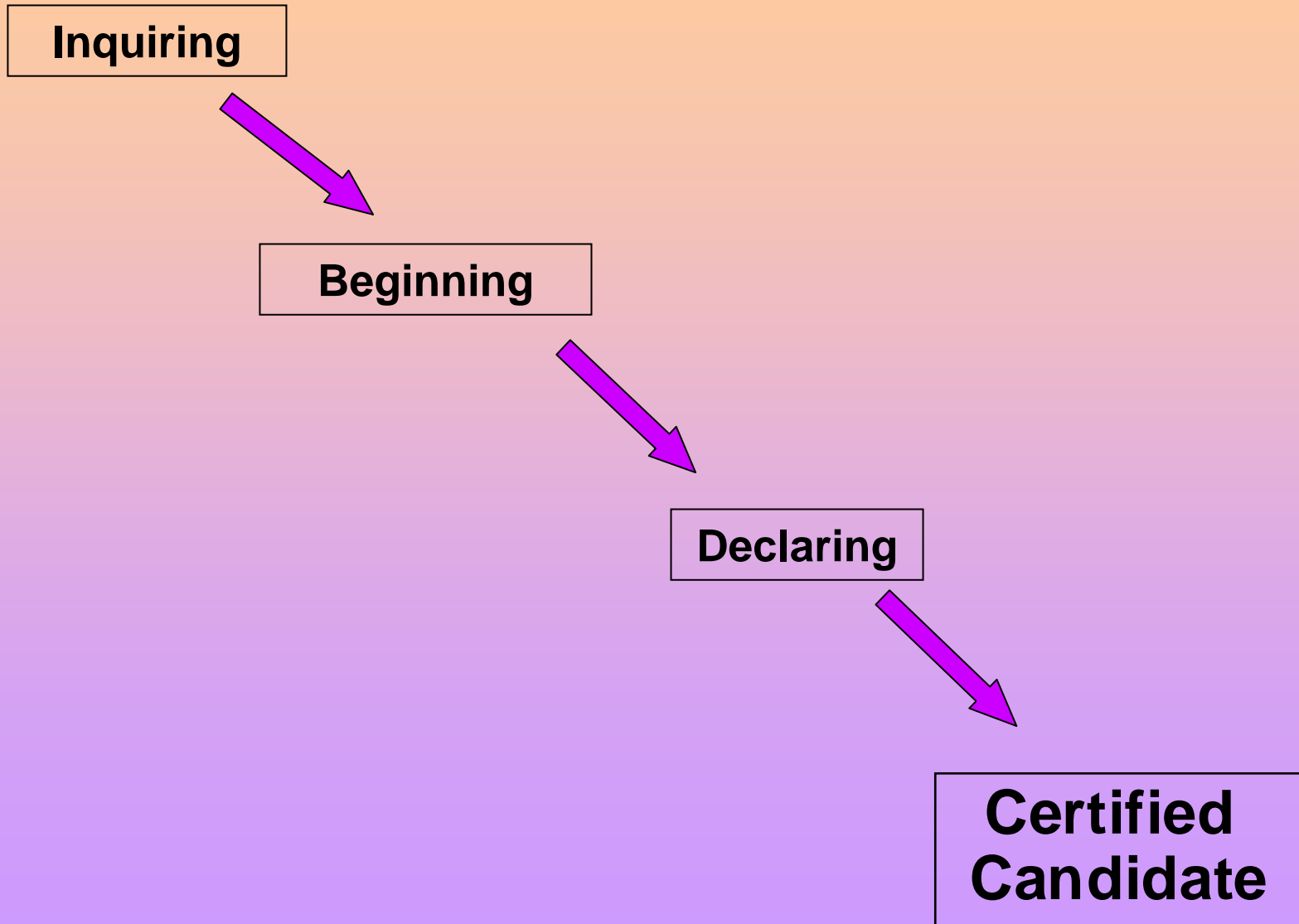


# ***NAVIGATING THE CANDIDACY PROCESS***



# ***CANDIDACY PROCESS***

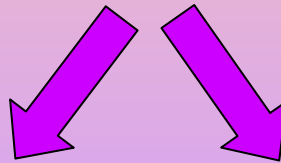


# ***CANDIDACY PROCESS***

**Certified  
Candidate**



**Continuing  
Candidacy**

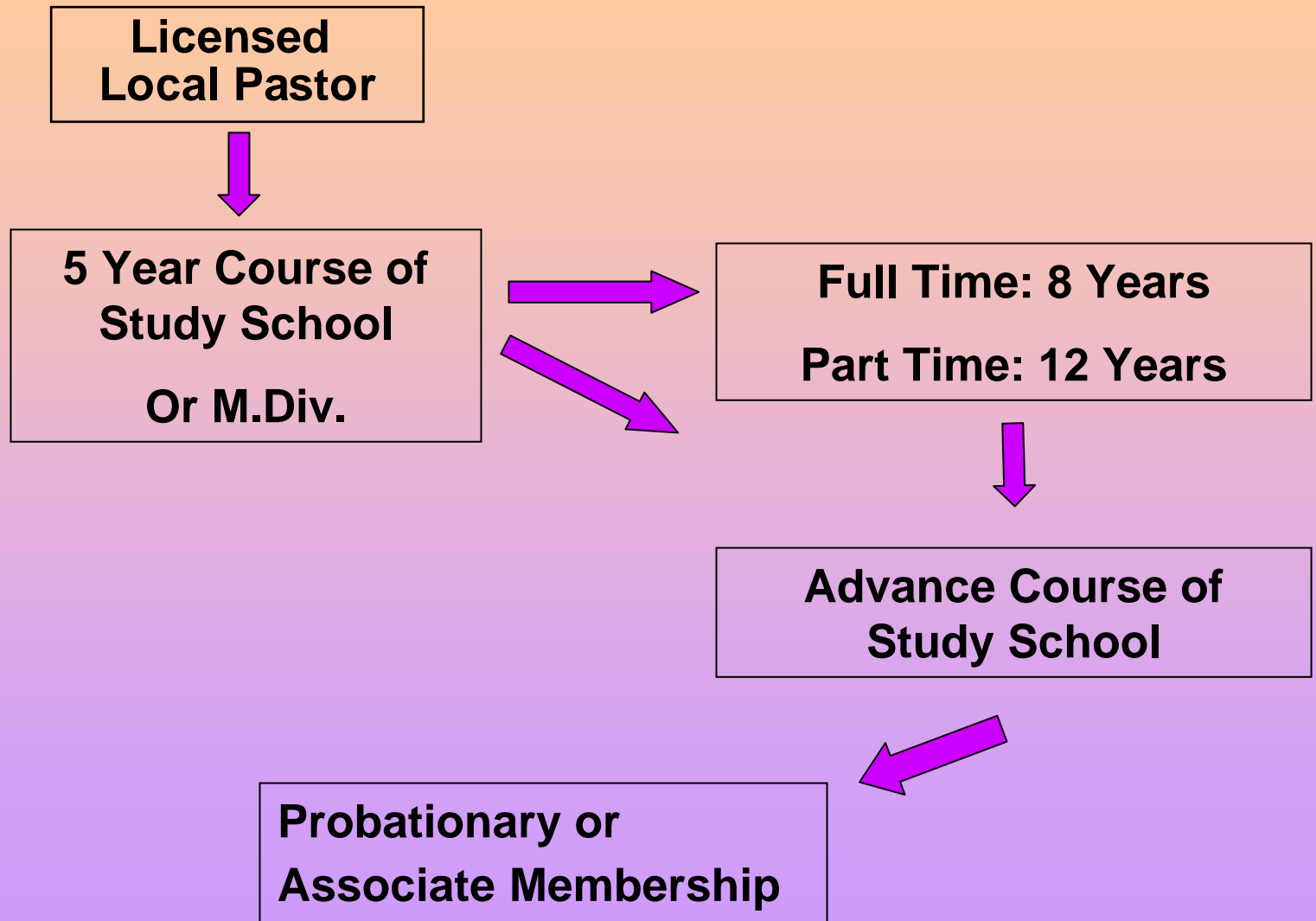


**Commissioned  
Minister**

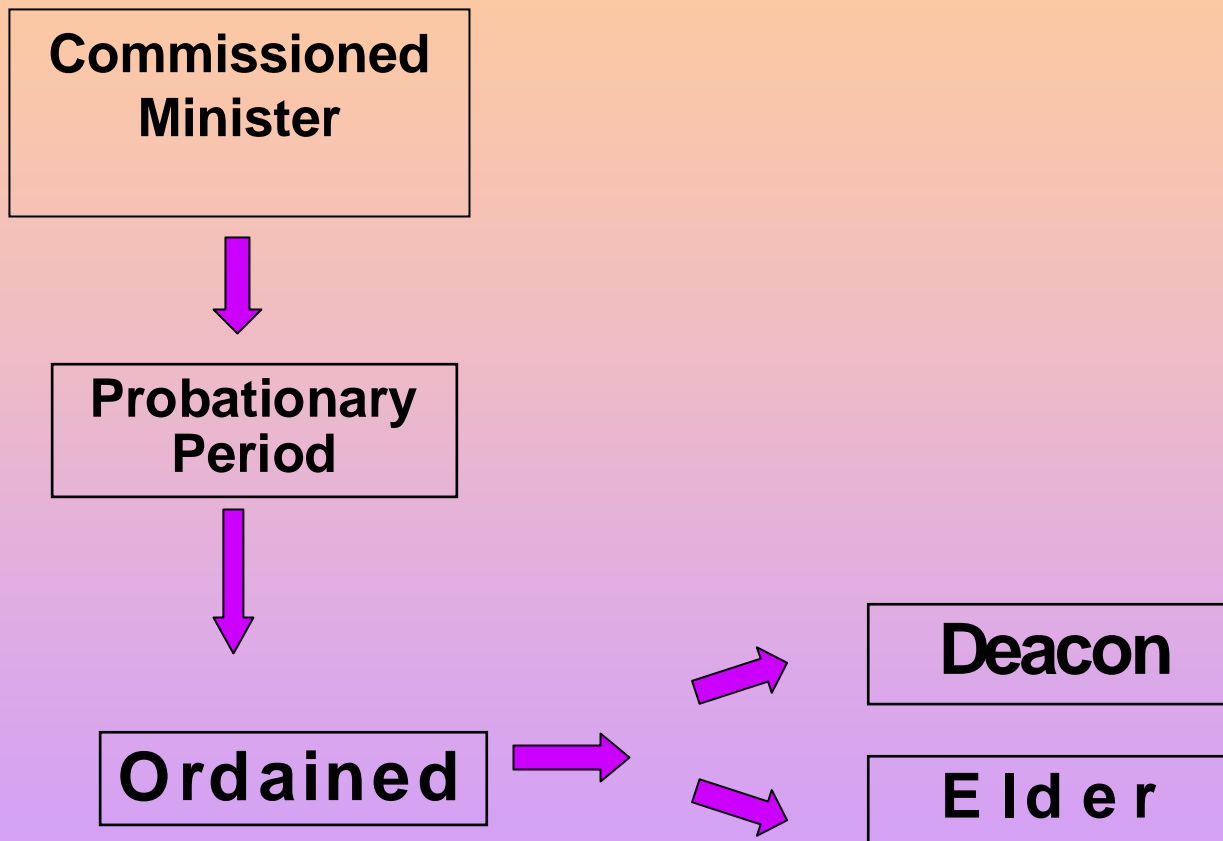
