






	Steps	Actions	Deadlines	Actions Performed By			
		Time to Complete: Minimum 1 yrs.		Church Member	Pastor	District Superintendent	Time Required
Any UM Layperson							
	1	Perceive a Call to Ministry		X			
	2	Member of any UMC: a. 1 Year		X			
	3	Contact Home Church Pastor		X			
	4	Read & Discuss with a Guide: a. Christian as Minister b. Ministry Inquiry Process (Available from Cokesbury)		X			
	5	Write & Send Letter to District Superintendent		X			
	6	Letter from Local Church Verifying Step 2 Written & Sent to District Superintendent			X		
	7	Interview & Approve Candidate		X		X	


	Steps	Actions	Deadlines	Actions Performed By									
		<i>Time to Complete: 3 to 14 Months</i>		Inquiring Candidate	District Superintendent or District A A	Center for Clergy Excellence	dCOM Chair	Inquiring Mentor	Inquiring Mentor Chair	Exploring Candidate	Exploring Mentor	Exploring Mentor Chair	Time Required
INQUIRING CANDIDATE ROAD MAP													
	1	Interview & Approve Candidate			X District Superintendent								
	2	Register in DOVE: a. Initiate Plan 311			X								
	3	Register with GBHEM: a. Requires DS Approval b. Chair of Exploring Mentors is the Assigned Mentor			X								
	4	Summit Registration Application to Candidate: a) Candidate completes form b) DS signature required		X	X								
	5	Contact Chair of Inquiring Mentors with Candidate Info.			X								
	6	"Sign" E-mail Notice from GBHEM										X	
	7	Receive E-mail from DOVE a. Welcome to Process b. IRAI Survey Reminder c. Summit Registration Deadline Reminder		X									
	8	IRAI Fee (\$75.00) Sent to GBHEM: a. Electronic Check or b. Credit Card		X									
	9	IRAI Results from GBHEM										X	
	10	Inquiring Mentor Assigned									X		
	11	Contact Inquiring Candidate						X					
	12	Summit Forms Completed: a. Personal Data Inventory b. Personal Reference Form - c. Notarized disclosure - (Form 114)		X									
	13	Candidacy Guidebook sent from GBHEM		X									
	14	Candidacy Summit Registration Mailed to Center for Clergy Excellence office: a. Candidacy Summit Form b. \$100.00 for Psychological Testing	by June 1	X									
	15	Complete & Mail Inquiring Candidacy Evaluation Form to Inquiring Mentor Chair	1-Jun					X					
	16	List of Summit Candidates to Exploring Mentor Chair							X				


	Steps	Actions	Deadlines	Actions Performed By									
		<i>Time to Complete: 3 to 14 Months</i>		<i>Inquiring Candidate</i>	<i>District Superintendent or District A A</i>	<i>Center for Clergy Excellence</i>	<i>dCOM Chair</i>	<i>Inquiring Mentor</i>	<i>Inquiring Mentor Chair</i>	<i>Exploring Candidate</i>	<i>Exploring Mentor</i>	<i>Exploring Mentor Chair</i>	<i>Time Required</i>
INQUIRING CANDIDATE ROAD MAP													
	17	Create Groups of Summit Candidates & Exploring Mentors										X	
	18	Exploring Mentor Groups to Director of Center for Clergy Excellence & dCOM Chairs	June Cabinet Meeting									X	
	19	Approval of Clergy Mentor Group Assignments			X		X						
	20	Summit information to Inquiring Candidates registered for Candidacy Summit:	1 Month Prior to Candidacy Summit			X							
	21	Inquiring Candidate Data to Exploring Mentors: a. IRAI Results b. Inquiring Mentor Evaluation	2 Weeks Prior to Candidacy Summit									X	
	22	Attend Candidacy Summit; Candidate brings: a) Completed forms (see step 12) b) Candidacy guidebook	July / Aug	X	X						X	X	X
	23	Completed forms to DAA and dCOM	July / Aug			X							
	24	DOVE Updates: a. Inquiring Mentor Terminate	Summit								X		
	25	DOVE Updates: a. Exploring Mentor Initiated	Summit									X	

