

Guidebook

CANDIDACY & LOCAL PASTOR MENTORS



www.vaumc.org/dcomresources

T A B L E O F C O N T E N T S

QUALITIES OF A MENTOR 03

MENTOR COVENANT 04

Tips and sample for developing a mentor covenant with mentee or group

CANDIDACY MENTOR 06

Responsibilities, meeting format, resources, and mentor reporting instructions

LOCAL PASTOR MENTOR 12

Responsibilities, meeting format, course of study, categories of local pastors, and mentor reporting instructions

SAMPLE MENTOR REPORTS 21

CHECKLISTS 26

Checklists for becoming a certified candidate, licensed local pastor, and provisional member

Qualities of a Mentor

Spiritually mature, demonstrating a deep and continuing commitment to God and growing in grace and love.

Demonstrates a strong understanding of call and commitment to Jesus Christ and to Christian ministry as lived through the church's ministry.

Appreciates the varieties of lay, licensed and ordained ministry.

Engages in spiritual practices.

Engages in personal vocational development.

Self-aware, respectful, and respected.

Encourages others to be comfortable and discuss in depth the many facets of vocational and personal development.

Able to be open and flexible in adapting to candidates' needs when possible.

Interest in candidates and mentoring.

Maintains family relationships and personal lives that are congruent with the standards expected of clergy.

Possesses excitement and joy for Jesus, the church, and the candidate's ministry.

Mentors are deacons and elders in full connection, associate members, and local pastors who have completed Course of Study.

MENTOR COVENANT

Ten Commitments as a Mentor

I will establish relationships of trust and respect.

I will maintain confidentiality.

I will create a safe space where leadership grows and relationships flourish.

I will listen more than I talk.

I will ask good questions more than I offer answers.

I will make sure there is clarity about roles and expectations.

I will prepare well for each meeting and use time well, modeling and expecting accountability.

I will pray for mentees in a disciplined manner when together and apart.

I will encourage and affirm progress.

I will show up and have availability while always maintaining appropriate boundaries of time and relationship.

Source: *Lewis Center for Church Leadership*



SAMPLE MENTOR-MENTEE COVENANT

John Wesley talked about "formation for holiness of heart and life," growing in one's love of God and love of neighbor and all creation. Growth in faith has to do with all of life. For the purposes of this covenant, the mentor and mentee covenants with each other for the purpose of growing in one's love of God. This will include:

Learning Goals:

- Continue to discern the vocational call to ministry by assessing gifts for ministry and reflecting on affirmation in community.
- Reflect on effectiveness in ministry through specific challenges in the current ministerial context.
- Utilize the relationship as a way of assessing boundaries in ministry and being held accountable to maintaining safe and healthy boundaries.
- Develop consistent life-giving spiritual disciplines and report on whether or not these disciplines are being maintained.
- Other:

Expectations:

- Meeting regularly (at least nine times) during the year. These meetings are not required to be in person but are best when able.
- Remain in covenantal prayer with and for one another beyond the meeting time.
- Included in the monthly sessions will be time spent in practicing a spiritual discipline
- Complete annual reports.
- Come prepared to discuss the topic(s) agreed upon.
- Other:

Mentor Signature

Date

Mentee Signature

Date

updated from the Missouri Annual Conference

Guidebook

CANDIDACY MENTORING



www.vaumc.org/dcomresources

Candidacy Mentor

“Mentoring occurs within a relationship where the mentor takes responsibility for creating a safe place for reflection and growth . . . Mentoring is a part of the preparation and growth for inquirers and candidates for ordained ministry . . . Mentoring is distinct from the evaluative and supervisory process that is a part of preparation for ministry.” (*The Book of Discipline*, paragraph 348.1a).

Purpose

Within the candidacy process, the purpose of mentoring is relational. A mentor walks along side a candidate, is present with the candidate, and offers spiritual guidance. The mentoring process is grounded in the assumption of a supportive relationship.

At times, the relationship will include moments of encouragement, comfort, and affirmation. At other times, it will be moments of challenge, accountability, and raising the hard questions.

The purpose of a mentor is to help listen to God’s call.

