

**Yellowstone Conference, United Methodist Church
Candidacy Process Guidelines:
2012 Book of Discipline**

This is not a simple checklist, but a spiritual discernment process.

Paragraph numbers relate to the 2012 Book of Discipline. It is helpful to have a personal copy of the Discipline for the year in which you are certified, as this will hold the guiding information for you. Resource information is attached.

Name: _____

Phone #s: _____ E-mail: _____

Address: _____

Church Membership (at beginning of process): _____

District: _____

School Status: Graduated High School _____ or Equivalency Certificate _____

College or University studies/degrees _____

Expected Date of Graduation from Seminary _____

or Completion of Course of Study _____

Candidacy for Licensed and Ordained Ministry Entrance Procedures (¶ ¶310, 311)

Date *Please note date in each blank space when action is completed!*

_____ Contact pastor of your local church, another United Methodist clergy, or local District Superintendent (DS) to begin inquiry process

_____ Candidates are encouraged to study resources such as *The Christian as Minister*, *Understanding God's Call* and *Ministry Inquiry Process* with a pastor. (Resources are available from Cokesbury Publishing)

Name of pastor working with you: _____

_____ Candidate shall be an active member in good standing of a local congregation or campus ministry for a minimum of 1 year immediately prior to application for Candidacy ¶ 310.1.a

Leadership roles in local church _____

_____ Candidate applied in writing to local District Superintendent (DS) for admission into the candidacy program, including statement of call and requesting a mentor. Copy letter to chair of the District Committee on Ministry (dCOM) ¶ 310.1.b

DATES

_____ Candidacy Mentor assigned by dCOM, in consultation with the DS

Name of Candidacy Mentor assigned: _____

_____ Preliminary studies in the *Candidacy Guidebook* and/or other resources with mentor (Guidebook available online through UMCARES when registered)

_____ Write statement of call and response to Wesley's historic questions found in ¶ 310.1.d

_____ Consult with pastor and request recommendation for certification from local S/PPRC ¶310.1.d

_____ Received recommendation from S/PPRC (¶ 310.e) to the Charge/Church Conference

_____ Received recommendation (by written ballot) of 2/3 of Charge/Church Conference ¶ 310.1.e

_____ Send notification of approval to dCOM chairperson and District Superintendent

_____ Request to meet with dCOM ¶310.2.a (*Bring candidacy checklist to dCOM meetings!*)

_____ Prepare paper as described in ¶ 310.2.a

_____ Background Check required yacumc.org/backgroundcheck.

New candidates to ministry mark "Lay" as they begin the process and mark they are taking this background check for the "Yellowstone Conference." BOM will cover the \$37 cost for each candidate, which includes the risk management training as well.

_____ Medical checkup with form provided by dCOM Chair

_____ Current Credit Check (candidate obtain online through Equifax or similar resource)

_____ Register online with UMCARES, Div. of Ordained Ministry, GBHEM, by invitation of your DS

The candidacy system website, known as UMCARES, is accessible at www.umcares.org

UMCARES Staff Information: *Paula Gardner-Porter is currently managing the work of the online candidacy application system and the psychological assessment process.*

You may contact her at candidacy@gbhem.org.

Technical assistance with the system is available from Sheridan Gove, sgove@gcfa.org.

Please direct questions related to psychological assessment to assessment@gbhem.org or call 615-340-7588

Mailing address: DOM P.O.E. Box 340007, Nashville, TN 37203

Please add these emails to your contact list so they will not be treated as spam.

UMCARES will bring up its own set of steps to complete online, including selection of the Ministry Assessment Specialist (Martha Hinkle, Clergy Assessment Services), Release of Information, Personal Data Inventory, Personal/Professional References and then the Psychological Assessment Request. Please do not order the psych assessment until you check with your dCOM or DS.

_____ Mentor requests Psychological Assessment online from UMCARES and notifies the Conference office (online link under Board of Ordained Ministry)

Notify Assessment Coordinator, David Greep, dgreep@aol.com, (406) 459-2306 and the Yellowstone Conference Office. See conference link at YACUMC.org through Board of Ordained Ministry. Candidate is asked to contribute \$200 toward the \$650 cost of the assessment.

