



# Board of Ordained Ministry

Michigan Conference

THE UNITED METHODIST CHURCH

## CERTIFIED CANDIDACY PROCESS

October 24, 2024

*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.***

*Keep this document for your records as you move through the process.*

### STEP 1. PRE-CANDIDACY SUMMIT.

*The Candidacy Summit is hosted by the Board of Ordained Ministry and held twice per 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 direct you to the Michigan Conference Exploring Ministry webpage <https://michiganumc.org/exploring-ministry/> where you will find summit documents which include:

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
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 Criminal and Credit Check Authorization form
9. Candidacy Summit Registration form, which requires the signature of your District Superintendent
10. **Payment of \$330 for the online Candidacy Summit.** This fee includes the Background check and participation in the psychological assessment. Your local ministry setting and/or district may be able to assist with this cost. Checks should be made payable to the *Michigan Conference* and mailed to the attention of Debbie Stevenson, at the address below.

**The above documents and payment should be completed and returned before the Candidacy Summit** to Debbie Stevenson, Coordinator, Board of Ordained Ministry, Michigan Conference, 1011 Northcrest Rd., Lansing MI, 48906; [dstevenson@michiganumc.org](mailto:dstevenson@michiganumc.org).

\_\_\_\_\_ 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. 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](mailto: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 VIA ZOOM (January or July)**

\_\_\_\_\_ Mentoring Group sessions 1 and 2

\_\_\_\_\_ Take Psychological Assessment. Specific instructions will be communicated with you prior to the psychological assessment. **A DESKTOP OR 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.

#### **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.

\_\_\_\_\_ Order a transcript from the seminary you are attending (where applicable) and have it sent to Debbie Stevenson ([dstevenson@michiganumc.org](mailto:dstevenson@michiganumc.org)).

\_\_\_\_\_ 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](mailto: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](mailto: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” will be noted.

\_\_\_\_\_ Confirm with Debbie Stevenson that the candidacy process has been completed.

### **Financial Obligations during the process of moving to Certified Candidacy.**

- \$330 contributes to the cost of an online Candidacy Summit, background check, and Psychological Assessment. Due by June 1 or December 1.

### **Important Dates for Upcoming Candidacy Summits**

December 1, 2024 – Application and payment deadline for January 24-25, 2025, online Candidacy Summit

January 1, 2025 – Paperwork deadline for January 24-25, 2025, online Candidacy Summit

June 1, 2025 – Application and payment deadline for July 18-19, 2025, online Candidacy Summit

July 1, 2025 – Paperwork deadline for July 18-19, 2025, online 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](mailto:d Stevenson@michiganumc.org)

### District Offices & Superintendents

#### Central Bay

PO Box 5386, Saginaw 48603  
989.793.8838  
John Kasper, District Superintendent  
[jkasper@michiganumc.org](mailto:jkasper@michiganumc.org)  
Teri Rice, Executive Assistant  
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#### East Winds

PO Box 322, North Branch 48461  
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Jodi Fuller, Executive Assistant  
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#### Greater Detroit

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#### Greater Southwest

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269.372.7525  
Dean Prentiss, District Superintendent  
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Mandana Nordbrock, Executive Assistant  
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#### Heritage

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Sarah Gillette, Executive Assistant  
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#### Northern Skies

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#### Western Waters

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