**OR**

**Licensed  
Local Pastor**

# ***CANDIDACY PROCESS***



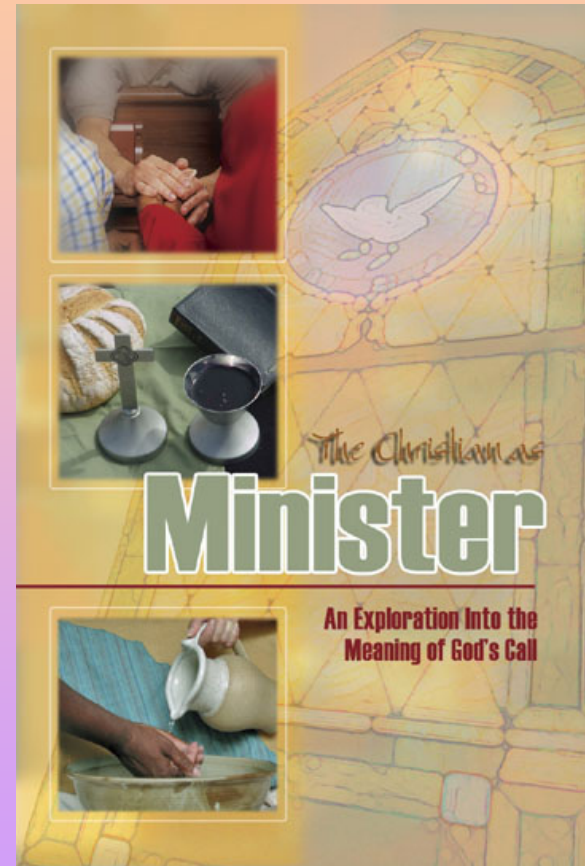
# ***CANDIDACY PROCESS***



# ***INQUIRING***

**Candidate contacts local church pastor, another deacon or elder, or district superintendent to inquire about the process of candidacy.**

**Candidate reads “The Christian as Minister” together