

## TIMELINE/CHECKLIST FOR CANDIDACY CERTIFICATION (IN-PROCESS)

Candidate's Full Name: \_\_\_\_\_ District: \_\_\_\_\_

The Office of Clergy Services will send to you the forms by email. The forms are also available at the [Office of Clergy Services Forms & Information page](#) at [umcsc.org](http://umcsc.org). Payments associated with any form should be made online or by mailing a check to the Office of Clergy Services, payable to the SC Conference Treasurer's Office, 4908 Colonial Drive, Columbia, SC 29203.

### **Please return one copy of each form to both the Office of Clergy Services and to your District Office.**

\_\_\_\_\_ Completed steps 1-4 of Candidacy Process and submitted to district office

(Pastor's letter – Membership & "Christian as Minister", Call Statement, Psychological consent)

\_\_\_\_\_ Signed and submitted Psychological Consent to Testing (Phase I) & began testing process

*Your cost of \$340.33 for psychological testing must be paid in advance by credit/debit card or check. This represents 1/3 of the cost of the test. The Board of Ordained Ministry pays the remaining 2/3 of the cost of the test. Please call [Ministry Development Services Center](#) in Charlotte at [704-554-9222](tel:704-554-9222). Tell them that you are with the South Carolina Annual Conference and making the payment for your psychological testing. District office will send copy of your Consent to Testing form to MDS.*

\_\_\_\_\_ Completed and submitted Biographical Information Form ([Form 102](#))

\_\_\_\_\_ Completed Request for Candidacy Form in district office (10SCBOM)

I plan to attend the following retreat:

\_\_\_\_\_ **December Retreat** (Deadline: Nov. 1)

\_\_\_\_\_ **July Retreat** (Deadline: June 1)

\_\_\_\_\_ A. Submitted proof of High School diploma or equivalent (Diploma or College Degree)

\_\_\_\_\_ B. Completed TABE testing and submitted test results (reading and language sections only)  
(Can be taken at Adult Education Offices in SC)

\_\_\_\_\_ C. Completed and submitted Credit Statement ([06SCBOM](#))

\_\_\_\_\_ D. Completed and submitted **Notarized** Criminal Background Statement ([07SCBOM](#)) (**Paid \$20**)

***Note:** Completing the Credit Statement and Background Statement authorizes the Office of Clergy Services to complete credit and background screening. The Office of Clergy Services will send background report to district office.*

\_\_\_\_\_ E. Completed and submitted Medical Report ([Form 103](#))

\_\_\_\_\_ F. Completed and submitted [Candidacy Retreat Application Form](#) and Retreat Fee (**Paid \$125**)

\_\_\_\_\_ G. Submitted Photo of self

\_\_\_\_\_ H. Submitted Payment to GBHEM (\$45) for UMCares Registration\*\*\*