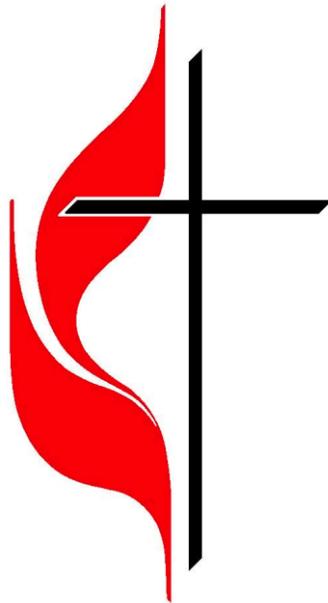


***District Committee  
On Ordained Ministry  
HANDBOOK***



**UPPER NEW YORK  
ANNUAL CONFERENCE  
THE UNITED METHODIST  
CHURCH**

**(Revised, October 2015)**

References are to the 2012 *Book of Discipline*

**The District Committee on Ordained Ministry**  
Upper New York Annual Conference

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## **The District Committee on Ordained Ministry Upper New York Annual Conference**

### Preface

The Mission Statement of the Board of Ordained Ministry of the Upper New York Annual Conference: To partner with God in a life-giving process to discern, equip, nurture, and support those Christ followers whom the Holy Spirit is calling to joy-filled, passionate, transformational leadership in certified, licensed, and ordained ministry.

The dCOM is amenable to the annual conference through the Board of Ordained Ministry and serves to fulfill its mission in each district of the Annual Conference.

This handbook describes and is designed to assist the dCOM's of the Upper New York Annual Conference (UNY) in this mission. Our hope is to create consistent practices among all the dCOM's by specifying required actions while leaving space for the committees, prompted by necessity and guided by the Holy Spirit, to do all they can to discern and facilitate each candidate's calling to lay, certified, licensed, or ordained ministry.

This handbook contains current policies and practices as stated at the time of publication. If any errors are found, corrections or additions needed, or alterations required, please communicate with the BoM dCOM division chair, Tom Pullyblank, at [tpully@hughes.net](mailto:tpully@hughes.net).

## ORGANIZATION OF THE dCOM

The ministry of the district committee on ordained ministry (dCOM) is defined in the *2012 Book of Discipline* ¶666

Guidelines from the General Board of Higher Education and Ministry for the work of the dCOM can be found in the Board of Ordained Ministry Handbook Chapter 2 at

<http://www.gbhem.org/networking/board-ordained-ministry-handbook>

Each dCOM is responsible for the following actions:

1. Meeting and encouraging candidates' progress as they enter and explore their calling as Inquiring, Exploring, and Declared Candidates.
2. Recommending candidates for **certification** for **licensed** or **ordained ministry** (criteria: Fitness for Ministry, page 5)
3. Recommending certified candidates for **provisional membership** prior to interviews with the UNY Board of Ordained Ministry(criteria: Readiness for Ministry, page 5)
4. Recommendation for **licensing** for pastoral ministry (criteria: Fitness for Ministry, page 5)
5. Recommending local pastors for **associate membership** prior to interviews with the UNY Board of Ordained Ministry(criteria: Effectiveness in Ministry, page 5)
6. Recommendation for **readmission** to conference membership prior to interview with the UNY Board of Ordained Ministry.
7. Aid and interpret the work of a congregation's **pastor-parish relations committee** as they approach the task of recommending candidates from their Charge.
8. Review and certify those prepared to serve as **certified lay ministers**

In addition, the district committee on ordained ministry shall aid the local church in the process of enlisting persons for ordained ministry as deacon or elder or for service as a local pastor, encourage persons to enter the candidacy program, and maintain an accurate list of all candidates under its care.

Please note that all actions are *recommendations* to the UNY Board of Ordained Ministry and shall be reported to the Board through the “**dCOM Action Report Form**” (page 31) by the district committee registrar. **The Secretary will also send copies of minutes to the BOM Registrars (see Addendum A).**

## OVERVIEW: RESPONSIBILITIES OF THE dCOM

### A. **Candidacy Certification:** Assess *Fitness for Ministry*

- Spiritual fitness
- Psychological fitness
- Physical fitness
- Potential for effectiveness

#### **Interviews are required at these points:**

1. A “Getting-to-know you” interview, as well as “checking in” interviews will be conducted annually for each candidate, as long as, they are active in the candidacy program.
2. *Certification Interview* following completion of all steps for certification.
3. Annual renewal of certified candidacy.

### B. **Licensed Local Pastor:** Approve continuation of certification *Pastoral Ministry*

- Fitness issues (See Section A above)
- Readiness issues
- Recommendation for licensing and conference relationship (either part-time or full-time)
- Annual continuation of certification for pastoral ministry, including effectiveness in ministry

### C. **Associate Membership:** Assess *Effectiveness in Ministry*

- Assess areas of developing competency
- Review academic background
- Consider current practice of ministry
- How has theological understanding evolved since licensing?

### D. **Provisional Membership:** Assess *Readiness for Ministry*

- Areas of developing competency
- Review academic background
- Consider field education experiences, internships, other practice of ministry experiences
- How has theological understanding evolved since certification?

### E. **Certified Lay Minister:** Assess and approve based on the following:

- Involve the covenant and plan for ministry in the local church
- Works as part of a ministry team, supervised by credentialed clergy.
- Annual interview

## **dCOM LEADERSHIP JOB DESCRIPTIONS**

### **District Superintendent**

- Meets with new inquiring candidates to hear their sense of call and to aid their enrollment to the candidacy program via the GBHEM website.
- Provides a packet to the inquiring candidate which includes the candidacy checklist, GBHEM Form 102 (Personal Data Inventory), the legal clearances and background check, medical report form, candidate's disclosure form and the instructions and authorization form for the expanded background check.
- Assigns candidacy mentors and provides their contact information to the candidate.
- Assists the dCOM chair in scheduling candidates' interviews.
- Presides at charge conference where the vote is taken on candidates.
- Nominates district committee on ordained ministry members and leaders.
- Obtains, from the former district, the files of candidates and local pastors moving to the district.
- Reviews the Clergy Report to Annual Conference to make sure all information is complete and accurate.

### **Chairperson**

- Sets date and place for meetings.
- Schedules interviews with candidates.
- Sets the agenda and presides at the meetings.
- Makes sure that all dCOM leaders are following through on their responsibilities.
- Makes sure that the dCOM interviews candidates at the appropriate time with the appropriate documents in hand.
- Communicates the actions of the dCOM to the candidate.

### **Secretary**

- Sends meeting notices, if not done by the chair.
- Records and sends minutes of the meetings to the dCOM members, district office and to the BoM co-chairs in a timely manner.
- Keeps a file of all dCOM minutes.

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**dCOM LEADERSHIP JOB DESCRIPTIONS (Continued)****Registrar**

- Tracks all candidates.
- Maintains the official file for each candidate (kept in the district office). A “ Candidacy File Checklist” or “Local Pastor’s File Checklist” shall be used to keep a record of documents in each candidate’s file. Record keeping procedures shall be governed by the *Guidelines for Keeping Ordained Clergy and Diaconal Ministry Personnel Records in The United Methodist Church* prepared by GCFA. <http://www.gcfa.org/sites/default/files/pdf/Personnel-and-Supervisory-Record-Guidelines.pdf>
- Uses the Action Report Form (UNY dCOM Handbook page 31) to record and report to the UNY Board of Ordained Ministry all actions of the dCOM. Keeps a copy of this Action Report Form in the candidate’s file.

