

CANDIDACY PROCESS
SOUTH CAROLINA CONFERENCE

Revised 06/04/2020

INQUIRING CANDIDATE (¶ 310 & 310.1a) – Pre Retreat

(Please return one copy of items (a – f) to both the Office of Clergy Services and your District Office!)

1. Read & Discuss the book “**Christian as Minister**” with pastor or campus minister.
2. Get letter from Pastor/Campus Minister indicating that candidate is a professing member in good standing of the United Methodist Church or a recognized UM campus ministry or other ministry setting for at least one year (¶ 310.1) **and** has read and discussed the book “**Christian as Minister**”.
3. Write DS to schedule a meeting and to request admission to the UMC candidacy process. **Include a written statement of your call to ministry.**
4. Discuss psychological assessment process and sign Psychological Consent Forms in **District Office & submit to Office of Clergy Services**. Contact and begin psychological testing process with the vendor.
5. Complete and submit a Biographical Information Form (Form 102) to **District Office & Office of Clergy Services**
6. Request to be registered in UMCares (GBHEM Online Candidacy system). The registration cost is **\$45.00**, paid within the UMCares system when prompted by UMCares system email and download the Candidacy Guidebook.
7. Request the DS to complete and submit a **Request for Candidacy Packet** (10SCBOM) form to the **Office of Clergy Services**. Packet contents include:
 - a. Credit Statement ¶ 310.2b (Form 06SCBOM)
 - b. Criminal Background Statement (this form includes the statement of any convictions – or written accusations – of sexual misconduct or child abuse as required by ¶ 310.2b) Screening cost is **\$20.00**
 - c. Medical Report (Form F-103) to be completed by physician of candidate’s choosing
 - d. The TABE (Test of Adult Basic Education) results (see Timeline/Checklist)
 - e. Proof of graduation or high school or equivalent (12SCBOM). Can be diploma or college degree
8. Complete items (a-e) and submit to **both offices** by November 1 for “Fall Retreat” & June 1 for “Summer Retreat”
9. Complete & submit Candidacy Retreat Application and Retreat fee (**\$125.00**) – Application provided to the candidate upon completion of all prerequisites.

EXPLORING CANDIDATE (¶ 310.1b, c) [Attend Candidacy Retreat – Summer or Fall]

1. **Candidacy Mentors** – You will be assigned your candidacy mentors at the candidacy retreat!
2. **Candidates** – You will meet other candidates who are in the process. You will have the opportunity to both share and hear stories of calling and dreams for ministry.
3. **Orientation to Ministry (¶312)** – Guest speakers who have already navigated the process will share their path of discernment and their joys and difficulties within the vocation.
4. **Mentor Group Meetings** – You will be assigned to your mentoring group and complete your first two mentoring sessions while at the retreat. You will schedule four more meeting times with your mentoring group after the retreat to continue working *Candidacy Guidebook*.
5. **Psychological Testing** – You will take the psychological test with other candidates at the Candidacy Retreat. Your cost is **\$340.33** which must be paid prior to the retreat. This represents 1/3 the cost of the test. The Board of Ordained Ministry pays the remaining 2/3 of the cost of the testing.

DECLARED CANDIDATE (¶ 310.1d, e) & CERTIFICATION (¶310.2) – Post Retreat

1. **Local Church SPRC**-Confer with your pastor and request meeting with PPRC to share statement of call and be prepared to discuss Wesley’s historic questions in ¶ 310.1d 1-3 A written **two-thirds** votes will be taken to determine if you are ready to move forward in the process and be recommended to your charge conference.
2. **Meet with Local Church Charge Conference**. Share your call story. A written ballot must be taken and you must receive **two-thirds** approval of Charge Conference.
3. **Meet with District Committee on Ministry (¶ 310.2)**
 1. Write responses to queries in ¶ 310.2a.
 - a. Candidacy Mentor provides statement to dCOM.
 - b. Agree to the personal dedication outlined in ¶310.2d
 - c. Be examined by dCOM, including review of all materials and standards of ¶310.2c.
 - d. Be approved as a Certified Candidate upon three-quarters approval by written ballot.

CONTINUATION OF CERTIFIED CANDIDACY (¶313)

1. Request continuation by Charge Conference or equivalent body **annually** and receive a **favorable** recommendation (¶313.1)
2. Provide evidence of satisfactory progress in required studies (¶313.2)
3. Annual report of Mentor to DCOM
4. Annual interview with DCOM for vote on continuation (¶313)