
West Ohio Candidacy Summit Process Candidate Step-by-Step Guide

Updated 2024 - In Person

Candidate's name: _____

Step 1. Prior to Candidacy Summit

Date
completed

- _____ Contact a clergy-person in your ministry setting or another United Methodist clergy.
- _____ Read and discuss *The Christian as Minister* with her/him.
- _____ Be a member of a UMC or a baptized participant of a recognized UM campus ministry or other UM ministry setting for one (1) year.
- _____ Send letter by email to your District Superintendent AND copy your District Committee on Ordained Ministry Chair/Registrar, indicating the following:
 - o Completion of *The Christian as Minister* and e-mail/phone number of minister
 - o Name and contact information of your ministry setting (local church/campus ministry etc)
 - o Involvement in your ministry setting
 - o Statement of call (half-page)
 - o Request entrance into the Candidacy Process
- _____ Attend interview with District Superintendent.
If ready, the Office of Ministry is notified. An Introductory District Committee on Ordained Ministry (DCOM) Interview may be scheduled. If there are reservations for any reason, the candidate interviews with the dCOM. The District Office notifies the Office of Ministry.
- _____ Receive Summit Information from the Office of Ministry.

Step 2. Candidacy Summit Registration (West Ohio Forms and PassageUMC)

Due Dates: July 1 (Summer Summit) or December 1 (Winter Summit)

All forms can be found at www.westohioumc.org/conference/candidacy-summit-documents

Submit the following to the Office of Ministry:

- _____ Autobiographical Statement Form (Complete and submit in PassageUMC)
- _____ Permission to Release Personal Information Form (Complete and submit in PassageUMC)
- _____ Notarized Statement (Complete and submit in PassageUMC)
- _____ Complete on-line registration for the Summit Retreat (go to westohioumc.org and click on "register for events")
- _____ Payment for Summit Retreat (\$300)*

*Retreat payment is a part of the online Summit registration or a check can be mailed separately.

PASSAGEUMC (Note: all of the PassageUMC steps are completed electronically)

Date
completed

_____ West Ohio Candidacy Track Includes the GBHEM Candidacy and Psychological Assessment Tracks

_____ Candidacy Track (*User Profile, Mentors & Tracks*)

Complete the following:

- Candidacy Application Form
- After registering for the Summit, you will receive an electronic version of the Candidacy Guidebook.

_____ Psychological Assessment Track

Complete the following:

- The MAS (Ministerial Assessment Specialist) will be assigned to you at that step.
- Release of Information
- Personal Data Inventory
- Personal/Professional References should be requested. The completed Reference forms should be returned to you and uploaded into PassageUMC. (You can ask the same people but these are different from what is requested later in the process.)
- Complete electronic self-assessment (A link to the assessment will be sent to your e-mail once the Reference step is complete.)

_____ Email Ms. Susan Thomas, stthomas@wocumc.org and Rev. Donnetta Peaks, dpeaks@wocumc.org, to confirm that you are fully registered for the Summit Retreat.

Prepare for Summit Mentoring Group (Complete prior to Summit Retreat)

_____ Form a Prayer team— Invite a 3-5 person team who will pray for you during this journey

_____ Read 1 Samuel 3, Esther 1-4; 8, Acts 9:1-31

_____ Reflection Exercise: Write your call story. (2 page maximum)

_____ Read and journal exercises in Candidacy Guidebook pgs. 11-33

_____ Complete River of Life assignment

Step 3. Candidacy Summit Attendance (*July or January*)

_____ Two Mentoring Group Sessions

_____ Photograph taken by Summit photographer

_____ Take Psychological Assessment

Step 4. Post-Candidacy Summit

Mentoring Group Sessions

_____ Mentoring Group Session Three

_____ Mentoring Group Session Four

_____ Mentoring Group Session Five

_____ Mentoring Group Session Six

Psychological Assessment

- _____ Meet with MAS (*Ministerial Assessment Specialist*). The MAS will contact you to schedule an appointment about one month after the Summit Retreat.
- _____ Pay \$350 assessment fee to MAS at the time of interview.
- _____ Meet with mentor(s) to review assessment report (You will receive a copy and one will be sent to the Office of Ministry). Mark Candidate Assessment Interview complete in PassageUMC.

