GUIDE TO THE CANDIDACY PROCESS

FOR

CANDIDATES AND MENTORS

In accordance with the requirements of The Book of Discipline of the United Methodist Church and The Board of Ordained Ministry, Alabama-West Florida Conference 2017-2020
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Key Words to Know

***All required forms can be found online at www.bomlibrary.org. See “Candidacy and Conference Relations Forms.”***
Dear Candidate,

Congratulations! You have embarked on a spiritual journey of discovery and discernment that will help you to clarify God’s calling in your life. Our prayers are with you as you move through the process of answering that call.

This handbook will help you and your group candidacy mentor through the process of becoming a Certified Candidate for the ministry of the elder, deacon, or local pastor in the United Methodist Church. Your pastor, local church, mentor, District Superintendent and the District Committee on Ministry want to help you on your journey of discernment.

You have the primary responsibility for your progress and your timely meeting of the requirements. Feel free to ask questions at any time.

God’s grace and peace,

Your District Committee on Ministry
Is God calling me to licensed/ordained ministry?

The process to become a Certified Candidate will help you and the Church discern how God is calling you. Whether you are pursuing licensed or ordained ministry, the first step is to become a Certified Candidate.

Prior to Candidacy Retreat (these items must all be completed by the deadline in your candidacy retreat packet)

Δ Read and discuss The Christian as Minister and Ministry Inquiry Process with your minister. You can order these books at www.cokesbury.com.

Δ Must have been a member of UMC church (or another recognized United Methodist ministry setting, such as a campus ministry) for one year immediately preceding candidacy application, including a year of service in some form of leadership.

Δ Send a letter to your District Superintendent, including a statement about your call, stating that you would like to begin the candidacy process. Often, your DS will arrange to meet with you in person as well.

Δ Download from www.awfumc.org/ministerialservices the authorization form for Background and Credit Check. Go to Candidacy and then Forms for Candidacy. Return the authorization form with check to Office of Ministerial Services, 4719 Woodmere Boulevard, Montgomery, AL 36106. The cost of this in-depth background check is $80.00.

Δ You will be assigned to Rev. June Jernigan as your mentor as you move through this process prior to the retreat. Later you will be assigned a mentor as part of a candidacy mentoring group. You will receive your group mentor’s name and contact information immediately prior to the retreat.

Δ You will receive an email inviting you to log into the online candidacy system at www.umcares.org. Many steps of your process will be completed on this website. Please make sure that the first eight steps are completed quickly. Contact Erika Glawson at erika@awfumc.org if you have problems with the system.

Δ Fill out the Candidacy Retreat Registration form found in the candidate packet. Mail it, along with a $130 check for a single room/$110 for a double room, by the deadline in the packet. Send the registration form and check to Office of Ministerial Services, 4719 Woodmere Boulevard, Montgomery, AL. 36106. Make the check out to the AWF Conference, memo line: BOM.

Δ Using the Online Candidacy System, complete the following steps. Your mentor will be prompted by the Online Candidacy System to sign off on your forms. Do not pay attention to the “projected dates” on the website. Complete all of these items by the deadline in your packet.
+ Candidacy Application Form
+ MAS Test and Guidebook request administrative fees
  ($75 payable online at umcares.org)
+ Personal Data Inventory
+ Personal/Professional Reference Forms
+ Release of Information (just mark task complete; we will fill this out
  together at the retreat)

△ Send a $300 check payable to the AWG Conference for your psychological assessments.
  This covers the cost of the visit with the Ministerial Assessment Specialist (psychologist)
  and written report. Mail the check, marked “psychological assessment” to the Office of
  Ministerial Services, 4719 Woodmere Boulevard, Montgomery, AL 36106. If finances
  are a concern and you will not be able to pay this amount by the deadline, please contact
  us to work out a payment plan.

At the Candidacy Retreat (January and July of each year)

△ Complete psychological assessments and Release of Information

Following the Candidacy Retreat (January – April or July – October)

△ Meet with your candidacy mentoring group for six sessions (you may make up a
  missed session individually with your mentor, and you may not miss more than
  two sessions)

△ High school degree or equivalent is required at this point

△ When contacted by the Ministerial Assessment Specialist (Dr. Don Winslett
  or Dr. Wayne Perry), make your appointment to discuss your psychological
  assessment results. Let your mentor know when this appointment has been
  completed.

△ Request interview from your church’s Staff Parish Relations Committee (or
  equivalent); provide written statement of call and responses to questions in
  ¶ 310 (Book of Discipline 2016) ahead of time, along with any other
  information the Committee requests.

△ Request approval by your church’s Charge Conference (or equivalent).

△ Mentor writes mentor report and sends it to DCOM Registrar

△ Continue to mark off tasks on www.umcares.org as they are completed.

△ Complete and prepare the following for your Certification interview with the
  District Committee on Ministry. **Bring these items with you to the interview:**
  + Psychological report (you will have already completed your
    appointment and paid $300 fee)
  + Background/credit check (download from
    www.awflumc.org/ministerialservices. Candidacy form. **(You do not receive
    a copy of this completed document.)**
+ Medical report (download from www.awfumc.org/ministerialservices.)
+ Charge Conference approval form (download from www.awfumc.org/ministerialservices if not already completed at Charge Conference)
+ Mentor’s report (you do not need a copy, just make sure your mentor sent it in)
+ Responses to ¶ 311.2 and any other information requested by your DCOM

District Committee on Ministry interview (April-May or October-November)

Δ A ¾ majority vote is needed to become a Certified Candidate.