**Board of Ordained Ministry Representative**

- Exchanges questions and information between the district committee and the UNY Board of Ordained Ministry.
- Assists in training members of the district committee.

## **dCOM INTERVIEW GUIDELINES**

**FOR ALL TRACKS, please note the KSAP definitions and table**

**<http://www.unyumc.org/ministries/boom>**

### **Guidelines for preparing for an interview**

- Allow adequate time before each interview to review the file, the written documents, the psychological assessment, and other documents. Discuss concerns and issues that need to be addressed in the interview.
- Decide on the most important questions and who will ask each question (do not have the chair or one person ask all the questions).
- Decide on the size of the interview group. (When necessary, the dCOM can subdivide for most interviews and then report back a recommendation to the total committee for the final decision.)
- Refer to the UNY *dCOM Handbook* to make sure all items are in the file prior to the interview.
- Decide how long the interview will be.

### **Role of the Chair**

- Make sure that prior to scheduling an interview, the necessary papers have been submitted and the psychological assessment is in the file.
- Welcome the candidate to the interview and introduce by name and church to the dCOM. State the purpose of the interview (acquaintance, staying connected, certification interview, for recommendation for provisional or associate membership, etc.)
- Ask members of the dCOM to introduce themselves.
- Ask someone to begin with a prayer.
- State the time available for the interview and be the time-keeper.
- The chair may want to ask the first question. A possible first question might be: “Tell us about yourself, your sense of call, and where God is leading you.”
- Be careful to involve the members of your committee in asking the questions. After the first question, the chair should focus on process and time-keeping rather than asking questions.
- Ask someone to close with prayer.

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## **dCOM INTERVIEW GUIDELINES (continued)**

### **Things to remember**

- For all interviews, a candidate's pastor, staff and/or family members should excuse themselves from the room, interview, discussion, and voting.
- Decide how to begin the interview. Do not begin with the psychological assessment.
- The candidate does most of the talking.
- Remember that the mentor, if present, may not speak in the interview. Mentors are invited to be present at all interviews. Their role is *non-evaluative*. This should also be clear to the mentors when their written reports are prepared and submitted to the dCOM.
- Do not allow other committee members to answer questions or to engage in an argument or discussion with the candidate that distracts from the purpose of the meeting.
- This is not a therapy session.
- Recommendations should be determined by the whole committee after the interview, rather than individual committee members offering advice during the interview, and must be put in writing.
- Decide how the decision of the dCOM will be communicated: having the candidate wait in the hall vs. a phone call and/or letter following the dCOM meeting. Follow-up letters from the dCOM to candidates (after an interview/vote) will also be copied to the mentor.
- Evaluate the interview. What was effective in the interview? What would we do differently next time? Were any questions asked that were inappropriate?
- Remember the distinctions between candidates on the elder track and the deacon track. Ask appropriate questions.

## **Interview for: First-time and Pre-certification candidates**

### **Requirements prior to interview**

1. A professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year.
2. Graduation from an accredited high school or certificate of equivalency.
3. Review of *The Christian as Minister* with a clergyperson.
4. Letter from candidate written to the district superintendent with a call statement and request for admission to candidacy studies program.
5. GBHEM Form 102 in file (Personal Data Inventory)

### **Suggested Questions**

- Tell us about your journey, your call to ministry.
- Tell us about your leadership experiences in the church.
- What are your plans for the future ... personally ... for the church?
- Share aspects of your devotional life. How are you growing spiritually?
- Tell us about your personal strengths ... your areas of growth.
- What are your goals for the year ahead?
- What have you read that has been helpful in your spiritual life?
- How does your spiritual life/journey emulate 2-3 characters in the Bible?
- Talk about your family.
- Talk about positive and negative relationships in your life.
- What do you do to take care of yourself physically? Mentally? Emotionally?
- Share a leadership experience you have had this year.
- Tell us about your seminary classes (for seminary students).

### **Action Required**

The dCOM does not vote on candidates prior to certification. The secretary does record the meeting in the minutes and the registrar sends an action report found on page 31 to the UNY BOM Registrar of Candidates.

## Interview for: Candidacy Certification for Ordained or Licensed Ministry

### **Candidate's Requirements prior to interview**

1. GBHEM Form 102 in file (Personal Data Inventory)
2. All required criminal and background checks, with documentation in file.
3. GBHEM Form 103 Medical Report completed (both sides) in file.
4. GBHEM Form 114 candidate's Disclosure Form.
5. GBHEM Form 104 in file, indicating recommendation by the candidate's home church charge conference (or equivalent body) as specified by the dCOM
6. Written response to statements in *The Book of Discipline* ¶310.1.(d). (Email to the dCOM chairperson prior to the interview)
7. A current (within the last 5 years) Psychological Assessment report completed.

### **Documents to be copied and distributed prior to meeting (electronically when possible) to committee members (either by Registrar or Chairperson)**

- Form 102 (Personal Data Inventory)
- Mentor Report
- Written response to statements in ¶310.1.(d)

### **Suggested Questions**

- Tell us about your journey, your call to ministry.
- Share several highlights of your ministry this year.
- Tell us about your leadership experiences as a student.
- What were some of your frustrations in ministry this year?
- What are your plans for the future ... personally ... for the church?
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths ... your areas of growth.
- What are you doing to avoid burnout?
- What are your goals for the year ahead?
- Questions about theology and sacraments prior to certification.
- What have you read that has been helpful in your spiritual life?
- How does your spiritual life/journey emulate 2-3 characters in the Bible?
- What did you learn about yourself in the psychological assessment process?
- Talk about your family.
- Talk about positive and negative relationships in your life.
- What are the most stressful aspects of ministry for you?
- What do you do to take care of yourself physically? Mentally? Emotionally?
- Share a conflict situation in which you have been involved and how you dealt with it.
- Share a leadership experience you have had this year.
- Tell us about your seminary classes (for students).

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## **Candidacy Certification for Ordained or Licensed Ministry (Continued)**

### **Action Required of dCOM**

Individual **written** ballot, **three-fourths** majority required to certify. Criteria:

- Spiritual fitness
- Psychological fitness
- Physical fitness
- Potential for effectiveness

The dCOM registrar sends an action report (page 31) to the UNY BOM Registrar of Candidates .

## **Interview for: Licensing for Pastoral Ministry (Local Pastor)**

### **Requirements prior to interview**

1. Be a certified candidate.
2. Complete a *Disciple I Bible Study Course*.

### **Suggested Questions**

- Tell us about your journey, your call to ministry.
- Share several highlights of your ministry this year.
- Tell us about your leadership experiences as a student.
- What were some of your frustrations in ministry this year?
- What are your plans for the future ... personally ... for the church?
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths ... your areas of growth.
- What are you doing to avoid burnout?
- What are your goals for the year ahead?
- Questions about theology and sacraments prior to certification.
- What have you read that has been helpful in your spiritual life?
- How does your spiritual life/journey emulate 2-3 characters in the Bible?
- Talk about your family.
- Talk about positive and negative relationships in your life.
- What are the most stressful aspects of ministry for you?
- What do you do to take care of yourself physically? Mentally? Emotionally?
- Share a conflict situation in which you have been involved and how you dealt with it.
- Share a leadership experience you have had this year.
- Tell us about your seminary classes (for students).

