

Certified Candidate Checklist for Deacons and Elders

- Stay in contact with District office and District Committee on Ministry (dCOM)
 - If serving as a student or local pastor, work through that District
 - Request and attend annual **recertification** interview with dCOM
 - Submit **transcript** to District office annually
 - Initiate and maintain regular contact with your certified mentor.

- Begin or continue and complete undergraduate and theological education
 - Complete bachelor's degree from a college or university recognized by UM University Senate (www.gbhem.org) (§ 324.3).

 - See § 324.4. If a deacon candidate, complete master of divinity degree or master's degree from a graduate theological school recognized by UM University Senate (www.gbhem.org) or master's degree in area of specialty (§ 324.2) or alternative route per § 324.5.

 - If an elder candidate, complete master of divinity degree recognized by UM University Senate (www.gbhem.org) (§ 335.3.b)

 - If a local pastor candidate, see local pastor checklist

 - Complete courses in **United Methodist Doctrine, History, and Polity** before Conference Board of Ordained Ministry (BOM) interviews for commissioning, which take place in January prior to May commissioning (BOM policy as of April 1990)

 - Complete no more than two third of academic hours required for Master of Divinity or any equivalent degree in long-distance or on-line learning

 - Complete (or plan to complete by May of the following year) all educational requirements prior to requesting recommendation for commissioning (BOM policy as of October 2008)

- Prepare for commissioning and provisional membership
 - Complete at least one year and no more than twelve years as a certified candidate (from date of certification to date of commissioning) and demonstrate gifts of service and leadership

 - Request recommendation for commissioning interview with dCOM (June)

- Prepare for dCOM recommendation interview with mentor
 - Answer **Disciplinary questions** (§ 324.9.a through p); review with mentor; send to District

 - Review **mentor's recommendation letter**; arrange for mentor to send recommendation letter directly to District office and dCOM Registrar prior to dCOM recommendation interview.

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- Ask about other District requirements
- Attend **dCOM recommendation interview** (August); take current transcript(s), mentor's recommendation letter, and a copy of your answers to the Disciplinary questions (§ 324.9)
 - 3/4 Written vote required (§ 324.10)
- If recommended by dCOM to proceed to Board of Ordained Ministry (BOM) for commissioning interviews, your name will be sent to the BOM Registrar. Anticipate an email and packet in the fall.
- Prepare for BOM recommendation for commissioning triad and interviews
 - Arrange for the information included in your packet **to be sent directly to BOM Registrar**
 - Complete and send the following forms **directly to BOM Candidacy & Recruitment Assistant**
 - “**Consent to Perform Criminal History and Background Check**” form
 - “**Authorization for Release of Records and Waiver of Confidentiality**” form
 - Contact approved **psychological testing** center. Arrange with testing center to complete forms; take assessments; and return for follow up interview in person. Report will be sent directly to BOM Psychological Chairperson.
- Complete the following; **send to BOM Registrar by deadline**
 - Packet from BOM Registrar
 - Conference Office Psychological Information
- Create your own candidacy file and keep copies of all forms completed and all work submitted.
- Meet with your triad.** Three members of the BOM—a “triad”—will read and evaluate the information you submitted to the BOM. Before your commissioning interviews with the BOM, the triad will contact you to arrange a meeting. They will meet with you to discuss your papers and help you prepare for the interviews.
- Prepare for BOM commissioning interviews.** One of the BOM Vice Chairpersons will contact you with your interview date and time. Review your responses to the Disciplinary questions; act on advice from your triad; and be prepared to clearly and concisely express your readiness for ministry.
- Attend BOM commissioning interviews.** You will be briefly introduced to the large (70+) Board of Ordained Ministry, then accompanied to your interview by your triad convener.
 - Requires 2/3 written vote of the BOM (§ 324.14)
- If recommended for commissioning and provisional membership by the BOM, ask your District

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Superintendent for an Episcopal appointment.

- If appointed, you will be commissioned during annual conference (May/June).
Plan to attend the summer Residency Program Orientation Retreat for information about requirements during your two-year provisional period

- If recommended for commissioning and provisional membership by the BOM but not appointed, you will receive a BOM mentor to help you consider your options. You will be commissioned during the next annual conference (May/June) if appointed.