

# Procedure for Candidacy in Holston Conference

Revised 2009.1

## Companion to *Steps into Ordained Ministry*

*This entire packet is also available on the web at [www.holston.org](http://www.holston.org)*

### ***Christ Calls All Christians To Ministry***

“Ministry in the Christian church is derived from the ministry of Christ, who calls all persons to receive God’s gift of salvation and follow in the way of love and service. The whole church receives and accepts this call, and all Christians participate in this continuing ministry.”

¶ 301, 2008 Book of Discipline

### ***Christ Calls Some To Lead***

“The licensed or ordained ministry is recognized by The United Methodist Church as a called-out and set-apart ministry. Therefore, it is appropriate that those persons who present themselves as candidates for licensed or ordained ministry be examined regarding the authenticity of their call by God to ordered ministry.”

¶ 310, 2008 Book of Discipline

## Board of Ordained Ministry

Holston Conference

P.O. Box 850

Alcoa, TN 37701-0850

Phone: 865-690-4080 ~ Fax: 865-690-3162



## Step 6:

The Candidacy Mentor consults with the District Superintendent about the completed Background Check and they decide how to review any issues with the Candidate.

The Candidacy Mentor/Candidate schedule a **Third Meeting**.

- ✦ Candidate completes the Release of Psychological Assessment Information Form 211/2004 (8)
- ✦ The Candidacy Mentor collects \$100 from the Candidate (payable to *Holston Conference*) to cover a portion of the cost of the Psychological Assessment.
- ✦ The Mentor contacts the Administrative Assistant in the Office of the Director of Clergy Services to schedule the Psychological Assessment

### **The Candidacy Mentor mails:**

To: Administrative Registrar/Holston Conference  
P.O. Box 850  
Alcoa, TN 37701-0850

1. A \$100 check or money order from the Candidate payable to *Holston Conference* for the Psychological Assessment
2. Release of Psychological Assessment Information Form 211/2004 (8)

To: Administrative Registrar/Holston Conference  
P.O. Box 850  
Alcoa, TN 37701-0850

1. A photocopy of the Biographical Information Form (Form 102/2004) (2)
2. A photocopy of the Medical Report Form completed by candidate and physician (Form 103/2004) (3)
3. The original of the Disclosure Form (Form 114/2004) (4)
4. Personal and Professional References List (Form 210/2004) (5)
5. Personal Data Inventory (Form 213/2004) (7)

- ✦ The office of the Conference Administrative Registrar will contact both the District Office and the Candidate of the time and place of the psychological assessment. For those Candidates living close to Chattanooga, the Candidate may contact the Psychological Consultant, George Bercaw, directly for an appointment. He may be contacted at:

Email: troopergeorge@comcast.net Phone: (423) 309-1798

- ✦ One session with the Psychological Consultant (approximately 3 hours) will be required to administer the psychological assessment. The results will be mailed to the Conference Administrative Registrar for distribution to the Candidate and the Candidate's District Superintendent.
- ✦ The District Superintendent reviews the Assessment Report with the District Committee on Ordained Ministry in preparation for meeting with the Candidate to consider certification. (The District Superintendent may make copies for members of the District Committee on Ordained Ministry; following action of the Committee, the District Superintendent receives back all copies. **All copies are to be destroyed, except for one copy in the Candidate's personnel file in the District Office.**)

### **The Candidacy Mentor mails:**

To: District Superintendent / District Office

1. Copies of ALL forms completed in Steps 4 and 5
2. Results of the IRAI

To: Candidate's References listed on Personal and Professional Reference List Form 210/2004 (5)

1. Recommendation Form 210(a)/2004 to be completed and mailed to the Candidate's District Superintendent (return-addressed, stamped envelope is enclosed with each request)

### Step 7:

The Candidacy Mentor/Candidate schedule a **Fourth Meeting**

Purpose: ✦ Study/work in the Candidacy Guidebook

### Step 8:

The Candidacy Mentor/Candidate schedule a **Fifth Meeting**

Purpose: ✦ To continue study/work in Section 2 of the Candidacy Guidebook (schedule as many sessions as needed to complete the relevant parts of Section 2).

Note: ✦ The most relevant parts of Section 2 may vary from candidate to candidate. This period is about building a relationship between mentor and candidate, exploring the necessary questions, and determining fitness for ministry.

✦ Do not rush through the Guidebook; take time for prayer and discernment.

### Step 9:

- ✦ **After completing Section 3** of the Candidacy Guidebook, the Candidate makes public declaration of his/her intent to pursue licensed or ordained ministry in The United Methodist Church.
- ✦ **Consult with** the pastor of the local church and the chairperson of the Staff/Pastor-Parish Relations Committee about a meeting for the purpose of being interviewed by the S/PPR Committee.
- ✦ **Prepare** a written statement concerning your Call to Ministry to share with the S/PPR Committee.
- ✦ **Interview** with the S/PPR Committee using his/her statement of Call to Ministry on Holston Form 115 (10) and John Wesley's historic questions in ¶ 310, *2008 Book of Discipline*.
- ✦ The committee shall make a recommendation **to the charge conference** using Holston Form 115 (10) .
- ✦ **The charge conference** shall vote on the recommendation and this shall be a written ballot by two-thirds majority vote.
- ✦ **Complete Form 104/2004, Declaration of Candidacy for Ordained Ministry, (11)** at the charge conference.

### Step 10:

#### **The Candidate:**

- ✦ Appears before the District Committee on Ordained Ministry (DCOM) for examination and action.
- ✦ Shall present written answers to the questions in ¶ 311.2.a in The *2008 Book of Discipline*.

Following action by the District Committee on Ordained Ministry (DCOM):

- ✦ The Candidate receives a written report of the action of DCOM from the DCOM Chair.
- ✦ The Candidacy Mentor completes, signs and mails Form 113/2004, District Committee on Ordained Ministry Approval Report for Certified Candidate for Ordained Ministry. (12) The form should be mailed as directed.
- ✦ Holston Form 300, Candidacy Certification (13) is completed with the signatures of the District Superintendent and the Chair of the District Committee (if the Candidate is granted Certification).

#### **The District Office mails:**

To: Administrative Registrar/Holston Conference  
P.O. Box 850  
Alcoa, TN 37701-0850

1. A copy of the District Committee on Ordained Ministry Approval Report for Certified Candidate for Ordained Ministry (Form 113/2004) (12)
2. The original of the Candidacy Certification (Holston Form 300) (13)

#### **License for Pastoral Ministry** (¶ 315, *2008 Book of Discipline*)

- ✦ The certified Candidate may receive a license as a Local Pastor when appointed to a charge and after completing studies prescribed by the General Board of Higher Education and Ministry (Local Pastors' School) or after completing one-third of the work for a Master of Divinity degree at a school of theology listed by the University Senate.
- ✦ Licensing studies are a prerequisite to appointment as a Local Pastor (full-time, part-time, or student pastor).
- ✦ The License is issued with the appointment after a certified candidate completes the Local Pastors' School offered in Holston, usually in March and April annually.