- The Committee may vote “Continue,” which means that you will not be Certified at this time, and instead continue in your present status as a candidate
- The Committee may vote “Certify,” which means that you will become a Certified Candidate
- The Committee may vote “Discontinue,” which would discontinue you from the process
- The Committee may assign you contingencies
Candidacy Process for Licensed or Ordained Ministry  
Alabama-West Florida Conference

Name: ____________________________  Mentor: ____________________________

ALL Forms needed for candidacy are located at [www.awfumc.org/ministerialservices](http://www.awfumc.org/ministerialservices).

Please keep copies of all your candidacy paperwork.

<table>
<thead>
<tr>
<th>Inquiring Candidate</th>
<th>Date</th>
<th>In File</th>
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<tbody>
<tr>
<td>1. Read and discuss <em>The Christian as Minister</em> and/or <em>Understanding God's Call: A Ministry Inquiry Process</em> with your pastor or respected clergyperson. These books are available from <a href="http://www.cokesbury.com">www.cokesbury.com</a>. (¶310)</td>
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<thead>
<tr>
<th>Beginning Candidacy</th>
<th>Date</th>
<th>In File</th>
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<tr>
<td>1. Be a member in good standing of a UMC or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for at least one year immediately preceding application. (¶310.1a)</td>
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<tr>
<td>2. Candidate shall have graduated from an accredited high school or received a certificate of equivalency. Official HS transcript, GED certificate or college transcript required.</td>
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<td>3. Apply to the DS in writing requesting admission to the candidacy process. Include a statement of call. (¶310.1b)</td>
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<td>4. Download from <a href="http://www.awfumc.org/ministerialservices">www.awfumc.org/ministerialservices</a> the authorization form for Background &amp; Credit Check. Return to Office of Ministerial Services (with check) for processing. (¶310.2b).</td>
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<tr>
<td>5. Candidate is assigned to a mentor as part of a candidacy mentoring group. Your group will not start meeting until the Candidacy Retreat.</td>
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<tr>
<td>6. DS will go online to the General Board of Higher Education and Ministry (GBHEM) candidacy website and “invite” candidate to begin the process.</td>
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<tr>
<td>Candidacy Process</td>
<td>Date</td>
<td>In File</td>
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<tr>
<td>1. Candidate receives an email of invitation to the process which will provide a link for the candidate to input biographical information. Website address: <a href="http://www.umeares.org">www.umeares.org</a>. Make copies of all forms submitted online.</td>
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<tr>
<td>2. Candidate should correctly choose “Alabama-West Florida Conference,” the district with which candidate is affiliated, and the mentor to whom the candidate has been assigned.</td>
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<td>3. The DS will receive an email to electronically “sign off” on the candidate.</td>
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<tr>
<td>4. The mentor will receive an email to electronically “sign off” on the candidate.</td>
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<tr>
<td>5. The candidate will be asked to pay the $75 registration fee. Candidate can pay the fee online with a credit card or mail a check to GBHEM.</td>
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<td>6. Once the fee is paid, the candidate will receive the <em>Fulfilling God’s Call: Guidelines for Candidacy</em> manual and tests will be sent to the mentor.</td>
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<tr>
<td>Complete all other requirements in preparation for the Candidacy Retreat.</td>
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<tr>
<td>7. At the Candidacy Retreat, the psychological testing is done. Completed instruments are mailed to GBHEM in the envelope provided. GBHEM scores the instruments and mails the results to our Ministerial Assessment Specialists (MAS). Candidate will have named four references who will receive forms that are also returned to the MAS. Candidate meets with the MAS to discuss the psychological assessment results. (See the Candidate Handbook for more information.)</td>
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<tr>
<td>8. Meet with your mentoring group for six sessions.</td>
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<tr>
<td>9. Request a meeting with the Staff/Pastor Parish Relations Committee of your local church. If candidate is coming through the alternate route (baptized participant in a UM ministry), conversation needs to happen with the mentor, DCOM and DS to determine an alternative group. The S/PPRC will consider the candidate’s statement of call and responses to Wesley’s historic questions (¶310). S/PPRC (or alternate body) votes on approval of the candidate. (¶310.1d)</td>
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<td>10. Request approval by your church’s Charge</td>
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Conference. Candidate will meet with the charge conference of his/her local church (or equivalent body determined by the DS and DCOM). The charge conference (or equivalent body) must vote for candidate’s approval by a written ballot. Candidate must have a 3/4 approval. (¶310) Form 104 must be completed and submitted to the district office.

11. Mentor writes mentor report and sends it to DCOM registrar.

12. Continue to mark off tasks on www.umcares.org as they are completed.

13. Complete and prepare for your Certification interview with your DCOM.

The local church is encouraged to assist candidates with the expenses of candidacy.

Provide other information (if requested by DCOM) for determining gifts, evidence of God’s grace, fruit, and demonstration of the call to licensed or ordained ministry.

Candidate will agree for the sake of the mission of Jesus Christ in the world and the most effective witness of the gospel, and in consideration of their influence as clergy, to make a complete dedication of themselves to the highest ideals of the Christian life as set forth in ¶¶102-104; 160-166. (¶310.2d)

<table>
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<tr>
<th>Certification Interview</th>
<th>Date</th>
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<tbody>
<tr>
<td>1. Following successful completion of the candidacy retreat and a favorable recommendation by the mentor, the candidate is ready to meet with the DCOM for certification. Your DCOM file must be complete prior to this meeting.</td>
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<tr>
<td>2. Candidate notifies DCOM chairperson that he/she requests a meeting with the DCOM for approval for certification.</td>
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<td>3. Prior to the meeting, the mentor will prepare a written report for the DCOM introducing the candidate and sharing information about the time spent together. The candidate should review and approve the mentor’s report prior to submission.</td>
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<td>4. The mentor may be present as a support and a listening ear. The mentor does not have a role during the interview and should refrain from participating.</td>
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<td>5. Approval by written ballot with a ¾ majority vote for recommendation.</td>
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<tr>
<td>6. Complete Form 113. Mentor logs into <a href="http://www.umcares.org">www.umcares.org</a> to complete form 113 electronically which indicates candidate has</td>
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## Completed Certification Process