_____ Mentor contacts psychological assessment specialist of candidate's choice:

- Chuck Heath cechheath@gmail.com (406) 252-9785
556 Coulee Dr. Billings MT 59101,
- Jana Staton, jstaton@montana.com, (406) 421-5558,
629 Beverly Ave., Missoula MT 59801
- Don Derryberry, dondberry@msn.com, (307) 672-9779,
215 W. Works, Sheridan, WY 82801

Meet with assessor prior to receiving psychological assessment results and following. Candidate does not keep results but may see them and take notes. Assessor sends summary reports to mentor, dCOM chair and Assessment Coordinator. Official results are sealed and kept on file under the Bishop's supervision.

_____ Candidate appeared before the dCOM for examination, having submitted written responses to items listed in ¶ 310. 2.a and the completion of and release of required psychological reports, medical exam, criminal background and credit checks & notarized statements as defined in ¶310.2.b, c, and d

Candidate agrees "for the sake of the mission of Jesus Christ and the most effective witness of the gospel and in consideration of their influence as clergy" to make a complete dedication of themselves.

_____ Candidate recommended as Certified Candidate by 3/4 vote of the dCOM

If possible, the candidates' local church is encouraged to help with the costs of candidacy. Upon certification, the candidate is referred to a UM approved seminary. S/he may be eligible for some financial support from the conference. Apply through Board of Ordained Ministry.

Appointment as a Local Pastor may occur at this point upon successful completion of Licensing School for Pastoral Ministry. ¶311

Continuation of Certified Candidacy

Candidate continues regular meetings with Candidacy Mentor and participates in an orientation to ministry provided by the Conference. ¶ 312

Candidate continues to meet annually for recertification with the dCOM who assures that the following conditions are being met: ¶ 313

1. Candidate receives an annual recommendation of their home charge conference
2. Candidate makes satisfactory progress in their studies as indicated by official transcripts
3. Candidate continues to evidence gifts, fruits, and God's grace for the work of ministry.

Re-certified: Date _____ Date _____ Date _____ Date _____ Date _____

License for Pastoral Ministry (§ 315)

All persons not ordained as elders who are appointed to perform the duties of a pastor shall have a License for Pastoral Ministry. The Board of Ordained Ministry may recommend to the executive session at annual conference the licensing of persons who are:

1. Provisional elders commissioned by the annual conference
2. Local pastors who have completed the conditions for candidacy certification and the studies for the license as prescribed and have been examined and recommended by the dCOM
3. Associate members of the annual conference
4. Deacons in full connection seeking ordination as elders
5. Licensed or ordained clergy from other denominations
6. In every case, those licensed shall have met requirements listed under **§ 315.6**

Those appointed as Licensed Local Pastors are clergy members of the Annual Conference. They are no longer considered certified candidates and are assigned a clergy mentor.

For Licensed Local Pastors:

_____ Licensing school completed at _____

_____ Pastoral appointment assigned by bishop to _____

_____ License Issued

Course of Study enrolled at _____

[5 full courses must be completed within 8 years by full time & 12 years by part time local pastors]

Send copy of annual application for Course of Study to DS for signature and forwarding on to:
Local Pastor Registrar: J. Kelly Addy, 1082 Senora Ave., Billings, MT 59105

_____ Year one _____ Year two _____ Year three _____ Year four _____ Year five

Local pastor continues to meet with dCOM annually. Bring License for DS Signature and provide annual letters of recommendation from local S/PPRC chair

Dates license renewed: _____ / _____ / _____ / _____ / _____ /
_____ / _____ / _____ / _____ / _____

To maintain License for Pastoral Ministry candidate must be making satisfactory progress in licensing studies.

Official Course of Study transcript sent to dCOM annually

Local pastor continues to meet with mentor. Mentor's name _____

Participation is required in conference local pastor training events

Dates

_____ Completed Course of Study or _____ Completed 1/3 of M.Div degree

Authorization for License for Pastoral Ministry may be renewed annually by the dCOM (local pastors) or the Board of Ordained Ministry (provisional elders etc.)

Associate Membership ¶321

Local pastors may be elected to Associate Membership by vote of the clergy members in full connection upon recommendation of the Board of Ordained Ministry when they have met the following:

- Reached the age of forty
- Served four years as full-time Local Pastor
- Completed the five-year Course of Study
- Completed a minimum of sixty semester hours toward BA or equivalent
- Been recommended by the dCOM and the Board of Ordained Ministry (BOM)
- Declared willingness to accept full-time appointment
- Satisfied physical, mental and emotional health requirements
- Be willing to make a complete dedication of him/herself to the highest ideals of Christian life
- Prepared required sermon and theology statements for presentation to the BOM

- _____ Recommendation of dCOM: The candidate has demonstrated exceptional abilities of service and leadership to the satisfaction of the dCOM
- _____ dCOM notified conference Board of Ordained Ministry registrar Susan DeBree of recommendation for associate membership
- _____ Candidate presented a satisfactory certificate of good health by a physician, using the prescribed form, to the BOM. (disabilities are not to be construed as poor health.)
- _____ Candidate responded to a written and oral examination administered by the conference BOM as outlined in ¶ 322.9 (reference also ¶ 324.9)
- _____ BOM voted to recommend for Associate Membership
- _____ Received as Provisional Member of the annual conference by ¾ vote of the clergy members of the conference in full connection present and voting.