It is essential that we are clear that mentoring is not evaluative or supervisory. Those responsibilities reside elsewhere. The mentoring relationship is to involve trust, honesty, and agreement.

Certified Candidates have up to 12 years before moving forward. A mentor report form is due each year as part of the renewal process.

Responsibilities



After the candidate becomes a certified candidate, continue to meet as they discern their next steps toward licensing or ordination.

Pray for mentees.

Talk with the candidate to establish covenant and meeting schedules.

Study and discuss available resources with candidates.

Establish and maintain confidentiality.

Assist the candidate in navigating candidacy process (see checklists).

Prepare the candidate for S/PPRC and charge conference meetings.

Complete Annual Candidacy Mentor Report form.



Recommended Meeting Format

The meeting format should be discerned together by the mentor and candidate(s).

- Time of prayer and spiritual formation (practice a discipline together).
- Time of personal sharing - successes, difficulties (10-15 minutes)
- Focused time of reflection on pre-determined focus topic (see resources on page 10).
- Planning for next time together.
- Closing Prayer.



Candidacy Mentor Report Forms

Forms are found online at www.vaumc.org/dcomresources.

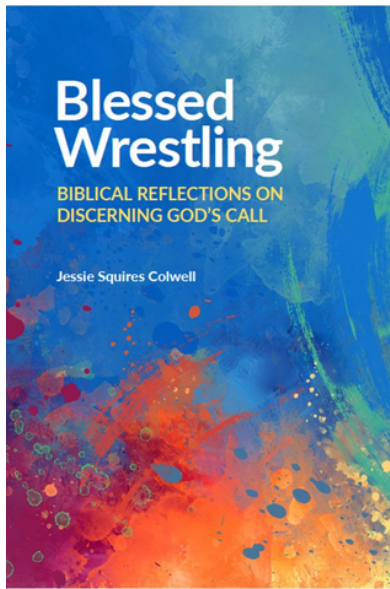
The form is needed for the candidate to become a certified candidate, and annually to be renewed as a certified candidate.

It is not an evaluation or a recommendation. Instead, be descriptive of candidate's discernment journey.

Once submitted, it goes to candidate for "approval," then candidate can upload to Unity track.

Resources to Use

Admitted candidates must meet at least three times before they can interview to become a certified candidate.

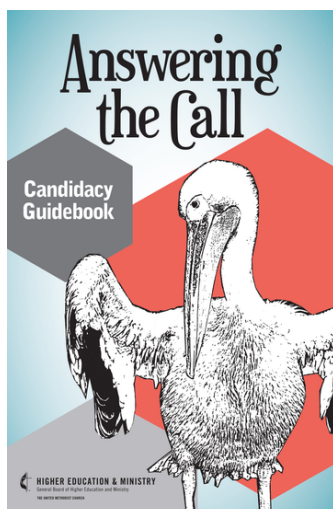


Blessed Wrestling includes Biblical reflections, stories from other United Methodists, reflection questions, and journal prompts. As a group, reflect on the call stories and how each person relates to the different stories. The book is available on Amazon and Cokesbury.

One of the best resources for candidates is section four of ***The Book of Discipline***, Our Theological Task. Read portions of it together and discuss, especially scripture, tradition, experience, & reason.

The **Wesleyan Ways** video series is a great resource to increase a candidate's understanding of Wesleyan theology. Discussion guides are provided for each episode.

You can find the videos and the guides here:
<https://vaumc.org/wesleyanways/>



Answering the Call is a resource from GBHEM. Discern which chapters are most essential to the group. Set up a reading plan, and use the discussion questions provided in each chapter. This resource is no longer available as a free download. It is available for purchase through Cokesbury.

From Admitted to Certified Candidate

At this stage of mentoring, focus on call and being United Methodist clergy. Recommendations:

- Use an agreed upon resource (see above).
- In a mentor group, take turns sharing call stories and reflecting together.
- Discuss the meaning of set-apart ministry, the difference between the licensed and ordained, and itinerancy.
- Reflect together on “Why the United Methodist Church?”
- Provide guidance to the process to become a certified candidate.



