

# **Upper NY Annual Conference Steps Into Ministry**

## **Checklist for Candidates**

### **Commissioning/Ordination as Deacons/Elders**

*Adopted 10/01/13, Revised 1/2018, 11/2023, 1/2024, 4/2025, 10/2025*

#### **For all Candidates**

- 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 5 years old
- Background check, dated no less than 5 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 for Commissioning and Provisional Membership:**

- DCOM recommendation By October 15.
- Completion of Educational Requirements (2020/2024 *Discipline* para. 324) verified by UNY Board of Ordained Ministry through the Registrar and notification given to candidate
- Written questions uploaded to Passage|UMC
- Bible Study Teaching Plan uploaded to Passage|UMC
- District Committee on Ordained Ministry (DCOM) report submitted and uploaded to Passage|UMC

## **In Addition for Ordination and Full Membership:**

- 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 (2020/2024 *Discipline* para. 330 for Deacon, 335 or Elder)
- Commissioning in 2018 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)
- Full Participation in Provisional Residency Program
- 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
- Fruitfulness project completed within the Provisional period
- Fruitfulness project reflection report uploaded to Passage|UMC
- Written questions 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 reflections uploaded to Passage|UMC