

**Guidelines for Accepting as Certified Candidate and/or Local Pastor
From Another Annual Conference**

¶312.3

Kentucky Conference, Board of Ordained Ministry

¶312.3, *The Discipline* states that “a person who is a certified candidate or who is in the candidacy process may have her or his status or studies accepted by another district committee in the same or another annual conference.

1. The candidate requests that his/her file be sent to the Office of Ministerial Services, 7400 Floydsburg Road, Crestwood, KY. 40014-8202
2. The file must include all of the items required by the Kentucky Conference at whatever stage of candidacy. For example,
 - At the **exploring candidacy** level, must have
 - ✓ validation of enrollment in candidacy studies
 - ✓ criminal and sex offenders background check
 - ✓ Kroll Background check
 - ✓ medical report.
 - At the **declared candidacy** level, all preceding items plus
 - ✓ record of the Charge Conference approval.
 - At the **certified candidacy** level, all preceding items plus
 - ✓ the psychological assessment
 - ✓ the written response to ministry
 - ✓ mentor reports
 - ✓ recommendation from the former district Committee on Ordained Ministry
 - ✓ district superintendent’s recommendation, both current and former
 - ✓ annual renewal of candidacy.
 - For a **licensed local pastor**, all preceding items plus
 - ✓ documentation of licensing (copy of the license)
 - ✓ annual renewal of the license for pastoral ministry
 - ✓ transcripts showing progress in the course of study
 - ✓ transcripts of undergraduate education if applicable
 - ✓ recommendation from the current district superintendent.
3. The district Committee on Ordained Ministry reviews the candidate’s file and recommends to the Board of Ordained Ministry.
4. If the candidate is certified and is requesting local pastor status, the district Committee makes a recommendation regarding licensing by the Kentucky Conference. Licensing is dependent upon the person receiving an appointment in the Kentucky Conference.
5. An interview with the Board of Ordained Ministry is required prior to acceptance of candidacy or local pastor status.