

## After the Recertification Interview

After the candidate is dismissed, debrief the interview and make a decision. You will need to make one of the following decisions:

**1. Candidate is still fit for ministry and progressing in studies.**

In this case, the candidate is “**recertified.**”

- Recertified candidates seeking ordination as deacon or elders will continue to work with certified mentors and complete theological education, following the steps on the “certified candidate” checklist. They will return to your committee annually for recertification.
- Recertified candidates seeking appointment as local pastors who do not plan to attend seminary and seek ordination will continue to request for and await appointment. They will return to your committee annually for recertification.

**2. Candidate is no longer fit for ministry and/or is not progressing in his or her studies. Committee does not expect candidate to become fit or resume studies in the foreseeable future. Committee does not expect candidate to become effective in ministry in the foreseeable future.**

In this case, candidate is “**discontinued.**”

**Once a decision is made**, the committee should decide who will inform the candidate of the committee’s decision, verbally and in writing.

- **Inform the candidate verbally as soon as possible, within 24 hours.**
- **Inform the candidate in writing as soon as possible, within 10 days.** If the candidate is certified, include a copy of (or link to) the certified candidate checklist.

**Regardless of decisions made, the candidate should know the committee to be a caring community of Christians.** When a difficult decision is made and the candidate is not encouraged to continue, a personal contact should be planned for the days that follow. Vocational alternatives can be explored with the candidate and assistance given in locating other employment. Candidates who experience difficulties in dealing with the board’s decision should be informed about any available pastoral care options.

**Registrar or District Administrative Assistant should complete the one page dCOM action report and forward it to Candidacy Manager as soon as possible, within 10 days.**