeguards the candidate has put into place to guard against the possibility of similar behavior in the future.

The candidate should have no evidence of sexual misconduct for a minimum of three years.

A candidate must articulate a plan to insure that such behavior is unlikely to recur. This plan may include intensive psychotherapy and/or ongoing supervision, or other conditions required by the Board.

##### Category: Legal - Sex related crimes

**Standard: The candidate shall have no history that poses risk of sexual harassment, sexual assault to adults or children, nor history of any sex-related offense.**

**Critical behaviors:**

Treatment for any sex-related crime.

Arrest, conviction, or written accusation for any sex-related crime.

Written allegations of any sex-related crime

##### Recommendation:

If the candidate has committed a sex-related crime, he or she should be permanently disqualified. Certainly the candidate is entitled to be considered innocent until proven guilty, so a written accusation or arrest alone is not sufficient for disqualification, but either one would raise significant questions which the Board would need to explore in depth.

The recommendation for permanent disqualification reflects the massive legal exposure an Annual Conference would take on were it to place in ministry a known sex offender. Behind that reality,

however, is the awareness that currently available treatments for such offenses are of limited utility, with high rates of recidivism.

##### ADDENDUM

**Definitions of Improper Sexual Conduct**

1. **Sexual harassment**

Includes solicitation, physical advances, or verbal or nonverbal conduct consisting of a single intense or severe act, or of multiple persistent or pervasive acts, by a candidate toward another individual, that are sexual in nature and occur whether in connection with the candidate’s clerical activities or personal life, and that are unwelcome, offensive, or create a hostile environment for the affected individual.

##### Sexual impropriety

Sexual impropriety is deliberate or repeated comments, gestures, or physical acts of a sexual nature that include but are not limited to:

* 1. behavior, gestures or expressions which may reasonably be interpreted as , inappropriately seductive or sexually demeaning,

b) making inappropriate comments about an individual’s body,

c) making sexually demeaning comments to an individual,

1. making comments about an individual’s potential sexual performance,
2. in a counseling relationship, requesting details of a person’s sexual history when

not clinically indicated for the type of consultation,

1. requesting a date,
2. initiating conversation regarding the sexual problems, preferences, or fantasies of either party,
3. kissing of a sexual nature,
4. sharing or displaying pornographic material with another person.

##### Deviant sexual behaviors

Deviant sexual behaviors include, but are not limited to, behaviors such as pedophilia, exhibitionism, or other paraphilias, and preoccupation with pornographic materials for sexual

stimulation and gratification.

**CLERGY EXCELLENCE**

This is the baseline expectation for ALL clergy.

* LOVING: GOD and OTHERS (ENGAGE AND CONNECTING)
  + High Christian Character in Every Aspect of Life and Ministry
    - Lives with Integrity
    - Faith and Authenticity
    - Demonstrates Holiness of Heart and Life
  + Attention to the Pastoral Needs of the COMMUNITY
    - Build Relationships
    - Mission and Evangelism
    - Ministry of Caring: Church
    - Pastoral Presence: Community
* LEARNING: PERSONAL GROWTH and DISCIPLING OTHERS (EQUIPPING)
  + Clearly Communicated the Gospel and Wesleyan Tradition
    - Three-fold Fullness of God’s Grace
    - Wesleyan Quad and ability to convey to others
    - Preaching and Teaching
  + Life Long Learner
    - Active Participation in both required training (COS/ACOS/LS) as well as Continuing Education
    - Strength of Connection/Connectional
      * Conference/District Events, Mission Shares
* LEADING: EVANGELISM and ORDER (SENDING)
  + Dedicated to Making Disciple of Jesus Christ
    - Vital and Viable Worship: Proclamation and Design
    - Generosity: Tithing and Cultivating Culture of Giving
    - Intentional Faith Formation: Small Groups, Spiritual Disciplines
    - Mission and Service
    - Development of a Culture of Call: Candidates and Priesthood of All Believers
  + Able to Organize and Implement all Aspects of Church Order
    - Loving, Learning, Leading
    - Collaboration with Laity
    - Forming Teams and Team Building
    - Organization and Administration

### Policy for Local Pastors Taking College Classes

The Book of Discipline (BOD) states that a (LP) should be enrolled in (COS) or correspondence course or pre-theological courses. This means that a LP attending undergrad classes with the intention of continuing on to seminary (or working towards an undergrad degree for associate membership) is not required by BOD to take COS classes. However, they are still under the time limit set by the BOD (A Full Time LP (FTLP) has 8 years, a Part Time LP (PTLP) has 12 years to finish their educational requirements – the time starts once they are a certified candidate).