7. Upon vote of certification, candidate shall be encouraged by the District Committee on Ordained Ministry to attend a United Methodist seminary. (¶310.2f)

## Continuing Candidacy

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<th>In File</th>
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<tr>
<td>1. Candidate meets with the DCOM annually for continued recommendation.</td>
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<td>2. Candidate continues to make progress in seminary or COS studies and submits copies of transcripts to DCOM annually.</td>
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<td>3. Charge Conference recommendation in file annually.</td>
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## Becoming a Local Pastor

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<th>Date</th>
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<tr>
<td>1. Certified candidate must be approved by DCOM and the DS to attend licensing school.</td>
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<td>2. An appointment must be projected to attend licensing school.</td>
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<td>3. Candidate must attend licensing school in April to be eligible for appointment.</td>
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<td>4. Candidate must have a medical report completed by a physician.</td>
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<td>5. Candidate will continue to meet annually with DCOM.</td>
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<td>6. Candidate will be assigned a local pastor mentor.</td>
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<td>7. Candidate will make annual progress in Course of Study.</td>
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## Becoming Commissioned

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<th>In File</th>
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<tr>
<td>1. Certified candidate for one year, maximum of 12 years (without being under appointment).</td>
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<td>2. Complete all educational requirements.</td>
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<td>3. Medical report by physician.</td>
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<td>4. Seek approval of the DCOM.</td>
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<tr>
<td>5. Make application for provisional membership to Board of Ordained Ministry.</td>
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<td>6. Meet with the Board of Ordained Ministry for</td>
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<tr>
<td>Becoming Ordained</td>
<td>Date</td>
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<tr>
<td>1. Serve 2 years full time (or equivalent) in an approved ministry setting, under appointment.</td>
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<td>2. Participate in a Residency in Ordained Ministry group for 2 years.</td>
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<td>3. Participate in all Residency, meetings, events and other experiences.</td>
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<tr>
<td>4. Provisional member has 8 years to come into full connection (leave time included).</td>
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<tr>
<td>5. Make application for full connection to Board of Ordained Ministry.</td>
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<tr>
<td>6. Meet with the Board of Ordained Ministry for interviews.</td>
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<tr>
<td>7. Approval by the Board of Ordained Ministry.</td>
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<td>8. Election to full connection by clergy session.</td>
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<tr>
<td>9. Ordained to the order of elder or order of deacon.</td>
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Note: Numbers reference to *2016 Book of Discipline.*
Weighing the Cost – Time, Materials, and Cost for Candidacy Process

**TIME:** Expect to spend six to nine months in the process toward becoming a certified candidate for the licensed or ordained ministry in The United Methodist Church. Work with your group candidacy mentor and your assigned group. Be aware of deadlines for meeting with the District Committee on Ordained Ministry. If you are moving toward ordination, be aware that you must be certified for a minimum of one year before you can be commissioned and placed in provisional membership for full connection and ordination.

**MATERIALS AND COSTS:** This list covers the major expenses, not including travel.

(All estimates are “pre-tax” and based on information available)
Encourage your home church to budget assistance for these costs:

*The Bible*

*The United Methodist Book of Worship*
(Available through Cokesbury.com) $30.00

*The Book of Discipline of the United Methodist Church*
(Available through Cokesbury.com) $20.00

*The Christian as Minister*
*Understanding God’s Call: A Ministry Inquiry Process*
(Available through Cokesbury.com) $6.95

Registration fee (paid online). Pays for:
*Answering the Call* (Workbook with Mentor)
Psychological Inventories $75.00

Psychological Evaluation with Ministerial Assessment Specialist $300.00

Application for Background Check, required by AWF BOM (included in this booklet) $80.00

Medical Examination with provided Form 103 (see your personal Dr.) $100-150

Transcript of College work progress or completion $5.00

Copy of High School Diploma or Equivalent (free in most cases)
AUTHORIZATION AND REQUEST TO RUN
BACKGROUND CHECK AND CREDIT CHECK

I, ___________________________________________, hereby authorize Alabama-West Florida Annual Conference, Conference Board of Ordained Ministry to request the release of information regarding any record of criminal charges or convictions maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I also authorize the Alabama-West Florida Annual Conference, Conference Board of Ordained Ministry to request the release of information regarding my credit record to the fullest extent permitted by state and federal law. I do release the information holder from all liability that may result from any such disclosure made in response to this request.

Signature of applicant: ___________________________________________ Date: __________

Please complete the following and return to:
AWF Conference BOM, 4719 Woodmere Boulevard, Montgomery, AL 36106
Include a check for $80.00 made payable to: AWF Conference

Please print clearly below

Applicant’s name (first, middle, maiden, last) ___________________________________________

Print all other names that have been used by the applicant (if any): _______________________

Date of birth: __________________________ Place of birth: _______________________________

Social Security number: ____________________________________________________________

Driver’s license number: __________________________ State issuing license: _______

Address (no P. O. Box): _____________________________________________________________

City________________________ County____________________ State______ zip code ________

Previous address (no P. O. Box): ____________________________________________________

City________________________ County____________________ State______ zip code ________

Applicant’s District in the Alabama-West Florida Conference: ___________________________
BIOGRAPHICAL INFORMATION FORM
Form 102

Name:
First ___________________________ Middle ___________________________ Last ___________________________

Address:
Street ___________________________ City ___________________________ State __________ Zip __________

Cell Phone: (____) ___________________________ Other Phone: (____) ___________________________

Sex: Male ☐ Female ☐ Birth Date: ___________________________

E-mail: ______________________________________________________

Ethnic Origin: ☐ Asian ☐ African American/Black ☐ Hispanic/Latino ☐ Other: ___________________________
☐ American Indian ☐ White/Caucasian ☐ Native Hawaiian/Pacific Islander

Conference: ___________________________ District: ___________________________

Local Church: ___________________________

Church Address:
Street ___________________________ City ___________________________ State __________ Zip __________

Briefly describe your involvement in your local church, such as your leadership positions, groups you enjoy, church activities, etc.