From Certified Candidate to Local Pastor or Provisional Member

At this stage of mentoring, focus on the set-apart ministry of the licensed or ordained:

- Refine call to set-apart ministry.
- Reflect theologically on the practice of ministry.
- Review and reflect on the historical questions found in paragraph 324.7 in *The Book of Discipline*.
- Provide guidance to the process to become a licensed local pastor or provisional member.

Guidebook

LOCAL PASTOR MENTORING



www.vaumc.org/dcomresources

Local Pastor Mentor

“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.”
(*The Book of Discipline*, paragraph 349.1b).

Purpose

Local Pastors are in a mentoring relationship during their first five (5) years as a licensed local pastor until they complete Course of Study (COS). The Local Pastor mentor helps create a safe space for reflection and growth during these first years under appointment and education. Ideally, a full-time local pastor should complete Course of Study in five years. See pages 16-17 for more information.

The mentoring process is grounded in the assumption of a supportive relationship. At times, the relationship will include moments of encouragement, comfort, and affirmation. At other times, it will be moments of challenge, accountability, and raising the hard questions.

It is essential that we are clear that mentoring is not evaluative or supervisory. Those responsibilities reside elsewhere. The mentoring relationship is to involve trust, honesty, and agreement.

Local Pastors are assigned to a Mentor by the dCOM's Mentor Coordinator in consultation with the DS.

Responsibilities



Pray for local pastors.

Meet to establish a covenant and schedule for regular and ongoing meetings.

Establish and maintain confidentiality.

Help the person/group to focus on issues of role, authority, and office, and to reflect theologically on their practice of ministry.

Be familiar with Course of Study for local pastors and the educational materials used.

Discuss Course of Study work with the clergy and consult on matters of pastoral responsibility.

Be available to discuss Course of Study assignments.

Write Annual Local Pastor Mentor Report.



Recommended Meeting Format

The meeting format should be discerned together by the mentor and local pastor(s).

- Time of prayer and spiritual formation (practice a discipline together).
- Time of personal sharing - successes, difficulties (10-15 minutes)
- Focused time of reflection on pre-determined focus topic.
- Planning for next time together.
- Closing Prayer.

Local Pastor Mentor Groups

- Encouragement to complete educational requirements
- Reflect theologically on the practice of ministry
- Practice spiritual disciplines

From Local Pastor to Provisional Member

At this stage of mentoring, focus on the set-apart ministry of the ordained:

- Refine call to set-apart ministry of the ordained.
- Reflect theologically on the practice of ministry.
- Review and reflect on the historical questions found in paragraph 324.7 of *The Book of Discipline*. Practice talking about these elements with each other.
- Provide guidance to the process to become a provisional member.
- Resources include: *Blessed Wrestling* by Jessie Colwell; Section 4 - Our Theological Task; *Wesleyan Ways* video series

Course of Study

A local pastor should begin Course of Study within the first year of their first appointment.

Course of Study is a required educational program for licensed local pastors under appointment in the United Methodist Church. The curriculum and credits are administered by the General Board of Higher Education and Ministry (GBHEM). Students engage diverse content that includes church history, Bible exegesis, pastoral care, evangelism, UM polity, UM doctrine, and more. There are twenty (20) core courses that are required.

The Course of Study is offered at regional Course of Study Schools on the campuses of eight United Methodist theological seminaries and through GBHEM. In-person and online courses are accepted. If a local pastor has taken any seminary courses, they can request a transcript review for courses to be applied to their Course of Study. If a local pastor has a degree from an UMC University-Senate approved seminary, a transcript review to confirm the requirements have been met can be done. In both cases, they should contact Jason Stanley at jasonstanley@vaumc.org.

Expectations

Students in the Course of Study are expected to take no more than four courses per conference year. The general rule is that full-time local pastors take four course a year, and part-time local pastors take 2 a year. Those newly licensed are advised to wait until the fall to take their first course.

Students in Course of Study should reflect on how to integrate their learning with the consultation with their mentor. Students are discouraged from moving through the Course of Study at a pace too fast to allow for adequate preparation or integration of learning.

