

# Candidacy

---

# Mentoring

---

# Manual

*General Board of Higher Education and Ministry  
Division of Ordained Ministry  
The United Methodist Church  
2009 Edition*

The General Board of Higher Education and Ministry of The United Methodist Church is the church's agency for educational, institutional, and ministerial leadership. It is charged with the care of the intellectual life of the church. The board's mission embodies the Wesleyan tradition of commitment to the education of laypersons and ordained persons by providing access to higher education for all persons.

General Board of Higher Education and Ministry  
The United Methodist Church

Visit our Web site at [www.gbhem.org](http://www.gbhem.org).

Copyright © 2001 (updated 2009) by the General Board of Higher Education and Ministry, The United Methodist Church. All rights reserved.

Scripture quotations are from the New Revised Standard Version of the Bible, Copyright © 1989 by the Division of Christian Education of the National Council of the Churches in Christ in the USA. All rights reserved. Used by permission.

Disciplinary quotations are from the *Book of Discipline* of The United Methodist Church 2008. Copyright © 2009 by The United Methodist Publishing House. Used by permission.

For information regarding rights and permissions, contact the Office of Interpretation, General Board of Higher Education and Ministry, P.O. Box 340007, Nashville, TN 37203-0007; phone 615-340-7383, fax 615-340-7048.

Manufactured in the United States of America

---

# Contents

Introduction	4
Chapter 1: Purpose	5
Chapter 2: Foundations for Mentoring	7
Mentoring . . . A Biblical Basis	9
United Methodist Book of Discipline	11
Chapter 3: Role of the Candidacy Mentor	14
Chapter 4: Candidacy Process	22
Chapter 5: Using the Candidacy Guidebook	27
Chapter 6: Psychological Assessment Process	37
Chapter 7: District Committee on Ordained Ministry	40
Chapter 8: Role of the District Superintendent	43
Chapter 9: Role of the Candidacy Registrar	46
Chapter 10: The Whole Picture	49
Chapter 11: Resources	54

---

# Introduction

This resource is for those who have committed themselves to the training of candidacy mentors, to serving as a candidacy mentor, or to both.

Martha Wagley, former staff member, director of BOM relations for the former Section on Elders and Local Pastors, and I wrote this manual with the hope that it will provide inspiration, guidance, information and resources for the important work you have been asked to do in working with candidates for ministry in The United Methodist Church.

For most of you the act of candidacy mentoring is a labor of love to which you have voluntarily committed. We are grateful for the time and dedication you bring to this important role.

May you and the candidate be richly blessed as we all work together to form Christian leaders who boldly commit to making disciples of Jesus Christ for the transformation of the world.

A handwritten signature in black ink, reading "Sharon G. Rubey". The signature is fluid and cursive, with the first name "Sharon" being more prominent than the last name "Rubey".

Rev. Sharon G. Rubey

Director, Candidacy and Conference Relations

## Chapter 1

# Purpose

---

# Purpose

## The Candidacy Mentoring Goal

This manual is offered as a teaching and learning resource for preparing persons as mentors to those who are in candidacy to become licensed local pastors or ordained deacons or elders.

The *2009-2012 Board of Ordained Ministry Handbook*, chapter 23, lists the characteristics of healthy support systems: denominational and personal.

- The denominational-sponsored systems – local church, district and conference committees and boards, superintendents and bishops, candidacy and clergy mentors, etc. – enhance and extend the ministries of all clergy.
- The self-initiated or personal systems – family and friends, peer groups, counselors and consultants, etc. – are chosen and nurtured by clergy for their own personal, spiritual, and professional health.

In its best form, candidacy mentoring embodies the best of both kinds of support. Denominational systems and personal relationships foster interpersonal, spiritual, and vocational development; acknowledge ministerial gifts and calling; and extend opportunities to serve.

Because of your interpersonal and denominational experiences and your demonstrated abilities, you have been invited to help candidates for licensed and ordained ministry explore, assess, and define their call to ministry.

This resource manual is provided to help you develop and maintain effective mentoring relationships in your annual conference between mentors and those in candidacy for licensed or ordained ministry.

## Primary Objectives

The Candidacy Mentoring Manual has three primary objectives:

- to resource candidacy registrars or other designated persons in their preparation and support of candidacy mentors in the annual conference.
- to provide a resource to candidacy mentors with basic information about their work with candidates for ordained or licensed ministry.
- to resource district Committees on Ordained Ministry (dCOM), district superintendents, and others who have primary responsibilities with candidates for licensed or ordained ministry.

## Chapter 2

# Foundations for Mentoring

---

## Foundations for Mentoring

In *Mentors As Instruments of God's Call* (© 1992 [updated 2009], General Board of Higher Education and Ministry, The United Methodist Church, Nashville, Tenn.), Justo González, discusses the many revelatory ways God has spoken through human beings. He reflects that among the many instruments that God uses to help us discern God's call, one of the most common and most important is another person. Often, even in very dramatic experiences of God's presence, we later come to recognize how God has used people in our lives to prepare us for those moments. The United Methodist Church names people whom God uses to help others explore and clarify their call, *mentors*. The word derived from the name *Mentor* who was the teacher of Odysseus's son Telemachus in Homer's *Odyssey*. It has come to mean a trusted, experienced teacher, guide, counselor, or adviser. (pp. 10-11)



---

## Mentoring . . . A Biblical Basis

“His name was John, and I began working on his staff while I was still in seminary. There was no official role called “candidacy mentor” at that time, but there was a mentoring relationship that existed between us. John prayed for me and our ministry together in that local church, and he spoke to me of the spiritual disciplines of daily, devotional Bible reading, writing, praying, listening for God’s direction, and following the call to ministry. As I asked John questions about the meaning of ministry, how I could use my gifts to serve the church, how my relationship with my family would be affected, he guided me in specific ways of writing, assessment, and feedback from the church members. John confronted me when he could see I was moving in a direction that was not good for the ministry of Jesus Christ and persisted in his guidance of me, without discounting my own unique gifts for ministry. To this day, I am grateful for his willingness to guide and coach me during those early days.” — Martha B. Wagley

John is an example of a mentor in the church today. However, mentors have been part of the biblical story since the beginning of the faith.

Elijah found Elisha and threw his mantle over him. Elisha followed Elijah. (1 Kings 19:19-21) Elisha learned of the ways of God, he succeeded Elijah and followed God’s guidance as he worked among the people of that day.

In the book of Esther, we read of how Mordecai coaches Esther in her role in helping the Jews, calling her forth to act on behalf of the nation. These words to her have become well known, “Perhaps you have come to royal dignity for just such a time as this.” (Esther 4:14)

*“Go, lie down; and if he calls you, you shall say, ‘Speak, Lord, for your servant is listening.’”*

*(1 Samuel 3:9)*

Mary and Elizabeth have a mentoring relationship, as we discover in the story of the birth of John the Baptist and in the birth of Jesus. Luke 1:5-56 tells of the encounter between these cousins and how Elizabeth’s affirmation of the call of God on Mary led her into the future.

Barnabas speaks on behalf of Paul when Paul comes to Jerusalem and attempts to join the disciples but meets with resistance. Barnabas actually took Paul to the apostles and explained to them how Paul had been called and had already witnessed about Jesus. (Acts 9:27)

There are other examples of mentoring relationships in the story of the Christian faith. Justo L. González in his book, *Mentors As Instruments of God’s Call*, gives a good account of some of these situations. It is helpful information for understanding the biblical foundation of mentoring.

---

In Ephesians 4, the apostle Paul speaks of the variety of gifts that are given and why those gifts are given, A . . . to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.”(verses 12-13) And then in verse 25, he reminds us, “. . . **for we are members of one another.**”

This addresses the heart of the meaning of mentoring from the biblical perspective. It is in and through that relationship that people are equipped for the work of ministry, for the full development and growth in grace in Jesus Christ. Because we are members of one another, we are responsive to each other in this relationship.

It is in response to this biblical truth that the candidacy mentoring relationship is affirmed in the process of candidacy for those who are seeking to become licensed and ordained ministers in The United Methodist Church.

*Who has provided the mentoring role for you in your ministry? Who has been the John or Mary that guided, coached, or helped you discern God's call in your life?*

---

## Mentoring . . . *The United Methodist Book of Discipline*

### Categories of Mentoring

*The United Methodist Book of Discipline* describes two categories of mentor, each with distinct functions and responsibilities.

#### 1. Candidacy Mentor

¶349.1a Candidacy mentors are clergy in full connection, associate members, or full-time local pastors who have completed the Course of Study, trained to provide counsel and guidance related to the candidacy process. Candidates will be assigned a candidacy mentor by the district committee on ordained ministry in consultation with the district superintendent (¶311). Candidacy mentors work with the candidate until that candidate begins serving in an appointive ministry as a local pastor or a commissioned minister.

#### 2. Clergy Mentor

¶349.1b Clergy mentors are clergy in full connection, associate members, or full-time local pastors who have completed the Course of Study, trained to provide ongoing oversight and counsel with local pastors and provisional members pursuing ordained ministry. Local pastors will be assigned a clergy mentor by the district committee on ordained ministry in consultation with the district superintendent. Provisional members will be assigned a clergy mentor in full connection by the conference board of ordained ministry in consultation with the district superintendent.

**A person may serve as a candidacy mentor and a clergy mentor with the same person, if trained in both capacities.**

See the General Board of Higher Education and Ministry resource, *Clergy Mentoring Manual*, for information regarding clergy mentoring to licensed local pastors completing the Course of Study and provisional/commissioned members moving toward deacon's or elder's orders. (Available through Cokesbury, order # 914690.)

