

Welcome to Becoming a Certified Candidate:

Steps toward Certification in Virginia

Summary Companion Document

The tracking of requirements toward becoming a Certified Candidate can be broken into two major sections:

1. Form completion
2. Application submission

It is best to complete the forms required for the application for Becoming a Certified Candidate **first**, and **then** upload the forms into your application.

It's recommended that you create a holding place where everything you will need to upload can be collected together before you begin to fill out the application.

Both the Forms and the Application can be found at: www.vaumc.org/clergyexcellence-candidacyforms

Below you will find the steps toward certification in the Virginia Conference. If you have questions at any point, please do not hesitate to contact Rev. Crystal Sygeel, the Associate Director for Call and Candidacy: CrystalSygeel@vaumc.org, 804-521-1141

Steps in Detail

1. Confirm Receipt of Mentor

All Admitted Candidates are to receive a Mentor after they have been admitted into Candidacy by their District Committee on Ordained Ministry.

Candidates and mentors should meet throughout the candidacy process to provide support to the candidate and enable their discernment as they continue through the process.

a. Note the name of your Mentor in the Jotform

- i. If by chance you were not assigned one, please contact your dCOM Chair.
For a list of dCOM Officers, please visit:
<https://vaumc.org/dcommentorresources/>

b. Read and Review of Candidacy Guidebook

- i. All candidates are required to read the Candidacy Guidebook and discuss it with their mentor. Download the guidebook at:
https://www.sgaumc.org/files/files_library/answering+the+call+-+candidacy+guidebook.pdf

2. Fee to Register with GBHEM

All candidates are to be registered with the General Board of Higher Education and Ministry of the United Methodist Church.

a. Submit Payment to Register with GBHEM

There is a \$100 fee as part of your registration. To pay this fee visit:
<https://na.eventscloud.com/gbhemregistrationvaumc>

b. Note the date the Fee was Paid

Once you have paid the fee to register, you will note the date in your final Jotform application.

c. Receive Confirmation from GBHEM

Clergy Excellence will finalize your registration with GBHEM

3. Local P/SPRC or Equivalent Meeting: Letter of Recommendation

a. Prepare to meet with S/PRC:

In preparation for meeting with your local church Pastor/Staff Parish Relations Committee (or equivalent ministry setting):

1. compose a written statement on your call to ministry
 - a. The written statement of your call to ministry is similar to the one you uploaded prior to your admission interview.
2. and be prepared to be interviewed in light of Wesley's historic questions in ¶310.1d.
 - a. The most formative experience of your Christian life;
 - b. God's call to licensed or ordained ministry and role of the church in your call;
 - c. Your beliefs as a Christian;
 - d. Your gifts for ministry;
 - e. Your present understanding of your call to ministry as elder, deacon or licensed ministry;
 - f. Your support systems

In order to receive the written recommendation from your local church or equivalent ministry setting:

a. Contact your pastor to make these arrangements

Submit to your Pastor/Staff Parish Relations Committee your written statement on call to ministry and be prepared to be interviewed in light of Wesley's historic questions in ¶310.1d;

b. Upload Letter

Upload a copy of the letter from S/PRC Chair into your final Jotform application

4. Declaration of Candidacy and Recommendation from Charge Conference

All Candidates must declare their candidacy and be recommended by both their District Superintendent and their Charge Conference using GBHEM Form 104

a. Complete Form

The link to the form can be found here:

<https://www.bomlibrary.org/wp-content/uploads/2016/12/Updated-Form-AA-104-Candidacy-Charge-Conf-Rec.pdf>

b. Upload form

Once you have GBHEM Form 104 filled out and signed, upload with all other completed forms into your final Jotform application.

5. Candidate's Disclosure Form

All Candidates who register with the United Methodist Church, according to paragraph 324.12 in the Book of Discipline, must disclose if they have ever been convicted of any criminal activity.

a. Complete Form in the Presence of a Notary

The Link to this form can be found here:

<https://www.bomlibrary.org/wp-content/uploads/2016/12/Updated-Form-AA-114-Notarized-Statement.pdf>

***Please note** the form must be signed in the presence of a notary of the public.

b. Upload Form

Scan and upload the notarized form into your final Jotform application.

6. Make Plans to Attend the Next Candidacy Summit

All Candidates in the United Methodist Church must attend a Candidacy Summit event which includes worship, fellowship with other candidates and information on candidacy, licensing and ordination in the United Methodist Church.

Two Summits are offered throughout the year

1. Virtual Event- January - \$25
2. In-Person Event -July - \$75

Registration and more details can be found here: <https://vaumc.org/candidacysummit/>

a. Record Date of Attendance and (Optional) Upload Certificate of Completion

You can upload your certificate of completion in your jotform application.