The 20 Core Courses

Bible

1. Bible I: Introduction
2. Bible II: Torah & Israel's History
3. Bible III: Gospels
4. Bible IV: Prophets, Psalms, & Wisdom Lit
5. Bible V: Acts, Epistles, & Revelation

Theology

1. Theological Heritage I: Introduction
2. Theological Heritage II: Early Church
3. Theological Heritage III: Medieval-Reformation
4. Theological Heritage IV: Wesleyan Movement
5. Theology in the Contemporary Church

Congregational Life

1. Formation & Discipleship
2. Worship & Sacraments
3. Congregational Care
4. Mission
5. Evangelism



Pastoral Identify

1. Transformative Leadership
2. Administration & Polity
3. Preaching
4. Ethics
5. Theological Reflection: Practice of Ministry

More information and course descriptions can be found at:
gbhem.org/ministry/course-of-study/



LOCAL PASTOR to ASSOCIATE OR PROVISIONAL MEMBER

Local pastors who complete the requirements of the Course of Study may continue their preparation for conference membership and ordination as an associate member or elder through an Advanced Course of Study program.

Those interested should schedule a meeting with Rev. Jessie Colwell, Director of Clergy Excellence, to review the requirements. Checklists are provided in this guidebook for reference.

They can contact Jessie at jessiecolwell@vaumc.org.

LOCAL PASTOR

A local pastor is approved annually by the dCOM and licensed by the Bishop to perform the duties of a pastor (§340), including the sacraments of Baptism and Holy Communion. The authority is granted for one year at a time under the appointment of the Bishop and Cabinet and under the guidance of a clergy mentor. All local pastors must have been certified as candidates and have completed the studies for license as a local pastor (Licensing School) before they are eligible for appointment.

Full-Time Local Pastors (§318.1)

1. Devote their entire time to the charge to which they are appointed.
2. Shall complete four courses per year, unless they have completed the Course of Study.
3. Shall complete the Course of Study curriculum within eight years (§319.3).
4. Are involved in continuing education after they have completed the Course of Study.
5. Are subject to annual conference review by their dCOM, the Cabinet and Board of Ordained Ministry (§319.2).
6. Are clergy members of the annual conference while under appointment (§316.6).

Part-Time Local Pastors (§318.2)

1. Do not devote their entire time to the charge to which they are appointed.
2. Shall complete two courses per year in the Course of Study until they have completed the curriculum.
3. Shall complete the Course of Study curriculum in twelve years (§319.3).
4. Are subject to annual conference review by their dCOM, the Cabinet and Board of Ordained Ministry (§316.4-6).
5. Are clergy members of the annual conference while under appointment (§316.6).

Students (§318.3)

1. Are enrolled as pre-theological or theological students in a college, university or school of theology listed by the University Senate.
2. Make appropriate progress in their educational program as determined by the Board of Ordained Ministry.
3. Are subject to annual conference review by the Board of Ordained Ministry.
4. May be appointed as part-time or full-time pastors.

Mentor Reporting

All Local Pastor Mentors are to use the Local Pastor Mentor Report form.

The form can be found here: <https://vaumc.org/dcomresources/>.

Once submitted, the local pastor will be asked to “approve,” and then a PDF of the mentor report can be submitted through the renewal track in Unity. The form is to be signed electronically by the local pastor and the mentor.

The report is to be descriptive of the mentoring and discernment journey, not evaluative in nature. If the dCOM established requirements for the local pastor, the mentor report form should provide reflection on how those requirements were met or discussed during the mentoring relationship.

It is the responsibility of the local pastor to submit the mentor report form through Unity.

This form, and other mentoring resources, can be found online at vaumc.org/dcomresources.

The mentee/mentor relationship is a covenant relationship. Confidentiality and trust are essential to that covenant relationship.

Because of this, the mentor may not share information from the mentor/mentee relationship, share assumptions about the mentee, or any evaluative information before, during or after dCOM interviews.

This relationship also exists with regards to the relationship of the District Superintendent and mentor/mentee relationship.

