

Kentucky Conference, The United Methodist Church

CANDIDACY CHECKLIST

Steps into Certified Candidacy for Licensed or Ordained Ministry

1. _____ Date reviewed *The Christian as Minister* with his/her local church pastor, another ordained deacon or elder, or his/her district superintendent. Local pastor should have a copy of *Christian as Minister*. If not then it is available from the District Office.
2. _____ Date graduated from high school or equivalency.
3. _____ Date professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year. ¶ 311.1
4. _____ Date letter submitted to his/her district superintendent, with a copy to the district committee on ordained ministry, describing his/her sense of call and applying for admission to the candidacy program and assignment of a candidacy mentor. ¶ 311.1
5. _____ Date registered with GBHEM through the online candidacy program. (Form 101) Lists candidacy mentor as one of the two persons teaching the candidacy class in which s/he is participating.
6. _____ Date of online signature of district superintendent on Form 101
7. _____ Date completed IRAI online through GBHEM website. IRAI sent to candidacy mentor.
8. _____ Date registered online with the KAC Pathways to Ministry program
9. _____ Date received from the District Office and completed biographical form and medical form.
10. _____ Date completed a Background Check (attach certified check or money order for \$60 to Kentucky Annual Conference) Form can be downloaded from www.kyumc.org (*Be certain to use the form from the Ministerial Services page as that is the only complete form.*)

11. _____ Date completed Notarized Statement certifying candidate has not been accused in writing nor convicted of a felony, misdemeanor, or any incident of sexual misconduct or child abuse. These forms must be completed and returned to the District Office at least one month prior to an interview with the district committee on ordained ministry.
12. _____ Date assigned to and participates in a district Candidacy Mentoring class.
13. _____ Date of interview with the Pastor/Parish Committee.
14. _____ Date written responses to ¶ 310.1-3, *2008 Book of Discipline* submitted to SPRC and the dCOM
15. _____ Date received 2/3 approval vote of the Charge Conference (form 104, signed by district superintendent or presiding elder).
16. _____ Date of Psychological Assessment. Contacts one of the approved psychologists and schedules testing and interview. Cost is \$400 paid by candidate.

❖ Dr. Richard Johnson
8135 New LaGrange Road
Louisville, KY 40222-4682
502-429-0989

❖ Dr. Thomas Shurling
2505 Larkin Road
Suite 104
Lexington, KY 40503
859-278-6500

❖ Dr. Anne Shurling
2505 Larkin Road
Suite 104
Lexington, KY 40503
859-278-6500

❖ Dr. Kirk Day
4010 Dupont Circle
Suite 379
Louisville, KY 40207
(502) 894-9380

❖ Dr. Henry Davis
The Psychology Group
1910 S. Virginia Street
Hopkinsville, KY 42240
(270) 889-9200

Dr. Bruce Fane

Bowling Green, KY
(270) 393-9833

17. _____ Date **Candidacy Mentor** completes the Mentor Report and sends to district Committee on Ordained Ministry.

18. _____ Date written responses to questions in ¶311.2a and written evidence of understanding of ministries of local pastors, deacons, and elders within The United Methodist Church submitted to the district Committee on Ordained Ministry
19. _____ Date of request for an interview with district committee on ordained ministry by writing a letter to the district committee with a copy to the district superintendent when all required documents have been submitted. In most cases, all documents must be received at least one month prior to the *Certification Interview* with the district committee on ordained ministry.
20. _____ Date responses were posted on Pathways to Ministry program to questions in ¶311.2d prior to the interview with the district Committee on Ordained Ministry.
21. _____ Date of interviews with district committee on ordained ministry for the *Certification Interview*.
22. _____ Date **dCOM registrar** submits the DCOM Approval Report for Certified Candidacy (form 113) to the Division of Ordained Ministry of the General Board of Higher Education and Ministry (P.O. Box 340007, Nashville, TN 37203) and to the Office of Ministerial Services (7400 Floydsburg Rd, Crestwood, KY 40014) with a copy to the District Office.
23. **Candidacy Mentor and candidate** meet to discuss interview and results of meeting with district committee.

¶312 *Continuation of Candidacy*

24. Certified candidacy is renewed **annually** by Charge Conference and district committee on ordained ministry. An annual interview with the district committee is required and transcripts of all educational progress shall be submitted. The Candidate must request from the district committee what documents need to be submitted for this annual renewal including *Continuation of Ministry form*.
25. **Candidacy Mentor** maintains contact with Certified Candidate until the candidate is licensed or commissioned.