	Steps	Actions	Deadlines												
		Time to Complete: Minimum - 9 Months Maximum - 2 Years		Exploring Candidate	Exploring Mentor	Exploring Mentor Chair	Home Church Pastor	Home Church	District Superintendent or District A A	dCOM Chair	dCOM Registrar	Certified Candidate	Certified Mentor	Cerified Mentor Chair	Dean
EXPLORING CANDIDATE ROAD MAP															
	18	Certification Interviews Scheduled & Candidates Notified	March 1 - 15						X	X	X				
	19	Exploring Mentors Notified of Interview Dates & Times	March 1 - 15	X											
	20	dCOM Interviews Held (Give Consideration to Students & School Breaks.)	March 15 - April 14						X	X					
	21	dCOM Decisions to Dean of College of Mentors							X	X					
	22	dCOM Decisions to Exploring Mentor Chair			X										
	23	GBHEM Records Update				X									
	24	DOVE Updates: a. Ministerial Record Updated b. Complete Plan 311 c. Initiate Plan 312 d. Initiate Plan 314 for Local Pastor Candidates							X		X				
	25	Delayed Exploring Candidates Re-assigned to Exploring Mentors				X									
	26	Certified Candidates' Names to Certified Mentor Chair	21-Apr												X
	27	DOVE Updates: Exploring Mentors Terminate				X									
	28	Exploring Candidate's Letter of Recommendation to Certified Mentor Chair (1 copy)	21-Apr		X										
	29	DOVE Updates: Certified Candidates Assigned to Certified Mentors	1-May											X	
	30	Contact Certified Candidates											X		
	31	Certified Candidates Presented at Clergy Session of Annual Conference	Memorial Day Weekend		X							X		X	
	If dCOM Votes to Delay	Exploring Candidates Delayed for Certification Work Through Recommendations / Requirements from dCOM.	Time Assigned	X	X					X	X				

	Steps	Actions	Deadlines	Actions Performed By										Time Required
		Time to Complete: Minimum - 1 Year Maximum - 12 Years		Exploring Mentor	Certified Candidate	Certified Mentor	Certified Mentor Chair	District Superintendent or District A A	dCOM Chair	dCOM Registrar	BOM Registrar	Board of Ministry	DCM Chair	
CERTIFIED CANDIDATE ROAD MAP														
2		Notification in Writing to Certified Candidates of Interviews	by June 14						X					
3		Answer Questions in Book of Discipline ¶ 324.9.a thru p			X									
4		Review Disciplinary Questions with Certified Mentor	Summer		X									
5		Meet with dCOM	July / Aug		X			X	X	X				
6		DOVE Updates: a. Complete Plan 312 b. Initiate Plan 324 for Elder, Deacon or Local Pastors						X		X				
7		Notify BOM Registrar	by Sept 30					X		X				
8		Packets Sent to Certified Candidates Requiring: a. Background Check b. Credit Report c. Statement of Health d. Sermon & Bible Study Instructions	by Oct 15								X			
9		Certified Candidate Arranges to Tape Sermon	Fall		X									
10		Arrange Psychological Testing with: a. Krist Samaritan Center or b. Jack Bodden	Fall		X									
11		Phone Call to Confirm Reception of Packet by Certified Candidates	by Oct 31											
12		Walk Thru Packets with Certified Candidate	by Nov 15											
13		Requested Packet Materials Uploaded to DOVE			X									
14		Request Recommendation from District Superintendent	Nov		X									
15		Letter of Recommendation sent to BOM Registrar	By Dec 15					X		X				
16		Completed Packets Returned to BOM Registrar's Office	By Dec 15											
17		Certified Candidate Triad	Feb / March									X		

	Steps	Actions	Deadlines	Actions Performed By						
		<i>Time to Complete: 2 Years</i>		<i>Certified Candidates</i>	<i>Provisional Elder & Deacon (Post Seminary)</i>	<i>DCM Mentor</i>	<i>DCM Mentor Chair</i>	<i>Board of Ministry</i>	<i>BOM Registrar</i>	<i>Time Required</i>
DEVELOPING CONNECTIONAL MINISTRY ROAD MAP										
		Certified Candidates Comissioning	Annual Conference	X				X		
		DOVE Updates : Provisional Members Assigned to DCM Mentors					X			
		First Year -								
1		Orientation Event - Lon Morris College in Jacksonville, Texas	August		X	X				
2		The Gathering Retreat, Lakeview	September		X					
3		Attend "Order Specific" Events			X					
4		Personal Interviews			X	X				
5		BOM Requirements for Counseling, Mentoring, Etc.			X					
6		Eight Meetings of Covenant Group			X	X				
7		Marriage or Singles Retreat			X					
		Second Year -								
1		Annual Conference	May		X					
2		District Camp, Lakeview	June / July		X					
3		The Gathering Retreat, Lakeview	September		X					
4		Attend "Order Specific" Events			X					
5		Personal Interviews			X	X				

