

Certified Candidate Checklist

- Stay in contact with District office and District Committee on Ministry (dCOM)
 - If serving as a student or local pastor, work through that District
 - Request and attend annual **recertification** interview with dCOM
 - Submit **transcript** to District office annually

- Begin or continue and complete undergraduate and theological education
 - Complete bachelor's degree from a college or university recognized by UM University Senate (www.gbhem.org) (§ 324.3)
 - If a deacon candidate, complete master of divinity degree or master's degree from a graduate theological school recognized by UM University Senate (www.gbhem.org) or master's degree in area of specialty (§ 330.3)
 - If an elder candidate, complete master of divinity degree recognized by UM University Senate (www.gbhem.org) (§ 335.3.b)
 - Complete courses in **United Methodist Doctrine, History, and Polity** before Conference Board of Ordained Ministry (BOM) interviews for commissioning, which take place in January prior to May commissioning (BOM policy as of April 1990) (Auditing is not permitted, but courses taken at Houston Graduate School of Theology or by correspondence are acceptable.)
 - Prior to ordination as a deacon or elder, complete **one course in worship and two courses in homiletics** (one basic course and one advanced course, together equaling six semester or six quarter hours). (BOM policy, revised September 1991)
 - Complete no more than one third of academic hours required for Master of Divinity or any equivalent degree in long-distance or on-line learning (BOM policy as of April 1990)
 - Complete (or plan to complete by May of the following year) all educational requirements prior to requesting recommendation for commissioning (BOM policy as of October 2008)

- Prepare for commissioning and provisional membership
 - Complete at least one year and no more than twelve years as a certified candidate (from date of certification to date of commissioning) and demonstrate gifts of service and leadership
 - If deacon candidate, attend Deacon's Provisional Retreat (www.gbhem.org)
 - Request recommendation for commissioning interview with dCOM (June)

- Prepare for dCOM recommendation interview with mentor
 - Answer **Disciplinary questions** (§ 324.9.a through p); review with mentor; send to District
 - Review **mentor's recommendation letter**; arrange for mentor to send recommendation

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letter directly to District office and dCOM Registrar prior to dCOM recommendation interview; and directly to Candidacy Manager (CM) by 4:00 pm on December 15

- Ask about other District requirements

- Attend **dCOM recommendation interview** (July/August); take current transcript(s), mentor's recommendation letter, and a copy of your answers to the Disciplinary questions (§ 324.9)

- If recommended by dCOM to proceed to Board of Ordained Ministry (BOM) for commissioning interviews, access on-line commissioning requirements at www.txcumc.org and prepare for BOM triad and interviews. Reserve the last two Mondays and Tuesdays in January to meet with BOM until you receive specific dates for interviews.

- Prepare for BOM recommendation for commissioning triad and interviews
 - Arrange for the following information **to be sent directly to CM by 4:00 pm December 15**
 - Complete "Part 1" of "Medical Report of Ministerial Candidate" (**Form 103**); make an appointment with your physician for a basic medical exam; arrange for physician to complete "Part 2"; arrange for physician to send completed report directly
 - Contact all colleges, universities, and theological schools you have attended and arrange for them to send all official undergraduate, graduate, and post graduate **transcripts** directly (§ 324.3, 4, and 7)
 - Arrange for **Form 109** "Theological School Recommendation" to be completed by two persons on seminary staff and delivered directly
 - Contact **District Superintendent**; request **written evaluation and/or recommendation**; and request that he or she send evaluation and/or recommendation directly

 - Complete and send the following forms **directly to BOM Psychological Chairperson by 4:00 pm December 15**
 - "Consent to Perform Criminal History and Background Check" form
 - "Authorization for Release of Records and Waiver of Confidentiality" form

 - Complete the following; **send to CM by 4:00 pm December 15**
 - Copy of valid **Driver's License**
 - Forms
 - Form 102** "Personal Data Inventory"
 - Form 105** "Application for Clergy Relationship to the Annual Conference"
 - Form 114** "Candidate's Disclosure Form" (notarized)

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- Original Work
 - Autobiographical statement** (1 page, single spaced) regarding age, health, family status, Christian experience, call to ministry, educational record, formative Christian experiences, and plans for service in the Church (§ 324.13)
 - Written **responses to Disciplinary Questions** (§ 324.9.a through p) (Type questions; double space answers)
 - Design a six to eight week **Bible study** based on one book of the Bible (name of book of Bible at www.txcumc.org). Write an outline and plan for teaching including:
 - Teaching goals clearly stated
 - Description of teaching method
 - Description of arrangement of teaching environment
 - Broad outline of entire study
 - Detailed teaching plans of two sessions
 - List of all resources used
 - Preach a **sermon**
 - during October, November or December of the year prior to your BOM interview
 - in a worship setting
 - based on one of the lectionary texts for that week (see UM Book of Worship, official UM programming calendar, or <http://lectionary.library.vanderbilt.edu/>)
 - prepare and submit the written manuscript
 - provide a video or audio recording of the sermon (DVD video preferred)
 - submit a copy of the worship bulletin
- Create your own candidacy file and keep copies of all forms completed and all work submitted.
- Meet with your triad.** Three members of the BOM—a “triad”—will read and evaluate the information you submitted to the CM. Before your commissioning interviews with the BOM in late January, the triad will contact you to arrange a meeting and meet with you to discuss your papers and help you prepare for the interviews.
- Prepare for BOM commissioning interviews.** One of the BOM Vice Chairpersons will contact you with your interview date and time. Review your responses to the Disciplinary questions; act on advice from your triad; and be prepared to clearly and concisely express your readiness for ministry.

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- Attend BOM commissioning interviews.** You will be briefly introduced to the large (70+) Board of Ordained Ministry, then accompanied to three separate interviews (focusing on theology, church, and personal life) by your triad convener or mentor.
- If recommended for commissioning and provisional membership by the BOM, ask your District Superintendent for an Episcopal appointment.
- If appointed (as of June), you will be commissioned during annual conference (May/June). Attend the summer Developing Connectional Ministry (DCM) retreat. You will be assigned to a DCM mentor and group. Continue steps as “**DCM**” and complete two years as a provisional member prior to requesting ordination as a deacon or elder.
- If recommended for commissioning and provisional membership by the BOM but not appointed, you will receive a BOM mentor to help you consider your options. You will be commissioned during the next annual conference (May/June) if appointed.