



Board of Ordained Ministry

Michigan Conference

THE UNITED METHODIST CHURCH

CERTIFIED CANDIDACY PROCESS

July 1, 2021

This document describes the process by which those persons who hear God's call to ministry become certified candidates for licensed or ordained ministry in the Michigan Conference of the UMC. It is intended to be used by Inquiring Candidates, District Superintendents, members of district Committees on Ministry, and others involved in the candidacy process.

*This document is updated and edited regularly. **Please be sure you are using the most recent version.***

STEP 1. PRE-CANDIDACY SUMMIT.

The Candidacy Summit is hosted by the Board of Ordained Ministry and held twice/year to offer potential candidates time and guidance for the discernment of their call. Worship, education, group mentoring, and the administration of the psychological assessment all take place at Candidacy Summit. The following steps are expected before the Summit:

- _____ Be a member of a United Methodist congregation or a baptized participant of a UM campus ministry or other UM ministry setting for one year.
- _____ Meet with a clergy person in your ministry setting, or another UM clergy person, to read and discuss *The Christian as Minister* (available through Amazon.com and Cokesbury.com).
- _____ Send an email to the Superintendent of the district to which you relate (see attached contact list) requesting entrance into the candidacy process and requesting a meeting with her/him. Also include the following:
 1. Name and contact information of your ministry setting (local church, campus ministry, etc.).
 2. Description of your involvement in that setting.
 3. Name and contact info of clergy person with whom you read and discussed *The Christian As Minister*.
 4. Statement of your call to ministry (half-page).
- _____ Attend meeting with District Superintendent. Note the date here:

STEP 2.

Part A. CANDIDACY SUMMIT REGISTRATION

Registration due dates: June 1 (for the July Summit) or December 1 (for the January Summit)

Upon approval of your request, the District Superintendent will give you an Inquiring Candidates Packet. It includes the following for your use. These documents are also available for download on the BOM Exploring Ministry page of the Michigan Conference website,

<https://michiganumc.org/exploring-ministry/>

1. A cover letter from the Board of Ordained Ministry
2. This Candidacy Process check list
3. Names and contact information for district offices and district Committees on Ministry (dCOMS)
4. "River of Life" assignment, for use at the Candidacy Summit

The Packet also includes the following documents **which are to be completed and returned before the Candidacy Summit** to Debbie Stevenson, Coordinator, Board of Ordained Ministry, Michigan Conference Center, 1011 Northcrest Rd., Lansing MI, 48906.

5. The Biographical Information Form (#102)
6. Medical Report of Ministerial Candidate Form (#103)
7. The Candidate's Disclosure Form (#114), requires notary public signature
8. Background Check Authorization form
9. Candidacy Summit Registration form, which requires the signature of your District Superintendent
10. Payment of \$500 for July in-person Candidacy Summit and \$330 for a January online Candidacy Summit. Your local ministry setting and/or district may be able to assist with this cost. Checks should be made payable to *Michigan Conference*. Payments should be mailed to Debbie Stevenson, at the above address.

_____ Registration for the Candidacy Summit completed.

The Declaration of Candidacy Form (#104) should be sent to the same address **after** the Candidacy Summit.

Part B. UMCARES (All UMCARES steps are completed electronically.)

When the completed Candidacy Summit registration is received by the BOM Coordinator, you will be registered in www.umcares.org. Once entered, you will receive an email inviting you to log in.

In the UMCARES Candidacy Track, complete the following:

_____ Candidacy Application form

_____ Pay the Administrative Fee for the Candidacy Process (paid online, \$45)

_____ Release of Information

_____ EM 360

The Candidacy Guidebook does not need to be purchased. Summit participants will receive a digital copy prior to the Summit.

Part C. Prepare for Candidacy Summit

_____ When the above steps are completed, but no later than 15 days prior to the Summit, email Debbie Stevenson, dstevenson@michiganumc.org, to confirm that you are fully registered.

_____ Invite a 3-5 person Prayer Team to pray for you during this journey.

_____ Read the following biblical stories of call: 1 Samuel chapter 3; Esther chapters 1-4 and 8; Acts chapter 9, verses 1-31.

_____ Reflect upon and expand your earlier call story, to a two-page maximum.

_____ Complete the River of Life assignment. See Step 2, Part A, number 4. This will be used during your mentor group meetings.

STEP 3. CANDIDACY SUMMIT ATTENDANCE (July or January)

_____ Mentoring Group sessions 1 and 2

_____ Photograph taken by Summit photographer

_____ Take Psychological Assessment. Specific instructions will be communicated with you prior to the psychological assessment. **A LAPTOP COMPUTER IS NECESSARY.** Mobile phones and tablets are not adequate for this testing.

STEP 4. POST-CANDIDACY SUMMIT

Part A.

_____ Mentoring Group Session 3

_____ Mentoring Group Session 4

_____ Mentoring Group Session 5

Part B. Completion of Psychological Assessment

_____ Meet with the Ministerial Assessment Specialist (MAS). The MAS will contact you to schedule an appointment after the Summit.