### **Action Required**

- Majority vote with recommendation required to specify full time or part time local pastor.
- Once approved by either the District Superintendent or the dCOM, the candidate shall register for and complete licensing school.
- The dCOM registrar sends an action report (page 36) to the bishop's office, the BoM registrar for the Business of Annual Conference.

#### Criteria:

- |                         |                               |
|-------------------------|-------------------------------|
| • Spiritual fitness     | • Readiness for ministry      |
| • Psychological fitness | • Potential for effectiveness |
| • Physical fitness      |                               |

### Candidate receives a license after:

candidate successfully completes licensing school or 1/3 of their seminary education, and

- an appointment is made.

- Approval of dCOM, cabinet and board

### **Interview for: Annual Renewal of Certified Candidacy (annually)**

#### **Requirements prior to interview**

*NOTE: The district committee must let the candidate know what is required. The candidate has the responsibility to request these reports be sent to the district committee.*

1. Annual recommendation of the candidate's home church charge conference in file.
2. A written report from the candidate's mentor in file.
3. A transcript or electronic grade report from the school, college, or seminary.
4. A written report from the candidate on service and leadership in the church with reference to ¶311.1a (i.e. growth in these areas since certification).

#### **Documents to be copied and distributed (electronically when possible) to committee members**

#2 from above, Mentor Report

#4 from above, written report from candidate (may be emailed to the dCOM prior to the interview)

#### **For those seeking Provisional Membership:**

*NOTE: On July 1, 2014 candidates in all districts must complete this requirement as delineated in this document. (Those who were certified candidates before July 1, 2014 may meet the requirements as already determined by their dCOM)*

Address the following question in preparation for fulfilling the requirement of ¶324.2 (service requirement):

“How are you using your gifts for ministry and leadership outside of the local church?”

#### **Suggested Questions**

- Tell us about your journey, your call to ministry.
- Share several highlights of your ministry this year.
- Tell us about your leadership experiences as a student.
- What were some of your frustrations in ministry this year?
- What are your plans for the future ... personally ... for the church?
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths ... your areas of growth.
- What are you doing to avoid burnout?
- How does your spiritual life/journey emulate 2-3 characters in the Bible?
- What are your goals for the year ahead?
- Questions about theology and sacraments.
- What have you read that has been helpful in your spiritual life?
- What did you learn about yourself in the psychological assessment process?
- Talk about your family.
- Talk about positive and negative relationships in your life.

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### **Renewal of Certified Candidacy (Continued)**

- What are the most stressful aspects of ministry for you?  
What do you do to take care of yourself physically? Mentally? Emotionally?
- Share a conflict situation in which you have been involved and how you dealt with it.
- Share a leadership experience you have had this year.
- Tell us about your seminary classes (for students).

#### **Action Required**

- Individual written ballot, three-fourths (3/4) majority required to renew.
- The dCOM registrar sends an action report (page 31) to the UNY BOM Registrar of Candidates.

### **Interview for: Local Pastor Continuance (annually)**

Continuance as a Local Pastor is described in the *Book of Discipline* ¶319

#### **Requirements prior to interview**

*Note: The district committee must let the local pastor know what is required. The local pastor has the responsibility to request these reports be sent to the district committee.*

1. Transcripts from undergraduate school, Course of Study, or seminary
2. Written mentor report (required for local pastors if prior to completion of Course of Study or M.Div.)
3. Those who have completed the Course of Study or M.Div. no longer require a mentor.
4. Local pastors must meet the annual conference requirements for clergy continuing education.

Please note:

--At this time, licensing school costs \$400.00 plus books, or \$600.00 from outside Upper NY AC.

--Those attending Course of Study (COS) will be reimbursed \$125.00 for each course that has been passed with a "C" or better for a course in residence, or \$50.00 with a "C" or better for a course by correspondence. The dCOM should encourage congregations to fund these amounts through the continuing education budget.

--A person having completed licensing school, but not appointed, may take up to 4 courses at Course of Study. That person will not receive any Conference financial aid or reimbursement for these courses.

--Full time local pastors must attend a residential course of study program. Part timer pastors may attend an extension course of study program.

\*\*\*\*\*

As the local pastor progresses through Course of Study (or seminary) these are the kinds of issues that should be explored in order to assess progress:

Year 1 - Leadership

- Which local church committees are required by the *Book of Discipline* and what is the function of each? How is your church structured for mission and ministry?
- How are you using the distinctive Wesleyan emphases and characteristics of The United Methodist Church to lead your church in making disciples of Jesus Christ?
- Describe leadership qualities which you demonstrate in your ministry and the strengths and weaknesses of those qualities?

Year 2 - Theology

- How do you apply United Methodist theology in your teaching?
- Describe ways your congregation lives out the theology of grace.
- In what ways has your theology of grace shaped your understanding of the Sacraments?

Year 3 - Practice of Ministry

- How has your preaching improved since you were licensed?
- In what ways have your spiritual disciplines affected your practice of leadership in ministry?
- Describe ways you lead your congregation in offering pastoral care?
- Bring a recent worship bulletin and be prepared to talk about your order of worship.
- Describe ways that, in partnership with laity, you make disciples of Jesus Christ, and train and empower these disciples to produce tangible fruits of love of God and love of neighbor.

**Continued on next page**  
**Local Pastor Continuance (continued)**

**Year 4 and beyond**

- In years 4 and 5, talk with the local pastor about how they apply their education to their ministry setting.
- For those who have completed COS or M.Div., track continuing education requirements and review progress.

**Other Suggested Questions**

Focus on the candidate's areas of strength and areas for growth rather than spending a lot of time on what is going on or not going on in their church. Be careful to not spend the time evaluating the church/charge but keep the focus on the local pastor and his/her role.

- What/where are your support systems?
- Did you establish any goals or objectives for personal or professional growth last year (in consultation with your mentor)? What were they? What did you do toward accomplishing these goals and how well did it work?
- What were your points of growth over the past year?
- How do you equip laity in your church? Share some specific examples.
- What are your plans for the future? Continuing education plans? Plans for ordination?
- What was your Course of Study focus last year? Did you find it helpful/useful? What changes or improvements to your practice of ministry can you identify as a result of the Course of Study?
- In what ways have you grown the most in the past year, both personally and as a pastor? What do you feel were the causes of this growth?
- What was the most difficult challenge you faced as pastor this past year and how did you meet it? What did you learn from it? How do you feel you have grown as a result of it?
- Talk about your pastoral appointment? Has it been what you expected when you felt called to become a local pastor? In what ways have you been surprised? In what ways have you been affirmed that you are properly responding to God's call in your life.
- What is the single most important thing you need at this point in time to become a better pastor?
- What was the greatest joy you experienced in the past year? Why do you feel this was so?
- How do you integrate your personal and professional responsibilities? Do you experience tensions between family and church expectations of you?

**Action Required:**

- Majority vote of the committee.
- Send a letter stating the result of the vote to the local pastor each year.
- The dCOM registrar sends an action report (page 31) to the UNY BOM Registrar to specify full time or part time service, as determined by the district superintendent or cabinet.

## **Guidelines for Acceptance as Certified Candidate From Another Annual Conference**

¶313.4 *The Book of Discipline* states that “a person who is a certified candidate or who is in the candidacy process may have her or his status or studies accepted by another district committee in the same or another annual conference.”