The Mississippi Annual Conference Board of Ordained Ministry sets the following as our minimum requirements:

##### FTLP dually enrolled minimum:

12 semester hours of academic college credit per semester and two COS summer courses at Emory. Thus, finishing undergraduate degree and 1/2 COS requirements in five years. Will leave three years to finish the other ten COS courses.

##### PTLP dually enrolled minimum:

12 semester hours of academic college courses per semester and one COS class during the summer. Thus, finishing undergraduate degree and 1/4 COS requirements in five years. Will leave five years to finish the remaining 15 COS courses.

\*\*\*There is some concern about this minimum being too much to ask of our local pastors. Can they take 12 hours, serve a church full time (or part-time and have another job) and have a family? However, we feel it would be doing the churches a disservice to allow a LP to serve without continuing their theological education. To that end, we are lowering the expectation of 4 COS classes for FTLP to 2 and 2 COS classes for PTLP to 1 and suggest taking the COS classes during the summer sessions.

### Phases of Candidacy in the United Methodist Church Exploring Phase of Candidacy

##### Name

**Date**

**Email**

**Address**

**Steps within the Phase Requirements**

Contact a UMC clergy person be a baptized member of church

or UM ministry for at least 1 year

Read and discuss *Christian as Minister* w/ clergy person

Contact the District Superintendent (DS) Date for meeting

/ /\_

Prior to meeting; email DS autobiographical statement Include personal info and why you think you are called

##### At Meeting with DS receive information package to fill out including:

Biographical information form (102)

Background Investigation Consent form \*Must be notarized

Credit Check Consent form \*this will be done first

Candidate Disclosure form (114)

Invite candidate to join UMCARES.org. The DCOM Registrar will serves as the UMCARES mentor and guide each candidate through the process.

**\*\*\* Medical Report of Ministerial Candidate form (to be taken and returned at a later date)** Meet with S/PPRC or equivalent for recommendation (date / / )

Share your call story with them

Ask pastor/director to share with the cost of becoming a candidate financially and spiritually

$ 75 Registration

$ 35 Background check

$120 Next Phase retreat

$290 Psychological Assessment

##### \*\*\*As you progress (candidacy, course of Study, seminary, licensing, and ordination) the United Methodist Conference will invest thousands of dollars toward your ministerial formation.

Contact pastor/director to schedule a Charge Conference to receive their recommendation

Date of Charge Conference / /\_

Vote Count \_Yes No

Share your calling and how you hope to live it out within the United Methodist Church

Share what your journey has been like so far

### Phases of Candidacy in the United Methodist Church Exploring Phase of Candidacy Continued

Thank them for their support and ask for their continued support

Meet with DCOM. The DCOM will…

Listen to the candidate verbalize their call

Discuss their involvement in the local church (and beyond) Discuss the background/credit check

Discuss preparation for **The Next Phase Retreat**

Invite the candidate to UMCARES

Register in UMCARES – pay fee and request Candidacy Guidebook. The DCOM Registrar will assist.

Complete steps up to requesting Psych Assessment before **The Next Phase Retreat**

Register for **The Next Phase Retreat** (offered Spring and late Summer)

##### Final Steps

Place this form in candidate file

Give a copy of this form to candidate

**Transitional Phase – Items for Candidate to be working on until The Next Phase Retreat**

*\*Completion of the Transitional Phase is not a prerequisite to attending the Next Phase Retreat but should be done as expediently as possible*

Create a prayer team for the journey (3-5 persons).

At least one of the member of the S/PPRC or equivalent should be a prayer partner on your team

Read call stories from scripture. Select one that resonates with your spirit. Write your call story and bring it with you to The Next Phase Retreat.

