

- ☐ Attended Candidacy Retreat ([Registration includes \\$25 payment](#))
- ☐ Call Statement (Submit prior to Candidacy Retreat)
- ☐ [Background Check Form 1](#)
- ☐ [Background Check Form 2](#)
- ☐ Background Payment \$75 - please email registrar for payment link
- ☐ [Form 102- Biographical Form](#)
- ☐ [Form 103- Medical Form](#) **
- ☐ [Form 104- Declaration of Candidacy \(Charge Conference Approval\)](#) **
- ☐ 310 Questions (second page of Form 104 above)
- ☐ [Credit Score](#)
- ☐ [Form 114- Notarized Statement](#) **
- ☐ Digital Photo
- ☐ Psychological Assessment – see below for how to schedule **
- ☐ Psychological payment \$150 - please email registrar for payment link
- ☐ Completed Candidacy Mentoring Group **
- ☐ Been a member of a United Methodist Church for 1 year **

****Indicates an element that requires a bit more time (sometimes several months!) to complete**

Candidacy Checklist Descriptions

Attend Candidacy Retreat

- Candidacy Retreats occur two or three times each year.
- Use [this link](#) to register.
- There is a \$25 cost to attend the retreat.

Complete Candidacy Items

- The District Committee on Ordained Ministry (dCOM) will meet several times throughout the year.
 - To become a certified candidate, you must appear before dCOM.
 - To meet with the dCOM, you must have a complete file.
- Your file is considered complete when all the required items are completed and submitted. Again, your file must be completed before you are eligible to go before dCOM.
- Timeline
 - Some items on the checklist take very little time. Some require additional time.
 - Please note under each item listed, there is a description of the typical length that it would take to complete that item as well as any renewal guidelines.

Call Statement

- This must be submitted prior to the Candidacy Retreat.
- 2-3 page typed document articulating your call to ministry
- Timeline
 - Since you have been in the process of discerning your call, this item shouldn't take long to capture your call to ministry and submit it to registrar@nccumc.org.
- Renewal
 - Unless there is a significant amount of time (many years) between your initial call statement and the time you appear before dCOM, you will not need to rewrite.

Background Check

- There are 2 forms that need to be filled out and submitted to the Office of Clergy Life.
- There is a \$75 cost to run a background check.
 - a. Email registrar@nccumc.org for payment link.
- Timeline
 - Once the 2 forms are submitted to registrar@nccumc.org, the turnaround time is within 2 weeks.
- Renewal
 - The background check must be updated every 4 years.

Form 102 - Biographical Form

- This is a form that describes who you are, your educational and occupational background, etc.
- Timeline
 - This form has multiple pages, but it will not take long to complete.
- Renewal
 - There is typically no need to resubmit this form.

Form 103 - Medical Form

- This form needs to be completed by your physician.
- Helpful hints for completing the form:
 - BOM Officer: You may use the following for the name and address for the BOM Officer: Becki Leeland 700 Waterfield Ridge Pl, Garner, NC 27529
- Timeline
 - This depends on your doctor's availability to schedule an appointment as well as how recently you have had a full examination.
 - Please schedule your appointment quickly as it might take time to be seen.
- Renewal
 - The medical form must be updated every 4 years.

Form 104 - Declaration of Candidacy

- Please reach out to the pastor where you are a member to start this process. You need to be a member at your local church for 1 year before starting this step.
- Work with your pastor to find a time for you to:
 - Meet with the Pastor/Staff Parish Relations Committee (S/PPRC). You will share your call with this group.
 - Once you are recommended by S/PPRC, you will go before Charge Conference (scheduled by your pastor) to again share your call.
- This form is completed by your pastor or your DS once you are voted on and approved by your Charge Conference.
- You are responsible for submitting this form once it is signed.
- Timeline
 - Depending on the time of year, the charge conference could take place during the regularly scheduled time which is typically in the fall (often Oct/Nov). There might be a need for a called charge conference. This could take at least a month or more to schedule as notice of time and place shall be given at least ten days in advance.

- Please work with your pastor to schedule this.
- Renewal
 - This form does not need to be completed more than once.

310 Questions

- The second page of the Form 104 has questions directly from the Book of Discipline, paragraph 310 (¶310.2a) which is where the name “310 questions” originates.
 - b. Answer all the sections under Question 1.b.
- Timeline
 - Please allow yourself sufficient time to complete the questions thoroughly.
- Renewal
 - There is typically no need to rewrite 310 Questions.

Credit Score

- You can request a report from TransUnion, Experian, or Equifax. Please only submit the first page of your report (the 3-digit number).
- Please ensure the report has your First and Last name clearly printed on it from the report.
- Timeline
 - This report is free.
 - This typically can be done in a matter of minutes.
- Renewal
 - The credit score needs to be updated every 4 years.

Notarized Statement

- This form needs to be completed and notarized.
- Timeline
 - It might take time to find a notary so please allow for that.
- Renewal
 - There is typically no need to renew this form.

Digital Photo

- Please send a clear digital headshot and follow passport guidelines.
 - This does not need to be a professional photo; one from your phone will suffice.
- Timeline
 - This can be done immediately once you have selected your photo
- Renewal
 - There is no requirement for you to resubmit your digital photo, but you are always welcome to submit a new one at any time.

Psychological Assessment

- Please contact registrar@nccumc.org for instructions on how to schedule your psychological assessment.
- These appointments are virtual.
- There is a \$150 cost associated with this assessment.
 - Email registrar@nccumc.org for payment link.
- Timeline
 - Please note appointments might not be readily available. There could be a wait time of up to a couple of weeks to schedule an appointment. Your assessment needs to be completed and submitted by the dCOM paperwork deadline.
 - The report created after the assessment could take additional weeks to be received by the Office of Clergy Life.
 - Please plan at least a month before the deadline to start this process.
- Renewal
 - This assessment needs to be updated every 6 years.

Completed Candidacy Mentor Groups

- Your mentor group will meet a total of 5 times
 - Session 1 and 2 will be completed during the Candidacy Retreat
- You must complete all 5 sessions.
 - If you miss one, you have to make up the session with your mentors.
 - You may not miss more than 1 session (even if you make it up)

dCOM deadlines for items to be submitted

- Deadlines for materials to be completed and submitted:
 - July 15th (to be seen at the August dCOM)
 - Interviews for candidacy typically take place at the other dCOM meetings. Check with your DS for availability.
 - December 1st (to be seen at the January dCOM)
 - February 1st (to be seen at the March dCOM)
 - March 15th (to be seen at the April/May dCOM)

Helpful Reminders:

- All items MUST be submitted to registrar@nccumc.org
- No items will be accepted after the deadline has passed.
- Start thinking through your timeline
 - When will I be ready to meet with dCOM?

- What will it take for me to submit all items?
 - What items can I begin working on now?
- This is a LOT of information! If/When you have any questions - please reach out to the Office of Clergy Life (clergy@nccumc.org) or your mentors! That is why we are here!

Glossary of Candidacy Terms:

- Please refer to [this document](#) that will help explain some of the terminology used in this checklist.