1. If a candidate from another Annual Conference requests a transfer, notify your district superintendent and the BOM registrar of the request.
  
3. The candidate’s file must include all of the following items, which are required by the Upper New York Annual Conference for **certification as a candidate**:
  - personal data inventory (GBHEM form 102)
  - All required background checks
  - medical report (GBHEM form 103)
  - Candidate’s disclosure form (GBHEM form 114)
  - record of the Charge Conference approval
  - the psychological assessment
  - the written response to ministry questions in ¶310.1(d)
  - mentor report
  - verification of certification as a candidate
  - annual renewal of candidacy, if applicable.
  - get written permission from candidate to release files and transfer records from previous conference.

In addition to that which is listed above, a **licensed local pastor** must also have:

- documentation of licensing (copy of the license)
  - annual renewal of the license for pastoral ministry
  - transcripts (seminary or Course of Study) if applicable
  - transcripts of undergraduate education if applicable
  - recommendation from the current district superintendent.
4. The district committee on ordained ministry reviews the candidate’s file.
  
  5. An interview is required prior to acceptance of the candidate.
  
  6. If the candidate is certified and is requesting local pastor status, the makes a recommendation regarding licensing by the Upper New York Annual Conference. Licensing is dependent upon the person receiving an appointment in the Upper New York Annual Conference.

### **Action Required**

- Any action taken is reported to the BOM Registrar of Candidates (page 31) for approval by the UNY BOM.

## **Interview for: Certified Lay Minister (CLM)**

### **Description:** ¶271

*In order to enhance the quality of ministry to small membership churches, expand team ministry in churches, and in deference to an expression of gifts and evidence of God's grace associated with the lay ministry of early Methodism, the certified lay minister shall preach the Word, provide a care ministry to the congregation, assist in program leadership, and be a witness in the community for the growth, mission and connectional thrust of The UMC as part of a ministry team with the supervision and support of a clergy person.*

- 1) **Entrance Requirements:** All persons serving a local church beyond pulpit supply who are not in the process of being licensed or ordained must be enrolled in this program. Persons who are already serving as “congregational leaders” will be given one year to complete the entrance requirements for this program or will not be permitted to serve beyond pulpit supply. This will be monitored by the Upper New York Conference Board of Ordained Ministry (UNY BOM).
  - a) Recommendation of pastor
  - b) Approval of the charge conference
  - c) Status of certified lay servant or equivalent training
  - d) Recommendation of district superintendent
  - e) Complete candidacy level background check
  - f) Complete Safe Sanctuary training
  - g) Complete an orientation to the certified lay minister program (by UNY BOM).  
Topics for orientation to include but not limited to: roles in ministry, role of self-care, role of leadership, mutual team ministry (covenant and expectations)
  - h) Approval of the dCOM

Upon completion of the entrance requirements, a person may serve a church or charge as a candidate for certified lay ministry. A certified lay minister is assigned, not appointed, and thus has no legal standing to perform weddings and has NO sacramental privileges.

- 2) **Program Requirements:** Monitored by the dCOM and supervised by the clergy person appointed to that charge.
  - a) Complete courses in the following areas as approved by the dCOM.
    1. Call Covenant
    2. Practice of Ministry
    3. Organization of Ministry, United Methodist Polity  
Read By Water and the Spirit and This Holy Mystery
  - b) Develop a covenant for mutual team ministry with credentialed clergy and the members of the pastor-parish relations committee (PPRC) and participate in the ministry covenant developed.
  - c) Apply in writing to the district committee on ordained ministry.

Upon completion of the program requirements, recommendation of the local church being served and the supervising elder, and approval of the dCOM, the candidate may become a certified lay minister.

**Continued on next page**

**Certified Lay Minister (continued)**

**3) Continuing Requirements:**

- a) Interview every two years: Ministry review by the church council or charge conference of the church/charge being served or where he or she is a member, if unassigned.
- b) Satisfactory completion of an approved continuing education event
- c) Recommendation of the district superintendent
- d) Attend and participate in annual conference as an “at large” lay member, if possible.

Failure to complete the continuing requirements will result in the certified lay minister being dropped from the program. District Committees on Ordained Ministry will maintain lists of candidates for certified layministry, certified lay ministers and certified lay ministers not serving a church, the district committees.

The dCOM will file every two years the action reports with the UNY BOM Registrar regarding all CLMs and CLM candidates.

**Suggested Interview Questions**

- Tell us about your journey of faith.
- Tell us about your leadership experiences in the local church.
- Tell us how your service in your local church has demonstrated your appreciation of the history, polity, doctrine, worship and liturgy of The United Methodist Church. (required question per the *Book of Discipline*.)
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths ... your areas of growth.
- What have you read that has been helpful in your spiritual life?
- How does your spiritual life/journey emulate 2-3 characters in the Bible?
- Talk about your family.
- Talk about positive and negative relationships in your life.
- What are the most stressful aspects of ministry for you?
- What do you do to take care of yourself physically? Mentally? Emotionally?
- Share a conflict situation in which you have been involved and how you dealt with it.
- Share a leadership experience you have had this year.

**Action Required**

- Majority vote of the dCOM.
- The dCOM registrar sends an action report to the BOM Registrar of Candidates every two years.

### **Interview for: Recertification of Certified Lay Minister (every 2 years)**

Once certified, certified lay ministers (CLMs) must meet the following “Continuing Requirements” as monitored by the dCOM and the supervising elder.

- a) Complete at least one additional course each year through one of the following sources: Leadership University, Lay Seminary, Advanced Lay Servant Course or others as approved by your dCOM with these possible topics:

UM History  
 Faith Sharing  
 UM Theology  
 Ministry with Children  
 Sacraments  
 Advanced Preaching  
 Youth Ministry  
 Courses in Bible; etc.

- b) *If not assigned*, apply for recertification in writing every two years to the district committee on ministry (dCOM) upon
1. Ministry Review by the church council or charge conference from the congregation of which he/she is a member
  2. Satisfactory completion of an approved continuing education event
  3. Recommendation of the district superintendent.
- c) *If under assignment*, every two years with and seek approval from the district committee on ministry (dCOM) after :
1. Ministry Review by the church council or charge conference of the church/charge being served
  2. Satisfactory completion of an approved continuing education event
  3. Recommendation of the district superintendent.
- d) Attend and participate in annual conference as an equalization lay member, if possible.

#### **Suggested Questions**

- Share several highlights of your ministry this year.
- Tell us about your leadership experiences.
- What were some of your frustrations in ministry this year?
- What are your plans for the future ... personally ... for the church?
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths ... your areas of growth.
- What are you doing to avoid burnout?
- What are your goals for the year ahead?
- What have you read that has been helpful in your spiritual life?

(Continued on next page)

## **Recertification of Certified Lay Minister (continued)**

- Talk about your family.
- Talk about positive and negative relationships in your life.
- What are the most stressful aspects of ministry for you?
- What do you do to take care of yourself physically? Mentally? Emotionally?
- Share a conflict situation in which you have been involved and how you dealt with it. Share a leadership experience you have had this year.
- Are you considering licensed or ordained ministry? If not, why not?