Read pages 16-46 in candidacy guidebook from UMCARES. Discuss with pastor/ director if needed.

Ask to shadow pastor/director on occasions to get a feel for the rhythm of ministry.

Attend The Next Phase Retreat

##### \*\*\*\*Upon completion of The Next Phase Retreat, the candidate will enter the Declaring Phase of Candidacy.

**Phases of Candidacy in the United Methodist Church Exploring Phase of Candidacy Continued**

**Declaring Phase of Candidacy – After The Next Phase Retreat**

**District Group** mentor meetings dates.

/ /\_ / /\_ / /\_

Schedule appointment with Psychological Assessment Specialist with DCOM Registrar.

##### \*\*\*Submit to the District Office

Complete Medical Report of Ministerial Candidate (receive in **Exploring Phase**)

Proof of High School Graduation (GED) and highest level of academic Achievement (diploma and/ or transcripts)

Submit 3 sealed references

Written call statement with special attention to how your call will be lived out in

the United Methodist Church (i.e. ordained elder/deacon, licensed local pastor, supply pastor, lay servant)

Written answers to Wesley’s Historic Questions 310.d 1, 2 and 3

**\*\*\*Once the above is complete**

Meet with DCOM

Share your call and how you hope to live it out within the UMC

Discuss your written answer to Wesley’s historical questions

Discuss what happens after the certified phase, licensing, full local pastor, part time local pastor (course of study), seminary etc.

**Certified Phase of Candidacy – Answering the Call as a Certified Candidate**

**\*\*\*When recommended by DCOM to be a Certified Candidate**

Close out the remaining part of UMCARES by DCOM Registrar

Stay in contact with District Office

Meet with DCOM on a yearly basis

Start ministerial education (Seminary or if appointed licensing school/course of study)

Continue meetings/connection with your District Group Mentors throughout the process.

**FORMS**



# District Committee on Ordained Ministry Action Report to the BOM Registrar

|  |  |
| --- | --- |
| Date**:** |  |

Select the appropriate district.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Brookhaven | | | | |  | | East Jackson | | |  | Greenwood |
|  | Hattiesburg | | | | |  | | Meridian | | |  | New Albany |
|  | Seashore | | | | |  | | Senatobia | | |  | Starkville |
|  | Tupelo | | | | |  | | West Jackson | | |  |  |
| Full Legal Name: | | | | | Cell Number: | | | | | | | |
| Street Address: | | | |  | | | | | | | | |
| City: | |  | | | | | State: | |  | Zip: | |  |
| Email: | | |  | | | | | | | | | | |

**(PLEASE CHECK ONE---IF NOT CHECKED, FORM WILL BE RETURNED)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exploring Candidate |  | Continuance Certified Candidate |  | Associated Membership |
|  | Transitional Candidate |  | Full Time Local Pastor |  | Provisional Membership |
|  | Declaring Candidate |  | Part Time Local Pastor |  | Certified Lay Minister |
|  | Certified Candidate |  | Reinstated |  | Discontinued |

The District Committee on Ordained Ministry took the following action(s)

regarding the person listed above. [Check the appropriate action (s)]

|  |  |  |
| --- | --- | --- |
| **Before becoming a certified candidate one must first attend the Next Phase Retreat. Please indicate the date the candidate participated in this retreat \_\_\_/\_\_\_\_\_/\_\_\_\_\_\_.** | |  |
| **Candidate certified the year 2016 or before is exempt from attending the Next Phase Retreat. Date Certified: \_\_\_/\_\_\_\_/\_\_\_\_\_\_** |

