

**DISTRICT COMMITTEE ON ORDAINED MINISTRY CHECK LIST for _____
pursuing Elder or Deacon in full connection**

- _____ The inquirer has read and discussed with their pastor or another deacon or elder "The Christian As Minister." Minister: _____ Date: _____
- _____ Professing member in good standing of the United Methodist Church or a baptized participant of a recognized UM Campus Ministry or other UM ministry setting for a minimum of one (1) year immediately preceding application for candidacy. Date _____
Name of church _____
- _____ Recommended to attend the next group candidacy mentoring process by Dist. Super. _____
Date: _____
- _____ Applied on-line to General Board of Higher Education and Ministry UMCARES for the Answering the Call Candidacy Guidebook. Date: _____
- _____ Completed Answering the Call Candidacy Guidebook with assigned candidacy group. Date: _____
- _____ Personal Data Inventory Date: _____
- _____ Written statement of call and written response to Wesley's historic questions (310.1d) and request for recommendation (from S/PPRC). Date: _____
- _____ High School Graduate. Year _____
- _____ Completed interview with their local church S/PPRC. Name _____ Date: _____
- _____ Received approval from their local church charge conference. Date: _____ (form 104 on file)
- _____ Psychological assessment has been administered, had personal interview with Dr. Hugh Bryan, and report sent to candidacy mentor and DCOM. Date: _____
- _____ Criminal Background Check and Consumer Credit Report. Date: _____
- _____ Candidacy Mentors Report Date: _____
- _____ Completed Candidate Declaration Statement Date: _____
- _____ Received approval by DCOM to become a Certified Candidate for Ordained Ministry.
Date: _____ (sent form 113 to Candidacy Registrar and Mentor update on-line)
- _____ Annual recommendation by Charge Conference: 1 _____ 2 _____ 3 _____
4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____
10 _____ 11 _____ 12 _____
- _____ Annual report of satisfactory progress of studies and copy of transcripts from University or School of Theology (recognized by the University Senate) 1 _____ 2 _____ 3 _____
4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____
10 _____ 11 _____ 12 _____

- _____ Annual renewal of Candidacy by DCOM: 1 _____ 2 _____ 3 _____
- 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____
- 10 _____ 11 _____ 12 _____
 (even if a student local pastor)
- _____ Certified candidate for minimum or one (1) year, maximum twelve (12) years. Date: _____
- _____ One (1) year in service ministry determined by DCOM. Date: _____
- _____ Completion of academic requirements. (Transcript on file) **Elder or Deacon** seminary degree or equivalency (see 2012 Book of Discipline Paragraph 324.4, .5, .6, and .7) Date: _____
- _____ Submitted written request for Provisional Membership (sent to DS and DCOM Chairperson) Date: _____
- _____ Medical Report (form 103 on file) Date: _____
- _____ Written and oral doctrinal exam and written autobiographical statement. (324.9 and .13) Date: _____
- _____ Notarized statement certifying whether the candidate has been accused in writing or convicted of a felony, misdemeanor, or any incident of sexual misconduct or child abuse (form 114). Date: _____
- _____ Interview and recommendation by 3/4 vote of DCOM for Provisional Membership with a letter of recommendation being sent to the Conference Board of Ordained Ministry. Date: _____
- _____ Candidate file sent to the registrar of the Conference Board of Ordained Ministry. Date: _____
- _____ Interview with Conference Board of Ordained Ministry. Date: _____
- _____ Recommendation by Conference Board of Ordained Ministry. Date: _____
- _____ Application for Clergy relationship to the annual conference (form 105 on file) Date: _____
- _____ Election to provisional membership by clergy session. Date: _____

Suggested Schedule for District Committees

LATE SUMMER/EARLY FALL: District Committee meets to interview persons who are in seminary (elder or deacon), and those who will be graduating/completing their educational requirements the following May and seeking recommendation for provisional membership at the next Annual Conference.

RATIONALE: Recommendation must be received by the end of the calendar year prior to the Annual Conference at which provisional membership is granted. Some seminary students are doing internships at this stage of their education. Also travel back to Louisiana from seminary can be difficult.

FALL: District Committees should meet with persons wishing to become certified candidates for Ordained Ministry as well as those continuing candidacy through the DCOM's annual recommendation.

EARLY SPRING: District Committees should meet with persons wishing to become certified candidates for Ordained Ministry as well as those continuing candidacy through the DCOM's annual recommendation that were not interviewed in the Fall.

Updated 1/2020