_____ You will receive a copy of your psychological report. A summary of the report will be sent to the designated Psych Assessment liaison of your district Committee on Ministry.

_____ On the UMCARES checklist, mark Candidate Assessment Interview as “complete.”

Part C. District Committee on Ministry (dCOM)

Your dCOM may wish to meet you in an informal “Meet and Greet” setting before they formally interview and vote on your candidacy. If this is the case, your District Superintendent or a member of the dCOM will be in touch with you to schedule that.

STEP 5. PREPARATION FOR dCOM CERTIFICATION INTERVIEW

Part A.

_____ Speak with your group Mentor to review the mentor report s/he has written before it is sent to the dCOM Registrar.

_____ Submit a transcript or a copy of your diploma, providing proof of graduation from an accredited high school or a certificate of equivalence to the dCOM Registrar.

_____ Contact your local church pastor or clergy leader of your ministry setting to schedule a meeting of the Staff/Pastor Parish Relations Committee (S/PPRC) or its equivalent.

Part B. Complete the following written requirement for your meeting with the S/PPRC (or equivalent). These documents will also be used by the District Committee on Ministry. All of the documents listed below are available on the Conference website:

<https://michiganumc.org/resources/clergy/exploring-ministry/>.

_____ Responses to the topics listed in the Book of Discipline, ¶310.2a (i-vi), regarding experience, call, beliefs, gifts and support. (Click this link to access *The Book of Discipline* <https://www.cokesbury.com/book-of-discipline-book-of-resolutions-free-versions>)

_____ Provide a signed agreement to the highest ideals of the Christian life, ¶310.2d <https://michiganumc.org/wp-content/uploads/2021/04/Commitment-to-Highest-Ideals-04.2021.pdf>

_____ Email all the above to the chairperson of the S/PPRC or equivalent. Check with the chairperson for any additional information they may be expecting.

Part C. Interview with the S/PPRC or equivalent

The S/PPRC interview is guided by John Wesley’s Historic Questions in the Book of Discipline, ¶310.1d After review of the above documents, conversation, and prayer, the S/PPRC will vote to recommend or not recommend you to the Church/Charge Conference for a vote. As part of the recommendation, the S/PPRC will complete the document “Michigan Conference BOM PPRC” available at <https://michiganumc.org/board-of-ordained-ministry-toolbox/>.

If you are recommended, your pastor or ministry setting clergy leader will contact the District Superintendent to request that a session of the Church/Charge conference be scheduled.

If you are not recommended, the S/PPRC chair or the pastor will notify the District Superintendent and the Board of Ordained Ministry Coordinator, dstevenson@michiganumc.org.

Part D. Church/Charge Conference

The vote to recommend you to the dCOM for certified candidacy must be taken by written ballot and must pass by a 2/3 majority vote.

If you are recommended,

- _____ The DS or Presiding Elder will complete Form 104 (available on the website) and submit it, with all other materials used for the S/PPRC Interview and the Church/Charge Conference, to the District Office.
- _____ You will contact the dCOM chairperson, requesting a Certification Interview.
- _____ Confirm that the S/PPRC chairperson has sent all the materials you prepared for the S/PPRC Interview and Church/Charge Conference to the District Office. Confirm that they have also been sent to the dCOM Registrar and Chair. The candidate is ultimately responsible for this step.

If you are not recommended, the DS, Presiding Elder or Church Conference Secretary will send minutes of the meeting to the District Office and the Board of Ordained Ministry Coordinator, dstevenson@michiganumc.org.

STEP 6. dCOM INTERVIEW

The dCOM vote to approve you for candidacy must be taken by written ballot and must pass by a $\frac{3}{4}$ majority vote.

- _____ After vote is taken, mark “Appearance before District Committee” as completed on the UMCARES page.
- _____ Confirm with Debbie Stevenson that the candidacy process has been completed and your UMCARES track will be closed.

Financial Obligations during the process of moving to Certified Candidacy.

- \$500 contributes to the cost of an in-person Candidacy Summit, background check, and Psychological Assessment and Interview. \$330 contributes to the cost of an online Candidacy Summit, background check, and Psychological Assessment. Due by June 1 or December 1.
- \$45 covers the cost of the Administrative Fee for the UMCARES process. This payment is made directly to GBHEM online.