______________________________________________

www.bomlibrary.org  Candidacy/Conference Relations Forms, 2017-2020
Describe your church involvement in activities beyond your local church, such as district or annual conference work, church camps, workshops, outreach, etc.

Educational Background

<table>
<thead>
<tr>
<th>High School</th>
<th>Dates Attended</th>
<th>Degree or # of Credit Hours</th>
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<tbody>
<tr>
<td>College</td>
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<td>Graduate School</td>
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<tr>
<td>Theological Seminary</td>
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<table>
<thead>
<tr>
<th>Course of Study</th>
<th>Dates Attended</th>
<th>Degree or # of Credit Hours</th>
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<tbody>
<tr>
<td>Yr. 1</td>
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<td>Yr. 2</td>
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<td>Yr. 3</td>
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<td>Yr. 4</td>
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<td>Yr. 5</td>
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<tr>
<th>Adv. Course of Study</th>
<th>Credit Hrs:</th>
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Marital Status:

- Single (never married)
- Widowed
- Married (first marriage)
- Separated
- Married (second marriage or more)
- Divorced

If married, please indicate your spouse’s information.

Name: ___________________________ ___________________________ ___________________________

First                     Middle                        Last

Birth Date: ________________ Marriage Date: ________________

Spouse’s Occupation: ___________________________

Your children, if any:

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Date of Birth</th>
<th>Sex/Gender</th>
<th>Education</th>
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www.bomlibrary.org
Candidacy/Conference Relations Forms, 2017-2020

@gbhem
facebook.com/gbhem

1001 19th Avenue, South
Nashville, TN 37212

gbhem.org
Additional dependents, if any:

<table>
<thead>
<tr>
<th>Dependent's Name</th>
<th>Date of Birth</th>
<th>Sex/Gender</th>
<th>Education</th>
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Describe your community involvement and volunteer work, such as participation in community organizations, social clubs, service agencies, and other non-church-related volunteer service:

Your childhood family and other significant relatives:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation</th>
<th>Age</th>
<th>Marital Status</th>
<th>Education</th>
<th>Sex/Gender</th>
<th>Occupation</th>
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<tbody>
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<td>Father</td>
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**Work Experience:** (current employment, previous employment, and military experience, if any.)

Have you previously served as a local pastor, diaconal minister, deacon, or elder in The United Methodist Church?

Yes ☐ No ☐

If Yes, What Conference?________________________________________________________

**Conference Relationship**

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<tr>
<td>Diaconal Minister</td>
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<td>Provisional Member</td>
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<tr>
<td>Local Pastor</td>
<td></td>
<td>Deacon in Full Connection</td>
</tr>
<tr>
<td>Associate Member</td>
<td></td>
<td>Elder in Full Connection</td>
</tr>
</tbody>
</table>

Have you had a change in clergy relationship with a conference of The United Methodist Church?

Yes ☐ No ☐

**Change in Conference Relationship**

<table>
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<tr>
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<th>DATE</th>
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<tbody>
<tr>
<td>Discontinuance</td>
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<td>Administrative Location</td>
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<td>Leave of Absence</td>
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<td>Honorable Location</td>
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<td>Medical Leave</td>
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<td>Retirement</td>
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<tr>
<td>Termination by Annual Conference Action</td>
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<td>Withdrawal</td>
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</tbody>
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Note: If additional space is needed please use a separate sheet of paper and attach this form.
THE UNITED METHODIST CHURCH
MEDICAL SUMMARY REPORT OF MINISTERIAL CANDIDATE
Form 103

Candidate’s Name: ______________________________________

To the Board of Ordained Ministry:

Please indicate here, the name/address of the board officer who will receive this report.

Name: _________________________________________________
Address: _______________________________________________

CONSENT FOR THE RELEASE OF
CONFIDENTIAL INFORMATION – COMPLETED BY CANDIDATE

Candidate Name: ___________________________ Birth Date: ______________

I hereby authorize and direct ___________________________ (physician) to disclose to the
____________________________ (annual conference) Board of Ordained Ministry the following information with
regard to the records of ___________________________ (candidate) for the purpose of evaluation by The United
Methodist Church for entrance into ministry.

I, the undersigned, understand that I may revoke this consent at any time except to the extent that action
has been taken in reliance upon it. This consent will expire sixty (60) days after the date treatment is
terminated unless another date is specified.

I understand that the information requested may be disclosed from records whose confidentiality is
otherwise protected by federal as well as state law. Any of the above requested information may include
results of alcohol/drug (substance) abuse and/or diagnosis and treatment of psychological disorders, as
well as HIV status.

To the party receiving this information: This information has been disclosed to you from records whose
confidentiality is protected by federal law. Federal regulations (42 CFR Part 2) prohibit you from making
any further disclosure of it without the specific written consent of the person to whom it pertains, or as
otherwise permitted by such regulations. A general authorization for the release of medical or other
information is not sufficient for this purpose.

__________________________
Signature of Candidate

__________________________
Date

__________________________
Witness

__________________________
Date

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SUMMARY REPORT – COMPLETED BY PHYSICIAN

Comments for physician:

Complete the summary report. The United Methodist Church assumes you are completing this information based on a current physical examination of the candidate. Screening guidelines are provided for reference as needed.