Provisional Membership (¶ 324)

All Provisional Members are to be under supervision by a mentor assigned by the BOM. A person shall be eligible for election to provisional membership in the annual conference by vote of the clergy session on recommendation of its Board of Ordained Ministry after meeting the following qualifications:

Candidate shall have been a certified candidate for a minimum 1 year (maximum of 12 years)
The candidate has demonstrated their gifts for ministries of service and leadership to the satisfaction of the dCOM

- _____ dCOM notified in writing conference Board of Ordained Ministry registrar, Susan DeBree of recommendation to come before BOM for provisional membership by ¾ majority vote
- _____ Completed undergraduate requirements as described in ¶324.3
- _____ Completed graduate requirements described in 324.4, 5 or 6

Master's of Divinity degree completed from _____
Date _____

_____ Local pastors completed basic and advanced Course of Study, ¶324.6.d
Completed Advanced Course of Study: School _____

_____ Candidate submitted official transcripts to BOM ¶ 324.7

_____ Candidate presented a satisfactory certificate of good health by a physician, using the prescribed form, to the BOM. ¶324.8 (disabilities are not to be construed as poor health.)

_____ Completed written materials and submitted them to BOM registrar ¶ 324.9, 12, 13

_____ Personal interview with BOM

_____ BOM voted to recommend in writing to the clergy session based on at least a 2/3 vote for provisional membership and commissioning

or _____ Voted not to recommend for provisional membership

or _____ Voted continuation of certified candidate status

or _____ Voted discontinuance of certified candidate status

Clergy Mentor assigned _____

_____ Clergy session of the annual conference vote for provisional membership

Note: provisional membership is reviewed for continuance or discontinuance annually.

Commissioning ¶ 325

Commissioning is the act of the church sending provisional members into their appointed charges. After fulfilling all candidacy requirements and upon recommendation of the BOM, the clergy session shall vote on the provisional membership and commissioning of the candidates. Service, eligibility and rights of provisional membership are described in ¶ 326 and ¶ 327

Full Membership and Orders

Deacons ¶ 328, 329 330, 331, 336

Elders ¶ 332, 333, 334, 335, 336

Provisional members who are candidates for full connection and ordination as deacons or elders and have been provisional members for at least two years; and have served under episcopal appointment for at least two full conference years following the completion of the educational requirements specified, may be admitted into membership in full connection and approved for Deacon's or Elder's ordination by 2/3 vote of clergy members in full connection.

_____ Candidate presented a satisfactory certificate of good health by a physician, using the prescribed form, to the BOM. (disabilities are not to be construed as poor health.)

_____ Candidate submitted transcripts to BOM indicating satisfactory completion of the studies of a Master's of Divinity Degree from a UM seminary or one listed by the University Senate, or its equivalent as determined by GBHEM.

_____ Candidate completed written materials requested by the BOM and submitted to BOM registrar.

_____ Candidate submits a *Fruitfulness in Ministry* project as per GBHEM requirements

_____ Candidate responded to a written and oral doctrinal examination as defined in ¶ 330.5 Deacon's or ¶ 335 Elder's

_____ BOM members completed on-site visit at _____

- _____ BOM recommended candidate for Full Membership and Orders.
or _____ Voted not to recommend for Full Membership and Orders
or _____ Voted continuation of provisional status
or _____ Voted discontinuance of provisional status
- _____ Clergy session of annual conference voted candidate into full membership.
or _____ Voted not to recommend for full membership and orders

**YELLOWSTONE CONFERENCE, UNITED METHODIST CHURCH
CANDIDACY PROCESS GUIDELINES
2012 BOOK OF DISCIPLINE**

To the Candidate,

This may appear daunting, but it is intended to be your guide for several years. It is also a convenience for your mentors, District Superintendents and District Committees on Ministry as they work with you through the steps into ministry.