### Inquiring Guide

Not to be confused with either the candidacy mentor or clergy mentor, following the 1996 General Conference, the Division of Ordained Ministry, General Board of Higher Education and Ministry (GBHEM) introduced the *Ministry Inquiry Process* into the beginning phases of formal exploration as a person begins to inquire about and explore God's call for him-or herself. It is a recommended, but not required, process in the early stages of inquiry.

¶419.e The district superintendent shall oversee the total ministry of the clergy . . . by nominating persons to serve as guides for the ministry inquiring process.

The guide, working with an inquiring person in the Ministry Inquiry Process, can be any committed Christian—lay, diaconal, local pastor, deacon in full connection, or

---

elder—who has already experienced God’s call and responded by seeking guidance and discernment in her or his own life through this or other similar programs.

### Overview of the Ministry Inquiry Process

The overall goal of the *Ministry Inquiry Process* is that the inquiring person will be strengthened in his or her spiritual life and encouraged in the decisions made seeking to follow God’s leading. The primary question in the *Ministry Inquiry Process* is: to what is God calling me at this time, and how shall I respond?

*“ . . . Virtually every facet of congregational life has the potential to mentor us if there is even minimal attention to that possibility.”*

*John S. Mogabgab  
Alive Now, May-June 2000, p. 30*

The intent of the inquiry process is to enable the inquirer, working with a guide, to:

- come to know God’s call and to recognize the gifts one brings to ministry;
- learn more about ways one might respond to God’s call through ministry and service;
- establish a plan to obtain more information about ministry options and move toward definite decisions concerning how one’s sense of call fits with the ministry and mission of The United Methodist Church.

---

## Purpose of the Mentoring Process

¶349.2 Mentoring occurs within a relationship where the mentor takes responsibility for creating a safe place for reflection and growth.

The candidacy mentoring program has its foundation in relationship, not organization, program, or personal gain. If we were to use the Spanish term, *acompanamiento*, (*accompaniment*) we would say mentoring means to accompany someone, to be present with them. So the candidacy mentoring process is based on the assumption of a supportive relationship.

To be sure, the relationship will include times of encouragement, comfort, and affirmation; and also times of challenge, accountability, and raising the hard questions. The purpose in having a mentor is to have his or her help in listening to what God is calling us to do.

*"My Mama True walked with me, talked with me, assured that I would hear what I needed, see what was necessary to navigate God's world with pride, mission and purpose. I did not always like it, but she was certain that someday I would appreciate it."*

Vance P. Ross

(*Alive Now*, May-June 2000, p.21)

¶349.2 An effective mentor has a mature faith, models effective ministry, and possesses the necessary skill to help individuals discern their call in ministry.

## Chapter 3

# Role of the Candidacy Mentor

---

## Role of the Candidacy Mentor

Many words and phrases come to mind when we think of the role of the candidacy mentor: coach, guide, enabler, listener, relational, helper, persistent, encourager, director, observer, visionary, spiritual maturity, values others, openness to learning, companion, confidentiality. All of these are undergirded with prayer, prayer for the candidate and for the mentor.

A person is asked to serve as a candidacy mentor because of his/her deep commitment to God and to the ministry of the church. This is an important and valuable part in the life of the candidate and the present and future of ministry in The

United Methodist Church. The mentor's spiritual maturity; deep valuing of others and the church; ability; and enthusiasm, will provide vital ministry to individual lives and to the church.

While much of what follows will be task oriented, it is important to remember the key ingredient in all of this is the relationship with Jesus Christ, with the candidate, and others involved in the process of candidacy.

*"Mentors are not called to be all things to all people."*

—Don Zimmer,  
ChurchChampions Network

### A candidacy mentor has several relationships.

- **Candidate.** The primary role as a mentor is to guide the candidate through the process of exploration, declaration, and certification.
- **District superintendent.** The DS will work with the mentor in assignment of candidates, in resourcing and assisting work with the dCOM.
- **District Committee on Ordained Ministry.** The relationship with the dCOM is one of information about the meetings with the candidate and expectations of the mentor's role.
  - The candidacy mentor is the candidate's mentor and guide who does not attempt to sway the committee in one direction or another. Nor does the mentor attempt to lobby the dCOM to be in favor of or against the candidate. The candidacy mentor does not screen the candidate out of or into the ministry. The screening and selection function belongs to the local church pastor/staff parish committee, charge conference, and dCOM. The mentor's role will lose its effectiveness if he or she becomes the one who recommends.
- **Candidacy registrar.** Training and resourcing will come from the registrar and

---

the mentor will report to the registrar progress of the candidate.

- **Division of Ordained Ministry (DOM).** Contact with the Division is through the Online Candidacy Application System (OCAS) and the Psychological Assessment process, if the conference uses the DOM for that service.
- **Other candidacy mentors.** The relationship with other mentors will provide support, guidance, and resources throughout the process.

## Mentor Responsibilities

1. **Contact and meet with the candidate.** The initial meeting is to get acquainted with one another. The mentor may share about ministry and goals for working together. The candidate may also give some background and how he/she has arrived at this decision to enter the exploring stage of the process. The mentor is encouraged to use the autobiographical information from the OCAS at this initial session.
2. **Mutually contract/covenant together.** Early in the relationship mentor and candidate must come to an agreement on goals for their time together and define the content and process for the relationship—creating a shared understanding about assumptions, expectations, goals, and needs. This involves topics like confidentiality, boundaries, and limitations. This early covenanting together lays the foundation for building trust and shared goals.
3. **Assist candidate to enroll in candidacy program.** The initial invitation and enrollment on the online candidacy application system (OCAS) is done through the district superintendent's office. (See ¶311.1b, c) The online application (Form 101) will be automatically emailed to the mentor by the candidate upon completion for mentor's electronic signature. This is the signal to make initial contact with the new candidate if it has not already been done.

At the appropriate time in the process, the IRAI results will be sent to the mentor electronically with a note to download and contact the candidate for review. See Section 2, page 48, *Guidelines for Candidacy* for guidance with the IRAI review.

4. **Work with the resources adopted by the Board of Ordained Ministry.** The *Guidelines for Candidacy* manual will be available at the OCAS site for download or to order a hard copy once the candidate has paid the candidacy fee of \$75, either online or by check.

The candidacy mentor should receive a copy of the *Guidelines* (or other resources the board has adopted ) and this *Candidacy Mentor Manual* at the time of training or at the beginning of a new quadrennium.



---

Establish a plan for the studies in the *Guidelines* to cover the issues and areas the candidate has identified as significant. It is important to remember that each candidate has a different background and experience and will need to address the subjects in the Guidelines at a variety levels. The Candidacy Checklist, page 28 provides a place for the candidate to record major tasks and decisions in the process. More on working with the candidate through the *Guidelines for Candidacy* will be presented in chapter 5 of this manual.

5. **Provide information and assistance with the psychological assessment process.** The candidacy mentor is responsible for guiding the candidate in the appropriate process required by the conference Board of Ordained Ministry. ¶311.2b says, “complete the psychological tests required” before one becomes a certified candidate. The sequential steps in the OCAS allow time to complete the testing and to integrate the findings into one’s discernment for ministry. The Division of Ordained Ministry has a standard procedure for psychological assessment of candidates. (This is presented in Chapter 6 in this manual.) However, some conferences have a process different from the DOM, of which the mentor will need to be aware and inform the candidate.
6. **Assist in preparation to become a “declared candidate.”** Most of this process remains the responsibility of the candidate in relation to the local ministry setting. In Section 3, pages 120-126 in the *Guidelines*, there are several references to how the mentor will be able to help the candidate.
7. **Assist in the district Committee on Ministry (dCOM) process for certified candidacy.**
  - review candidate requirements for certified candidate on pages 128-29 in *Guidelines for Candidacy*.
  - help prepare candidate for meeting with dCOM.
  - See pages 130-31 in *Guidelines* to write the mentor’s report to be presented to dCOM.
  - The mentor may be invited to meet with dCOM to present report and observe.
8. **Continuing candidate responsibility.** The candidacy mentor should maintain contact and offer guidance until a person is licensed as local pastor, commissioned as a provisional member, withdraws or is discontinued from candidacy. Meeting at least twice a year following certification will enable the mentor to help the candidate with vocational goals, educational routes, and spiritual growth. There will be opportunities to help the candidate prepare annual reports to the charge conference or equivalent body, dCOM, or Board of Ordained Ministry.

\*Section 4 of the *Guidelines for Candidacy* has suggestions to assist the candidate as they continue as a certified candidate. A certified candidate is eligible for

---

appointment as a licensed local pastor upon completion of licensing school for pastoral ministry. Those appointed as local pastors are clergy members. Therefore, they do not continue with the candidacy mentor but are assigned a clergy mentor. A candidacy mentor may continue with the same person through this change if he or she has also been trained as a clergy mentor. (See ¶¶314 and 349.4, Discipline)

**9. Maintain responsible record keeping.** These items should be maintained in the candidate's file:

- biographical information
- copy of candidacy mentor's report to dCOM
- copy of form 113 "dCOM Approval Report for Certified Candidate." Send to candidacy registrar when candidate moves to licensure, commissioning, withdraws, or is discontinued.
- At any change of status of the candidate at any time in the process, inform the candidacy registrar.

