

### **Inquiring Candidate: 2016 Book of Discipline ¶310**

- Contact your pastor, district superintendent, or another deacon or elder to inquire about the process of candidacy
- Read “*Christian as Minister*” and/or “*Beyond the Burning Bush-Hearing and Answering God’s Call*” These are available from the Leadership Development office send request to [leadershipdevelopment@dakotasumc.org](mailto:leadershipdevelopment@dakotasumc.org)

### **Beginning Candidacy: 2016 Book of Discipline ¶310.1.a-c**

- Member of The United Methodist Church or baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one year
- Apply to the district superintendent in writing (include *Statement of Call*) for admission to candidacy program and assignment of a candidacy mentor
- Candidacy mentor assigned by District Superintendent and District Committee on Ministry Chair
- You will be invited to join UMCARES
- Complete candidacy online application form
- Pay \$75 fee for Candidacy Guidebook “*Answering the Call*” and psychological assessment tools
- Print release form-sign and give to mentor
- Complete beginning stages of candidacy with candidacy mentor using Candidacy Guidebook “*Answering the Call*”

### **Declaring Candidacy: 2016 Book of Discipline ¶310.1.d, e**

- High school degree or certificate of equivalency is required
- Request interview by pastor/staff parish relations committee or equivalent in your ministry setting; provide statement of call; and responses to disciplinary questions in ¶310.1d of the Book of Discipline
- Request recommendation by charge conference or equivalent as specified by district committee. **Form 104** needs to be completed and signed. Approval must be by two-thirds written ballot)
- Continue candidacy program with candidacy mentor and complete any academic requirements still required

### Certified Candidacy: 2016 Book of Discipline ¶310.2

- Request to meet with the District Committee on Ordained Ministry. Provide written material completed for local setting ¶310.1d in addition to responses to ministry questions in ¶310.2a
- Mentor request phase I psychological assessment packet **Form 112** from UMCARES along with completed personal and professional references list **Form 2001-1**
  - When mentor receives packet a time is set up when candidate can complete the psychological assessment. Assessment is sent to GBHEM
  - Mentor or candidate contacts one of the following Ministerial Assessment Specialists to line up an appointment (allow approximately 6 weeks) choose specialist whose geographical location is most convenient. Request appointment via email
    - Christine Kuchler
      - 1237 W Divide Ave #5, Bismarck ND 58501, 701-328-8888.  
[cjkuchler@bis.midco.net](mailto:cjkuchler@bis.midco.net)
    - Doug Anderson
      - Sioux Falls Psychological Services 2109 S Norton Avenue, Sioux Falls SD 57105 605-334-2696 [danderson@sfseminary.edu](mailto:danderson@sfseminary.edu)
    - Jennifer Helkenn
      - Sioux Falls Psychological Services 2109 S Norton Avenue, Sioux Falls SD 57105 605-334-2696 [jhelkenn@sfseminary.edu](mailto:jhelkenn@sfseminary.edu)
- Mentor sends criminal background, credit check, authorization forms plus copy of resume or biographical information form with education, employment, and personal reference contact information to the Leadership Development Office **Form 201, 102**
- Notarized statement certifying have neither been accused in writing nor convicted of a felony, misdemeanor, or any incident of sexual misconduct or child abuse **Form 114**
- Submit application for clergy relationship to the Annual Conference **Form 105** if seeking to be licensed as a local pastor
- Provide other information as the district committee may require for determining gifts, evidence of God's grace, fruit and demonstration of the call to licensed and ordained ministry
- Agree to make a complete dedication to the highest ideals of the Christian life as set forth in ¶¶103-105; 106-166. Agree to bodily health, mental and emotional maturity, fidelity in marriage and celibacy in singleness, social responsibility, and growth in grace and the knowledge and love of God
- Examination and approval by district committee on ordained ministry **Form 113** vote is by individual ballot. A three-fourths majority vote of the committee members present is required for certification ¶666.6