*The following information will be used in the preparation of The Business of The Annual Conference. This information will require a vote at annual conference, therefore accuracy is a must. Please note: The statements below are numbered according to the listing in the Mississippi Annual Conference Official Journal and Yearbook.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 19. | | | Certified Candidates (¶¶310, 313, 314) | | | | | | |
|  | |  | Currently certified as a candidate for ordained or licensed ministry. | | | | |
|  | |  | Date Certified: | | | |  |
|  | |  | Candidate for ordained or licensed ministry accepted by a dCOM in another annual conference. | | | |  |
|  | |  | Conference Name: |  | | Date |  |
|  | |  | Discontinued as a certified candidate for licensed or ordained ministry. | | | | |
|  | |  | Date certified: |  | | Date discontinued: |  |
|  | |  | Certified candidate in this conference serving in another conference. | | | | |
|  | |  | Date certified: |  | | Date discontinued: |  |
| 20. | Certified candidate who have completed the studies for the license as a local pastor, are approved, but are not now appointed (¶315). | | | | | | | |
|  | Year Awarded: | | | | |  | | |

|  |  |
| --- | --- |
|  | 1. Recommended to the BOM with the approval for appointment. (PLEASE NOTE: This person must be receiving an appointment) (Also, indicate with an asterisk if completed the five year course of study or the M.Div.): |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| a. |  | As a full time local pastor (¶318.1). The first-year license was awarded | | | | | |  | |  | | |  | | |
|  |  | # of courses of study (CsOS) or the name of the seminary enrolled in | | | | | |  | |  | | |  | | |
|  |  | # of years in course of study or the name of the seminary enrolled in and | | | | | |  | |  | | |  | | |
|  |  | (Please provided both: # of COS/seminary and # of years in COS/seminary) | | | | | |  | |  | | |  | | |
| b. |  | As a part-time local pastor (¶318.2). The first-year license was awarded. | | | | | |  | |  | | |  | | |
|  |  | # of courses of study (CsOS) or the name of the seminary enrolled in | | | | | |  | |  | | |  | | |
|  |  | # of years in course of study or the name of the seminary enrolled in and | | | | | |  | |  | | |  | | |
|  |  | (Please provided both: # of COS /seminary and # of years in COS/seminary) | | | | | |  | |  | | |  | | |
| c. |  | Student from another annual conference or denomination serving as a local pastor and enrolled in a school of theology listed by the Univ. Senate (¶318.3, 4). The first-year license was awarded | | | | | |  | |  | | |  | | |
|  |  | # of years in course of study or the name of the seminary enrolled in | | | | | |  | |  | | |  | | |
| d. |  | Students who have been certified as candidates in your annual conference who are local pastors in another annual conference while in enrolled in a seminary listed by the University Senate (¶318.3). The first-year license was awarded | | | | | |  | |  | | |  | | |
|  |  | # of years in course of study or the name of the seminary enrolled in | | | | | |  | |  | | |  | | |
| e. |  | Persons serving as local pastors while seeking readmission to conference membership (¶¶366.4, 367,369.3) | | | | | | | |  | | |  | | |
| (If not in this conference indicate name of conference where serving) | | | | |  | | |  | | |  | | |
|  |  | # of years in course of study |  | | |  | | | |  | | |  | | |
| 22. | Discontinued as a local pastor (¶320.1). | | | | Date discontinued |  | | | | | |  | | |  | |
| 23. | Reinstated as a local pastor. # of years of course of study | | | | |  | | | | | |  | | |  | |
| 30. | Ordained clergy, coming from other Christian denominations, have their orders recognized.  Clergy Status \_\_\_\_\_\_\_\_\_\_\_ Previous Denomination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |  | |  | | |  | |
| 31. (b) | |  | | | | | | | | | | | |  | | | Ordained clergy received from other Christian denominations (¶347.3) as a local pastor.  Clergy Status \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_ Former Denomination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 27. | | | Recommended for associate membership (¶322). | | | | | | | | | | | |
| 28. | | | Recommended for election to provisional membership and seminary if attending school (under ¶¶ 322.4, 324, 325). | | | | | | | | | | | |
| a. |  | Provisional Deacon under the provisions of ¶¶324.4a, c or ¶325.5. Seminary | | | | | | |  | | |
| b. |  | Provisionals Elder under the provisions of ¶¶324.4a, b or ¶322.4. Seminary | | | | | | |  | | |
| 31. (a) | | | Ordained clergy received from other Christian denominations (¶347.3c) as a provisional member.  Clergy Status \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_ Former Denomination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 35. | | Provisional member previously discontinued and readmitted (¶365). | | | | | | | | | | | | | |
| Clergy status | | | | |  | | Years completed in COS | |  | | | | | | |
| 36. | | Readmitted (366-368,369) | | | | | | | | | | | | | |
| a. |  | After honorable or administrative location (¶366). | | | | | | | |  | | |
| Clergy status | | | |  | | Previous Status | |  | | | | |
| b. |  | After exit of ministerial office (¶367). | | | | | | | | | | |
| Clergy Status | | | |  | | Previous Status | |  | | | | |
| c. |  | After termination by action of the annual conference (¶368). | | | | | | | |  | | |
| Clergy Status | | | |  | | Previous Status | |  | | | | |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(dCOM ACTION REPORT IS INCOMPLETED UNTIL THE FOLLOWING ARE DONE)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of dCOM Chair or Registrar Cell # (with area code) Date Email**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