**10. Have a mutually negotiated agreement of confidentiality.** "Mentoring is distinct from the evaluative and supervisory process that is a part of preparation for ministry . . . It occurs within a relationship where the mentor takes responsibility for creating a safe place for reflection and growth." (¶¶349.2, Discipline)

*God of Mercy, when we feel lost or alone, direct us to those who can serve as guides on the journey, as companions on the way. Amen.*

*Alive Now, May-June, 2000, p. 6*

---

Don Zimmer, a member of the editorial board of the *Church Champions* Network, says mentors encourage the candidates to seek God's divine plan, accompany them on their faith walk, listen and reflect with them along the way, and "hold them accountable for their integrity in the unfolding process." (Adapted from *ChurchChampionsFax*, vol. 4, #19, 9/20/99)

¶¶349.2 Mentoring is distinct from the evaluative and supervisory process that is a part of preparation for ministry.

Commitments involve trust, honesty, and agreement. As a commitment to the mentoring relationship is established, it is important to determine and describe how open the mentor and candidate will be with each other and how much either person may share with others. In these ways the boundaries are identified within which topics and issues will be explored and the parameters defined of how to honor the commitment to one another throughout the candidacy process.

Based on the definition above, conversations and information between mentor and candidate are confidential. Only with the candidate's written permission may the candidacy mentor release details of these conversations or other personal information about the candidate.

In determining a mutual commitment with one another, explore the assumptions that each holds about the meaning of confidentiality and come to agreement about parameters for sharing information with one another and outside the relationship.

Candidacy mentors have a dual primary goal to the candidate and to the church:

- a) To serve as guide, consultant, and adviser to help candidates explore, discern, and determine how God is leading them to serve;
- b) To serve as a representative of the church in selecting faithful leaders with integrity for ministry.

(See page 13, *Guidelines for Candidacy*)

---

## The Fundamentals of Mentoring

- Learning occurs when we stretch, not when we over stress.
- Learning occurs in doing. Create ‘practice fields.’
- Be reflective rather than reactive or protective.
- New frames of reference open new possibilities.
- Create a successful mental map through time and space to the place where the candidate wants to be.

(Adapted from *ChurchChampionFax*, same as above)

## Inherent Qualities of a Mentor

- People involved in a mentoring relationship must have a shared understanding of what it means to mentor and to be mentored.
- Mentors have a clear sense of self, a clear understanding of their personal values and their own calling.
- The willingness to be open and vulnerable is important if a mentor is to be credible.
- Mentors need to be passionate learners rather than ‘knowers.’
- Mentors value stories.
- Mentors must adopt the larger view. Be prepared to go where you are a stranger.
- Mentors should be mindful that the people they are mentoring need to feel free to accept or reject transformational mentoring that may fundamentally change them.

(Taken from *ChurchChampionFax*, Don Zimmer, vol. 4, #20, 10/4/99)

---

## Criteria for Selecting Guides and Mentors

- Genuine commitment to the ministry of the church.
- Vocational development and experience of opportunities and challenges.
- Spiritual maturity.
- Openness: one who can easily enable others to be comfortable discussing the depth of their faith and their vocational and personal development.
- Valuing of others in all their uniqueness.
- Exposure and appreciation to a wide variety of ministries (lay and clergy).
- Lifestyle congruent with the standards expected of Christians.
- Experience with the process of psychological assessment.
- Excitement and joy believing that the Holy Spirit is working in the world today.
- Flexibility in adapting the candidacy studies to the needs of the candidate.
- Ability to maintain confidentiality.
- Organized to give timely and accurate feedback.

(Adapted from *ChurchChampionFax*, same as above)

*"As their mentor, I was also challenged to an ongoing struggle with my own call, with my own sense of authenticity, and with my own frustrations over my imperfections and the imperfections of the church."*

*Beth Pattillo*

*Alive Now, May-June 2000, p. 37*

## Chapter 4

# Candidacy Process

---

# Candidacy Process

¶138 Ordained ministers are called by God to a lifetime of servant leadership in specialized ministries among the people of God. Ordained ministers are called to interpret to the Church the needs, concerns, and hopes of the world and the promise of God for creation. Within these specialized ministries, deacons are called to ministries of Word and Service, and elders are called to ministries of Service, Word, Sacrament, and Order.

Candidacy for licensed and ordained ministry is the first formal step toward annual conference membership and becoming licensed as a local pastor and ordained as a deacon or elder in full connection in The United Methodist Church.

There are four steps to becoming a certified candidate and the fifth step is continuation as a candidate. They are described below:

## Step 1 Inquiring Candidate. 2008 Book of Discipline, (¶311.1)

A person who wants to inquire into ministry, whether licensed or ordained ministry, should first contact the pastor of their local church, another ordained deacon or elder, or the DS of the district in which their ministry is located to inquire about the process of candidacy. Persons are encouraged to use the resources *The Christian as Minister* and *The Ministry Inquiry Process*.

- read *The Christian as Minister*, and discuss with a pastor, deacon, another elder, or guide.
- work through the *Ministry Inquiry Process* with a pastor, deacon, elder, or guide.

## Step 2 Beginning Candidacy. 2008 Book of Discipline, (¶311.1)

- be a 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.
- apply to the district superintendent in writing including a statement of call and ask for admission into the candidacy program.
- be assigned a candidacy mentor who has been trained to work with the candidate.
- Enroll in the online candidacy application system (OCAS) at the GBHEM Web site.
- Pay online candidacy fee of \$75.00; download *Guidelines for Candidacy* or request a hard copy.
- Complete IRAI online and review with candidacy mentor.
- Study the resources adopted by the conference board of ordained ministry in a way that gives consideration to the candidate's background and experience.

---

The candidacy mentor helps the candidate examine the call of God in light of the biblical record, the role and function of United Methodist ministry, personal gifts and grace, and evidence of leadership.

### **Step 3 Declaring Candidacy. 2008 Book of Discipline, (¶311.1)**

At this step in the process of candidacy, the person will be ready to make a public declaration of his/her intent to pursue licensed or ordained ministry in The United Methodist Church.

The following conditions must be met:

- shall have graduated from an accredited high school or received a certificate of equivalency.
- write a statement reflecting on the call to ministry and responses to Wesley's historic questions in ¶310, *Book of Discipline*.
- request in writing to the pastor of the local church and the chairperson of the Pastor/Staff Parish Relations Committee or equivalent body specified by the district committee on ordained ministry a meeting for the purpose of being interviewed by the committee.
  - the committee shall make a recommendation to the charge conference.
- the charge conference or equivalent body specified by the district committee must recommend the candidate as a declared candidate and this shall be a written ballot by two-thirds majority vote.
- continue the candidacy studies with the candidacy mentor.

### **Step 4 Certified Candidate 2008 Book of Discipline, (¶311.2)**

Candidates who have completed steps 1-3 and are ready to proceed toward certification as a candidate will now need to meet with the district committee on ordained ministry. In preparation for this meeting, the candidate will have completed the following items:

- the Psychological Assessment as required by the annual conference.
- criminal background and credit checks.
- a written response to questions regarding God's call to licensed or ordained ministry as outlined in ¶311.3b2a in the 2008 *Book of Discipline*.
- other information as may be required by the conference.
- the highest ideals of the Christian life as set forth in ¶¶102-104; 160-166 in the 2008 *Book of Discipline*.
- approval by written ballot with a 3/4 majority vote for recommendation.



- form 113, “District Committee on Ordained Ministry Approval Report for Certified Candidate for Ordained Ministry” found at the online candidacy site.

## Step 5 Continuation of Candidacy 2008 Book of Discipline ¶(312)

A person continues as a certified candidate until they are licensed as a local pastor, commissioned as a provisional member, withdraws or is discontinued as a certified candidate. The following annual conditions must be met:

- annual recommendation by the Charge Conference or equivalent body.
- annual interview and approval by the dCOM.
- annual report of satisfactory progress of educational studies. Those appointed as local pastors are clergy members and do not continue with candidacy mentors but are assigned a clergy mentor. (¶314)

The candidacy mentor works with the candidate while they are a continued candidate and monitors the development of the candidate’s educational, spiritual, and vocational goals.

On behalf of the dCOM, the mentor/candidate relationship is maintained and reports are made to the dCOM as to the progress of the candidate.

It is good to remember the reason for the steps being in the order named above. It is to provide a process of discernment, exploration, and public acknowledgment in a manner that will assist the candidate in their call and enable the church to respond to the candidate. However, there may be the need for flexibility in the process given the nature of individual development and vocational choices.

“The dCOM can be flexible with the order in which a candidate completes the exploring and declared stages of candidacy, provided that the requirements of both stages are complete prior to certification by the dCOM.” (*Board of Ordained Ministry Handbook*, 2009-2012 edition, chapter 6, pg. 5.)