	Steps	Actions	Deadlines	Actions Performed By						
		<i>Time to Complete: 2 Years</i>		<i>Certified Candidates</i>	<i>Provisional Elder & Deacon (Post Seminary)</i>	<i>DCM Mentor</i>	<i>DCM Mentor Chair</i>	<i>Board of Ministry</i>	<i>BOM Registrar</i>	<i>Time Required</i>
DEVELOPING CONNECTIONAL MINISTRY ROAD MAP										
6	Six Meetings of Covenant Group				X	X				
7	Mid-Course Ministry Setting - Visit & Report				X	X				
8	Notify BOM Registrar	30-Sep				X				
9	Full Membership & Ordination Packets Sent	15-Oct							X	
10	Arrange to Tape Sermon	Fall			X					
11	Arrange Psychological Testing: a. Krist Samaritan Center or b. Jack Bodden	Fall								
12	Contents of Packet Reviewed	Oct			X	X				
13	Request Recommendation from District Superintendent	Nov			X					
14	Triads Assembled	Dec						X		
15	DEACON Candidates - - Completed Packet Returned to BOM Registrar: a. Book of Discipline ¶ 330.4. a & b	15-Dec			X					
16	ELDER Candidates - - Completed Packet Returned to BOM Registrar: a. Book of Discipline ¶ 335.a & b	15-Dec			X					
17	Disciplinary Questions Uploaded to DOVE	15-Dec			X					

	Steps	Actions	Deadlines	Actions Performed By						
		<i>Time to Complete: 2 Years</i>		<i>Certified Candidates</i>	<i>Provisional Elder & Deacon (Post Seminary)</i>	<i>DCM Mentor</i>	<i>DCM Mentor Chair</i>	<i>Board of Ministry</i>	<i>BOM Registrar</i>	<i>Time Required</i>
DEVELOPING CONNECTIONAL MINISTRY ROAD MAP										
	18	Triad Interviews Convened	Dec / Jan		X			X		
	19	BOM Interviews	Jan		X			X		
	20	Election & Ordination	Annual Conference		X			X		
	21	DOVE Updates : Plans Completed							X	
	22	DOVE Updates: DCM Mentors Terminate					X			
	23	Spiritual Retreat			X					
	If BOM Votes to Delay	Provisional Membership Elders & Deacon Delayed for Ordination & Full Membeship Complete Recommendations / Requirements from Board of Ministry.	1 Year		X		X	X	X	

Contacts

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Center for Clergy Excellence										
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Administrative Assistant	Ms.	Barbara	Kilby	bkilby@txcumc.org	(713) 521-9383		5215 Main	Houston	TX	77002-9752
Associate Director	Rev.	Carol	Bruse	carol.bruse@txcumc.org	(713) 521-9383		5215 Main	Houston	TX	77002-9752
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College of Mentors										
Dean	Rev.	Josh	Hale	revjwhale@gmail.com	(409) 880-7252	(409) 790-9844	4590 Cheek St	Beaumont	TX	77705-5558
Inquiring Mentor - Chair	Rev.	Alicia	Coltzer	alicia.coltzer@gmail.com	(281) 346-1416	(832) 266-7953	PO Box 100	Fulshear	TX	77441-0100
Exploring Mentor - Chair	Rev.	Eric	Ryburn	ericryburn@hotmail.com	(281) 331-3482		611 W South St	Alvin	TX	77511-4318
Certified Mentor - Chair	Rev.	Mary	Tumulty	marytumulty@gmail.com	(936) 321-1725		30 Rolling Stone Pl	The Woodlands	TX	77381-6527
Developing Connectional Ministry - Chair	Rev.	Mike	Proctor	revproctor@comcast.net	(281) 427-7335		4708 Saint Andrews Dr	Baytown	TX	77521-3014
Clergy Mentor - Chair	Dr.	Janice	Gilbert	jjanicegw@aol.com	(409) 935-5797		PO 878	LaMarque	TX	77568-0878
Counseling										
Krist Samaritan Counseling Center, Houston	Ms.	Joan	Evans	jevans@samaritanhouston.org	(281)480-7554 Ext.14		17555 El Camino Real	Houston	TX	77058
Jack Bodden, College Station	Mr.	Jack	Bodden	Jbodden@suddenlink.net	(979) 268-5817		1001 Woodhaven	College Station	TX	77840
Central North District										
Superintendent	Dr.	Richard	Burnham	rburnham@txcumc.org	(281) 895-7700		3648 FM 1960, Ste 109	Houston	TX	77069-1219
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Central South District										
Superintendent	Rev.	Lawrence	Young	lyoung@txcumc.org	(713) 222-0117		1410 Lee St	Houston	TX	77009
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East District										
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North District										
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Southeast District										
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DOVE System of Ministerial Records										
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Cokesbury Bookstore, Houston										
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