

Checklist for Phase II:

Admitted Candidate

Becoming A Certified Candidate

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

This checklist is provided to give Admitted Candidates a way to track the requirements toward Becoming A Certified Candidate, including expectations for interviews and their final Jotform Application.

There is a companion summary document for this checklist which can be found at www.vaumc.org/clergyexcellence-candidacyforms .

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
2.	Register with GBHEM (\$\$)	https://form.jotform.com/233485893739172		Record the date of registration in final Jotform application
3.	P/SPRC written materials (¶310.1d)	You will prepare these questions twice; <ol style="list-style-type: none"> 1. Once to meet with your S/PRC 2. Once to meet with your dCOM Using Word Doc found at: www.vaumc.org/clergyexcellence-candidacyforms		Upload answers to final Jotform application
3.	P/SPRC Recommendation	Your P/SPRC will provide you with this letter		Upload letter of Recommendation into final Jotform application
4.	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
5.	Candidate's Disclosure Form	https://doc.vaumc.org/minservices/Form114CandidatesDisclosureForm.pdf		Upload NOTARIZED form in final Jotform application

6.	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
7.	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. You will need to email LynHarding@vaumc.org to receive your results for upload.
8.	Psychological Assessment (\$\$\$)	The link to this request form can be found here: 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.
9.	Medical Report Form	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.
10.	Written response to ministry questions (Book of Discipline ¶310.2a)	https://vaumc.org/clergyexcellence-candidacyforms/	Upload answers to final Jotform application
11.	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
12.	Fill Out Jotform Application and Submit to Request your Interview with the dCOM		When you complete the application it will automatically be

sent to your dCOM
Co/Chair