This person is a candidate for ministry in The United Methodist Church. Among other requirements, this includes being able to typically work a full-time week – with periodic weeks requiring longer work hours. Those serving in ministry will encounter situations that require the ability to cope with conflict and stress. Job-related tasks range from office work and traveling from site to site to communicating with and relating to a variety of people and managing multiple tasks simultaneously, among other responsibilities.

Candidate’s Name: _______________________________________

Date of Physical Exam: _________________________________

Check One:

☐ Based on the physical exam I completed, this candidate appears to be healthy. I have no concerns about his/her physical fitness for ministry.

☐ Based on the physical exam I completed, this candidate has some health concerns that are summarized below.

Summary of Concerns:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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Candidacy/Conference Relations Forms, 2017-2020
Typical treatment(s) for this condition could potentially include (medication, surgery, lifestyle medication, intervention by specialist, frequent monitoring, etc.):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Questions to ask, or conversation that a committee might have, to address these concerns could include:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
EXAMINATION STANDARDS*

As a part of the ministry application process, The United Methodist Church requires each candidate to "present a satisfactory certificate of good health" by a physician on the prescribed form. Disabilities are not to be construed as unfavorable health factors when a person with disability is capable of meeting the professional standards and is able to render effective service.... (The Book of Discipline, ¶¶ 315.6c, 324.8, 347.3, 357.7, 355.3, 368.5).

The following lists show standard screening practices to be considered in an assessment of physical health. Additionally, the physician may choose to make recommendations to the candidate as needed. While the candidate's physician should make the final determination regarding the need for specific medical tests as related to the overall health and needs of the candidate, The United Methodist Church seeks a summary report from the physician upon completion of a physical examination of the candidate that provides an assessment of the candidate's physical ability to perform the required work of ministry.

NOTE: DO NOT RECORD SCREENING RESULTS ON THIS FORM.

Screening

Height and weight (periodically)
Blood pressure
Alcohol and tobacco use
Depression (if appropriate follow-up is available)
Diabetes mellitus (patients with hypertension)
Dyslipidemia (total and HDL cholesterol): men ≥35 y; men or women ≥20 y who have cardiovascular risk factors; measure every 5 y if normal
Colorectal cancer screening (men and women 50-75 y)
Mammogram every 1 to 2 y for all women ≥40 y. Evaluation for BRCA testing in high-risk women only.
Papanicolaou test (at least every 3 y until age 65 y)
Chlamydial infection (sexually active women ≤25 y and older at-risk women)
Routine voluntary HIV screening (ages 13-64 y)
Bone mineral density test (women ≥65 y and at-risk women 60-64 y)
AAA screening (one time in men 65-75 y who have ever smoked)

Counseling—Substance Abuse

Tobacco cessation counseling

Alcohol misuse: brief behavioral counseling; alcohol abuse: referral for specialty treatment
Counseling—Diet and Exercise

Behavioral dietary counseling in patients with hyperlipidemia, risks for CHD and other diet-related chronic disease
Regular physical activity (at least 30 minutes per day most days of the week)
Intensive counseling/behavioral interventions for obese patients

AAA = abdominal aortic aneurysm; BRCA = breast cancer susceptibility gene; CHD = coronary heart disease.

* Based on recommendations from the U.S. Preventive Services Task Force.

Key Points

- The U.S. Preventive Services Task Force recommends routine periodic screening for hypertension, obesity, dyslipidemia (men ≥35 years), osteoporosis (women ≥65 years), abdominal aortic aneurysm (one-time-screening), depression, and HIV infection.
- The U.S. Preventive Services Task Force recommends routine periodic screening for colorectal cancer (persons 50-74 years of age), breast cancer (women ≥40 years), and cervical cancer.
- The U.S. Preventive Services Task Force recommends that all pregnant women be screened for asymptomatic bacteriuria, iron-deficiency anemia, hepatitis B virus, and syphilis.
- The U.S. Preventive Services Task Force recommends against screening for hemochromatosis; carotid artery stenosis; coronary artery disease; herpes simplex virus; or testicular, ovarian, pancreatic, or bladder cancer.
- Outside of prenatal, preconception, and newborn care, genetic testing should not be performed in unselected populations because of lower clinical validity; potential for false positives; and potential for harm, including "genetic labeling."
- For patients for whom genetic testing may be appropriate, referral for genetic counseling should be provided before and after testing.
- A human papillomavirus vaccine series is indicated in females ages 9 through 26 years, regardless of sexual activity, for prevention of cervical cancer.
- A single dose of tetanus-diphtheria—acellular pertussis (Tdap) vaccine should be given to adults ages 19 through 64 years to replace the next tetanus-diphtheria toxoid (Td) booster.
- A zoster (shingles) vaccine is given to all patients 60 years and older regardless of history of prior shingles or varicella infection.
- Asymptomatic adults who plan to be physically active at the recommended levels do not need to consult with a physician prior to beginning exercise unless they have a specific medical question.
- Smoking status should be determined for all patients.
- Patients who want to quit smoking should be offered pharmacologic therapy in addition to counseling, including telephone quit lines.
- Routine screening is recommended to identify persons whose alcohol use puts them at risk.
- For management of alcohol abuse and dependence, referral for specialty treatment is recommended; for management of alcohol misuse, brief behavioral counseling may be useful.
- Clues for chemical dependency include unexpected behavioral changes, acute intoxication, frequent job changes, unexplained financial problems, family history of substance abuse, frequent problems with law enforcement agencies, having a partner with substance abuse, and medical sequelae of drug abuse.
- Condom use reduces transmission of HIV, Chlamydia, gonorrhea, Trichomonas, herpes virus, and human papillomavirus.
- It is important to ask about domestic violence when patients present with symptoms or behaviors that may be associated with abuse.
- When an abusive situation is identified, address immediate safety needs.
THE UNITED METHODIST CHURCH
DECLARATION OF CANDIDACY
CHARGE CONFERENCE OR EQUIVALENT BODY RECOMMENDATION
Form 104