*“All mentoring, especially spiritual mentoring, is a form of empowerment that helps others discern their vocations, acknowledge their gifts and begin to give shape to their dreams.”*

*Edward C. Sellner  
Alive Now, May-June 2000, p.5*

### **Inquiring Candidate: ¶311, 2008 Book of Discipline**

1. Contact your pastor, district superintendent (DS), or another deacon or elder
2. Read *The Christian as Minister* (recommended, not required)
3. Participate in *Understanding God's Call: A Ministry Inquiry Process* (recommended, not required)

### **Beginning Candidacy: ¶311.1.a-c**

1. Member of The United Methodist Church or baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for one (1) year
2. Apply to DS in writing, including statement of call; ask for admission to candidacy program and assignment of a candidacy mentor
3. Complete candidacy online enrollment and \$75 payment
4. Complete beginning stages of candidacy with candidacy mentor

### **Declaring Candidacy: ¶311.1.d, e**

1. High school degree or equivalent is required
2. Request interview by Pastor/Staff Parish Relations Committee or equivalent in your ministry setting; provide statement of call; and responses to disciplinary questions in ¶310
3. Request recommendation by charge conference or equivalent as specified by district committee
4. Continue candidacy program with candidacy mentor and academic requirements

### **Certified Candidacy: ¶311.2**

Completion of the following:

1. Written response to ministry questions in ¶311.2a as well as ¶310
2. Psychological assessment, criminal background, and credit check
3. Notarized statement certifying have neither been accused in writing nor convicted of a felony, misdemeanor, or any incident of sexual misconduct or child abuse
4. Provide other information upon request
5. Agree to make a complete dedication to the highest ideals of the Christian life
6. Examination and approval by district committee on ordained ministry

### **Local Pastor - Completed candidacy certification, licensed, and assigned a clergy mentor ¶314**

### **Continuing Candidacy: ¶312**

1. Annual recommendation by charge conference
2. Annual interview and approval by district committee
3. Annual report of satisfactory progress of studies and copy of transcripts from university or school of theology

### **Completing Candidacy: ¶324**

1. Certified candidate for minimum of one (1) year, maximum twelve (12) years
2. One (1) year in service ministry
3. Completion of one-half the basic graduate theological studies to be eligible for commissioning
4. Health certificate completed by medical doctor
5. Written and oral doctrinal exam and written autobiographical statement
6. Interview and recommendation by three-fourths vote of district committee
7. Interview and recommendation by the board or ordained ministry
8. Election to provisional membership by clergy session

### **Commissioned to ministry of elder or deacon as provisional member**

Chapter 5

Using the *Guidelines for Candidacy*

2009 Edition

---

## Section 1 Introduction to *Guidelines*

### *The Purpose of the Guidelines (page 11)*

As an inquiring candidate, The Christian as Minister and the Ministry Inquiry Process may be completed with a guide or other qualified person focusing on the discernment of the ministry of all Christians.

If the decision is made to continue and enter candidacy for licensed or ordained ministry, the Guidelines for Candidacy may be the guide to the rest of the candidacy process until one becomes a licensed local pastor or a commissioned provisional member working toward ordination as a deacon or elder.

None of the resources named above are the prescribed materials for candidacy. The conference board of ordained ministry adopts the resources which will be used during the candidacy process. Many of the annual conferences still require these resources. Check with you board of ordained ministry.

The *Guidelines* used in relationship with a candidacy mentor offer the opportunity for a shared safe space for exploration, discernment, and growth. During candidacy, the **candidacy mentor** will journey with/accompany the candidate as a trusted, experienced, concerned and genuine guide, counselor and friend who will help the candidate continue to discern where God is leading and whether or how their future is in the licensed or ordained ministry.

The Guidelines for Candidacy guidebook provides a wide variety of material and approaches to tailor the candidacy studies to fit the needs of the candidate's background, experience, and needs.

### *The Mentor's Role in Candidacy (page 12-15)*

Apart from the growing relationship with God and the personal and professional relationships established in the process of candidacy, none will be more important, and hopefully more helpful, than the relationship between the candidate and the candidacy mentor.

Candidacy mentoring is distinct from the evaluative and supervisory process that is part of the preparation for ministry. Candidacy mentors are trained to provide counsel and guidance and to create a "safe place for reflection and growth." (§349.2, *Discipline*)

Candidacy mentors have a dual primary goal to the candidate and to the church: a) to serve as a guide, consultant, and adviser to help candidates explore, discern, and determine how God is leading them to serve; b) to serve as a representative of the church in selecting faithful leaders with integrity for ministry. See the pages above for more detail.

### *Foundational Elements of Candidacy*

The foundational elements of candidacy as outlined in the *Discipline*, ¶311, are state-

ment of call, Wesleyan historical dimensions of calling, and statement of beliefs and understanding of United Methodist ministry.

### **Call (page 16)**

Candidates are asked to articulate God's call for their life at the very beginning of the candidacy process and many more times as they discern, grow, and progress to living out the call to licensed or ordained ministry. God's call is foundational to who you are as an individual, as a Christian, and as a leader.

### **Wesleyan Dimensions of Calling (page 18)**

John Wesley's historical questions are still asked today either about those presenting themselves for set-apart ministerial leadership (§310) or to candidates directly as they come before local church and district committees. (§§311.1d and 2a)

- 1) *Do they know God as pardoning God? Have they the love of God abiding in them?*
- 2) *Have they gifts, as well as evidence of God's grace, for the work?*
- 3) *Have they fruit?*

### **Beliefs and United Methodist Ministry (page 20)**

In order that The United Methodist Church may be assured that those persons who present themselves as candidates are truly called of God, the church expects persons to:

- *Communicate persuasively the Christian faith in both oral and written form . . .*
  - *Be competent in the disciplines of Scripture. Theology, church history, and Church polity . . .*
  - *Be accountable to the UMC, accept its Doctrinal Standards and Discipline and authority . . .*
- (¶304.1, Discipline)

Therefore, prior to being approved as a certified candidate, those wishing to pursue ordained or licensed ministry will be asked to consult with his/her mentor to provide written responses to disciplinary questions to demonstrate knowledge and articulation of Christian beliefs, theology, history, doctrine and polity.

### **Goals and Stages of Candidacy (pages 21-26)**

These pages give an overview of the process and the expectations as well as the disciplinary requirements with paragraph numbers.

### **\*\*Candidacy Process Outline and Check List (pages 27-30)**

A one-page outline of the steps to licensing and/or commissioning as a provisional member is followed by a check list to keep track of the candidate's progress.

---

## Section 2 Beginning Candidacy (pages 33-113)

The purpose of this section is to explore one's call from the perspective of God's grace, the candidate's gifts, and fruit in specific ways.

### *Grace (pages 34-47)*

**Recognizing and Experiencing Grace (page 34)** explores the candidate's experience of God's grace hopefully in ways that invite honestly and offer new insight.

**Grace Realized through Spiritual Formation (page 36)** explores and encourages the practice of spiritual disciplines.

### *Gifts (pages 48-91)*

**The Gift of IRAI Results (page 48)** assumes the candidate has completed the Inventory of Religious Activities and Interests and the results have been received and read by both. (The mentor will receive the results to share with the candidate.) This chapter offers a guide for reviewing the IRAI to obtain a more accurate overview of the candidate's interests, goals, experiences, motivations, and personality. The inventory is a resource to discuss the candidate's vocational vision and to evaluate how those interests, abilities, and potential fit licensed or ordained ministry.

**The Gift of Psychological Assessment (page 53)** assumes the candidate has completed psychological assessment as prescribed by his/her annual conference and has received feedback from the review, usually from a ministerial assessment specialist (MAS). This chapter offers guidance for the candidate to understand the process and its components. The candidate may choose to share and discuss the psychological report with the candidacy mentor but it is not required.

The GBHEM Division of Ordained Ministry recommends a standard procedure and offers the service of a standard battery of instruments. If your annual conference use a procedure that is different from the DOM recommendation, the candidacy mentor should understand and guide the candidate in the appropriate process required by his or her board of ordained ministry.

**The Gift of Family Relationships (page 59)** explores how family and lifestyle may impact one's ministry. The importance of family systems, family of origin, and current lifestyle cannot be overstated in terms of their influence on one's values, habits, personality, perceptions, concepts, and practice of ministry.

The traditional assumption about United Methodist licensed or ordained ministers are

that they are, or soon will be, married. Although this assumption is changing toward acceptance of other lifestyles for licensed or ordained ministers, the bias in many areas is still probably toward marriage.

The *Book of Discipline* clearly states the position of The United Methodist Church regarding family lifestyle as it relates to licensed or ordained ministry in ¶¶304.2 and 304.3. These issues must be discussed by the mentor with the candidate so the candidate will not be surprised by the questions in the interview.

As with the rest of this book, the candidacy mentor is encouraged to explore the situations and issues in this chapter that fit the candidate's circumstance.

**The Gift of Others for Self-Understanding (page 68)** provides a framework for the candidate to gather and use information from others to assess one's gifts and put together a composite image of self.

The most helpful persons for giving candidate feedback are those who are able to discern effective from ineffective ministries. They must be candid and frank enough to tell the truth in their observations and be able to "speak the truth in love." (Ephesians 4:15)

**Ages and Stages in Life and Gender Identity – Gifts to the Church (page 79)** discuss how issues of age and gender relate to decisions about entering licensed or ordained ministry.

There is no minimum age for obtaining certification as a candidate for licensed or ordained ministry, although the requirement of high school graduation implies that a person usually will be at least 17 or 18 years old.

The maximum age for candidacy will be relative depending on how close one is to the mandatory retirement age of 72 years.

Issues, concerns, and feelings regarding being a man in ministry or a woman in ministry in The United Methodist Church need to be given time for discussion and reflection.

**Gifts you Bring through Vocational Change and Bi-Vocational Ministry (page 85)** is designed to help persons who have had several years of experience in one or more careers consider the implications and impact of a change to a vocation in licensed or ordained ministry.

If the candidacy feels constrained by some of the suggestions or requirements that do not seem to fit his or her situation, then adapt the issues to fit. Remember, this is a guidebook, not a prescription.

How the candidate interprets his or her life experiences and turns them into expectations or goals for the future is a major key to a possible career change. How the mentor reflects, mirrors, and feeds back to the candidate in this chapter is extremely important to the candidate.

---

**Diversity—A Gift to the Church (page 91)** invites the candidate to reflect about how his or her own racial, ethnic, language, socioeconomic, and other cultural characteristics may impact personal relationships and ministry with, for, and to others; and also to think about what it might mean to serve in cross-cultural or cross-racial appointments.

### ***Fruit (pages 98-105)***

**Recognizing your Fruits through Service (page 98)** is a discussion about the work of the Holy Spirit as evidenced in the life, work, and service of the candidate as he or she understands it.