*If you have questions of trouble locating your certificate, you may contact Associate Director for Call and Candidacy: CrystalSygeel@vaumc.org

7. Complete the Effective Ministry Assessment EM360

EM360 is a strengths-focused growth program built upon industry-leading technologies designed to uncover new ways to lead your church, engage with your community, and ultimately, better serve your ministry and mission. To make Disciples of Jesus Christ for the transformation of the world, we must first begin with you.

The EM360 is an assessment tool which incorporates information from 9 possible contributors from your life and produces a report on your readiness for individual and collective leadership in ministry

a. Request Assessment

To request the EM360 assessment please contact:

CrystalSygeel@vaumc.org

b. Upload Final Assessment

Once you have completed the assessment, save it and upload it into the Jotform application along with all other completed forms.

8. Psychological Assessment (\$\$\$)

a. Request Form:

Once you have requested the psychological assessment the Virginia Institute of Pastoral Care will send you the proper paperwork in order to complete the Psychological Assessment

The Link to the Request Form is here:

<https://vaumc.org/clergyexcellence-candidacyforms/>

b. Upload Final Report

A copy of the final assessment will be given to you, which can be uploaded into your jotform application alongside all other completed forms.

Corresponding request form can be found here:

www.vaumc.org/clergyexcellence-candidacyforms

9. Extended Background Check (\$\$)

While all candidates must fill out a state background check as part of the Admission process, an expanded background check is expected of all candidates pursuing certification which includes a consumer credit check, county and national criminal checks, and a Department of Motor Vehicles check.

a. Fill out the Authorization Form:

Fill out the authorization form and mail it in with a check for \$65 to: Clergy Excellence PO Box 5606 Glen Allen VA 23058

You will receive an email invitation to complete the background check online.

The link to the form is here:

<https://doc.vaumc.org/minservices/StateBackgroundCheckforCandidates.pdf>

b. Note Submission of Form

In your final Jotform application you will be asked to note if you have submitted the form.

If you have not submitted the authorization form, you will need to do so in order to request an interview with your dCOM.

c. Background Check Report Uploaded into Basecamp by Clergy Excellence

The final background check will be uploaded into your file in Basecamp by Clergy Excellence.

10. Medical Examination

All candidates are required to receive an exam from their primary physician to receive a report on their physical health.

a. Download Report Form

Download this Medical Report Form Schedule to meet with your physician to have them share the necessary information.

The link to the form is here:

<https://doc.vaumc.org/minservices/ClergyMedicalReportForm.pdf>

b. Results of Examination Mailed to Clergy Excellence

Per instructions on the form, the results are to be mailed to the office of Clergy Excellence.

c. Medical Report Form Uploaded into Basecamp by Clergy Excellence

A member of Clergy Excellence will upload this form into your file in Basecamp so your dCOM has the information.

11. Completion of Written Response to Ministry Questions (§310.2a)

Candidates pursuing certification must reflect on and be prepared to speak to a series of questions listed in Book of Discipline §310.2a.

Please note* This is the second time candidates are required to prepare these questions, after having prepared them for their P/SPRC in step 3. While your answers might not have changed too much, your answers should demonstrate your on-going process of discernment and growth.

a. Copy the prompts

Copy the following prompts below into a Word document and respond to the questions.

- a. The most formative experience of your Christian life;
- b. God's call to licensed or ordained ministry and role of the church in your call;
- c. Your beliefs as a Christian;
- d. Your gifts for ministry;
- e. Your present understanding of your call to ministry as elder, deacon or licensed ministry;
- f. Your support systems

b. Upload your Word document

Submit your answers via the Jotform application along with all the other forms are complete.

12. Candidacy Mentor Report

As mentioned in Step 1 Confirm Receipt of Mentor, candidates are assigned a mentor at the time they are Admitted. Mentors are provided to candidates to support them and enable their discernment in the process.

a. Request Report from your Mentor

Your candidacy mentor will complete a report and share it with you before submitting it to the dCOM.

Your mentor should have a link to this form, but you may also share it with them if needed:

<http://www.vaumc.org/CandidacyMentorResources>

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b. Upload Final Report

Your Mentor should share a copy of the final report with you. Upload the report into your final Jotform application.

13. Submitting Your Application to Become a Certified Candidate via Jotform And Request to Meet with dCOM

I. Upload Completed Forms

Upload all completed forms in the VAUMC Becoming a Certified Candidate Application in Jotform

Submit Application

Please note* When you submit your application a copy is once your automatically sent to your dCOM chair and to Clergy Excellence. As a result, the application serves as the request to meet with dCOM and no further action is required on your part. However, there is no harm in confirming receipt of the application with your dCOM Chair or with Clergy Excellence.

***A Note about pursuing Licensing**

If you are looking to pursue first-time recommendation for licensing you may find those additional steps and application here:

www.vaumc.org/clergyexcellence-candidacyforms

14. Appearance Before District Committee

After you have submitted your jotform application your dCOM Chair will contact you to schedule an interview.

Be prepared to respond to questions in BOD ¶310.2a and d.