Guidebook

SAMPLE MENTOR REPORT FORMS



www.vaumc.org/dcomresources

Annual Candidacy Mentor Report

Instructions: The report is not to be evaluative or supervisory. It should reflect the time spent with the candidate. There should be no surprises. The candidate will receive a copy of this report and asked to sign it. Then, the candidate will upload their copy into Unity. If you have any questions, please contact Rev. Dr. Jason Stanley at jasonstanley@vaumc.org.

Candidate's Name*

First Name Last Name

District *

Church *

Candidate's Email*

exa m p le@ exa m p le.co m

Mentor's Name*

First Name Last Name

Mentor's Email*

exa m p le@ exa m p le.co m

Number of time you met with the candidate over the past year:*

How has the candidate responded to the discernment process regarding calling and the work of ministry? Can the candidate clearly articulate a call toward licensed or ordained ministry?*

How has the candidate used feedback from others?*

What learnings were captured from "Answering the Call," "Blessed Wrestling," or other resource?*

What gifts of ministry do you observe in the candidate?*

What joys, challenges, or questions would be beneficial for the candidate and the dCOM to explore together? *

Annual Local Pastor Mentor Report

Instructions: The report is not to be evaluative or supervisory. It should reflect the time spent with the local pastor and areas of growth. There should be no surprises. The local pastor will receive a copy of this report and asked to sign it. Then, the report will be sent to the mentor, the local pastor, and the Center for Clergy Excellence. The local pastor should maintain a copy for their license renewal process. If you have any questions, please contact Rev. Dr. Jason Stanley at jasonstanley@vaumc.org.

Local Pastor's Name*

First Name

Last Name

District *

Church *

Local Pastor's Email*

exa m p le@ exa m p le.co m

Mentor's Name*

First Name

Last Name

Mentor's Email*

exa m p le@ exa m p le.co m

Number of times you meet with the local pastor over the past year. *

What topics have you addressed in your conversations this year?*

In your conversations with the local pastor about his or her education, what successes have you celebrated and what concerns have surfaced? Is the local pastor clear about the educational obligations and the plan to meet them?*

What have you talked about in terms of the next vocational goal or desired status for the local pastor and the timeline to reach these goals?*

What celebrations, questions, or challenges would be beneficial for the local pastor and the dCOM to explore together?*

Date *

Month Day Year

Guidebook

CHECKLISTS



www.vaumc.org/candidates-for-ministry



Path to Become A CERTIFIED CANDIDATE

All forms can be found at: <https://vaumc.org/candidates-for-ministry/>

- ☐ A professing member of a UMC or baptized member of campus ministry for 1 year.
- ☐ Graduation from an accredited high school or certificate of equivalency.
- ☐ Read and review *The Christian as Minister* or *Blessed Wrestling* with local clergy or campus minister.
- ☐ Clergy submits recommendation; certify meeting with candidate.
- ☐ Write a call statement.
- ☐ Complete Biographical form 102.
- ☐ Complete Candidate's Disclosure form 114, notarized.
- ☐ Complete "Request Interview to be Admitted" form (<https://vaumc.org/candidates-for-ministry/>)
- ☐ Meet with dCOM to be admitted as a candidate. If admitted, continue checklist.
- ☐ dCOM assigns a Candidacy Mentor. Meet at least 3 times using *Answering the Call*.
- ☐ Register with General Board of Higher Education and Ministry by contacting Jason Stanley at jasonstanley@vaumc.org.
- ☐ Candidate is invited to Unity. (Checklist tracked in Unity).
- ☐ Prepare written responses to questions in paragraph 310.1d. Share with S/PPRC.
- ☐ Meet with S/PPRC Committee of local church (or equivalent) for recommendation. S/PPRC completes recommendation form.
- ☐ Charge Conference approval. Complete Declaration of Candidacy (included in Charge Conference forms in Unity).