### Action Required

- Majority vote of the dCOM.
- The dCOM registrar sends an action report (page 31) to the BOM Registrar of Candidates

## **Interview for: Recommendation for Associate Membership**

### **Requirements prior to interview**

1. Must have completed the five year Course of Study, up to half of which may be taken by correspondence or online/distance learning courses. The requirement for History, Doctrine, and Polity must be completed by the appropriate class in Course of Study.
2. Serve at least 4 years full time.
3. Reached the age of 40.
4. Completed a minimum of 60 semester hours toward a bachelor of arts or an equivalent degree in a college or university listed by the University Senate.
5. Declared their willingness to accept continuing full-time appointment in the itinerant system.
6. For associate membership, the Board is looking for **effectiveness in ministry**: Knowledge, skills, abilities and personal characteristics, and a cross-cultural mission experience.

### **Suggested Questions**

- All of us are called by God. Share about your specific call to associate membership.
- Why are you seeking associate membership?
- Questions that would integrate their theology with their practice of ministry.
- Questions that make the connection between their Course of Study (or seminary) education and their practice of ministry.
- Has your theology changed since you have been in the Course of Study? How?
- Where/what are your support systems?
- What did you learn about yourself and about ministry through the candidacy, course of study, and pastoral experiences?

### **Action Required**

Majority vote

Criteria:

1. Academic background
2. Consider current practice of ministry
3. Review how theological understanding has evolved since licensing
4. Effectiveness, evaluated in four areas: Theology, worship & communication, call and life issues, and a cross-cultural mission experience.

The dCOM registrar sends an action report (page 31) to the BOM Registrar and the Registrar of Candidates.

## **Interview for: Recommendation for Provisional Membership** **(aka“Commissioning”)**

### **Requirements prior to interview**

1. Annual renewal of certified candidacy or license for pastoral ministry
2. Certified candidate or licensed local pastor for at least one year before the date of commissioning.
3. Has fulfilled the service requirement of ¶324.2 to the satisfaction of the dCOM by answering the question: “How have you used your gifts for ministry and leadership outside of the local church?”
4. Met the educational requirements of the *Book of Discipline* (¶324) and the Upper New York Annual Conference Board of Ordained Ministry (see page 24)
5. Local pastors may fulfill the requirements as delineated under ¶324.6 UNY Board of Ordained Ministry
6. If this is also the interview for candidacy renewal or local pastor continuance, see the requirements on those pages.
7. For candidates on elder track, declared willingness to accept continuing full-time appointment in the itinerant system.

### **Suggested Questions**

- All of us are called by God. Share about your specific call to ordained ministry?
- Questions that would integrate their theology with their practice of ministry.
- At this point, the Board is looking for **readiness for ministry**. Readiness will be evaluated in areas including knowledge, skills and abilities and personal characteristics.
- Questions that make the connection between their seminary education and their practice of ministry.
- How has your theology changed since you have been in seminary?
- Where/what are your support systems?
- What did you learn about yourself and about ministry over the past few years?

### **Action Required**

Written ballot with three-fourths majority vote

Criteria:

- Academic background
- Consider field education experiences, internships, other practice of ministry experiences
- Review how theological understanding has evolved since certification.
- Review carefully educational requirements. *Raise any questions with the BOM registrar*

The dCOM registrar sends an action report (page 31) to the UNY BOM Registrar of Candidates **and** to the UNY BOM Registrar.

**Board of Ordained Ministry**  
**Upper New York Annual Conference**

**EDUCATIONAL REQUIREMENTS FOR PROVISIONAL MEMBERSHIP**

The *Discipline* lists specific course requirements that must be included in graduate theological education prior to provisional membership in The United Methodist Church (see ¶315.4c). Candidates for deacon or elder shall have completed the basic graduate theological studies (BGTS) in the areas of Old Testament, New Testament, theology, church history, mission, worship/liturgy, evangelism, and United Methodist doctrine, polity, and history. These courses may be included within or in addition to a seminary degree.

**Note that the Upper New York Conference requires verification that at least ½ of education requirements are completed prior to commissioning and provisional membership.**

**Important: Visit the BOM page of the Conference Website at**  
**<http://www.unyumc.org/ministries/boom>**  
**for additional requirements.**

**Board of Ordained Ministry  
Upper New York Annual Conference**

**THE PSYCHOLOGICAL ASSESSMENT**  
New process in effect July 6, 2015

The psychological assessment provides the dCOM with indicators of probable psychological fitness and psychological readiness for ministry. At the candidacy level, the purpose of the psychological assessment is to determine gross psychopathology as well as issues for further growth and development, particularly in the areas of emotional intelligence and leadership style.

**How a Candidate is Assessed** – This requires that both mentor and candidate are entered into the United Methodist Candidate and Record Entry System (UMCARES) by the District Superintendent first.

1. When candidate/mentor/dCOM determine that he/she is ready for testing, the dCOM approves this next step by issuing an application with a letter of instructions to their candidate. The candidate completes this form, signs it, and sends it with the candidate's portion of the fee, (\$300.00 - Make the check out to "Upper New York Conference" with your name in the memo) to the psychological assessment officer for the B.O.M. (currently the address is: Rev. Pam Mikel Hayes, 264 N. Grand St., Cobleskill, New York 12043).
2. The Psychological Assessment officer acknowledges receipt of the application and fee by email and provides contact information for the Ministerial Assessment Specialist to the candidate.
3. The candidate contacts the MAS to begin the process of assessment.
  - Assessments are offered in three locations of the Upper New York Conference two times per year in each location: Scotia, Utica, and Rochester. These dates are offered in April and October and appointment times span a Friday to Saturday.
  - The MAS sends instruments to the candidate to complete prior to interview; MAS conducts additional testing in the office and sends four more instruments home with the candidate to complete.
  - Upon completion and return of the take home portion of the assessment, the MAS scores, interprets and provides a report on the data.
  - This report is sent to the candidate for his/her records. S/he may give copies of this report to whomever s/he wishes.
  - The MAS makes an interview appointment via SKYPE with the candidate at which time s/he reviews the report. The MAS takes notes of the review; yet does not change the report.
4. The psychological assessment report along with the notes taken during the review are sent to the Psychological Assessment officer and the District Office to be put in the candidate's personnel file. ***This information is confidential and may be used only for the work of the dCOM & BOM.***
5. The District Office makes the report available to the member of the District Committee on Ordained Ministry who is designated as the reviewer of the report.

**6. The report is kept in the candidate's personnel file at the district office until the candidate is moved on through commissioning, is discontinued, or withdraws. A copy is returned to the Registrar and upon commissioning, a copy goes to the District office and if discontinued or withdrawn, a copy will be sent to the episcopal office.**

7. Licensed local pastors who are not changing status, (ie applying for Associate member, commissioning,) do not have a retake psychological assessment. Their original psychological assessment, regardless of the date, is valid indefinitely.

8. Subsequent assessments are for those who are in the ordained track seeking an interview for commissioning, ordination as deacon and elder, and Associate Membership.