with Pastor**



# ***INQUIRING***

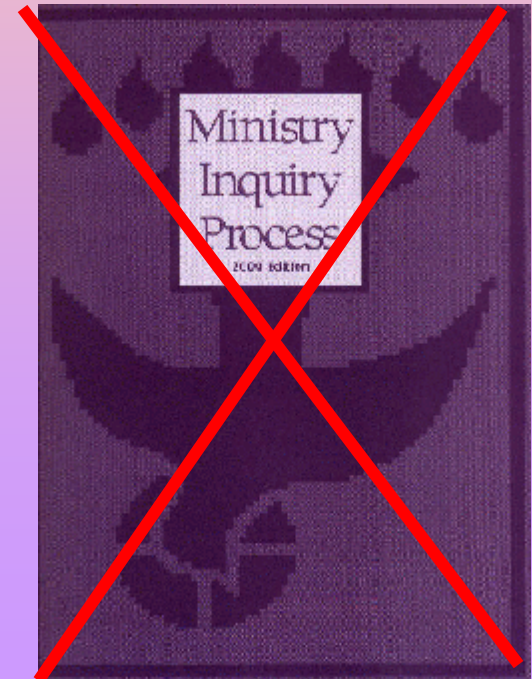
**Candidate contacts district superintendent to apply to attend an Inquiring Candidates Retreat**

**Attend Inquiring Candidates' Retreat**

- January**
- July**

**Wisconsin DOES NOT USE the “Ministry Inquiry Process” Book –**

**This material is covered in the Inquiring Candidates Retreats**



# ***BEGINNING***

- 1. Explorer has been member of the United Methodist Church for two (2) years immediately preceding application, including one (1) year of service in some form of leadership.**
- 2. Apply in writing to District Superintendent for candidacy (copy to BOM registrar and dCOM) and be assigned a mentor.**