Step 5. Preparation for dCOM Certification Interview

Date _____ completed

- _____ Meet with mentor(s) to review mentor report and mentor will upload the report to PassageUMC.
- _____ Submit transcript or copy of diploma providing proof of graduation from accredited high school or certificate of equivalence to PassageUMC..
- _____ Complete physical and submit medical report (*Form #103*) to PassageUMC.
- _____ Contact three references to complete the Personal Reference Form and submit to PassageUMC. *The references used as part of the References on Step 2 do NOT apply because they are sent directly to the MAS. You can, however, ask the same references for this step. (You may not use family members.)*
- _____ Contact Pastor AND dCOM Chair to schedule a PPRC meeting at your church (*dCOM Representative facilitates meeting*). PPRC Meeting Date: _____ / _____

Complete the following written requirements for your PPRC and dCOM interviews:

- _____ Write responses to *The Book of Discipline* 310.2a (i-vi)
- _____ Answer Wesley's historic questions (*The Book of Discipline* ¶310d)
- _____ Provide a signed agreement to highest ideals of the Christian life (*The Book of Discipline* ¶310.2d)
- _____ Complete all of the above and submit to PassageUMC..

PPRC interview

dCOM facilitator will send minutes and completed Form #102 to the District Office.

- _____ Recommended (*Pastor shall contact the DS to request a special session of the Charge Conference and schedule a meeting at your church to request approval.*)
- _____ Not Recommended (*Candidate contacts dCOM chair*)
- _____ Mark complete in PassageUMC.

Charge Conference

Presiding Elder will send completed Form #104 to the District Office. 3/4 majority vote and written ballot is required.

- _____ Recommended (*Candidate contacts the dCOM Chair requesting Certification Interview.*)
- _____ Not Recommended (*Candidate contacts dCOM chair*)
- _____ Mark complete in PassageUMC.

Step 6. dCOM Interview

dCOM Chairperson completes Form 113. 3/4 majority vote and written ballot is required.

- _____ Certify (Yes)
- _____ Delayed (Not yet; specific focus areas may be assigned.)
- _____ Discontinue (Discontinued from the candidacy process.)
- _____ Mark complete Appearance before the District Committee in PassageUMC.
- _____ Contact Mentor to fill-out Report of Completion in PassageUMC.
- _____ Confirm with your mentor that the Close Track step is complete in PassageUMC.

Financial Obligations during Candidacy

- **Total \$300 for In - person Summit Retreat and Background Check**
Payable to: West Ohio Conference, 32 Wesley Blvd., Worthington, OH 43085.
The Retreat and Background check can be paid as part of the on-line Summit registration or a check can be mailed separately.
- **\$350 for your Psychological Assessment Interview**
Payable to the MAS (Ministerial Assessment Specialist) at the time of your interview

Important Dates

- **December 1;** Winter Summit Registration Deadline
(All West Ohio and PassageUMC steps must be received by this date)
- **January 12-13, 2024;** Candidacy Summit Retreat at the West Ohio Conference Center, 32 Wesley Blvd, Worthington, OH 43085.
- **July 1;** Summer Summit Retreat Deadline
(All West Ohio and PassageUMC steps must be received by this date)
- **July 26-27, 2024,** Candidacy Summit Retreat at the West Ohio Conference Center, 32 Wesley Blvd, Worthington, OH 43085.

Submissions

- **All requirements should be completed and submitted to** PassageUMC.
- **If you have any questions, please contact:**
The Office of Ministry, Ms. Susan Thomas, sthomas@wocumc.org or Rev. Donnetta Peaks, dpeaks@wocumc.org.