**Board of Ordained Ministry  
Upper New York Annual Conference**

**BACKGROUND CHECK PROCESS**

It is the policy of our Board of Ordained Ministry that when an individual applies for a change in status (other than retired, full time to part time or part time to full time or discontinuance) a background check, without any concerns, red flags or issues needs to be completed within five years. There are several areas that our background check company will investigate:

- Social Security number validation
- Identity verification
- National and State Criminal database check
- National and State Sex Offender database check
- An in county court house check of records
- Credit Check
- Department of Motor Vehicle Check

Individuals would complete the paperwork (two page application) and send a check for \$80:

**[http://www.unyumc.org/images/uploads/BoM\\_background\\_check\\_consent.pdf](http://www.unyumc.org/images/uploads/BoM_background_check_consent.pdf)**

The information is then uploaded to our background check company's website (secured). Some of the data is returned within 3-4 hours. However, the "in county court house check" can take weeks. An individual who has lived in several states and/or several counties within a state would need multiple "in county court house checks" completed. At times an individual might forget to indicate a maiden name or a "Jr.", etc. Other times a search is delayed because a person apparently lived at two locations at the same time.

I have been asked, many times, how quickly a background check can be turned around. The quickest I have seen is three days. The longest has been 24 – 25 days, with an average of 10 days. Likewise the costs vary. The least expensive I have seen is \$92, of which a candidate pays \$80. On the high end, they run \$283, of which a candidate pays \$80. The background check reports that I receive typically are 23+ pages in length.

Here are some red flags that get looked at in a background check:

- o Felony or misdemeanor conviction (a no-contest is viewed as a conviction)
- o Two or more moving violations (traffic)
- o Public Records (Federal criminal records search)
- o Listing on the Sex Offender database (history that poses risk of sexual harassment, sexual assault to adults or children, or history of any sex-related offense)
- o Three or more late payments on the credit check
- o Non mortgage debt of \$100,000+
- o Being able to only pay the minimum charge on credit card bills
- o Items in collections
- o Items that are in the process of being sent to collections
- o Bankruptcies

- o Financial Judgments

### **BACKGROUND CHECK PROCESS (continued)**

Of the above noted items the Board look for – some are clearly reason for concern. Many others need to be explained. It takes time to review and determine if sufficient issues are present that need further investigation and explanation; or if it is something we will review in six months or a year; or if the District Superintendent will develop a plan to address the issue and report back to me. Once the background check is completed the report will be reviewed. The average review of a background check will take 45 minutes, yet some have taken almost 2 hours. Once the background check is reviewed it then takes time to draft and send letters to the District Superintendents and dCOMs. We share all of this to let you know that there is no “normal background check”. They take time to gather the data, to interpret it and to share it.

*The “Safe Sanctuaries” background check we use in the local church - is not adequate. A statement from the local police department indicating no record of any arrests – is not adequate.*

## UMCARES--MENTORING SYSTEM “STEP-BY-STEPS” FREQUENTLY ASKED QUESTIONS

### Basic Questions

#### **How do I update my personal information?**

- Log in to UMCARES.
- Click on your name and role in the gray Main Menu bar at the top of the page.
- Select the **Edit** hyperlink in the teal table header on the Profile page.
- When the table opens, update the needed information.
- When finished, click **Save**.

#### **How do I reset or change my password?**

- Click the **Forgot Password** hyperlink on the UMCARES login page.
  - Enter the email address that you use to log in to the system.
  - Check your email.
  - Click on the link included in the email.
  - Enter and confirm the new password.
  - Log in to UMCARES.
- OR**
- Log in to UMCARES.
  - Click on your name and role on the gray menu bar at the top of the page.
  - Go to **Profile Sections > Login**.
  - Select **Reset Password**.
  - Enter and confirm the new password.
  - Click **Change**.

### Candidate Specific Questions

#### **I'm a candidate. How do I find my track?**

- Log in to UMCARES.
  - Select the desired track listed under the **Active Tracks** side panel on the home page.
- OR**
- Log in to UMCARES.
  - Go to your user profile.
  - Go to **Profile Sections > Mentors & Tracks**.
  - Click the **Open** button on the desired track row.

### BOM, Conference, and District Specific Questions

#### **How do I search for a user?**

##### Simple Search

Clicking the **Search** hyperlink on the Main Menu bar opens the Simple Search feature, which allows the user to search by name for a specific person. A user's search will return and display all matching results. A user might not

be able to access all of the returned results due to individual security settings.

#### Performing a Simple Search:

- Click the **Search** hyperlink on the Main Menu bar.
- Enter the person's name, then click **Search**.
- Review the search results.

#### Advanced Personal Search

Advanced Search allows the user to search UMCARES using personal information, assigned tracks, or a user's role in the system. The results can also be filtered by conference, role, or track.

#### Performing an Advanced Search:

- Click the **Search** hyperlink on the Main Menu bar.
- Click **Advanced**.
- Select a tab.
- Select or enter the search parameters, then click **Search**.
- Review the search results.

#### Candidate Search

The following instructions are specific to searching for candidates within UMCARES.

#### *Performing a candidate search:*

- Click **Search** on the gray Main Menu bar.
- Click **Advanced**.
- Select the **Role** tab.
- Select **Candidate** from the drop-down menu.
- Select the conference and district.
- Click **Search**.

#### **How do I access my candidate's task list**

- Open the candidate's user profile.
- Go to **Profile Sections > Mentors & Tracks**.
- Click the **Open** button on the desired track row.
- The track page will open.

#### **How do I approve my candidate's application? How do I check off a completed step?**

- Open the candidate's user profile.
- Go to **Profile Sections > Mentors & Tracks**.
- Click the **Open** button on the desired track row.
- When the **Tasks** page opens, scroll down to the step for which you are responsible.
- Click **Save**, **Submit**, or **Approve** (varies based on step).
- Exit the candidate's track.

**OR**

- Select a step from the **Responsible Steps** side panel on the home page.
- Complete the open step.
- Close the track.

#### **How do I create a new user?**

### Creating a New User (Administrative)

Go to **Administration > New User Wizard**.

Select the user type you would like to create.

Enter the new user's name and email address.

Select **Access Level > Conference > Main Role**.

Select **Mentor**.

Review the information.

Select an email template.

Select a finishing option.

### Creating a New User (Candidate)

Go to **Administration > New User Wizard**.

Select the desired user type to be created, then click **Next**.

Enter the new user's name and email address, then click **Next**.

Choose the user's location, then click **Next**.

Select the desired track from the drop-down menu then click **Next**. (Note: The Candidacy and Psychological Assessment tracks are automatically added to the user. Click the **Delete** button next to the assigned track to remove it.)

Set a geographic district, then select a mentor and mentor type.

Review the information.

Select an email template.

Select a finishing option.

## How do I review, update, and re-invite current mentors?

### Reviewing/Updating Mentor Records

- Log in to UMCARES.
- Click the **Search** button on the main menu bar.
- Select **Advanced Search > Roles**.
- When the **Roles** tab opens, select **Mentors** from the drop-down menu under **Roles**.
- Select your conference and district.
- Click **Search**, then click the **Profile** button on the mentor's row.
- Click the **Edit** button on the user's profile page to edit needed information.
- Click **Save**, then close.

Continue to Step 9 to re-invite a mentor.

### Re-Inviting Current Mentors

- Once updated, click **Search** on the Main Menu bar to return to your search results and repeat steps 7–8 until the list is complete.
- After editing the users' profiles, close the Search page.
- Then, from the home page, go to **Administration > User Invitations**.
- In the **List Filter** panel, select your Conference, All Accessible Districts, and then select **Mentor**.
- Click **Refresh List**.
- A list of mentors that have not been invited will be generated, select the checkbox next to the name of each mentors you want to invite. (Note: if no checkbox is available, there is no email address found in the user's profile.)
- Click **Invite Selected**.