# ***...BEGINNING***

**The Candidacy Application Process went online in January, 2007.**

**Go to:**

**<https://public.gbhem.org/candidacy/default.aspx>**

**Click on “Begin the Enrollment Process”**

**Information you will need:**

- Annual Conference: Wisconsin**
- District Superintendent’s Name**
- District Name**
- Assigned Mentor’s Name**

# ***CONTINUING***

## **Complete Psychological Assessment**

- 1. Candidate completes “Request for Phase 1 Psychological Assessment” form**
- 2. Candidate sends completed request form to BOM Executive Secretary, along with a check for \$450, payable to “Wisconsin Annual Conference.”**
- 3. BOM Executive Secretary contacts Candidacy Mentor and District Superintendent to verify that the Candidate is ready to proceed with the Psychological Assessment.**

# ***CONTINUING***

## **Psychological Assessment Process (Continued)**

- 4. BOM Executive Secretary processes application form and sends candidate instructions for making appointment for Psychological Assessment**
- 5. Candidate contacts North Central Ministry Development Center to schedule Phase 1 Psychological Assessment**
- 6. Application must be submitted AT LEAST four months prior to anticipated meeting with DCOM**

# ***DECLARING CANDIDACY***

- 1. Candidate must have completed High School**
- 2. Candidate submits written statement of call & requests recommendation from S/P-PRC**
- 3. Candidate Declares (using Wisconsin Form 104) and receives recommendation from Charge Conference by 2/3 written ballot**
- 4. Candidate continues candidacy studies with candidacy mentor, and continues schooling**

# ***To Become a Certified Candidate***

- 1. Submit written response to questions in ¶311.3 (b) & (c) providing evidence of understanding and expectation concerning the following:**
  - **The most formative experiences of your Christian life**
  - **God's call to ordained ministry and the role of the church in your call**
  - **Reflect on your year's experience in leadership in the congregation**
  - **Your future usefulness as a minister in The United Methodist Church**
  - **Your personal beliefs as a Christian**
  - **Your personal gifts for ministry**
  - **How your personal relationships may affect your future ministry**
  - **Submit a written response providing evidence of understanding the ministries of local pastors, deacons and elders within The United Methodist Church**

## ***...becoming a Certified Candidate***

- 2. Candidate completes psychological assessment, if not done before**
- 3. Candidate submits Background Check Information Form AT LEAST one month prior to meeting with DCOM**
- 4. Candidate provides other information on request**
- 5. Candidate agrees to highest ideals of Christian life as set forth in ¶¶102-104, 160-166**
- 6. Candidate meets with DCOM for examination and approval. Approval is reported on Wisconsin Form 113**

# ***Continuing Candidacy***

- 1. Annual recommendation by Charge Conference**
- 2. Annual Written Report by Candidacy Mentor to dCOM**
- 3. Annual School Transcripts to dCOM**
- 4. Annual Written Response to Questions from dCOM**
- 5. Annual **interview** and renewal by dCOM. (¶312)**

# ***Requirements for Probationary Members and Commissioning Toward DEACON'S ORDERS-¶324***

## **Qualifications:**

**Certified Candidate for at least one year, maximum 12 years  
Demonstrated his or her gifts for ministries of service and leadership to the satisfaction of the dCOM (¶324.2)**

## **Education:**

**Bachelor's Degree**

**Theological Master's Degree or  
Master's in Specialized Ministry**

- **Including ALL basic graduate theological studies (24 hours) within cohesive program.**

**Note: Wisconsin's requirements exceed those of the Book of Discipline.**

# ***Requirements... Deacons Orders***

## **Each Candidate Shall:**

- **Present a certificate of good health**
- **Submit candidate disclosure form 114**
- **Complete a doctrinal examination/biographical statement**
- **Be interviewed and recommended by dCOM  
(3/4 majority vote)**
- **Be interviewed and recommended by BOM  
(2/3 majority vote)**