**Discerning your Fruit through Successes and Failures (page 100)** continues the discussion and exploration of discerning the candidate's fruit through his or her successes and failures.

### ***\*\*Making Decisions—Reviewing Ministry Options and Next Steps (pages 106-116)***

brings the candidate to an important decision point of whether to declare him or herself as a candidate for licensed or ordained ministry. The candidate reviews the options for ministry as explored in *The Christian as Minister*, *Ministry Inquiry Process* (if the candidate used them), and the first two sections of *Guidelines for Candidacy* (if used), and clarifies an understanding of the meaning of a licensed local pastor or an ordained deacon or elder.

Upon reflection and evaluation of God's call to the candidate, a choice is made at this point of whether to declare oneself a local pastor, deacon, or elder, or to respond to God's call as a layperson in and/or on behalf of the church.



---

## Section 3 Declaring Candidacy (pages 119-140)

The purpose of this section is to prepare a candidate to make his or her decision public. They will first meet with the local church pastor/staff parish relations committee (P/SPRC) and charge conference, or equivalent bodies, for a recommendation; then the district committee on ordained ministry for approval as a certified candidate.

### *Recommendation by Local Ministry Setting (page 120)*

Being expressive through one's grace, gifts, and fruit, the candidate prepares a written statement reflecting his or her call to ministry; answers the Wesleyan historic questions in *Discipline* ¶310; and requests recommendation of certification as a candidate.

To be valid, the recommendation by the charge conference or equivalent body shall be voted by written ballot by two-thirds of the body present at the meeting.

Form 104 on page 126 may be used to complete the Declaration of Candidacy for Ordained Ministry. It is available from the candidacy registrar.

### *The District Committee Process (page 128)*

is a very important chapter for the candidate and the mentor as they prepare together for the application process and meeting with the district committee to become a certified candidate. See chapter 7 of this Candidacy Mentor Manual for more details.

Form 113 on page 136 is for the use of the district committee to record the decision about approval as a certified candidate. The candidacy mentor is then expected to log in to the GBHEM online candidacy Web site and indicate the decision at the form 113 online: [www.canapply.gbhem.org](http://www.canapply.gbhem.org).

---

## Section 4 Continuing as a Certified Candidate (pages 141-158)

### *Continuing: The Work of the Spirit (page 141)*

offers experiences and questions for reflection about how the Holy Spirit continues to work in the life of the candidate during the candidacy discernment and process.

### *Continuing: The Process (page 144)*

distinguishes how the process will continue for those seeking ordination as a deacon or elder, and those seeking licensing as a local pastor as a ministry track; and the important contacts to maintain.

\*\*A certified candidate is eligible for appointment as a licensed local pastor: upon completion of the studies for license as a local pastor as prescribed by the GBHEM Division of Ordained Ministry; or one-third of their work for a Master of Divinity degree at a school of theology listed by the University Senate; and recommendation by the district committee for such.

\*\*\*"Those appointed as local pastors are clergy members of the annual conference and are no longer listed as certified candidates. They do not continue with candidacy mentors but are assigned a clergy mentor." (§314, Discipline) A candidacy mentor may continue with the same person if they have also been trained as a clergy mentor.

It is important for the mentor to continue to meet with the candidate while he or she is completing the academic requirements at least two times per year. An annual report on the candidate's vocational goals and progress toward ordination is sent to the dCOM by the mentor.

### *Continuing Study (page 148)*

lists the specific requirements and process to become licensed, the requirement for annual recommendation for licensing and describes the Course of Study. It also describes the undergraduate and graduate theological education requirements for deacons and elders, and the alternatives.

---

## Section 5 Completing Candidacy (pages 159-180)

### *Preparing for Provisional Membership (page 159)*

lists the requirements to qualify for election to provisional membership, service and educational; explains the meaning of commissioning; describes the conditions and types of service for deacons and elders during provisional membership; points out one's responsibilities and privileges as a provisional member in the annual conference; provides material for reflection about staff and other professional relationships; and prepares the candidate to be a member of the Order of Deacon or Order of Elder, following ordination.

---

## Section 6 Resources (pages 181-247)

### *The Annotated Bibliography (page 181)*

lists United Methodist and other faith, ministry, retreat, and spiritual books and resources that may serve the candidate through and beyond licensing and ordination.

### *Appendix A (page 187)*

**Models of Spiritual Discernment** offers six models for discernment, two of which are personal and the others conducive for group work.

### *Appendix B (page 194)*

**History of the Deacon and Elder** is a brief historical reading of the ordering of ministry leadership from the first to the 21st century.

### *Appendix C (page 210)*

**The United Methodist Course of Study** provides an outline of the basic Course of Study and the schools and seminary Web sites where they are located.

### *Appendix D (page 217)*

#### **Hazards in Licensed and Ordained Ministry**

Licensed and ordained ministers' actions and lifestyle are highly visible and have great impact on others. This chapter offers help for one's own self-awareness, as well as the guidance of the Holy Spirit; reflection about the use and abuse of power and authority; and the temptations and hazards that may befall the unaware person.

### *Appendix E (page 227)*

Excerpts from *Understanding God's Call: A Ministry Inquiry Process* offer selections from this resource that is sited at the beginning of the Candidacy Mentor Manual. If the candidate has not used *A Ministry Inquiry Process*, this appendix may be a helpful supplement.

## Chapter 6

# Psychological Assessment Process

---

## Psychological Assessment Process

As referenced earlier, it is the role of the candidacy mentor to initiate the psychological assessment process with the candidate. The online candidacy application system will prompt the candidacy mentor to request the psychological assessment instruments.

The mentor will need to be aware of the procedure for the annual conference and explain it to the candidate, leading him/her through the steps until the final report is made to the dCOM. It will be the mentor's responsibility to be familiar with the procedure and guide the candidate in the implementation of it.

It is important to help the candidate view the psychological assessment in the context of the entire candidacy experience. On p. 53 of the *Guidelines for Candidacy*, is a good overview of the psychological assessment process which includes a statement of the purpose for the psychological assessment: nurture and selection. In the psychological assessment packet provided by the DOM will be instructions which include further statements about the purpose of the assessment. It will be very good to discuss this with the candidate, allowing for questions, feelings and thoughts.

**What follows is the standard procedure for psychological assessment of candidates through the Division of Ordained Ministry (DOM). Please understand each conference has its own unique variances from this procedure and again, it is the mentor's responsibility to know and explain these to the candidate.**

1. The candidacy mentor requests the psychological assessment packet from the Division of Ordained Ministry, using form 112, found in the Candidacy Online Application System.
2. The Personal Data Inventory (PDI) and the personal and professional references list (PPRL), will be completed by the candidate online.
3. The psychological assessment packet is returned to the candidacy mentor for use with the candidate. Included in this packet is:
  - philosophy and purpose statement
  - instructions to the candidate
  - directions for administering the inventories
  - release of information form
  - instructions to the monitors/proctors
  - monitor's agreement
  - monitor's testing situation report
  - procedure for the candidacy mentor
  - tests: Incomplete Sentences, MMPI-2, and the 16PF. Directions are included to complete the 16PF online.

- 
4. The tests are administered by the mentor or proctor assigned by the BOM, either on an individual basis or in a group setting with other candidates taking the psychological tests.
  5. The tests/test booklets and forms are returned to DOM.
  6. DOM scores the tests and sends out the recommendation forms to those included on the Personal and Professional Reference List.
  7. Materials are sent from DOM to the Ministerial Assessment Specialist (MAS) for that conference. Included are: scored tests, Personal Data Inventory (PDI), all other forms completed for the testing. Recommendations are returned in a sealed envelope directly to the Ministerial Assessment Specialist (MAS).
  8. Ministerial Assessment Specialist (MAS) does the evaluation.
  9. MAS meets with the candidate to share findings, reports on results and talks with the candidate. This may be different in each conference and is negotiated with the MAS and conference.
  10. MAS makes written report and sends it to the persons agreed upon with the conference. Usually this report goes to: dCOM and its agent, Board of Ordained Ministry, and its agent.

The candidate may choose to share and discuss the psychological report with his/her candidacy mentor (but it is not required) as one prepares to explore implications of one's psychological fitness for licensed or ordained ministry with the dCOM. The candidacy mentor can help the candidate understand the process and the purpose, using the guides in the *Guidelines for Candidacy* pp. 53ff, but it is the person's choice whether or not he/she decides to share the results of the psychological assessment from the ministerial assessment specialist.

If the candidacy mentor receives a report from the MAS, that report is to be used with the candidate to help her/him gain insight into the call to ministry and other aspects of the work of ministry. It may be used for information on relationships, feelings, attitudes, areas of strength and weaknesses, and other ways to nurture growth in ministry.

The report itself should be valued and not made accessible to others, except to those to whom it has been released by the candidate, and after its use should be destroyed or forwarded to the person the conference has designated.

Chapter 7

**District Committee on  
Ordained Ministry**



---

## District Committee on Ordained Ministry

¶665 The district Committee on Ordained Ministry shall be amenable to the annual conference through the board of ordained ministry.

The district Committee on Ordained Ministry (dCOM) is normally trained by the board of ordained ministry and cabinet working together with resourcing from the Division of Ordained Ministry.

The district Committee on Ordained Ministry (dCOM), along with the conference board and district superintendent are responsible for enlisting, training, and preparing candidates for licensed and ordained ministry.