- When the Invitation Selection window opens, select the appropriate email template from the drop-down menu, then click **Continue**.
- The emails will be sent.

### **How do I change a candidate's mentor?**

Use Search or an available distribution list to find the candidate.

Open the candidate's profile page.

Go to **Profile Sections > Mentors & Tracks**.

Click **Assign Mentor**.

Select the desired location, mentor, and mentor type from the **Mentor and Type** window.

Click **Add**.

Click **Unassign** on the previous mentor's row.

### **How do I change a user's district or conference?**

Changing a User's Location – Add Location

Search for the user.

Select the **Profile** button on the **Search Results** table.

Go to **Profile Sections > Location Information**.

Select **Add Location**.

Select the desired location from the drop-down menu.

Click **Add**.

### Changing a User's Location: Extend Location

These instructions allow users to add an additional district or conference to a current user (e.g. a district superintendent active in two conferences or districts).

- Search for the person.
- Select **Profile** on the **Search Results** table.
- Go to **Profile Sections > Location Information**.
- Click **Extend Location**.
- Select the desired location.
- Click **Add**.

### Changing a User's Location: Request Transfer

These instructions allow you to request a transfer from one conference to another for a candidate **who is still in the candidacy process**.

- Search for the person.
- Select the **Profile** button on the **Search Results** table.
- Go to **Profile Sections > Location Information**.
- Click **Request Transfer**.
- Select the desired location, then click **Request**.
- The BOM Staff or conference appointee in the receiving conference will receive your request and either approve or deny it. Please be in contact with the receiving conference prior to requesting a transfer to avoid any delays.

## **Other Resources for Candidacy Mentors:**

See <http://www.gbhem.org/clergy/candidacy/umcares-resources> for much more information and training on how to use UMCARES.

The Board of Ordained Ministry offers mentor training for both groups and individuals using the Lewis Center for Congregational Development video series. Please contact Jane Sautter at [pastorjfs@gmail.com](mailto:pastorjfs@gmail.com) to borrow a copy.

## ***APPENDIX A***

### **UPPER NEW YORK ANNUAL CONFERENCE BOARD OF ORDAINED MINISTRY CONTACTS**

<b>Candidacy &amp; Course of Study Registrar:</b>	Betsy O' Flynn 1100 South Goodman Street Rochester, NY 14620 585-340-9558 585-340-9526 (fax) <a href="mailto:candidacy@unyumc.org">candidacy@unyumc.org</a>
<b>Board of Ordained Ministry Registrar</b>	The Rev. Dr. Michelle Bogue Trost 17 Nanticoke Avenue Endicott NY, 13760-4875 (607) 754-6060 <a href="mailto:bomregistrar@unyumc.org">bomregistrar@unyumc.org</a>
<b>Business of Annual Conference Registrar</b>	Eleanor Collinsworth 208 W. Washington Street Bath, NY 14810 315-745-0047 <a href="mailto:egcollinsworth@gmail.com">egcollinsworth@gmail.com</a>
<b>dCOM Division Chair</b>	Tom Pullyblank PO Box 135 Fly Creek, NY 13337 607-282-2183 <a href="mailto:tpully@hughes.net">tpully@hughes.net</a>

### **LINKS**

#### **BOM Page**

<http://www.unyumc.org/ministries/boom>

#### **DCOM Resources**

<http://www.unyumc.org/ministries/resources-for-dcom>

#### **BOM Forms**

<http://www.unyumc.org/resources/forms-that-are/tagged/boom>

#### **Psychological Assessment**

[http://www.unyumc.org/images/uploads/dCOM\\_handbook\\_psychological\\_assessment\\_page\\_R072015.pdf](http://www.unyumc.org/images/uploads/dCOM_handbook_psychological_assessment_page_R072015.pdf)

#### **Background Checks**

[http://www.unyumc.org/images/uploads/BoM\\_background\\_check\\_consent.pdf](http://www.unyumc.org/images/uploads/BoM_background_check_consent.pdf)

## APPENDIX B

### Board of Ordained Ministry Upper New York Annual Conference

#### Recommended Reading

*The Christian as Minister; An Exploration Into the Meaning of God's Calling*

**Publisher:** GENERAL BOARD OF HIGHER ED  
**Publication Date:** 09/2013  
**Binding:** Paperback  
**ISBN-13:** 9780938162636  
**Retail Price:** \$9.99  
**Edited by:** Meg Lassiat

*Understanding God's Call: A Ministry Inquiry Process*

**Publisher:** GENERAL BOARD OF HIGHER ED  
**Publication Date:** 03/2009  
**Binding:** Other  
**ISBN-13:** 9780938162827  
**Retail Price:** \$10.95  
**Author:** Sharon G. Rubey

*By Water and The Spirit: Making Connections for Identity and Ministry*

Gayle Carlton Felton  
 ISPN978-0-88177-201-2

*This Holy Mystery: A United Methodist Understanding of Holy Communion*

**Publisher:** DISCIPLESHIP RESOURCES DIST.CT  
**Publication Date:** 04/2005  
**Binding:** Paperback  
**ISBN-10:** 088177457X  
**ISBN-13:** 9780881774573  
**Retail Price:** \$14.00  
**Author:** Gayle Carlton Felton

## APPENDIX C: FORMS

### District Committee on Ordained Ministry Action Report to the BOM Registrar

District \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Candidate's Name \_\_\_\_\_

Candidate's Address \_\_\_\_\_

Email \_\_\_\_\_ phone(\_\_\_\_\_)\_\_\_\_/\_\_\_\_\_

The district Committee on Ordained Ministry took the following action(s) regarding the person listed above [Check the appropriate actions(s)]

- \_\_\_\_\_  Granted certified candidate status according to ¶666.6 (3/4 majority vote)
- \_\_\_\_\_  Recommended (continuation) as a certified candidate ¶313
- \_\_\_\_\_  Certified as having completed the studies for licensing as a local pastor, to be listed as eligible for appointment, and is awarded the license as a local pastor when and if appointed to a local parish. ¶316
- \_\_\_\_\_  Recommended to the BOM for continued eligibility for appointment as a local pastor ¶319
- \_\_\_\_\_  Recommended for reinstatement of approval to be appointed as a local pastor ¶320
- \_\_\_\_\_  Recommended for election to provisional membership toward deacon's orders ¶324.10
- \_\_\_\_\_  Recommended for election to provisional membership toward elder's orders ¶324.10
- \_\_\_\_\_  Recommended for associate membership ¶322.1
- \_\_\_\_\_  Recommended for readmission to conference relationship/provisional ¶365
- \_\_\_\_\_  Recommended for readmission to conference relationship after honorable or administrative location ¶366
- \_\_\_\_\_  Recommended for readmission to conference relationship after leaving ministerial office ¶367
- \_\_\_\_\_  Recommended for readmission to conference relationship after termination by action of the annual conference ¶368
- \_\_\_\_\_  Recommended for readmission to conference relationship after involuntary retirement ¶369

Persons who are awarded the license as a local pastor, or who are continued in that status must be classified as one of the following: (Please check appropriate designation)

- \_\_\_\_\_  Full-Time local pastor ¶ 318.1
- \_\_\_\_\_  Part-time local pastor ¶318.2
- \_\_\_\_\_  Student local pastor ¶318.3

\_\_\_\_\_ Signature of dCOM chair or registrar

Address \_\_\_\_\_

Email \_\_\_\_\_ phone(\_\_\_\_\_)\_\_\_\_/\_\_\_\_\_

Exploring Cand.    Declaring Cand.    Certified Cand.    Student LP    Part-time LP    Full-time

LP

**CANDIDACY / LLP MENTOR REPORT to dCOM**

Name of Candidate: \_\_\_\_\_

Mentor: \_\_\_\_\_

Date: \_\_\_\_\_

Check one: Mentor group \_\_\_\_ Individual mentoring \_\_\_\_\_

# of LLP mentoring sessions held over the past year:

# of group meetings attended (if applicable)

# of one-on-one meetings and method (please note how meetings were accomplished: in person, telephone, Skype, etc.)

Total # of mentoring hours: Topics covered:

Resources used in mentoring sessions: (list devotionals, books, other resources)

Signed: \_\_\_\_\_ (Mentor)

I have read the report of my mentor and authorize its release to the district committee on ordained ministry.