updated 8/13/2025



Path to Become A CERTIFIED CANDIDATE

<input type="checkbox"/>	Prepare written responses to questions in paragraph 310.2a., (questions in Unity track).
<input type="checkbox"/>	Expanded Background Check.
<input type="checkbox"/>	Complete Medical Report form.
<input type="checkbox"/>	Complete Psychological Assessment.
<input type="checkbox"/>	Attend Candidacy Summit.
<input type="checkbox"/>	Submit top 5 Gallup StrengthFinders (provided at Candidacy Summit)
<input type="checkbox"/>	Candidacy Mentor Report, online at https://vaumc.org/candidates-for-ministry/ .
<input type="checkbox"/>	Schedule dCOM meeting.
<input type="checkbox"/>	Interview with dCOM.
<input type="checkbox"/>	If certified, continue meeting with Candidacy Mentor.
<input type="checkbox"/>	Discern next step - licensed local pastor or provisional member?
<input type="checkbox"/>	Review checklist for becoming a licensed local pastor or provisional member.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Questions? Contact the Center for Clergy Excellence

Jessie Colwell, Director of Clergy Excellence, jessiecolwell@vaumc.org
 Jason Stanley, Director of Call & Candidacy, jasonstanley@vaumc.org
 Lyn Harding, Program Admin Coordinator, lynharding@vaumc.org



updated 9/22/2025



Path to Become A LICENSED LOCAL PASTOR

- ☐ Be a certified candidate
- ☐ Continue meeting with Candidacy Mentor
- ☐ Licensed Local Pastor Tracked added in Unity
- ☐ Prepare sermon manuscript & preaching video.
- ☐ Record sermon. Upload link and manuscript to Track.
- ☐ Prepare written sermon description using instructions in the Track. Upload to Track.
- ☐ Prepare written responses to four questions. Instructions in Track.
- ☐ Schedule dCOM interview.
- ☐ Meet with dCOM prior to April 15.
- ☐ If recommended, prepare to attend Licensing School.
- ☐ Complete online learning modules.
- ☐ Attend in-person Licensing School.
- ☐
- ☐
- ☐
- ☐





Path to Become A PROVISIONAL MEMBER

☐

Be a licensed local pastor or become a certified candidate for at least one year by July 1 of the year in which you are applying for provisional membership.

☐

Complete a bachelor's degree from a college or university recognized by the University Senate. Exceptions to undergraduate degree may be made for missional purposes, but at least 60 credit hours must be completed.

For those pursuing ordination as an elder

☐

Complete a Masters of Divinity degree from an accredited seminary by May of the application year. Your classes must meet the Educational Requirements as set forth by the UMC & VAUMC.

or

☐

Local pastors can meet this requirement by serving four years of full-time service and completing the Course of Study & Advanced Course of Study.

For those pursuing ordination as a deacon

☐

Complete a Masters degree from an accredited seminary by May of the application year. Your classes must meet the Educational Requirements as set forth by the UMC & VAUMC.

or

☐

Complete a master's degree in the area of specialized ministry in which the candidate will serve by May of the application year. Your classes must meet the Educational Requirements as set forth by the UMC & VAUMC.

or

☐

Follow the professional certification process as outlined in paragraph 324.5 in the BOD. Your classes must meet the Educational Requirements as set forth by the UMC & VAUMC.

Requirements continued on pg. 2

updated 9/22/2025





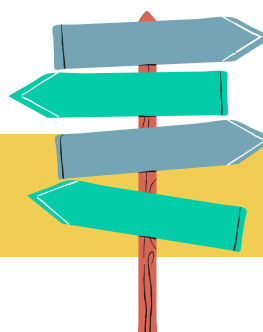
Path to Become A PROVISIONAL MEMBER

For everyone

- ☐ Apply from July 1-31 through the online jotform application found at <https://vaumc.org/bomapplications/>. Application will include turning in official transcripts.
- ☐ Candidate is invited to the Provisional Applicant Track in Unity. (Checklist for additional materials tracked in Unity).
- ☐ Submit written materials using your Unity Track.
- ☐ Receive date and time for interview for provisional membership recommendation from dCOM Chair.
- ☐ Receive a recommendation for provisional membership from the dCom by October 1.
- ☐ Attend orientation to the provisional application process Zoom meeting.
- ☐ Candidate is invited to Provisional Track in Unity.
- ☐ Medical Report form, if not completed within the previous year.
- ☐ EQi (Emotional Intelligence Assessment) and debrief session.
- ☐ Field Education or equivalency
- ☐ Clinical Pastor Education (CPE) 0.5 units if completed (not due until ordination).
- ☐ Psychological Assessment, if not completed in last 5 years.