**Signature of the District Superintendent Date**

**Please mail report to: The Office of Spiritual Leadership, c/o Conference Registrar, 320 D Briarwood Drive,**

**Jackson, Mississippi 39206 and/or email to:** [**confregistrar@mississippi-umc.org**](mailto:confregistrar@mississippi-umc.org)**.**

**Candidate’s District File**

**Content Checklist**

Name Address

Phone:

\_ Date File Begun:

Explore. Cand. Declar. Cand. Cert. Cand. PL FL

Biographical information report (form 102)

Candidacy Mentor

Candidacy Mentor’s Report

Completed IRAI sent with application for Candidacy Guidebook

Psychological Assessment Report

Background Check Completed

Recommendation to Charge Conference by: (name of local church) District:

Declaration of candidacy for ordained ministry and charge conference recommendation (form 104)

Written response to statements found in ¶311.3b

Medical information report (form 103) (optional)

Academic progress documents (official transcript should be received annually)

School/Seminary attending: Classification: Date

“ Date

“ Date

Anticipated date of completion

dCOM form recording vote of certification Date

Certification reviewed: Date

Date

Date

Letter of recommendation to Board of Ordained Ministry for probationary membership

toward deacon’s orders, or probationary membership toward elder’s orders

File sent to BOM registrar Date

**THE UNITED METHODIST CHURCH DECLARATION OF CANDIDACY FOR ORDAINED MINISTRY CHARGE CONFERENCE RECOMMENDATION**

**( or equivalent body)**

I hereby declare my candidacy for ordained ministry in The United Methodist Church and request the support and recommendation of the Charge Conference or equivalent body as specified by the district committee on ordained ministry for certification as a candidate for:

Order of Deacons Order of Elders License as Local Pastor

Signed

Signature of the Declared Candidate

Date

1. **CHARGE CONFERENCE RECOMMENDATION (or equivalent body)**

Let those who consider recommending persons for candidacy as ordained ministers in The United Methodist Church ask themselves the following questions which were first asked by John Wesley at the third conference of Methodist preachers in 1746. (See Discipline ¶310)

1. Do they know God as a 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?
2. Have they gifts, as well as 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?
3. Have they fruit? (Elder and Local Pastor) Have any been truly convinced of sin and converted to God, and are believers edified by their preaching? (Deacon) Are others edified by their service?

Believing that is called of God and is a suitable candidate for ordained ministry in The United Methodist Church, (the recommending body)

recommends him/her for certification as a candidate to the District Committee on Ordained Ministry. In making this recommendation, we attest to the fact that the declared candidate has been 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, has graduated from an accredited high school or received a certificate of equivalency, and has

received by written ballot a two-thirds vote of this body.