### *Primary responsibilities of the dCOM regarding candidacy are:*

- encourage and enlist candidates for ministry.
- maintain a list of all persons who have declared their candidacy for the ordained ministry and are pursuing candidacy studies. (¶665.3)
- offer counsel to candidates regarding pre-theological studies. (¶665.4)
- assign inquiring candidates to a candidacy mentor in consultation with the district superintendent. (¶349.1a)
- examine all persons who apply in writing for certification. (¶665.9)
- the vote of the committee on matters of candidacy shall be by individual written ballot, with a three-fourths majority vote of the committee present required for certification. All other matters of candidacy shall be by a simple majority vote. (¶665.6)
- maintain communication with the chairperson of the psychological assessment committee of the BOM for the receipt, utilization, and return of the psychological assessment report.
- maintain regular communication with all candidates
  - to counsel them regarding academic studies;
  - to inform candidates about scholarships and loans for education;
  - to review academic progress by receiving transcripts and reports from college/seminary;
  - to recommend to cabinet and bishop the service setting for certified candidates appropriate to their ministry of deacon or elder.

- 
- have annual interviews with each candidate to re-certify.
  - receive and review the annual report of the candidacy mentor and candidate.
  - maintain a service record and file on every local pastor and candidate for the ordained ministry until the individual becomes an associate or provisional member of the annual conference, at which time a copy of the files shall be forwarded to the registrar of the BOM.
  - recommend to the BOM those persons who qualify for associate and provisional membership.

### ***Relationship of Candidacy Mentor to the dCOM*** ***(see Chapter 7 for more detail)***

The candidacy mentor is assigned by the dCOM in consultation with the district superintendent.

The candidacy mentor is asked to maintain open communication which will enable the dCOM to keep track of the progress of the candidate.

A candidacy mentor report co-signed by the mentor and candidate is presented at the meeting to recommend approval for certification.

An annual report by the mentor co-signed by the candidate is recommended to be made to the dCOM as part of the process for recommending a candidate for continuance.

The candidacy mentor report will also be part of the dCOM interview to recommend for licensing or provisional membership.

## Chapter 8

# Role of the District Superintendent

---

## Role of the District Superintendent

The district superintendent (DS) is an important person in the whole mission of enlisting, encouraging, empowering, motivating and facilitating the process of ministry in The United Methodist Church. The DS often sets the tone for the mission of Jesus Christ and the work of the Holy Spirit in people to serve in the UMC.

In ¶422 in the 2008 *Book of Discipline*, we read one of the responsibilities of the DS as, “. . . interpreting the meaning of ministry and in identifying and enlisting candidates for the highest quality for ordained ministry. . . .”

*There are many with whom the DS relates in this area of ministry.*

These include:

- candidacy registrar for the conference Board of Ordained Ministry;
- district Committee on Ordained Ministry (dCOM) and especially the chairperson and registrar for the dCOM;
- candidacy mentor;
- candidate;
- pastor of the local church;
- Division of Ordained Ministry.

There are places these relationships overlap and interact for the good of the candidate and the mission of the church.

*The specific roles of the DS include:*

- nominating clergy or associate members to serve as candidacy mentors (the dCOM assigns the mentor in consultation with the DS).
- forward the nominations for candidacy mentor to the candidacy registrar for the purpose of training.
- receive the written request from the candidate for admission into the candidacy studies.
- electronically sign the application (form 101) at the candidacy online application site.
- conduct the charge conference for the purpose of considering recommending the candidate for licensed or ordained ministry, following the procedure in ¶311.1 in the 2008 *Book of Discipline*.

- 
- work with the dCOM in enabling a meaningful and appropriate examination of candidates for certification.
  - keep records of the candidates.
  - maintain regular communication with the candidates.
  - make sure candidates are certified before moving to license school, local pastors or provisional members/commissioning.
  - encourage candidates in their progress toward conference membership, licensure, and ordination.

One of the key relationships the DS has is with the dCOM. It is important to enable the committee to function effectively and while the DS is not the chairperson, he/she is a necessary person in the work of the committee. The dCOM meeting with the candidates is a vital event in the vocational and personal development of the individuals seeking certification, and the nature of the meeting should reflect the significance of the decision for the church.

## Chapter 9

# Role of the Candidacy Registrar

---

## Role of the Candidacy Registrar

¶1635.3 The board shall elect a registrar and such associate registrars as it may determine; one such associate registrar to be given responsibility for candidacy, including giving leadership to the training and guidance of mentors in each district. A staff executive may be named by the board to fulfill the functions of registrar.

The registrars on a BOM perform many necessary and vital functions. The duties may fall into five major categories:

- maintain full personnel records
- communicate information and recommendations
- maintain Course of Study records
- administer diaconal ministry and certification process
- train candidacy mentors.

## Maintaining Full Personnel

¶1635.3a The registrar shall keep full personnel records for all candidates under the care of the board, including essential biographical data, transcripts of academic credit, instruments of evaluation, and, where it applies, psychological and medical test records, sermons, theological statements, and other pertinent data.

¶1635.3b Pertinent information and recommendations concerning each candidate shall be certified to the Annual Conference in duplicate; one copy of this record shall be kept by the registrar and one copy shall be mailed after each conference session to the GBHEM.

¶1635.3e The records and files of the BOM are kept on behalf of the Annual Conference and shall be maintained under guidelines provided by the General Council on Finance and Administration.

The files of the dCOM shall be forwarded to the BOM when a candidate applies for associate or provisional membership in the annual conference.

A copy of the guidelines for keeping records are in chapter 3 of the *BOM Handbook*.

### *The candidacy registrar has both a record-keeping and programmatic function.*

The candidacy registrar is to oversee the keeping of records on the progress and status of candidates for licensing or ordination as deacons and elders until they are received into provisional membership, licensed as local pastors, or discontinued as candidates for ordination. However, the work of the candidacy registrar is not primarily one of record-keeping. Candidacy registrars are expected to:

- 
- interpret candidacy for ordination as deacons and elders;
  - train the candidacy mentors and guides;
  - maintain an accountability structure for quality candidacy mentoring; and
  - work with GBHEM in the maintenance of the program.

## Communicating Information and Recommendations

A candidate for ordained ministry will probably have more communication with the registrar(s) than any other officer on the board. This relationship will not only set the tone for future relationships with the board, but it ultimately will be reflected in the covenantal relationship the candidate will have with the clergy members of the annual conference.

A registrar should:

- take personal interest in the candidates for whom she or he is responsible and signal that the board is concerned about people, not just procedures;
- provide the candidate with a written statement of all *Disciplinary* and annual conference requirements for associate and full membership, and keep the candidate informed of all scheduled deadlines for information and required meetings;
- communicate promptly in writing the decisions of the board and the reasons behind the decisions;
- be available to answer questions and give assistance upon request.

Whenever a candidate becomes a local pastor, is commissioned as a provisional member, or ordained as a deacon or an elder, the registrar shall forward an acknowledgment of transfer to the pastor of the local church where each newly elected conference member held local church membership. A letter may be sent, or the standard forms for transfer of local church membership may be used for this purpose.

## Retention and Disposition of Files

The custodian may choose not to retain student files and related candidate information but no material deemed by the custodian, after consultation with the BOM, to be significant for future evaluation of the practice of ministry shall be destroyed. Each conference may establish standards for what candidate records to retain and what records to destroy.

The registrar becomes a key interpreter, communicator and distributor of this information.



## Chapter 10

# The Whole Picture

---

## The Whole Picture

If you have gained nothing else from this resource, we hope you have come to appreciate that it is in and through the mentoring relationship that persons gain clarity through discernment in their call to ministry; continue to grow in grace in Jesus Christ; and equip themselves for the work of ministry.

*"What a rich gift: the flowering of seeds planted in the mentoring process."*

*L. Cecile Adams*

*Alive Now, May-June 2000, p.58*

Candidacy mentors are with the candidate at the beginning of that process; they accompany them through the process; and clergy mentors are there as persons begin their service in ministry through the provisional period.

At the center of the whole picture in the steps into ordained ministry or licensing as a local pastor is the candidate. It is hard to imagine, however, how they would work themselves through the maze of committees, boards and agencies, official persons, interviews and reports without the friendly, helpful, knowledgeable and objective support of the mentor. Through this resource and the training you have received, you have been prepared to be this person; to meet this need.

Let's review the whole picture using the graphic on page 60.

- One comes to be a mentor because he or she is nominated by the district superintendent and trained by the registrar or some other prepared designated person.
- The mentor stays in touch with the registrar through questions that may be initiated by either one and by copying to the registrar any reports completed by the mentor.
- The mentor is an integral connection to the district committee on ordained ministry (dCOM) through the annual and pre-interview reports and as he or she accompanies the candidate to the dCOM interview for recommendation for certification.
- The work that the mentor has done through the candidacy process is passed on directly to the conference board of ordained ministry through the thorough and informational reports the mentor has furnished.
- Throughout the process the Division of Ordained Ministry of the General Board of Higher Education and Ministry serves as consultant and interpreter to the registrar, dCOM, BOM, and mentor, if necessary.