### **Continuing Candidacy: 2016 Book of Discipline ¶313**

- Attend licensing school-the Dakotas Annual Conference conducts a week-long licensing school
- Annual interview and recommendation by the district committee for continuance and placement in the pastor's pool
- Annual report of satisfactory progress of studies and copy of transcripts from Course of Study school
- Continued evidence of gifts, fruits and God's grace for the work of ministry
- Annual interview and approval by district committee for placement in the pastor's pool and recommendation to the district superintendent
- Full time local pastors shall complete four courses per year of the Course of Study and complete the entire Course of Study curriculum within eight years ¶319.3
- Part time local pastors shall complete two courses per year of the Course of Study and complete the entire course of study curriculum within twelve years ¶319.3 (part time local pastors are eligible to enroll at the Midwest Extension Course of Study in Sioux City IA)

### **Requirements for Election as Associate Member: 2016 Book of Discipline ¶322**

- Reached age 40
- Served for four years as a full-time local pastor and demonstrated gifts for ministries of service and leadership to the satisfaction of the district committee on ordained ministry. (Part-time service may be equated to the requirement of full-time service upon recommendation of the Board of Ordained Ministry)
- Completion of the five year course of study for ordained ministry in addition to the studies for license as a local pastor, up to one half of which may be taken by correspondence or online/distance learning courses
- Completed a minimum of sixty semester hours toward the Bachelor of Arts or an equivalent degree in a college or university listed by the University Senate
- Recommendation by the district committee on ordained ministry and the board of ordained ministry
- Declaration of willingness to accept continuing full-time appointment
- Satisfied the board regarding physical, mental and emotional health including phase II psychological reports (allow approximately 6 weeks)-contact information listed above
- Criminal background and credit checks, and reports of sexual misconduct and/or child abuse
- Agree to make complete dedication to the highest ideals of the Christian life as set forth in ¶¶ 103-105; 160-166 Agree to bodily health, mental and emotional maturity, fidelity in marriage and celibacy in singleness, social responsibility, and growth in grace and knowledge and love of God

## Process for Local Licensed Pastor and Associate Membership



- Prepared at least one written sermon on a biblical passage specified by the Board of Ordained Ministry and given satisfactory answers in a written doctrinal examination administered by the Board of Ordained Ministry
- Written and oral doctrinal exam and written autobiographical statement by Board of Ordained Ministry
- Interview and recommendation to clergy session by the Board of Ordained Ministry in writing based on at least two-thirds majority vote
- Election at associate membership by clergy session

### **Associate Members may receive as provisional members in the annual conference under the following conditions: 2016 Book of Discipline ¶322.4**

- Reached 40 years of age
- Certified candidate for minimum of one year and no more than twelve years
- Demonstrated gifts for ministries of service and leadership to the satisfaction of the district committee on ordained ministry
- Completion of a bachelor's degree from a college or university recognized by the University Senate
- Completion of five year course of study and an advanced course of study consisting of thirty-two semester hours of graduate theological study offered by a seminary recognized by the University Senate to include United Methodist history, doctrine and polity
- Official transcript of credits from each school
- Health certificate by medical doctor **Form 103**
- Certified candidate completes checklist of requirements for election to provisional membership and commissioning including notarized statement detailing convictions for felony, or misdemeanor, or written accusations and its disposition of sexual misconduct or child abuse; or certifying that this candidate has not been convicted of a felony or misdemeanor or accused in writing of sexual misconduct or child abuse (checklist is provided to candidate by BOM registrar and form for notarized statement is provided by the Leadership Development Office
- Application for clergy relationship to the Annual Conference **Form 105** for provisional membership
- Interview and written recommendation by three-fourths majority vote of district committee
- Written and oral doctrinal exam and written autobiographical statement by board of ordained ministry
- Interview and recommendation to clergy session by the board of ordained ministry in writing based on at least a two-thirds majority vote
- Election to provisional membership by clergy session