Important Dates for Upcoming Candidacy Summits

December 1, 2021 – Application and payment deadline for January 28-29, 2022, online Candidacy Summit

January 1, 2022 – Paperwork deadline for January 28-29, 2022, online Candidacy Summit

June 1, 2022 – Application and payment deadline for July 21-22, 2022, in-person Candidacy Summit

July 1, 2022 – Paperwork deadline for July 21-22, 2022, in person Candidacy Summit

CONTACT INFORMATION

Debbie Stevenson
Coordinator, Board of Ordained Ministry
Michigan Conference Center
1011 Northcrest Rd.
Lansing MI, 48906
(517) 347-4030 X4051 (office)
dstevenson@michiganumc.org

District Offices & Superintendents

Northern Skies

927 W Fair, Marquette 49855
906.228.4644
Scott Harmon, District Superintendent
sharmon@michiganumc.org
Diana Byar, Executive Assistant
dbyar@michiganumc.org

Northern Waters

PO Box 37, Cadillac 49601
231.947.5281
Jodie Flessner, District Superintendent
jflessner@michiganumc.org
Jill Haney, Executive Assistant
jhaney@michiganumc.org

Central Bay

PO Box 5386, Saginaw 48603
989.793.8838
John Kasper, District Superintendent
jkasper@michiganumc.org
Teri Rice, Executive Assistant
trice@michiganumc.org

Midwest

207 Fulton St E, Ste 6, Grand Rapids
49503 616.459.4503
Margie Crawford, District Superintendent
mcrawford@michiganumc.org
Liz Bode, Executive Assistant
lbode@michiganumc.org

Mid-Michigan

1161 E. Clark Rd, Ste 216, DeWitt 48820
517.347.4173
Jerry DeVine, District Superintendent

jdevine@michiganumc.org

Sarah Gillette, Executive Assistant
sgillette@michiganumc.org

East Winds

624 West Nepessing, Ste 201, Lapeer 48446
810.396.1362
John Hice, District Superintendent
jhice@michiganumc.org
Cheryl Rentschler, Executive Assistant
crentschler@michiganumc.org

Greater Southwest

2350 Ring Rd N, Ste B, Kalamazoo 49006
269.372.7525
Dwayne Bagley, District Superintendent
dbagley@michiganumc.org
Mandana Nordbrock, Executive Assistant
mnordbrock@michiganumc.org

Heritage

P.O. Box 128, St. Clair Shores 48080
734.663.3939
LuAnn Rourke, District Superintendent
lrourke@michiganumc.org
Dar McGee, Executive Assistant
dmcgee@michiganumc.org

Greater Detroit

PO Box 538, Lincoln Park 48146
313.481.1045
Charles Boayue, Jr., District Superintendent
cboayue@michiganumc.org
Dwanda Ashford, Executive Assistant
dashford@michiganumc.org

Michigan Annual Conference

dCOM Officers 2021-22

Central Bay

DS: Rev. John Kasper
jkasper@michiganumc.org

Chair: Rev. Dave Wichert
wichertdg@yahoo.com

East Winds

DS: Rev. John Hice
jhice@michiganumc.org

Chair:
Rev. Jeff Jagers
fumc.revjagg@gmail.com

Vice-Chair:
Rev. Ann E. Emerson
annbythelakeshore@gmail.com

Registrar:
Rev. Sue Platt
sueeplatt@gmail.com

Greater Detroit
DS: Rev. Dr. Charles Boayue
cboayue@michiganumc.org

Chair: Rev. Steve McCoy
steve@newburgumc.org

Vice Chair:
Rev. Kevin Smalls
kevinsmalls@aol.com

Registrar-Elder/Deacon Tracks:
Carole Wesner
carole.wesner@gmail.com

Registrar-Local Pastors:
Rev. Jean R. Snyder
rev.jeansnyder@gmail.com

Greater Southwest
DS: Rev. Dwayne Bagley
dbagley@michiganumc.org

Chair: Rev. David Hills
dfhills@gmail.com

Registrar:
Rev. Mona Joslyn
mojoslyn2@gmail.com

Heritage
DS: Rev. LuAnn Rourke
lrourke@michiganumc.org

Chair: Rev. Nancy Lynn
nancy@fumc-a2.org

Registrar:
Mary Loring
mkloring23@gmail.com

Mid-Michigan
DS: Rev. Dr. Jerry DeVine
jdevine@michiganumc.org

Chair: Rev. Pat Brook
plb331@gmail.com

Registrar-Local Pastors:
Rev. Billie Lou Gillespie
spiritdancer1216@gmail.com

Registrar-Candidates:
Irene Vittoz
ilv@vccoconsulting.com

Midwest
DS: Rev. Dr. Margie Crawford
mcrawford@michiganumc.org

Chair: Pastor Terri Cummins
Tcummins5@aol.com

Registrar:
Rev. Bill Johnson
bjinside@gmail.com

Registrar-Local Pastors:
Rev. Nancy Patera
nancypatera@me.com

Northern Skies
DS: Rev. Scott Harmon
sharmon@michiganumc.org

Chair: Rev. Christopher P. Hintz
chintz@mqthope.com

Registrar:
Rev. Peggy Paige
mapaige49@yahoo.com

Northern Waters
DS: Rev. Jodie Flessner
jflessner@michiganumc.org

Chair: Rev. Dale Ostema
dale@tccentralumc.org

Registrar:
Rev. Melody Olin
melodyolin@yahoo.com