I hereby declare my candidacy for licensed or ordained (circle one) ministry in The United Methodist Church and request the support and recommendation of the Charge Conference or equivalent body as specified by the district committee on ordained ministry for certification as a candidate for:

Order of Deacons: ☐ Order of Elders: ☐ License as Local Pastor: ☐

Name: ____________________________________________ Date: ____________________________

(Signature of the Declared Candidate)

CHARGE CONFERENCE RECOMMENDATION (or equivalent body)

Let those who consider recommending persons for candidacy as ministers in The United Methodist Church ask themselves the following questions which were first asked by John Wesley at the third conference of Methodist preachers in 1746 (The Book of Discipline, ¶310).

Do they know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?

Have they gifts, as well as evidence of God’s grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?

Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?

Believing that ___________________________ is called of God and is a suitable candidate for licensed or ordained ministry in The United Methodist Church, ___________________________ (the recommending body) recommends him/her for certification as a candidate to the District Committee on Ordained Ministry. In making this recommendation, we attest to the fact that the declared candidate has been a 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, has graduated from an accredited high school or received a certificate of equivalency, and has received by written ballot a two-thirds vote of this body.

Name: ____________________________________________ Date: ____________________________

(Signature of authorized elder, district superintendent, or bishop)

Conference: ____________________________ District: ____________________________

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Candidacy/Conference Relations Forms, 2017-2020
Preparation for Meeting with District Committee on Ordained Ministry

1. This Declaration of Candidacy for Ordained Ministry should be sent to the district committee on ordained Ministry along with the following:
   a. Your written statement of call
   b. Your written response providing evidence of understanding and expectation concerning the following: (¶10.2a)
      (i) the most formative experience of your Christian life;
      (ii) God's call to licensed or ordained ministry and the role of the church in your call;
      (iii) your beliefs as a Christian;
      (iv) your gifts for ministry;
      (v) your present understanding of your call to ministry as elder, deacon, or licensed ministry; and
      (vi) your support system
   c. The required psychological reports, criminal background, and credit checks.
   d. Other information as the district committee may require.

2. Appear before the district committee on ordained ministry for an interview and recommendation.

3. Agree for the sake of the mission of Jesus Christ in the world and the most effective witness of the gospel, and in consideration of your influence as clergy to make a complete dedication of yourself to the highest ideals of the Christian life as set forth in ¶¶101-103, and ¶¶160-166.
THE UNITED METHODIST CHURCH
APPLICATION FOR CLERGY RELATIONSHIP TO THE ANNUAL CONFERENCE
Form 105

Name: ____________________________________________
First                                   Middle               Last
________________________________________
Address: ____________________________________________
Street                                   City                       State           Zip
________________________________________
Cell Phone: ___________________________ Other Phone: ___________________________
E-mail: ____________________________________________ Birth Date: ___________________________

Being fully persuaded that God has called me to be a minister of the gospel of the Lord Jesus Christ, I hereby request affirmation of that call by The United Methodist Church through the granting of a clergy relationship to the annual conference. The relationship for which I am applying is:

☐ Local Pastor
☐ Provisional Membership
☐ Student Local Pastor
☐ Provisional Membership
☐ Part-time
☐ Deacon in Full Connection
☐ Full-time  ☐ Elder in Full Connection

While I am applying for this relationship to the annual conference, I am also applying for:

☐ License for Pastoral Ministry
☐ License for the Ministry of the Deacon
☐ Ordination as a Deacon
☐ Ordination as an Elder
☐ Recognition of orders granted by another denomination

Signature ____________________________________________ Date ___________________________

An application for membership in full connection is to be sent to the registrar of the Board of Ordained Ministry.

An application for license as a local pastor, associate membership, or provisional membership is to be sent both to the district Committee on Ordained Ministry and the Board of Ordained Ministry.

Information on required documentation is located on the next page.
Documentation to be examined along with this Application for Clergy Relationship to the Annual Conference

License for Pastoral Ministry (¶315)

1. All documentation for candidacy certification
2. Report of the faculty of the licensing school or transcript from an approved school of theology indicating credit for one-third of the M.Div. from a University Senate-approved institution
3. Biographical Information Form (Form 102)
4. Medical Information Form (Form 103)
5. Notarized statement concerning any criminal behavior, criminal background, and credit checks
6. Psychological assessment report and any other information required by the Board of Ordained Ministry

Associate Membership (¶322)

1. Transcript from the Course of Study
2. College transcript with a minimum of 60 semester hours credit or equivalent
3. Annual reports from a clergy mentor
4. Recommendation of the district superintendent
5. Biographical Information Form (Form 102)
6. Medical Information Form (Form 103)
7. Notarized statement concerning any criminal behavior, criminal background, and credit checks
8. Psychological assessment report and any other information required by the Board of Ordained Ministry

Provisional Membership (¶324)

1. College transcript indicating a bachelor of arts degree or its equivalent as determined by the Division of Ordained Ministry
2. Seminary transcript indicating completion of a minimum of one-half of the M.Div. including one-half of the Basic Graduate Theological Studies or a Course of Study transcript indicating completion of Course of Study and 32 semester hours of graduate theological study (including the Basic Graduate Theological Studies) or its equivalent through the Advanced Course of Study
3. Annual reports of the clergy mentor
4. Recommendation of the district superintendent
5. Biographical Information Form (Form 102)
6. Medical Information Form (Form 103)
7. Written responses to doctrinal questions
8. Notarized statement concerning any criminal behavior, criminal background, and credit checks
9. Psychological assessment report and any other information required by the Board of Ordained Ministry

