

CHARGE CONFERENCE FORM #17: Annual Report of Candidate for Ministry

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf17_candidate

WHY THIS REPORT IS REQUIRED FOR CONTINUING CANDIDATES

This form serves in place of three forms from the General Board of Higher Education & Ministry: Candidate for the Ministry Yearly for the Charge Conference, the SPRC Candidate Evaluation for the District Committee on Ministry, and the Pastor Report for the Candidate for the Ministry Yearly Report. This form is a charge conference form because it requires a vote of the charge conference, but **it contains personal & supervisory information about an individual, and should not be included in a charge conference booklet.**

WHO COMPLETES THIS REPORT

Individuals who are **previously declared candidates for ordained or licensed local pastor ministry** (via form #16) should complete this form in collaboration with their **lead pastor and SPRC Chair** in the year after declaring and in each subsequent year after declaration, until the candidate withdraws, is discontinued, receives a local pastor license and appointment as a local pastor, or is commissioned as provisional member. Appointed local pastors do not need to complete this form as long as they continue to be appointed.

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. Also schedule your annual interview with your SPRC chair. You will complete this form **after the charge conference** because you will need the charge conference vote, your pastor's narrative evaluation and signature, and your SPRC Chair's narrative evaluation and signature to complete the form. This form only needs to be completed if at least 67% of the votes cast at the charge conference are in favor of continued 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 at the end of the 30th day if not submitted. Be sure to finalize your submission before it is discarded.

There are two ways to complete this form:

- (1) The candidate collects all answers from SPRC Chair and Pastor that are needed, completes the form, and the SPRC Chair and Pastor review to assure accuracy during the signing process.
- (2) The candidate completes the first parts of the form, uses Save & Resume and sends the Save & Resume link to the SPRC Chair. The SPRC Chair completes the SPRC section, uses Save & Resume and sends the Save & Resume link to the Pastor-in-Charge. The Pastor-in-Charge completes the evaluation and the charge conference vote, checks the Review page, and submits it for signatures. All three will still need to sign the completed document.

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.
- Previous versions of your annual report (#17) or declaration (#16), which may help you answer questions this year.
- 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 with the included information. You do not need to email your form separately to any of the individuals named below.

- Candidate**
- Pastor-in-Charge**, Lead Pastor, or equivalent
- SPRC Chair**
- Church Office**, if email is provided
- District Office** for District Superintendent
- District Committee on 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 CONTINUING CANDIDATE	
A. NAME	
B. PRIMARY EMAIL	
C. PRIMARY PHONE	
D. MOBILE PHONE	
E. PRIMARY ADDRESS	
F. GENDER	Self-identify your gender from MALE, FEMALE, or NON-BINARY
G. FLUENT LANGUAGES	Choose all the 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 CANDIDATE'S CHARGE CONFERENCE CHURCH	
K. CHARGE CONFERENCE DISTRICT	Choose EAST, HAWAII, NORTH, SOUTH, or WEST
L. CHARGE CONFERENCE CHURCH	
M. PASTOR-IN-CHARGE	
N. PASTOR-IN-CHARGE EMAIL	
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)?	
6a. (IF YES) ORIENTATION TO MINISTRY COMPLETED DATE	
7. HAVE YOU BEEN INTERVIEWED BY THE DISTRICT COMMITTEE ON MINISTRY (DCOM)?	
7a. (IF YES) LAST DCOM INTERVIEW DATE	
ii. SPRC EVALUATION	
During the signature process, the SPRC chair will need to click a checkbox to affirm that the information provided in questions #8 - #15 is accurate. Each person who is a continuing candidate for ordained ministry must also be reviewed yearly by the local church, including evaluations by the local church's Staff-Parish Committee and the local church's pastor-in-charge. After interviewing the candidate by correspondence or face-to-face interview, make a recommendation to either continue or discontinue the candidate. No charge conference vote or report is required if the SPRC recommends to discontinue the candidate. No charge conference vote is required if the SPRC recommends to discontinue, and this form does not need to be completed. Reminder: The SPRC and Pastor-in-Charge should not share assessment information with the charge conference. This is considered supervisory in nature and not public information. 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. WHAT PROGRESS/ACCOMPLISHMENTS HAS THE CANDIDATE MADE THIS YEAR? (5000 character limit.)	
9. WHAT ARE SOME NEEDED AREAS OF GROWTH? (5000 character limit.)	
10. WHAT HAS BEEN THE CANDIDATE'S INVOLVEMENT IN THE CHURCH? (5000 character limit.)	
11. ADDITIONAL INFORMATION ABOUT THE SPRC RECOMMENDATION. (5000 character limit.)	

12. DOES THE CANDIDATE HAVE THE QUALITIES WHICH YOU WOULD WANT IN YOUR PASTOR?	Choose YES or NO		
13. IF YES, DESCRIBE. IF NO, WHY NOT? (5000 character limit.)			
14. SPRC INTERVIEW DATE			
15. THE COMMITTEE'S RECOMMENDATION IS	Choose AFFIRM FOR CONTINUATION or DISCONTINUE		
iii. PASTOR EVALUATION During the signature process, the Pastor will need to click a checkbox to affirm that the information provided in question #16 & #18 is accurate. Reminder: The SPRC and Pastor-in-Charge should not share assessment information with the charge conference. This is considered supervisory in nature and not public information.			
16. PASTOR EVALUATION (5000 character limit.)			
iv. CHARGE CONFERENCE VOTE This candidate requires at least a 2/3 vote of the charge conference to be continued as a candidate for ministry. The vote of the charge conference must be reported. 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?			
17. CANDIDATE WISHES TO PURSUE A TRACK IN	Choose from ORDER OF DEACONS, ORDER OF ELDERS, LICENSE AS A LOCAL PASTOR, or UNDECIDED		
18. CHARGE CONFERENCE VOTE (18 must be at least 67% or you do not need to complete the form.)			
18a. YES VOTES		18b. NO VOTES	
18c. ABSTENTIONS		18. % YES VOTES (100 x YES) / (YES + NO)	