

Checklist for Candidates

for Commissioning (1A), Ordination (1B), Associate Membership, Transfer between Orders, or from another Denomination (1C)

(You are responsible for making sure that all these items are requested and submitted, even when other persons are involved. Details of requirements are found on the website www.unyumc.org.)

For All Candidates: ¶ 310 2016 Book of Discipline (see also “Steps into Ministry”)

- _____ Graduate of an accredited high school or received a certificate of equivalency.
- _____ Shall be 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
- _____ Study “*The Christian as Minister*” book with a mentor
- _____ Develop a statement of call.
- _____ Write to the District Superintendent requesting admission to the candidacy process
- _____ Meet with the Staff/Pastor-Parish Relations Committee or equivalent body specified by the district committee on ordained ministry to consider the statement of call and to be interviewed in light of Wesley’s historic questions
- _____ Meet with a charge conference, or body specified by the District Committee on Ordained Ministry (DCOM), at a meeting convened to recommend the candidate to the District Committee on Ordained Ministry.
- _____ Meet with the District Committee on Ordained Ministry.
- _____ Assignment of a candidacy mentor
- _____ Safe Sanctuary Training not more than 2 years old
- _____ Background check, dated no less than five years old
- _____ Psychological Assessment report
- _____ Medical Report (Form 103)
- _____ District Superintendent’s letter requested.
- _____ District Superintendent’s letter uploaded to PassageUMC
- _____ Autobiographical Narrative Statement (in addition to Form 102) uploaded to Passage|UMC
- _____ Official Transcripts requested from all educational institutions and programs
- _____ Official Transcripts submitted to Registrar
- _____ Application Form 105 completed and uploaded to Passage|UMC
- _____ Disclosure Form 114 completed and uploaded to Passage|UMC
- _____ Biographical Info Form 102 completed and uploaded to Passage|UMC
- _____ Theological Reference Form 109 completed and uploaded to Passage|UMC

(In addition) (1A) For Candidates for Commissioning as Deacon or Elder

- _____ DCOM recommendation By October 15.
- _____ Completion of Educational Requirements (2016 *Discipline* para. 324) verified by UNY Board of Ordained Ministry through the Registrar and notification given to candidate

- _____ 6-session Bible Study prepared and uploaded to Passage|UMC
- _____ Written questions uploaded to Passage|UMC
- _____ Sermon (Oral Proclamation) presented and video-recorded
- _____ Sermon (Oral Proclamation) manuscript or transcript uploaded to Passage|UMC
- _____ Sermon (Oral Proclamation) video uploaded to Passage|UMC
- _____ Worship bulletin from proclamation service uploaded to Passage|UMC

- _____ District Committee on Ordained Ministry (DCOM) report submitted and uploaded to Passage|UMC

(1B) (In addition) For Candidates for Ordination as Deacon or Elder

- _____ Written request to BOM to be interviewed for Ordination by October 15.
- _____ Completion of Educational Requirements verified by UNY Board of Ordained Ministry through the Registrar and notification given to candidate (2016 *Discipline* para. 330.3 for Deacon, 335 (3) for Elder)

- _____ Commissioning in 2011 or later (8 years maximum)

- _____ Equivalent of two years full-time service under episcopal appointment
(equivalency must be verified by the Board of Ordained Ministry)

- _____ Participation in Provisional Residency Program
(minimum 3 times in 2 years, 1 per year thereafter)

- _____ Mission project completed within the Provisional period
- _____ Mission project reflection report uploaded to Passage|UMC

- _____ Bible Study taught
- _____ Bible Study evaluation report uploaded to Passage|UMC

- _____ Written questions uploaded to Passage|UMC
(2016 Discipline 330.5, pages 256-257, for Deacons, 335 (8), pages 268-270, for Elders)

- _____ Sermon (Oral Proclamation) presented and video-recorded
- _____ Sermon (Oral Proclamation) manuscript or transcript uploaded to Passage|UMC
- _____ Sermon (Oral Proclamation) video uploaded to Passage|UMC
- _____ Worship bulletin from proclamation service uploaded to Passage|UMC

- _____ In-Church or In-Situation interview conducted
- _____ In-Church or In-Situation report uploaded to Passage|UMC

- _____ Mentor's report requested

_____ Mentor's report uploaded to Passage|UMC

_____ Any additional individual requirements (e.g. CPE) completed and reports or reflections uploaded to Passage|UMC

**(In addition) (1C) For Associate Membership
or Transfer from from one Order to another
or Transfer from another Denomination**

_____ Completion of Educational Requirements verified by UNY Board of Ordained Ministry through the Registrar and notification given to candidate

_____ *Participation in Provisional Residency Program
(minimum 3 times in 2 years, 1 per year thereafter)*

_____ Mission project proposal submitted

_____ Mission project proposal approved

_____ Mission project completed within 2 years before Interview for Associate Membership or Transfer

_____ Mission project reflection report uploaded to Passage|UMC

_____ 6-session Bible Study prepared and uploaded to Passage|UMC

_____ Bible Study taught

_____ Bible Study evaluation report uploaded to Passage|UMC

_____ Written questions uploaded to Passage|UMC (2016 *Discipline* para.335 (8), pages 268-270)

_____ Sermon (Oral Proclamation) presented and video-recorded

_____ Sermon (Oral Proclamation) manuscript uploaded to Passage|UMC

_____ Sermon (Oral Proclamation) video uploaded to Passage|UMC

_____ Worship bulletin from proclamation service submitted to Passage|UMC

_____ In-Church or In-Situation interview conducted

_____ In-Church or In-Situation report uploaded to Passage|UMC

_____ Mentor's report requested

_____ Mentor's report uploaded to Passage|UMC

_____ Any additional individual requirements (e.g. CPE) completed and reports or reflections uploaded to Passage|UMC