Membership in Full Connection (¶330, Deacon or ¶335, Elder)

1. Reports of the clergy mentor
2. Recommendation of the district superintendent
3. Biographical Information Form (Form 102)
4. Medical Information Form (Form 103)
5. Written responses to doctrinal questions (where required)
6. Project that demonstrates fruitfulness in carrying out the Church’s mission
7. Psychological assessment and other information as determined by the Board of Ordained Ministry

Recognition of Orders

1. Certificate of ordination with documentation that the ordination is in good standing
2. College transcript
3. Seminary transcript
THE UNITED METHODIST CHURCH
THEOLOGICAL SCHOOL RECOMMENDATION
FOR CONFERENCE MEMBERSHIP
Form 109

Student's Name: ____________________________________________

Annual Conference: __________________________________________

Theological School: __________________________________________

1. Submit an official copy of your academic transcript directly to the registrar of the Board of Ordained Ministry listed below.

2. Take a copy of this recommendation form to your faculty advisor or another faculty member of the theological school for completion, and have it sent directly to the registrar of the Board of Ordained Ministry.

3. Give a second copy of this form to the Office of Field Education if you have had a field education assignment, and have it sent directly to the registrar of the Board of Ordained Ministry.

4. Authorize the release of information by signing the release statement below.

Release Information:

I hereby authorize release of the information requested to the registrar of the Board of Ordained Ministry listed below. Recognizing the confidential nature of this recommendation,

☐ I DO waive all rights of access to this report without the written consent of the person providing the information.

☐ I DO NOT waive all rights of access to this report without the written consent of the person providing the information.

Signature: ________________________ Date: _________________
Instructions to the Theological School Representative:

1. The Board of Ordained Ministry is interested in any personal insights you can provide regarding the candidate in the following areas:
   a. academic ability and performance
   b. personal qualities and character
   c. spiritual maturity and insight
   d. field education experience and effectiveness
2. Use the space provided on Page 2 for your comments and recommendations.
3. Attach additional comments or reports you believe will be helpful in the decision-making process.
4. Return this form and any attachments directly to the following before: ______________________

Name of BOM Registrar: ________________________________

Mailing Address: ________________________________
Note to Theological School Faculty Member or Administrator:

The Board of Ordained Ministry is interested in any personal insights you can provide regarding the candidate in the areas of (1) academic ability and performance, (2) personal qualities and character, (3) spiritual maturity and insight, and (4) field education experience and effectiveness.
Do you consider the candidate ready for ordination and conference membership in The United Methodist Church?

___ Yes  ___ No

Recommendation Submitted by:

__________________________  __________________________
Signature                  Printed Name

Theological School Position: ________________________________

Address ________________________________

Street             City               State    Zip

Telephone (___) ___________________________ Date ________________
THE UNITED METHODIST CHURCH
CANDIDATE'S DISCLOSURE FORM - ¶324.12
Form 114

Please complete and print this form. Then sign it in the presence of a Notary. Return the form to:

________________________________________________________________________

Have you ever been:
1. convicted of a felony? ☐ No ☐ Yes
2. convicted of a misdemeanor? ☐ No ☐ Yes
3. accused in writing of sexual misconduct or child abuse? ☐ No ☐ Yes

If you answered yes to any of these questions, please explain.

________________________________________________________________________

If you are required by this disclosure form to disclose any written accusations or convictions for felony, misdemeanor or any incident of sexual misconduct that you dispute or believe should be explained in any way, you have an opportunity at this time to include any additional information that you believe might be helpful or important regarding the disclosure. Any relevant additional information should be provided in a response statement attached to the form. (Note: It would be preferable if this response statement could be included right on the disclosure statement; however, we realize there are space limitations on forms and thus you might need to request that the statement be attached. Please indicate if pages are attached.)

I hereby certify that the information provided on this form is true and accurate.

Printed Name: ___________________________ Date: ________________

Signature: ___________________________ Subscribed and sworn this _______ day of __________________

Notary Public ___________________________

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Candidacy/Conference Relations Forms, 2017-2020
THE UNITED METHODIST CHURCH
CHURCH SUPPORT FOR CANDIDACY
Form 117

¶313.2 – A candidate preparing for ordained ministry shall ... provide a report as to whether his or her local church is supporting them spiritually and financially (see ¶246.8) ... The report of local church financial support may be used by the district superintendent to express gratitude for this support or encourage a local congregation to improve its basic care for those it recommends.

Candidate: __________________________________________

Conference: ____________________ District: ____________________

Local Church Membership: __________________________________

Other Ministry Setting (if not a member of local church): __________________________________

Financial Support

☐ The above named local church has supported the candidate financially in the previous year.

☐ The above named local church has not supported the candidate financially in the previous year.

How has the local church supported the candidate financially? (Include the amount of financial support provided to the candidate.)
Spiritual Support

☐ The above named local church has supported the candidate spiritually in the previous year.

☐ The above named local church has not supported the candidate spiritually in the previous year.

Please explain.

Signatures:

Candidate: ___________________________________________ Date: ______________________

Pastor: _______________________________ Date: ______________________

District Superintendent ______________________________ Date: ______________________

When complete, the candidate submits form to the district Committee on Ordained Ministry before candidacy is renewed.
Alabama - West Florida Conference
Board of Ordained Ministry
Group Candidacy Mentor’s Recommendation
To District Committee on Ministry

_____________ (name) has served as the Group Candidacy Mentor for
_____________ (candidate) from ________ (date) to ________ (date).

