



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; <ul style="list-style-type: none"> 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	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 .
Form		Upload signed and completed form into your final Jotform application
Candidate's Disclosure Form	https://doc.vaumc.org/minservices/Form-114CandidatesDisclosureForm.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.

**Psychologica
l Assessment
(\$\$\$)**

The link to this request form can be
found here:
[https://form.jotform.com/2226349060
69056](https://form.jotform.com/222634906069056)

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](https://doc.vaumc.org/minservices/ClergyMedicalReportForm.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/221955494741060	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.