Requirements continued on pg. 3

updated 9/22/2025





Path to Become A PROVISIONAL MEMBER

For everyone

☐

Theological School Recommendation.

☐

Papers on Call, Personal Growth and Development, Practice of Ministry and Theology.

☐

Sign and date the BOM's Plagiarism Policy.

☐

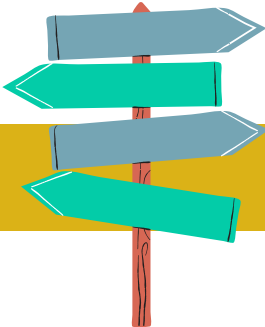
All materials are due the first week in January (date varies by year).

☐

If all materials meet the requirements as set in the application packet a provisional interview will be scheduled for the end of February (dates vary by year).

Questions? Contact the Center for Clergy Excellence

Jessie Colwell, Director of Clergy Excellence, jessiecolwell@vaumc.org
Jason Stanley, Director of Call & Candidacy, jasonstanley@vaumc.org
Lyn Harding, Program Admin Coordinator, lynharding@vaumc.org



updated 9/22/2025



Path to Become AN ASSOCIATE MEMBER

- ☐ Reached age 40
- ☐ Served 4 years as full-time local pastor, or equivalent
- ☐ Completed a minimum of 60 semester hours toward a Bachelor of Arts or equivalent
- ☐ Apply for Associate Membership through Center for Clergy Excellence. Applications open June 15 - July 15.
- ☐ Associate Membership Track is added in Unity.
- ☐ Write written responses for dCOM recommendation (instructions in Unity track)
- ☐ Receive interview date and time from dCOM Chair.
- ☐ Receive a recommendation for Associate Membership by September 1.
- ☐ Candidate is invited to Associate Phase 1 track in Unity.
- ☐ Attend the Mentor Covenant Retreat & participate in Mentor Covenant Group.
- ☐ Attend 1 year of the Provisional Residency Process (two 2-day retreats)
- ☐ Complete the EQi (Emotional Intelligence Assessment) and coaching sessions.
- ☐ Complete the Psychological Assessment (if not completed in past 5 years).
- ☐ Complete Extended Background Check
- ☐ Apply for Phase 2 of the Associate Member process through the Center for Clergy Excellence.





Path to Become AN ASSOCIATE MEMBER

- ☐ Completed Course of Study or MDiv that includes basic theological studies by May of the 2nd year of application process.
- ☐ Candidate is added to the Associate Phase 2 Track in Unity.
- ☐ Theological or COS School Recommendation.
- ☐ D. S. recommendation.
- ☐ Medical Report Form.
- ☐ Prepare written papers and other materials on call, personal growth & development, practice, and theology.
- ☐ Sign & date BOM plagiarism policy.
- ☐ All materials are due the first week in January (date varies by year).
- ☐ If all materials meet the requirements as set in the application packet, an interview with the Board will be scheduled for the end of February (dates vary by year).
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐



Got Questions?

If your mentees have questions, direct them to a member of the Center for Clergy Excellence:

MEET THE CENTER FOR CLERGY EXCELLENCE TEAM!



REV. DR. JASON STANLEY
Director of Call & Candidacy
JasonStanley@vaumc.org
804-521-1141

Candidacy & Licensing Process
Clergy Development Events
Clergy Ethics
Seminary Scholarships
Grants & Loans
Lay Supply Process
Professional Certification
Course of Study



REV. JESSIE COLWELL
Director of Clergy Excellence
JessieColwell@vaumc.org
804-521-1140

Ordination
Full Membership & Transfer Process
Provisional & Associate Membership
Retirement
Leave
Extension Ministry
Continuing Education
Spiritual Formation



REV. LYN HARDING
Program Administrative Coordinator
LynHarding@vaumc.org
804-521-1142

General Questions
Distribution of Funds
Meeting & Event Logistics
Clergy Records
Psychological Assessments
Background Checks
Contracts & Agreements