

CHARGE CONFERENCE FORM #16: Declaration of Candidacy for Ministry

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf16_declaration

WHY THIS REPORT IS REQUIRED TO DECLARE CANDIDACY

Individuals declaring candidacy for ordained ministry in the California-Pacific Conference should use this form/process instead of Form 104 from the General Board of Higher Education & Ministry. When this form is completed with the charge conference vote, submitted, and signed by all participants, the candidate is a Declared Candidate. **This form is a charge conference form because it requires a vote of the charge conference, but it contains personal information about an individual, including date & year of birth, and should not be included in a charge conference booklet.**

WHO COMPLETES THIS REPORT

Those who are initially declaring candidacy for ordained or licensed local pastor ministry. It is not for those who have previously declared and are currently in process (use form #17).

WHEN THIS REPORT SHOULD BE COMPLETED

Before charge conference, meet with your pastor to be sure your candidacy vote is on the charge conference agenda. You will complete this form **after the charge conference. The charge conference vote, your pastor's signature, and your SPRC Chair's signature are required to complete the form.** This form only needs to be completed if at least 67% of the votes cast at charge conference are in favor of candidacy. **It is the pastor's responsibility to decide how to present information about candidate to the charge conference.** The pastor may ask you to complete most of the form and use Save & Resume so that the pastor has information about you and your ministry to present to the charge conference. If you and your church use this method, be advised that your form will only exist in draft form for 30 days and will be discarded by the system if not submitted within 30 days. Be sure to finalize your submission before it is discarded.

RESOURCES YOU MAY NEED:

- [Board of Ordained Ministry website, including candidacy links and a link to the required biographical form.](#)
- Your Biographical Form 102 if previously completed, as some questions on this declaration are also on that form.
- Worksheet to prepare to complete this form as a Word document or in PDF format.

DISTRIBUTION OF REPORTS: The following individuals receive a copy of the report. You do not need to email your form separately to any of the individuals named below.

- **Candidate**
- **Pastor-in-Charge**, Lead Pastor, or equivalent
- **Church Office**, if email is provided
- **District Office** for District Superintendent
- **District Committee on Ordained Ministry** Registrar
- **Associate Director of Lay and Clergy Credentialing and Development** Cathy Wilson
- **Conference Data Services** for archiving and record updates.

REPORT YEAR	
ABOUT THE DECLARING CANDIDATE	
A. LEGAL FULL NAME	
B. PRIMARY EMAIL	
C. PRIMARY PHONE	
D. MOBILE PHONE	
E. ADDRESS	
F. GENDER	Self-identify your gender from MALE, FEMALE, or NON-BINARY
G. FLUENT LANGUAGES	Choose all that apply from CHINESE (Cantonese), CHINESE (Mandarin), ENGLISH, JAPANESE, KOREAN, SAMOAN, SPANISH, TAGALOG (FILIPINO), TONGAN, VIETNAMESE, or OTHER
H. ETHNICITY	Self-identify your ethnicity
I. MARITAL STATUS	Choose SINGLE (Never Married), SINGLE (Divorced), SINGLE (Widowed), SEPARATED, MARRIED
J. DATE OF BIRTH	
ABOUT THE CHARGE CONFERENCE CHURCH	
K. CHARGE CONFERENCE DISTRICT	Choose EAST, HAWAII, NORTH, SOUTH, or WEST
L. CHARGE CONFERENCE CHURCH	
M. PASTOR-IN-CHARGE AT CHARGE CONFERENCE CHURCH	
N. EMAIL OF PASTOR-IN-CHARGE	
O. CHURCH OFFICE EMAIL	
P. SPRC CHAIR	
Q. SPRC CHAIR EMAIL	
R. HAVE YOU MOVED LOCAL CHURCHES WITHIN THE LAST YEAR?	Choose YES or NO.
i. ABOUT THE CANDIDATE'S EDUCATION	
1. SEMINARY	
2. SEMINARY GRADUATION DATE (OR EXPECTED DATE)	
3. UNDERGRADUATE COLLEGE/UNIVERSITY	
4. UNDERGRADUATE GRADUATION DATE	
5. UNDERGRADUATE MAJOR(S)	

6. HAVE YOU ATTENDED AN ORIENTATION TO MINISTRY (FORMERLY CANDIDACY SUMMIT)?		Choose YES or NO.	
6a. (IF YES) ORIENTATION TO MINISTRY COMPLETED DATE			
7. HAVE YOU BEEN INTERVIEWED BY THE DISTRICT COMMITTEE ON MINISTRY (DCOM)?		Choose YES or NO.	
7a. (IF YES) LAST DCOM INTERVIEW DATE			
ii. ABOUT CHARGE CONFERENCE VOTE QUESTIONS FOR THOSE CONSIDERING RECOMMENDATION: Let those who consider recommending persons for candidacy as ordained ministers in The United Methodist Church ask themselves the following questions which were first asked by John Wesley at the third conference of Methodist preachers in 1746. - Do they know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation? Have they gift, as well as grace, for the work? Have they a clear, sound understanding: a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly? Have they fruit? - For the Elder and Local Pastor candidates: Have they been truly convinced of sin and converted to God, and are believers edified by their preaching? - For the deacon candidates: Are others edified by their service?			
8. CANDIDATE WISHES TO PURSUE A TRACK IN		Choose from ORDER OF DEACONS, ORDER OF ELDERS, LICENSE AS A LOCAL PASTOR, or UNDECIDED	
9. CHARGE CONFERENCE VOTE (9d must be at least 67% or you do not need to complete the form)			
9a. YES VOTES		9b. NO VOTES	
9c. ABSTENTIONS		9. % YES VOTES	