

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