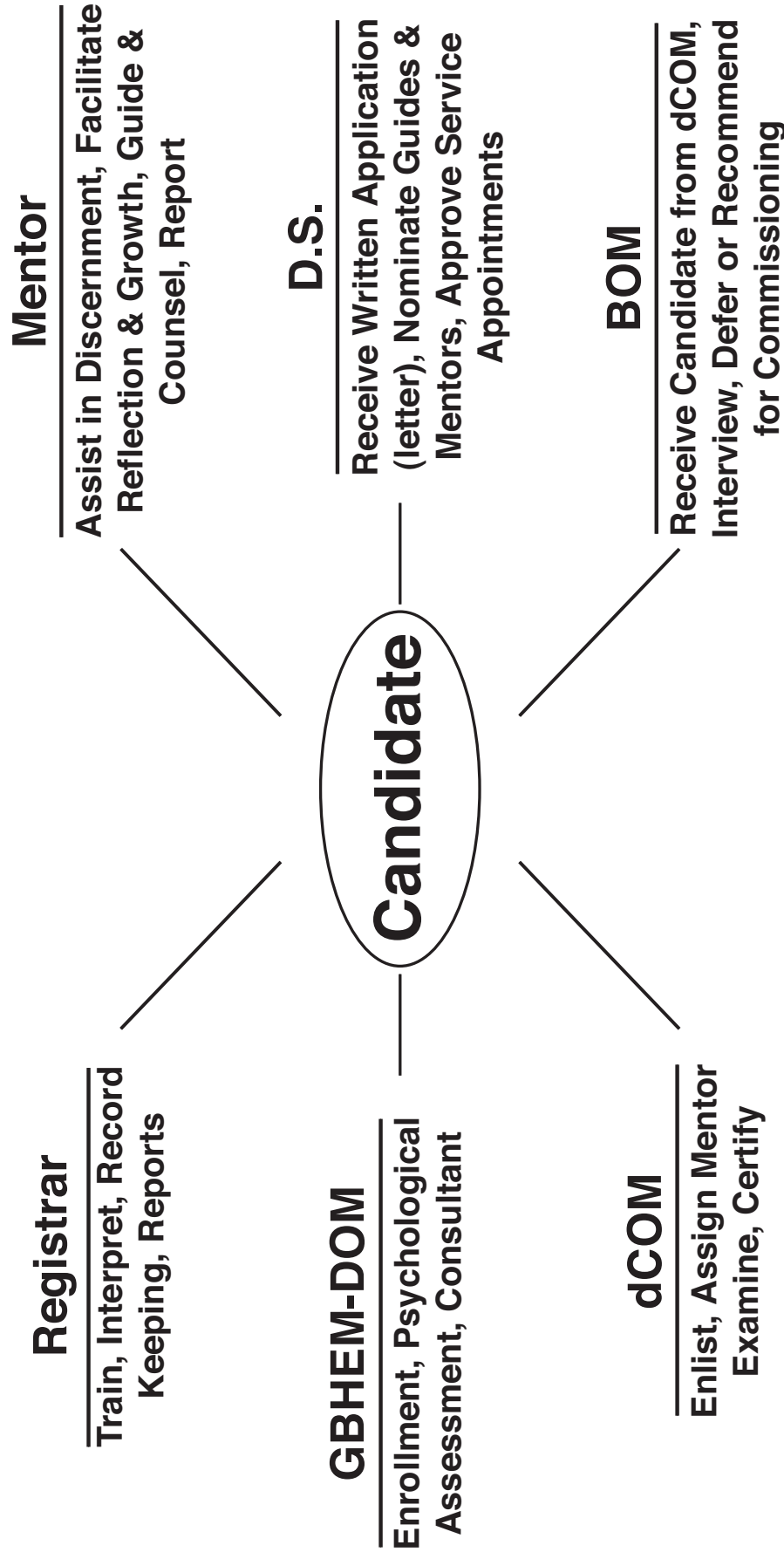
---

Justo González reminds us that the purpose of having a mentor is not to assure his or her help in a climb up the ladder of power and prestige, but rather to have the assurance that someone is there to help candidates listen and discern what God is calling them to do. (*Mentors as Instruments of God's Call*, page 12.) And, we would add, to facilitate their reflection, growth and preparation in accepting God's call on their life for ministry. To the mentors we say: may God be with you in this powerful and humbling work of ministry.

*"For (all Christians), the ultimate act of stewardship (and growth) may be learning who we were formed to be and then seeking to become that person. For most of us, that will involve real change. Mentors help enable that process."*

*Don Zimmer, editorial board,  
ChurchChampions Network*

# The Whole Picture



### **Inquiring Candidate: ¶311, 2008 Book of Discipline**

1. Contact your pastor, district superintendent (DS), or another deacon or elder
2. Read *The Christian as Minister* (recommended, not required)
3. Participate in *Understanding God's Call: A Ministry Inquiry Process* (recommended, not required)

### **Beginning Candidacy: ¶311.1.a-c**

1. Member of The United Methodist Church or baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for one (1) year
2. Apply to DS in writing, including statement of call; ask for admission to candidacy program and assignment of a candidacy mentor
3. Complete candidacy online enrollment and \$75 payment
4. Complete beginning stages of candidacy with candidacy mentor

### **Declaring Candidacy: ¶311.1.d, e**

1. High school degree or equivalent is required
2. Request interview by Pastor/Staff Parish Relations Committee or equivalent in your ministry setting; provide statement of call; and responses to disciplinary questions in ¶310
3. Request recommendation by charge conference or equivalent as specified by district committee
4. Continue candidacy program with candidacy mentor and academic requirements

### **Certified Candidacy: ¶311.2**

Completion of the following:

1. Written response to ministry questions in ¶311.2a as well as ¶310
2. Psychological assessment, criminal background, and credit check
3. Notarized statement certifying have neither been accused in writing nor convicted of a felony, misdemeanor, or any incident of sexual misconduct or child abuse
4. Provide other information upon request
5. Agree to make a complete dedication to the highest ideals of the Christian life
6. Examination and approval by district committee on ordained ministry

### **Local Pastor - Completed candidacy certification, licensed, and assigned a clergy mentor ¶314**

### **Continuing Candidacy: ¶312**

1. Annual recommendation by charge conference
2. Annual interview and approval by district committee
3. Annual report of satisfactory progress of studies and copy of transcripts from university or school of theology

### **Completing Candidacy: ¶324**

1. Certified candidate for minimum of one (1) year, maximum twelve (12) years
2. One (1) year in service ministry
3. Completion of one-half the basic graduate theological studies to be eligible for commissioning
4. Health certificate completed by medical doctor
5. Written and oral doctrinal exam and written autobiographical statement
6. Interview and recommendation by three-fourths vote of district committee
7. Interview and recommendation by the board or ordained ministry
8. Election to provisional membership by clergy session

### **Commissioned to ministry of elder or deacon as provisional member**

## Chapter 11

# Resources

---

## GBHEM Resources for the Candidacy Process

*The Christian as Minister*, seventh edition edited by Sharon Rubey, GBHEM, Nashville, 2009, is a basic resource recommended for all persons to read who are inquiring about and exploring ministry. The book is based on the understanding that through baptism all are participants in Christ's ministry. It describes all forms of ministry in The United Methodist Church, ordained and lay, including deacon, elder, local pastor, professional certification in specialized ministry, chaplaincy, campus ministry, deaconess and home missionary, certified lay minister, lay speaker, and mission service. It may be ordered from Cokesbury at 1-800-672-1789 or [www.cokesbury.com](http://www.cokesbury.com).

*Understanding God's Call: A Ministry Inquiry Process* workbook is required reading for inquiring candidates in several annual conferences. It is an informal inquiry into God's call to minister in the name of Jesus Christ; and is intended to be shared with a guide, chosen by the church, for the discernment process. The book explores biblical and spiritual understandings of the call to ministry and the unique heritage of The United Methodist Church. Copies may be purchased through Cokesbury.  
See link above.

*Fulfilling God's Call: Guidelines for Candidacy* is the primary resource used by the candidacy mentor and the candidate in most annual conferences during the candidacy process. The book is available to candidates online, in English or Spanish, following their online enrollment at the candidacy enrollment Web site. Candidacy mentors should be furnished a copy at the time of training or the quadrennial renewal. Contact your candidacy registrar.

*Inventory of Religious Activities and Interests (IRAI)* is an inventory taken online by the candidate early in the candidacy enrollment process. The candidacy mentor is expected to review the results of the inventory with the candidate. A Guideline for Using the IRAI can be downloaded through the candidacy Website at [www.gbhem.org/beginningcandidacy/iraiguideelines](http://www.gbhem.org/beginningcandidacy/iraiguideelines).

For more information about any of the above, contact [candidacycoordinator@gbhem.org](mailto:candidacycoordinator@gbhem.org) or 615-340-7374.

---

## Other Candidacy Mentor Resources used at Training Events

*Mentors as Instruments of God's Call* is a resource for mentors and candidates as they work together to understand the meaning of discernment as journey; where the mentor accompanies the candidate and walks with, in mutual understanding and support. You may request a copy at [candidacycoordinator@gbhem.org](mailto:candidacycoordinator@gbhem.org). The book will be available through Cokesbury after January 2010.

*The Mentor's Guide* by Lois J. Zachary, Jossey-Bass, San Francisco, 2000. This book is a wonderful resource which combines discussion and workbook-like elements to support those who train in or facilitate mentoring relationships. The exercises and reflections can be used as is, or modified by mentors, to prepare for mentoring sessions; by mentors and candidates as discussion points for mentoring conversations; and by trainers of mentors, or mentors and candidates, to establish mutually agreeable covenants for the relationship. Discussion and exercises from this book were used at the 2008 national training for candidacy mentors. A new book by Zachary is *Creating a Mentoring Culture* (2005). Both are available at [www.amazon.com](http://www.amazon.com), both new and used.

*Mentoring into Vocation: Touchstones for the Journey* by Mark A. Fowler, General Board of Higher Education and Ministry, Nashville, 2006. This book is designed to outline the theological source and content of the mentoring relationship when it pertains to those who sense a "call to ministry." Through the exploration of five fundamental "content arenas" of the mentoring relationship, formative "touchstones" for discernment, formation, action, learning, and courage to act are introduced. The five "touchstones are Call, Covenant, Context, Credo, and Connexion." These were explored in more depth at the 2008 national training for candidacy mentors. This book is available at Cokesbury at the link above, or [www.amazon.com](http://www.amazon.com).

