

**California-Pacific Conference
Board of Ordained Ministry**

Becoming a Certified Candidate for Licensing or Ordained Ministry

These steps are not specifically in order. Depending on your timing, please read the document and do any of the steps you can.

We encourage all candidates to attend the annual “Orientation to Ministry” as soon as possible. Candidates may attend prior to or following admission to the candidacy journey.

1. Contact a United Methodist clergyperson or campus minister to discuss your interest in ministry.
2. 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. (BOD ¶310.1a)
3. Fill out the GBHEM Form #102, Biographical Form located under the Candidacy section on the Conference Board of Ordained Ministry (BOM) website at www.calpacumc.org/bom. Once submitted, the form will automatically be sent to your District Office, the Candidate’s DCOM Chairperson & DCOM Registrar, the Associate Director to the Board of Ordained Ministry, and to the Samaritan Counseling Center.
4. Email your District Superintendent (DS) and share that you would like to start the candidacy process. If the District Superintendent approves you to enter the candidacy process, the DS will submit an online form to assign you a mentor. That form will notify the District Committee on Ordained Ministry (DCOM) Chair and DCOM Registrar, the Associate Director of the Board of Ordained Ministry and the Samaritan Counseling Center that you are approved to start the candidacy process.
5. Once approved, you may contact the Samaritan Counseling Center to schedule your Psychological Assessment. Information regarding the Psychological Assessment can be found on the Board of Ordained Ministry website at www.calpacumc.org/bom. Scroll down to the red box that says ‘Policies.’ Our Ministerial Assessment Specialist has 30 days to complete the report that is required, and their schedules get really booked so the sooner this is completed the less likely you will be delayed in your process. If you call to schedule your appointment by November 1st prior to the year you would like to be certified, you are most likely to get an appointment with Samaritan Counseling Center in time for the report to be completed and sent to your DCOM.
6. Review the BOM policies on the website at www.calpacumc.org/bom.
7. Meet with the District Committee on Ordained Ministry (DCOM) for the *Introductory Interview*. Communicate with your DCOM Chair to schedule this interview.
8. Work with your District Administrative Assistant to complete Ministry Safe and your Background Check.

9. Meet with and receive the written recommendation from your local church or equivalent ministry setting as follows (Contact your pastor to make these arrangements):
 - a. Submit to your Pastor/Staff Parish Relations Committee the written statement on call to ministry and be prepared to be interviewed in light of Wesley's historic questions in ¶310.1d. of *the United Methodist Book of Discipline (2016)*
 - b. Interview with the Pastor/Parish Relations Committee or equivalent body specified by the DCOM. *They must take an official vote to approve you for candidacy.*
 - c. After approval by the P/SPRC, meet with the charge conference or body specified by the DCOM and receive 2/3 approval vote (form signed by District Superintendent or presiding elder in the Charge Conference Forms). This approval needs to be made annually.
10. Work with your District Committee on Ordained Ministry to schedule the Certification Interview and communicate information regarding the submission of required paperwork.
 - a. If you are seeking licensing for pastoral ministry the DCOM must approve that you meet the qualifications at your certification or re-certification interview.

Once Certified:

1. Certified candidacy is renewed annually by Charge Conference and District Committee on Ordained Ministry. An annual interview with the district committee is required and transcripts of all educational progress shall be submitted in addition to other items DCOM may require.
2. Your local church pastor or candidacy mentor remains available to the certified candidate until the candidate is licensed or commissioned.
3. One year as a Certified Candidate and completion of educational requirements is required prior to provisional membership and commissioning. The application packet for provisional membership is available on May 15th on the Conference Board of Ordained Ministry website www.calpacumc.org/bom.

Other requirements to tend to prior to or as a Certified Candidate:

1. If you haven't done so already, register for the Orientation to Ministry. The Board offers this twice a year. Check out the Board's website to register and find out more information about this event. This is a requirement to become a Local Pastor or Provisional Member.
2. Make plans for meeting the academic requirements of the ministry/order to which you are called.
3. Make sure you have taken 1 unit (400 hours) of an accredited Clinical Pastoral Education (CPE) program. This is required to be completed before November 2nd of the year you apply to the Board of Ordained Ministry for commissioning.