Master Checklist
for Entry Level Credentialing
in the United Methodist Church
Phase I - III

The journey to ministry in the United Methodist Church has many twists and turns. Luckily, there are people and all kinds of help along the way!

This checklist is provided to give candidates a way to track the requirements toward becoming credentialed in the United Methodist Church including expectations for interviews and their final Jotform Application.

This checklist covers the requirements for the following:

.**Phase I:** Inquiring Candidate → Admitted Candidate

Phase II: Admitted Candidate → Certified Candidate

Phase III: Certified Candidate → Licensed Local Pastor

If you have questions along the way, contact the program administrative coordinator LynHarding@vaumc.org, or the Associate Director for Call and Candidacy CrystalSygeel@vaumc.org

Let's get started!

Phase I: Inquiring Candidate → Admitted Candidate

Step #	Action	Link	Date	Notes
1.	**Download and fill out the biographical form**	https://www.bomlibrary.org/wp-content/uploads/2016/12/Updated-Form-AA-102-Biographical-Information.pdf		Save it as a PDF to be uploaded when you fill out the Inquiring Candidate Steps form
2.	**Write your call statement**	Statement should be no more than two pages. Candidates need to be able to articulate their sense of call in a clear and concise manner.		Save it as a Word doc or PDF to be uploaded when you fill out the Inquiring
3.	**Submit an expanded background check**	https://doc.vaumc.org/MinServices/ExtBackgroundCheckInstru		Clergy Excellence will automatically be

	request	ctions.pdf		notified when the results are complete.
4.	**Fill out the Phase I application which corresponds with your district**	https://vaumc.org/clergyexcellence-candidacyforms/inquiring-candidate/		Your dCOM chair/s will automatically be notified when you submit your application.
5.	**Interview with your dCOM**			Your dCOM will reach out to you to schedule an interview.
6.	**Receive Mentor**	If a candidate is accepted into candidacy studies, they are to be assigned a mentor.		The dCOM Mentor Coordinator will reach out to you and your mentor with an introductory email.

Phase II: Admitted Candidate → Certified Candidate

Step #	Action	Link	Date Completed	Notes for Final Application: Notation/Upload/Etc.
1.	**Confirm Receipt of Mentor**	Once you have become an Admitted Candidate, your dCOM will assign you a mentor.		Record the name of your mentor in the final Jotform application
	Register with GBHEM ($$)	https://na.eventscloud.com/gbhemregistrationvaumc		Record the date of registration in final Jotform application
	P/SPRC written materials (¶310.1d)	You will prepare these questions twice; 1. Once to meet with your S/PRC 2. Once to meet with your dCOM		Upload answers to final Jotform application

	Using Word Doc found at: www.vaumc.org/clergyexcellence-candidacyforms	
P/SPRC Recommendation	Your P/SPRC will provide you with this letter	Upload letter of Recommendation into final Jotform application
Candidate's Declaration and Charge Conference Recommendation **Form**	https://www.bomlibrary.org/wp-content/uploads/2016/12/Updated-Form-AA-104-Candidacy-Charge-Conf-Rec.pdf	Form requires the **SIGNATURE** of your **DISTRICT SUPERINTENDENT**. Upload signed and completed form into your final Jotform application
Candidate's Disclosure Form	https://doc.vaumc.org/minservices/Form114CandidatesDisclosureForm.pdf	Upload **NOTARIZED** form in final Jotform application
Plan to Attend Candidacy Summit	https://vaumc.org/candidacysummit/ Two summits are offered (January and July) Candidates choose one. Fee: $75.00	Record date of attendance or plans for future attendance in final Jotform application

			Option to upload Certificate of Completion

Complete Emotional and Social Competency Inventory	Request assessment from: LynHarding@vaumc.org with Request for ESCI in subject line		Upload final report from the inventory in Jotform application.
Psychological Assessment ($$$)	The link to this request form can be found here: https://form.jotform.com/2226349060 69056		Note if you have requested your psych evaluation in the Jotform application.
			Clergy Excellence will put a copy of your final assessment in your basecamp folder for your dCOM to review.
Medical Report Form	https://doc.vaumc.org/minservices/Clerg yMedicalReportForm.pdf		Note if you have met with your doctor in the Jotform application.
			Your doctor will submit the form

				to clergy excellence.

	Written response to ministry questions (Book of Discipline ¶310.2a)	https://vaumc.org/clergyexcellence-candidacyforms/		Upload answers to final Jotform application
	Candidacy Mentor Report	Your mentor will fill out a final report on your process together. The link to that form is below. When they receive a copy of the report, they will share with you to upload. https://form.jotform.com/2219554947410 60		Upload this report from your mentor
	Fill Out the Phase II Application that corresponds to your district	https://vaumc.org/clergyexcellence-candidacyforms/admitted-candidate-forms/		When you complete the application it will automatically be sent to your dCOM Co/Chair

Phase III: Certified Candidate → Licensed Local Pastor

Step #	Action	Link	Date	Notes
1.	**Write, preach/record & describe a sermon**			You will need to create a youtube link for your sermon to

	of your choosing		post in your final application
2.	**Provide written responses to a series of questions**	Link to the [series of questions](#)	Save it as a Word doc or PDF to be uploaded when you fill out the final application
3.	**Provide the date you became a Certified Candidate**	Note: Phase II and Phase III can be worked simultaneously. You may be certified and recommended for the licensing in the same interview. In this case you can put the projected date of the dCOM meeting.	
4.	**Request an Interview to be Recommended for Licensing**	https://vaumc.org/clergyexcellence-candidacyforms/licensing-as-local-pastor-steps/	Your dCOM chair/s will automatically be notified when you submit your application.
5.	**Interview with your dCOM**		Your dCOM will reach out to you to schedule an interview.
6.	**Attend Licensing School**	Licensing School is required by the BOD and takes place for eight days somewhere in the VAUMC. LS involves 80 contact hours of combined pre-coursework and on-site learning	You will be formally invited by your District Superintendent to attend.