Signed

Signature of authorized elder, district superintendent, or bishop

Date

Conference District

1. **Preparation for Meeting with District Committee on Ordained Ministry**
   1. This Declaration of Candidacy for Ordained Ministry should be sent to the district committee on ordained Ministry along with the following:
      1. Your written statement of call
      2. Your written responses to Wesley’s historic questions in

Discipline ¶310: (See question on front side)

1. Your written response providing evidence of understanding and expectation concerning the following: (¶311.2a)
   1. the most formative experience of your Christian life;
   2. God’s call to licensed or ordained ministry and the role of the church in your call;
   3. your beliefs as a Christian;
   4. your gifts for ministry;
   5. your present understanding of your call to ministry as elder, deacon, or licensed ministry, and
   6. your support system
2. The required psychological reports, criminal background and credit checks.
3. Other information as the district committee may require.
4. Appear before the district committee on ordained ministry for an interview and recommendation.
5. Agree for the sake of the mission of Jesus Christ in the world and the most effective witness of the gospel, and in consideration of your influence as clergy to make a complete dedication of yourself to the highest ideals of the Christian life as set forth in ¶¶101-103, and ¶¶160-166.

### THE UNITED METHODIST CHURCH

**MEDICAL REPORT OF MINISTERIAL CANDIDATE**

Mail completed form (Part I and Part II) to: Office of Spiritual Leadership, 320D Briarwood Drive, Jackson, Mississippi 39206

**Part I: MEDICAL HISTORY REPORT** (*To be completed by the candidate)*

Name Date of Birth

Address Street City State Zip

E-mail

Marital Status: Single, never married

Married in first marriage Married, in second or more

Widowed

Separated

Divorced

Number of children

1. Check if you have ever had: Arthritis Diabetes High blood pressure Poliomyelitis

Asthma Epilepsy Kidney trouble Rheumatic fever

Cancer Heart trouble Peptic ulcer Tuberculosis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2. Check if any member of | Arthritis | Diabetes | High blood pressure | Poliomyelitis |
|  | Asthma | Epilepsy | Kidney trouble | Rheumatic fever |
| Explain | Cancer | Heart trouble | Peptic ulcer | Tuberculosis |

1. What vaccinations or inoculations have you had? Give dates.
2. Have you ever had an electrocardiogram? If so, give date an attending physician:
3. Have you ever had a serious accident or operation? Explain.
4. Have you any impairment of sight?

Yes

No Hearing?

Yes No

1. If your weight has changed in the past two years, state approximate loss/gain.
2. Have your ever been rejected for life insurance?

Yes No

1. Have your ever received treatment for alcohol or drug habit?

Yes No

1. Do you smoke?

Yes

No If yes, how long?

How much?

1. . Have you ever been under observation or treatment in any hospital or sanitarium for a physical or nervous condition? Yes No Explain

**The above statements are true and accurate to the best of my knowledge.**

Signature Date

**PART II: MEDICAL EXAMINER = S REPORT** (*To be completed by the physician)*

1. General Appearance
2. Personal Hygiene
3. Height Weight
4. Temperature Temperature

Pulse Blood pressure Pulse Blood pressure

(Give readings before and after exercise)

1. Vision
2. Hearing
3. Condition of mouth and throat:

Pharynx Mucous Membranes Tongue

Tonsils Teeth Gum

1. Evidence of goiter, enlarged glands, or other tumors
2. Evidence of goiter, enlarged glands, or other tumors
3. Evidence of varicosity Heart Lungs Thorax Spine Genitalia
4. Evaluate nervous and mental condition

Laboratory Tests (required) Pap Smear (for all women) Mammogram

PSA (for men over 50) Cholesterol Fasting Blood Sugar

**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

Name of physician (Type or print)

Address

Street City State Zip

Signature of Physician

### Mississippi Conference of the United Methodist Church Background Investigation Consent Form

I, (print name) do authorize the Mississippi Conference of the UMC to make an investigation of my background, references, character, past employment, criminal records, my motor vehicle records and financial records, for the purpose of confirming the information contained on my application. I understand this authorization extends to the obtaining of information which may be material to my qualifications for employment.