*Ducking Spears, Dancing Madly: A Biblical Model of Church Leadership*, Lewis A. Parks and Bruce C. Birch, Abingdon Press, Nashville, 2004. The authors of this book, both recently retired professors from one of our United Methodist seminaries, are deeply convicted of two beliefs about leadership that form the thesis for this book. 1) "(Leadership) is the most crucial factor in the reform or revival of the church today." 2) "The way we talk about leadership today . . . has (too) little to do with either the church's scriptures or the church's theology." This book presents an alternative, biblical model of church leadership from the Old Testament books of Samuel, which explore dimensions of call and set-apart leadership through rich, colorful biblical illustrations. Texts from this book (pages 10-50) were used at the 2008 national training for candidacy mentors. The book is available at Cokesbury at the link above or [www.amazon.com](http://www.amazon.com).



**THE UNITED METHODIST CHURCH  
MEDICAL REPORT OF MINISTERIAL CANDIDATE**

To the Board of Ordained Ministry:

1. Indicate which laboratory tests your board requires for completion of the medical examiner=s report.
2. Indicate to the physician the address of the board officer who will receive this report.

**Part I: MEDICAL HISTORY REPORT** *To be completed by the candidate.*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

E-mail \_\_\_\_\_

Marital Status: Single, never married \_\_\_\_\_ Married, in first marriage \_\_\_\_\_ Married, in second or more \_\_\_\_\_  
Widowed \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_

Number of children \_\_\_\_\_

- |  |                                    |  |  |  |
|--|------------------------------------|--|--|--|
| 1. Check if you have ever had:                         | <input type="checkbox"/> Arthritis | <input type="checkbox"/> Diabetes      | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Poliomyelitis   |
|  | <input type="checkbox"/> Asthma    | <input type="checkbox"/> Epilepsy      | <input type="checkbox"/> Kidney trouble      | <input type="checkbox"/> Rheumatic fever |
|  | <input type="checkbox"/> Cancer    | <input type="checkbox"/> Heart trouble | <input type="checkbox"/> Peptic ulcer        | <input type="checkbox"/> Tuberculosis    |
| 2. Check if any member of<br>your family has ever had: | <input type="checkbox"/> Arthritis | <input type="checkbox"/> Diabetes      | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Poliomyelitis   |
|  | <input type="checkbox"/> Asthma    | <input type="checkbox"/> Epilepsy      | <input type="checkbox"/> Kidney trouble      | <input type="checkbox"/> Rheumatic fever |
|  | <input type="checkbox"/> Cancer    | <input type="checkbox"/> Heart trouble | <input type="checkbox"/> Peptic ulcer        | <input type="checkbox"/> Tuberculosis    |

Explain \_\_\_\_\_

3. What vaccinations or inoculations have you had? Give dates. \_\_\_\_\_

4. Have you ever had an electrocardiogram? If so, give date and attending physician: \_\_\_\_\_

5. Have you ever had a serious accident or operation? Explain. \_\_\_\_\_

6. Have you any impairment of sight? ☐Yes ☐No Hearing? ☐Yes ☐No

7. If your weight has changed in the past two years, state approximate loss/gain. \_\_\_\_\_

8. Have your ever been rejected for life insurance? ☐Yes ☐No

9. Have your ever received treatment for alcohol or drug habit? ☐Yes ☐No

10. Do you smoke? ☐Yes ☐No If yes, how long? \_\_\_\_\_ How much? \_\_\_\_\_

11. Have you ever been under observation or treatment in any hospital or sanitarium for a physical or nervous condition?  
☐Yes ☐No Explain \_\_\_\_\_

**The above statements are true and accurate to the best of my knowledge.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART II: MEDICAL EXAMINER'S REPORT***To be completed by the physician.*

1. General Appearance \_\_\_\_\_
  2. Personal Hygiene \_\_\_\_\_
  3. Height \_\_\_\_\_ Weight \_\_\_\_\_
  4. Temperature \_\_\_\_\_ Pulse \_\_\_\_\_ Blood Pressure \_\_\_\_\_ (Give readings before  
Temperature \_\_\_\_\_ Pulse \_\_\_\_\_ Blood Pressure \_\_\_\_\_ and after exercise)
  5. Vision \_\_\_\_\_
  6. Hearing \_\_\_\_\_
  7. Condition of mouth and throat: \_\_\_\_\_  
Pharynx \_\_\_\_\_ Tonsils \_\_\_\_\_  
Mucous Membranes \_\_\_\_\_ Teeth \_\_\_\_\_  
Tongue \_\_\_\_\_ Gum \_\_\_\_\_
  8. Evidence of goiter, enlarged glands, or other tumors \_\_\_\_\_  
\_\_\_\_\_
  9. Evidence of varicosity \_\_\_\_\_ Hernia \_\_\_\_\_
  10. Evidence of disease or abnormalities of: \_\_\_\_\_  
Heart \_\_\_\_\_  
Lungs \_\_\_\_\_  
Thorax \_\_\_\_\_  
Spine \_\_\_\_\_  
Genitalia \_\_\_\_\_
  11. Evaluate nervous and mental condition \_\_\_\_\_  
\_\_\_\_\_
- Laboratory Tests (required)    Pap Smear (for all women) \_\_\_\_\_    Mammogram \_\_\_\_\_  
PSA (for men over 50) \_\_\_\_\_    Cholesterol \_\_\_\_\_  
Fasting Blood Sugar \_\_\_\_\_

**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

---

---

---

Name of physician (Type or print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Signature of Physician \_\_\_\_\_

**OFFICIAL FORM FROM DIVISION OF ORDAINED MINISTRY, GBHEM**

**THE UNITED METHODIST CHURCH  
DECLARATION OF CANDIDACY FOR ORDAINED MINISTRY  
CHARGE CONFERENCE RECOMMENDATION  
(or equivalent body)**

I hereby declare my candidacy for ordained 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 \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Signature of the Declared Candidate

**I. CHARGE CONFERENCE RECOMMENDATION (or equivalent body)**

Let those who consider recommending persons for candidacy as ordained 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. (See Discipline ¶310)

1. 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?
2. Have they gifts, as well as 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?
3. Have they fruit? (Elder and Local Pastor) Have any been truly convinced of sin and converted to God, and are believers edified by their preaching? (Deacon) Are others edified by their service?

Believing that \_\_\_\_\_ is called of God and is a suitable candidate for 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.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Signature of authorized elder, district superintendent, or bishop

Conference \_\_\_\_\_ District \_\_\_\_\_

**Further instructions on reverse side of page**

## **II. 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 responses to Wesley's historic questions in Discipline ¶310:  
(See question on front side)
- c. Your written response providing evidence of understanding and expectation concerning the following: (¶311.2a)
  - (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
- d. The required psychological reports, criminal background and credit checks.
- e. 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.

**District Committee on Ordained Ministry Approval Report  
for Certified Candidate for Ordained Ministry**

Name of Candidate \_\_\_\_\_

Address (School) \_\_\_\_\_  
Street City State Zip

Address (Permanent) \_\_\_\_\_  
Street City State Zip

E-mail: \_\_\_\_\_

Charge Conference \_\_\_\_\_

District \_\_\_\_\_

Annual Conference \_\_\_\_\_

Candidacy Mentor \_\_\_\_\_

Name of District Superintendent \_\_\_\_\_

Date received affirmative vote from Charge Conference or equivalent body \_\_\_\_\_

Date met the district Committee on Ordained Ministry \_\_\_\_\_

The candidate has completed *The Christian as Minister* and the first two chapters of the *Candidacy Guidebook* with a candidacy mentor.

Received Certification as a Candidate for:

Order of Deacons \_\_\_\_\_ Order of Elders \_\_\_\_\_ License as Local Pastor \_\_\_\_\_

Certification Delayed \_\_\_\_\_ Certification Denied \_\_\_\_\_

During the candidacy studies the inquiring candidate decided not to continue a process toward ordained ministry as a vocation. \_\_\_\_\_

A certified candidate must complete a minimum of 1 year, maximum 12 years as certified candidate prior to probationary membership.

\_\_\_\_\_  
Signature of Candidacy Mentor

\_\_\_\_\_  
Date

E-Mail \_\_\_\_\_

Complete online at the DOM Candidacy Online Enrollment site. Send copies the Annual Conference Candidacy Registrar, and District Committee on Ordained Ministry.

If this is a candidate that completed their process on paper (non-online candidate), send this form to:  
DOM Candidacy Coordinator, P.O. Box 340007, Nashville, TN 37203

## Candidacy Renewal

The progress of candidates will be **renewed annually** by the district committee which will interview the candidate and recommend for continuance when the conditions listed below have been met satisfactorily. (§312).

Action: (Candidate)\_\_\_\_\_ will be renewed for certified candidacy for the coming conference year.

Date Renewed: \_\_\_\_\_  
Month Date Year

District: \_\_\_\_\_ Conference: \_\_\_\_\_

### Requirements:

1. Annual recommendation of the candidate's charge conference or equivalent body as specified by the district committee on ordained ministry.
2. Evidence that the candidate's gifts, graces, and fruits continue to be satisfactory (dCOM interview, mentor's report, letter from pastor, etc.)
3. Satisfactory progress in the required studies.
  - a. A candidate preparing for provisional membership who is enrolled as a student in a school, college, university, or school of theology recognized by the University Senate will present annually an official transcript from the from their college or school.
  - \* Certified candidates who are appointed as local pastors should make satisfactory progress in the Course of Study and will be recommended annually for licensing by the district committee.