

Is God calling me to licensed/ordained ministry?

The process to become a Certified Candidate will help you and the Church discern how God is calling you. Whether you are pursuing licensed or ordained ministry, the first step is to become a Certified Candidate. The next Alabama-West Florida Conference Candidacy Retreat will be July 17-18, 2015.

Prior to Candidacy Retreat (these items must all be completed no later than June 1, 2015)

Δ Read and discuss *The Christian as Minister* and *Ministry Inquiry Process* with your minister. You can order these books at www.cokesbury.com.

Δ Must have been a member of UMC church (or another recognized United Methodist ministry setting, such as a campus ministry) for *one* year immediately preceding candidacy application, including a year of service in some form of leadership.

Δ Send a letter to your District Superintendent, including a statement about your call, stating that you would like to begin the candidacy process. Often, your DS will arrange to meet with you in person as well. (For those of the Pensacola District: Please mail the required documentation and the form titled "Request for Admission to the Ministry Candidacy Program." Send one copy to the District Superintendent and one copy to Rev. Bob Bailey. The addresses are on the form. The form can be downloaded on the "Forms and Documents" page at <http://UMCPensacolaDistrict.org/>.)

Δ Download from www.awfumc.org the authorization form for Background and Credit Check (on the Ministerial Services webpage under candidacy/candidacy forms). Return the authorization form with check to Office of Ministerial Services, 4719 Woodmere Boulevard, Montgomery, AL 36106. The cost of this in-depth background check is \$75.00.

Δ You will be assigned to Rev. June Jernigan as your mentor as you move through this process prior to the retreat. Later you will be assigned a mentor as part of a candidacy mentoring group. You will receive your group mentor's name and contact information immediately prior to the retreat.

Δ You will receive an email inviting you to log into the Online Candidacy System at www.canapply.gbhem.org. Many steps of your process will be completed on this website. Please make sure that the first eight steps are completed prior to May 15 if at all possible. Contact Rev. June Jernigan if you have problems with the system at june@awfumc.org.

Δ Fill out the Candidacy Retreat Registration form found in the candidate packet. Mail it, **along with a \$100 check for a single room/\$75 for a double room**, by **June 1, 2015**. Send the registration form and check to Office of Ministerial Services, 4719 Woodmere Boulevard, Montgomery, AL 36106. Make the check out to the AWF Conference, memo line: BOM.

Δ Using the Online Candidacy System, complete the following steps. Your mentor and District Superintendent will be prompted by the Online Candidacy System to sign off on your forms. Please make sure that the first eight steps are completed before May 15 if possible. Contact Rev. June Jernigan if you have problems with the system. **Do not pay attention to the "projected dates" on the website.**

- + Candidacy Application Form
- + Psychological Tests and Guidebook request (\$75 payable online)
- + Personal Data Inventory
- + Personal/Professional Reference Forms
- + Release of Information (just mark task complete; we will fill this out together at the retreat)

Δ Send a \$200 check payable to the AWF Conference for your psychological assessments. This covers the cost of the visit with the Ministerial Assessment Specialist and written report. Mail the check, marked "psychological assessment" to the Office of Ministerial Services, 4719 Woodmere Boulevard, Montgomery, AL 36106. If finances are a concern and you will not be able to pay this amount by June 1, please contact Rev. June Jernigan at june@awfumc.org to work out a payment plan.

At the Candidacy Retreat (July 17-18, 2015 at Camp Beckwith)

- Δ Complete psychological assessments and Release of Information
- Δ Meet with your group candidacy mentors and group members

Following the Candidacy Retreat (August - November 2015)

- Δ Meet with your candidacy mentoring group for six sessions (you may make up a missed session individually with your mentor, and you may not miss more than two sessions)
- Δ High school degree or equivalent is required at this point
- Δ When contacted by the Ministerial Assessment Specialist, make your appointment to discuss your psychological assessment results. Let your mentor know when this appointment has been completed.
- Δ Request interview from your church's Staff Parish Relations Committee (or equivalent); provide written statement of call and responses to questions in ¶ 310 (*Book of Discipline 2012*) ahead of time, along with any other information the Committee requests.
- Δ Request approval by your church's Charge Conference (or equivalent)
- Δ Mentor writes mentor report and sends it to DCOM Registrar
- Δ Continue to mark off tasks on www.canapply.gbhem.org as they are completed
- Δ Complete and prepare the following for your Certification interview with the District Committee on Ministry.
 - + Psychological report (you will have already completed your appointment and paid \$200 fee)
 - + Background/credit check (download from Ministerial Services webpage)
 - + Medical report (download from Ministerial Services webpage)
 - + Charge Conference approval form (download from Ministerial Services webpage if not already completed at Charge Conference)
 - + Mentor's report (you do not need a copy, just make sure your mentor sent it in)
 - + Responses to ¶ 311.2 and any other information requested by your DCOM

District Committee on Ministry interview (October - November 2015)

- Δ A $\frac{3}{4}$ vote is needed to become a Certified Candidate
 - The Committee may vote "Continue," which means that you will not be Certified at this time, and instead continue in your present status as a candidate
 - The Committee may vote "Certify," which means that you will become a Certified Candidate
 - The Committee may vote "Discontinue," which would discontinue you from the process
 - The Committee may assign you contingencies