Signed: \_\_\_\_\_ (Candidate, having read the above)

### Upper NY Annual Conference Candidate's District File Content Checklist

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

Church \_\_\_\_\_

Date File Open \_\_\_\_\_

Track: Deacon \_\_\_\_\_ Elder \_\_\_\_\_ LP \_\_\_\_\_

\_\_\_\_\_ Biographical Information Report (form 102)

\_\_\_\_\_ Declaration of candidacy for ordained ministry and charge conference recommendation (form 104)

\_\_\_\_\_ Written Response to Statements Found in ¶ 310.1(d) and ¶310.2 (a)

\_\_\_\_\_ Candidacy Mentor \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_ Candidacy Mentor's Report

\_\_\_\_\_ Background Check Complete

\_\_\_\_\_ Medical Information Report (form 103)

\_\_\_\_\_ Academic Progress Documents

\_\_\_\_\_ DCOM Form 113 Recording Vote of Certification

Date \_\_\_\_\_

\_\_\_\_\_ Certification reviewed/Renewed

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Letter of Recommendation to Board of Ordained Ministry for Provisional Membership toward Deacons/Elders Orders.

\_\_\_\_\_ File Sent to BOM Registrar Date \_\_\_\_\_

## Upper NY Annual Conference Local Pastor's District File Content Checklist

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Date file opened \_\_\_\_\_

Current Appointment (charge) \_\_\_\_\_

Date of Appointment \_\_\_\_\_

Status \_\_\_\_\_ Full time \_\_\_\_\_ Part time (Circle one) 1/4 1/2 3/4

\_\_\_\_\_ Not Currently Appointed (Credentials to be returned)

\_\_\_\_\_ Certified as a candidate

\_\_\_\_\_ Local pastor's licensing school completed, faculty evaluation and  
recommendation received ¶315.2(b)

Date Completed \_\_\_\_\_

School Location \_\_\_\_\_

**OR**

Completed 1/3 of M.Div Degree ¶315.2 (c)  
Seminary \_\_\_\_\_

\_\_\_\_\_ Application for Clergy Relationship to The Annual Conference (form 105)

\_\_\_\_\_ Examined by DCOM ¶315.2 (d)  
Date \_\_\_\_\_

\_\_\_\_\_ Approved by BOM ¶315.6(b)  
Date \_\_\_\_\_

\_\_\_\_\_ BOM Registrar Notified of LP Status  
Date \_\_\_\_\_

Course of Study Completed (Indicate if by correspondence/online/distance learning)

1<sup>st</sup> Year \_\_\_\_\_

1<sup>st</sup> Year Advanced \_\_\_\_\_

2<sup>nd</sup> Year \_\_\_\_\_

2<sup>nd</sup> Year Advance \_\_\_\_\_

3<sup>rd</sup> Year \_\_\_\_\_

3<sup>rd</sup> Year Advance \_\_\_\_\_

4<sup>th</sup> Year \_\_\_\_\_

4<sup>th</sup> Year Advance \_\_\_\_\_

5<sup>th</sup> Year \_\_\_\_\_

Dates LP License Renewed (must be renewed annually)

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Credentials (must be returned if no longer appointed)

## Upper New York Conference Board of Ordained Ministry Application for Psychological Assessment

**The District Committee on Ordained Ministry approves this application.**

**Date** \_\_\_\_\_

**District** \_\_\_\_\_

**DCOM Chairperson** \_\_\_\_\_

**Candidate, please complete the following information:**

**Check one:**

This is my initial psychological evaluation for ministry \_\_\_\_\_

or

I am serving from another denomination \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No(s)

home \_\_\_\_\_ church \_\_\_\_\_ cell \_\_\_\_\_

email: \_\_\_\_\_

District: \_\_\_\_\_

Local Church: \_\_\_\_\_

**My interview with the District Committee on Ordained Ministry will be on the following date**

**(if uncertain, please give an estimated month and year)** \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No(s) home

\_\_\_\_\_ church \_\_\_\_\_ cell \_\_\_\_\_

email: \_\_\_\_\_

**To the Candidate:**

In applying for this assessment, I understand that the report and test data will be given to me. I may distribute the copies to whomever I wish. I also understand that all materials are kept in my personnel file in the District Office where I serve and the property of the Upper New York Annual Conference. It will be reviewed and used for nurture and discernment.

Candidate's Signature: \_\_\_\_\_

date: \_\_\_\_\_

**To the Mentor:**

I have discussed the Psychological Assessment process with this candidate and believe s/he is ready for this step.

Mentor's Signature: \_\_\_\_\_

date: \_\_\_\_\_

Send this application and \$300 check to: Psychological Assessment Officer of the Board of Ordained Ministry:

**Rev Pam Mikel Hayes, 264 North Grand Street, Cobleskill, NY 12043**

[pamikelhayes@hotmail.com](mailto:pamikelhayes@hotmail.com)

home: (518) 823-4346 church: (518) 234-3671

Make the check of \$300 payable to **“Upper New York (UNY) Annual Conference”**

## Letter Head from District Committee

Date \_\_\_\_\_

To (Candidate)

Re: Candidacy for Ordained and Licensed Ministry  
Application for Psychological Assessment

Dear \_\_\_\_\_

A call to ministry requires time for discernment and intentional steps of inquiry and formation. One of these steps is a psychological assessment. The test data and interpretation of your psychological evaluation provides information unique to you that will be helpful to you, your mentor, and the Upper New York Annual Conference of the United Methodist Church in continuing this journey with you.

Attached is an application. Please complete the application and send it along with a check for \$300 to the psychological assessment officer for the Board of Ordained Ministry:

Check is made payable to: Upper New York (UNY) Conference  
Memo: Your name and "psych eval"

Send to: Rev. Pam Mikel Hayes  
264 North Grand St  
Cobleskill, New York 12043 (518) 823-4346 parsonage phone

When this application is received along with your check, Rev Pam Mikel Hayes will contact you via email with information about the next step. You will be given the name, address, and phone number of our Ministerial Assessment Specialist. Your making an appointment will begin this process of psychological assessment. Be proactive and timely in your follow through!

The date that the District Committee on Ordained Ministry will require this report is

\_\_\_\_\_.

Our prayers are with you as you devote your full attention to meeting the requirements for discerning your role in a professional ministry.

Cc: Mentor

DCoM Chairperson  
District Superintendent