

## **One Year in the Life of a District Committee on Ordained Ministry**

### July – Getting Organized

Who is on the district committee?  
List and review clergy and candidates  
Match local pastors with clergy mentors (give names to OMS)  
Review important dates and set schedule for year  
Discuss recruiting/enlistment strategies – Ministry Sunday  
Schedule Introductory Interviews, if needed

### August – Provisional and Associate Preparation

Interviews – Conference Board is looking for **readiness for ministry** Readiness is evaluated in four areas: call, theology, personal growth and practice Review educational requirements with candidate carefully  
Ask questions that would integrate their theology with their practice of ministry Does the candidate understand the difference between Deacon and Elder tracks? Letter from the district chair is a critical part of the candidate's files

**\*DCOM Fall Report due to Office of Ministerial Services by October 1st.**

**\*\* Provisional and Associate Member Recommendations are due by September 15th.**

Action Required: Written ballot; 3/4 majority vote.

Criteria: Areas of developing competencies; academic background; consider field education experiences, internships, other practice of ministry experience; review how theological understanding has evolved since certification; carefully review educational requirements.

### November/December - Candidacy Certification

Looking for **fitness for ministry**  
Review the candidacy checklist to make sure all requirements are complete Candidacy mentor letter should be included  
Look for evidence of a clear call to ministry  
Explore leadership experiences  
Educational requirements should be carefully reviewed and discussed  
Member of a UM church for two years with at least one year in leadership Psychological Assessment report completed and discussed  
Background and Credit Checks completed  
Recommended by candidate's home church  
Registered for local licensing school (if needed and projected and appointment)

Action Required: Individual written ballot; 3/4 majority required to certify.

Criteria: Spiritual fitness, psychological fitness, physical fitness, and potential for effectiveness.

**January/February** - Local Pastor Approval, Continuance & Continuing Certified Candidacy Interviews.

Looking for **satisfactory progress** in studies and performance

\*Local Pastor Mentor letter should be included

\*Course of Study transcripts should be brought.

Look for areas of strength and areas of growth during interviews

How did you empower the laity over the past year?

What are the plans for the candidate's future?

Action Required: 3/4 majority vote with recommendation required to specify full time local pastor, part time local pastor, or student local pastor (note that student local pastor is only for those students from other annual conferences not in the candidacy studies in the AWF Conference). Once voted on and approved for the first time, the candidate must register for and complete Licensing school. **Remember that licensing is dependent upon the person receiving an appointment in the AWF Conference.**

Criteria: Spiritual fitness, readiness for ministry, psychological fitness, physical fitness, potential for effectiveness.

**March and ongoing – Candidacy Certification**

Looking for fitness for ministry

Review the candidacy checklist to make sure all requirements are complete Candidacy mentor letter should be included

Look for evidence of a clear call to ministry

Explore leadership experiences

Educational requirements should be carefully reviewed and discussed

Member of a UM church for two years with at least one year in leadership Psychological Assessment report completed and discussed

Background and Credit Checks completed

Recommended by candidate's home church

Registered for local licensing school (if needed and projected and appointment)

**\*DCOM Spring Report due to Office of Ministerial Services by April 1.**

Action Required: Individual written ballot; 3/4 majority required to certify.

Criteria: Spiritual fitness, psychological fitness, physical fitness, and potential for effectiveness.

Christmas Break/ Summer Break

Interview candidates home from school if not already interviewed during other meetings. These may be done via Zoom to accommodate those living far away and reduce the number of meetings.