The Candidate ____ did or ____ did not attend all sessions of the training.

If the candidate missed sessions, how many were missed? ________________

What reason was given? ________________________________________________

The Candidate ____ did or ____ did not participate fully in the Training.

Explain: __________________________________________________________________

The Candidate believes that he or she is called to ministry as:

______ Elder, ______ Deacon, ______ Local Pastor, ______ Lay Person.

______ I recommend certification of this candidate without reservations.

______ I recommend certification of this candidate with the following
reservations:

____________________________________________________________________

____________________________________________________________________

______ I do not recommend certification of this candidate for the following
reasons:

____________________________________________________________________

____________________________________________________________________

Signed ________________________________________

Group Candidacy Mentor

I have read the report of my mentor and authorize its release to the District Committee on Ministry.

Signed __________________________________________________________

Candidate, having read the above
Key Words to Know

1. Associate Member (¶321 - ¶323)
Conference relationship available to persons who have reached forty years of age, have served as full-time local pastors at least four years, completed the five-year Course of Study, studies for license as a local pastor, completed a minimum of sixty semester hours toward the Bachelor of Arts or an equivalent degree in a college or university listed by the University Senate. They must also be recommended by the DCOM and the conference Board of Ordained Ministry, declared their willingness to accept continuing full-time appointment and satisfied the conference regarding their physical, mental, and emotional health. Associate members who meet all the provisions of ¶322.4 and ¶324.6 may apply to the Conference Board for Provisional and then Full Membership.

2. Group Candidacy Mentor
A deacon or elder in full connection or local pastor who has completed the Course of Study assigned to an Exploring Candidate to support and guide them through the candidacy process beginning with the Candidacy Retreat.

3. Professional Certification (certified)
The church’s recognition that an individual has met the required standards for academic training, experience, and continuing study necessary to achieve and maintain professional excellence in an area of ministry such as Christian education, music, youth ministry, evangelism, camp/retreat ministry, spiritual formation, older adult ministry, or church business administrator. Information and details about this process and these careers can be found at the General Board of Higher Education and Ministry website: www.gbhem.org/certification/index.html. Information about the church business administrator process can be found at www.umachba.org.

4. Candidacy Certification (certified candidate) (¶310-314)
Candidacy phase when requirements for Inquiring & Exploring Candidate are met.

5. Commissioning (commissioned minister) (¶325)
The credentialing of provisional deacons and elders. The act of the church that publicly acknowledges God’s call and response, talents, gifts and training of the candidate. The church invokes the Holy Spirit as the candidate is commissioned to be a faithful servant leader among the people, to lead the church in service, to proclaim the Word of God and to equip others for ministry.

6. Conference Board of Ordained Ministry (BOM) (¶635)
The body responsible for credentialing provisional/commissioned ministers, local pastors, and full connection deacons and elders.

7. Course of Study
The basic theological education program of the Division of Ordained Ministry, General Board of Higher Education and Ministry. It is provided for those who are licensed as local pastors who are unable to attend an approved seminary. Participants in the program should have completed candidacy for ordained ministry, the studies for license as a local pastor, and have been approved/recommended for license by the DCOM and Conference Board of Ordained Ministry.

8. Deacon (¶328 - 331)
Persons called by God, authorized by the Church, and ordained by a bishop to a lifetime ministry of Word and Service to both the community and the congregation.
9. District Committee on Ordained Ministry (DCOM)
The body that oversees, cares for, and evaluates candidates for ministry through the Inquiring, Exploring and Certified Candidate phases. Also responsible for maintaining a relationship with local pastors.

10. Elder (¶332 - 336)
Persons who are ordained to a lifetime ministry of Service, Word, Sacrament, and Order; authorized to preach and teach the Word of God, to administer the sacraments of baptism and Holy Communion, and to order the life of the Church for mission and ministry.

11. Exploring Candidate
The second step or phase in the candidacy process for ordained deacon, elder, or local pastor. A group candidacy mentor is assigned. The candidate, group and mentors work together to continue discerning the candidate’s call to ministry.

12. Full Connection
The relationship of ordained deacons and elders to the Annual Conference. They have completed the process for ordination, including educational requirements, and been elected to full membership in the annual conference.

13. Inquiring Candidate
The first step in the candidacy process for ordained deacon, elder, or local pastor. The candidate reads and discusses The Christian as Minister and The Ministry Inquiry Process.

14. License for Pastoral Ministry (¶315 - 320)
Credential given to a local pastor when he or she is appointed as pastor of a local church.

15. Licensing School for Pastoral Ministry
The studies are the first exposure for most candidates to the practice of ministry. Public worship, pastoral care for spiritual formation, organization of a parish for nurture and mission, and educational ministries in the church are the major areas of concern covered in the eighty-hour school. The candidate must be approved by the DCOM for licensing as a local pastor before attending Licensing School. There must be a projected appointment for the candidate to attend Licensing School. The candidate must attend the school before being approved by the clergy session of the annual conference and being appointed as a local pastor. Licensing School is the beginning of Basic Course of Study.

16. Local Pastor
Persons who are licensed and appointed to preach, conduct divine worship, and perform the duties of a pastor but are not ordained as elders.

17. Ordination (ordained)
The church affirms and continues the apostolic ministry through persons empowered by the Holy Spirit.

18. Provisional Membership (¶324 - 327)
Conference relationship of commissioned ministers (deacons and elders) who are on trial in preparation for membership in full connection in the annual conference as deacons and elders. During that two-year period, they are Residents in Ministry under the care of the Conference Board of Ordained Ministry and participants in the residency program.

19. Residency
The Alabama-West Florida Conference two-year program for provisional/commissioned ministers.

Updated 1/3/2017