At any step along the way, you or others may say “Wait,” or even “No.” This is a time of intense spiritual discernment for all of us. This is not a simple checklist, but a spiritual development process. Much of your work with your mentor will be online.

You may find it helpful to place this information into one binder to which you can refer and add information as you move along. We also recommend you obtain a personal copy of the Book of Discipline for the quadrennial in which you become certified, as that will be the full guide for you. It is available in downloadable format as well as hard copy.

Our prayers are with you. As you move through “The Process” may you find evidence of God’s grace.

**Su DeBree
Conference Registrar and BOM Candidacy Care Facilitator**

CURRENT HOPEFULLY USEFUL INFORMATION

ACRONYMS: The United Methodist Church may have more acronyms and jargon than the military. These will get you started:

S/PPRC means Staff/Pastor Parish Relations Committee. This is the personnel committee of your local church that recommends you for the process of becoming a pastor.

Church or Charge Conference is a meeting of all members of your church (church conference), or the council (charge conference) that normally meets once a year to accomplish business of the local church. They may call a special session to take a vote to recommend you as a candidate for ministry. You need to keep connected to your local congregation and send an annual report to them describing your progress. They vote to renew their support annually. They are encouraged to help you with financial expenses as possible, and always to support you with their prayers.

dCOM is the District Committee on ministry. (Don't ask me why the d is lower case and the o is not. "It's a mystery" may be a good answer for some questions they might ask you). Made of clergy and lay people, they will work with you, certify you as a candidate, and fulfill other roles outlined above and in the Book of Discipline.

DS means District Superintendent. These clergy have administrative responsibilities including encouraging and directing you.

As of July 1, 2014, Kama Hamilton Morton is District Superintendent for Montana

kama@yacumc.org, (406) 865-6853
1204 6th Ave. North, Great Falls, MT 59401

Deb Olenyik is District Superintendent for Wyoming

deb@yacumc.org, (370) 287-2192
145 S. Durban St., Ste. 204, Casper, WY 82601

The Cabinet is composed of our bishop and district superintendents. They provide guidance and administrative oversight for all congregations and clergy within our conference. Our bishop is the leader of the Cabinet:

Bishop Elaine Stanovsky bishop@yacumc.org
6110 S. Greenwood Plaza Blvd, Greenwood Village, CO 80111

BOM is Board of Ordained Ministry, the conference-wide board made up of clergy and lay people responsible for overseeing the process of bringing people into ministry.

The Yellowstone Conference refers to a geographic region including all of Montana, half of Wyoming, and a pinch of Idaho. All UM clergy and elected laity from each church attend an Annual Conference gathering for inspiration, fellowship and accomplishing business in the first part of June. Go to www.yacumc.org for more.

Yellowstone has three districts and you will work with the dCOM in your region.

Western Mountains includes Western Montana and that sliver of Idaho

Chair dCOM: David Greep dgreep@aol.com (406) 459-2306
PO Box 802, E. Helena, MT 59635

Form May 2015

Northern Plains includes all of central and north-eastern Montana.

Chair dCOM: Diane Inbody dinbody31@gmail.com (406) 531-0083
PO Box 1484, Choteau, MT 59422

Big Horn includes SE Montana and NW Wyoming

Chair dCOM: Karen McRae pastorkaren@codyumc.com (307) 587-4430
PO Box 1416, Cody, WY 82414

Psych Assessment

Early during your online process, you will be taking a Psychological Assessment. Do not fear. These can be very helpful understanding yourself and identifying your strengths and weaknesses. Counselors can be so helpful to you as you serve others.

When you are ready for this step, your mentor should contact our Psych Assessment Coordinator, David Greep, dgreep@aol.com, 406-459-2306,
P.O. Box 802, E. Helena, MT 59635

David will contact the Psych Assessment specialist of your choice (see below)

You will be asked to pay \$200 to the Conference toward the cost of the assessment. You might request assistance from your church to help defray this cost. The conference will be paying \$450 toward the cost. The results are analyzed through Clergy Assessment Services and a report is sent to the specialist you select from Yellowstone. These are licensed counselors who will meet with you to become acquainted prior to receiving the results and then again once the results are received.

Yellowstone Psychological assessment specialists

Chuck Heath cechheath@gmail.com (406) 252-9785
556 Coulee Dr. Billings MT 59101

Jana Staton, jstaton@montana.com, (406) 421-5558
629 Beverly Ave., Missoula MT 59801

Don Derryberry, dondberry@msn.com, (307) 672-9779
215 W. Works, Sheridan, WY 82801

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