# ***Requirements... Deacons Orders***

## **Alternative Education for Deacon in Full Connection:**

- **Thirty-five years of age**
- **Bachelor's degree**
  - **Certification or license in area of service  
(minimum of eight graduate hours)**
    - **Basic graduate theological studies  
(24 hours)**

# ***Requirements for Probationary Members and Commissioning Toward ELDERS ORDERS - ¶324***

## **Qualifications:**

**Certified Candidate for at least [one year], maximum 12 years  
Demonstrated his or her gifts for ministries of service and leadership to the satisfaction of the dCOM (¶324.2)**

## **Education:**

**Bachelor's degree**

**Master of Divinity**

Note: Wisconsin's requirements exceed those of the Book of Discipline.

- **Including ALL basic graduate theological studies (24 hours)**

## **Each Candidate Shall:**

- **Present a certificate of good health**
- **Submit Candidate Disclosure form 114**
- **Complete a doctrinal examination/biographical statement**
- **Be interviewed and recommended by dCOM (3/4 majority vote)**
- **Be interviewed and recommended by BOM (2/3 majority vote)**

# ***Requirements for the LOCAL PASTOR - ¶315***

## **Qualifications:**

**Certified Candidate**

## **Education:**

**Studies for license as a local pastor or 1/3 the work for  
Master of Divinity degree**

## **Each Candidate Shall:**

- **Present a certificate of good health**
- **Submit Wisconsin Candidate Disclosure Form 114**
- **Complete a doctrinal examination/biographical statement**
- **Be interviewed and recommended by dCOM (3/4 majority vote)**

# ***Local Pastor Preparing for Probationary Membership and ELDER'S ORDERS - ¶324.6***

- **Forty years of age**
- **Satisfied all requirements of Sections 1-3 and 7-14 of this paragraph**
- **B.A. degree and five year course of study**
- **32 hours graduate theological study or equivalent (Advanced Course of Study)**
  - **Including the areas of evangelism and United Methodist history, doctrine, and polity**

# ***The Big Picture***

## ***REGISTRAR***

Train, Interpret, Record  
Keeping, Reports

## ***MENTOR***

Assist in Discernment,  
Facilitate Reflection &  
Growth, Guide & Counsel,  
Report

## ***GBHEM-DOM***

Enrollment, Psychological  
Assessment, Consultant

**Candidate**

## ***D.S.***

Receive Written Application  
(letter), Nominate Guides &  
Mentors, Approve Service  
Appointments

## ***dCOM***

Enlist, Assign Mentors,  
Examine, Certify

## ***BOM***

Receive Candidate from dCOM,  
Interview, Defer or Recommend  
for Commissioning

# District Committee on Ordained Ministry Responsibilities

- 1. Encourage and enlist candidates for ministry**
- 2. Assign Candidacy Mentor (with D.S.)**
- 3. Supervise matters dealing with candidacy for ordination and licensing for Local Pastor**
- 4. Counsel candidates and local pastor applicants regarding spiritual, experiential, and academic preparation for ministry**
- 5. Review academic progress of candidates and applicants (receiving annually transcripts and reports from college/seminary and District Superintendents)**

# **District Committee on Ordained Ministry Responsibilities**

- 6. Maintain service record and file on every local pastor and candidate until the person becomes associate or probationary member. Then forward file to BOM registrar.**
- 7. Approves service and leadership requirements for Certified Candidates**
- 8. Annual review, interview, and renewal of candidacy and licensing for local pastor**
- 9. Oversee a process of supervision and professional growth for local pastors.**
- 10. Recommend to BOM persons who qualify for:  
Probationary Member, Local Pastor License, Local Pastor Continuance, Restoration of Credentials**

For more information, contact:

Rev. Kevin Rice Myers, Executive Secretary

Wisconsin Conference Board of Ordained Ministry

PO Box 620

Sun Prairie, WI 53590

888-240-7328, ext. 260

[bordmin@wisconsinumc.org](mailto:bordmin@wisconsinumc.org)