I release the Mississippi Conference of the UMC and Trak-1 Technologies from any and all liabilities, claim or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

1. Are you legally authorized to work in the United States? YES NO

2.Will you now or in the future require sponsorship for employment visa status (e.g., H-1B *status)?*

YES NO

**PLEASE PRINT ALL INFORMATION**: UMC District:

Full Name

Phone Number (Home) (Office)

Maiden Name or other Names Used

Present Street Address

City/State/Zip Code/County

Length at Time at Present Address

Former Street Address

City/State/Zip Code/County

Length at Time at Former Address

Date of Birth / / Social Security Number - -

Driver’s License Number State of Issue

Present Employer

Employer Address

Employer Phone Number

Position

Dates Employed (month/year) FROM / TO /

Supervisor Okay to Contact YES NO

**PREVIOUS TWO EMPLOYERS (Do not list schools or positions with the United Methodist Church):**

Previous Employer

Employer Address

Employer Phone Number

Position

Dates Employed (month/year) FROM / TO /

Supervisor Okay to Contact YES NO

Previous Employer

Employer Address

Employer Phone Number

Position

Dates Employed (month/year) FROM / TO /

Supervisor Okay to Contact \_\_\_\_\_\_\_\_YES NO

By signing below, I do acknowledge the material contained above to be true and correct to the best of my knowledge.

Signature and Date Printed Name and Date

**THE UNITED METHODIST CHURCH BIOGRAPHICAL INFORMATION FORM**

Name Date

Address Street City State Zip

Home Phone ( ) School or Office Phone ( ) Birth date \_ Sex: M F E-mail Ethnic Origin: Asian African American/Black Hispanic Other

Native American

Pacific Islander White

Local Church City/State Conference District

Briefly describe your involvement in your local church, such as your leadership positions, groups you enjoy, church activities, etc.

Describe your church involvement in activities beyond your local church, such as district or annual conference work, church camps, workshops, outreach, etc.

|  |  |  |
| --- | --- | --- |
| Your Educational Background | Dates Attended | Degree or Credit Hours |
| High school |  |  |
| College |  |  |
| Graduate School  Theological Seminary |  |  |

Course of Study for Ordained Ministry Yr.1 Yr.2 Yr.3 Yr.4 Yr.5

Advanced Course of Study: Semester Hours Credit Marital Status: Single, Never Married, Married, in first marriage Married, in second or more

Widowed Separated Divorced

If married, spouse’s name Birth date

Date of Marriage Spouse’s occupation

Your children, if any:

Name of child Date of Birth Sex Education

Dependents in addition to your spouse and children:

Name of child Date of Birth Sex Education

Describe your community involvement and volunteer work, such as participation in community organizations, social clubs, service agencies, and other non-church-related volunteer service:

Your childhood family and other significant relatives:

Martial

Name Relation Age Sex Education Status Occupation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Your work experience, such as current employment, previous employment, and military experience, if any.

Have you served as a local pastor, diaconal minister, deacon or elder in The United Methodist Church? Yes

No

If Yes, what Conference?

Conference Relationship Indicate Date Indicate Date Consecrated Diaconal Minister Probationary Member

License as a Local Pastor Deacon in Full Connection

Associate Member

Elder in Full Connection

Have you had a change in clergy relationship with a conference of The United Methodist Church? Yes No

If Yes, what Conference?

Change in Conference Relationship Indicate Date Indicate Date Discontinuance Location Leave of Absence Retirement Disability Leave Withdrawal Termination by action of the annual conference

### THE UNITED METHODIST CHURCH CANDIDATE’S DISCLOSURE FORM

**¶324.12**

Please complete this form, sign and date it, have your signature notarized, and return it to:

Your District Office

Have you ever been:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | convicted of a felony: | No | Yes |
| 2. | convicted of a misdemeanor? | No | Yes |

3. accused in writing of sexual misconduct or child abuse?

No Yes

If you answered *yes* to any of these questions, please explain.

If you are required by this disclosure form to disclose any written accusations or convictions for felony, misdemeanor or any incident of sexual misconduct that you dispute or believe should be explained in any way, you have an opportunity at this time to include any additional information that you believe might be helpful or important regarding the disclosure. Any relevant additional information should be provided in a response statement attached to the form. (Note: It would be preferable if this response statement could be included right on the disclosure statement; however, we realize there are space limitations on forms and thus you might need to request that the statement be attached. Please indicate if pages are attached.)

I hereby certify that the information provided on this form is true and accurate.

Print name

Signature Date

Subscribed and sworn this day of 20\_

Notary Public

**NOTES**