

West Ohio Candidacy Summit Process Candidate Step-by-Step Guide

1

January 2025

Candidate's Name:

Step 1. Prior to Candidacy Summit

Date Completed:

- Contact a clergy-person in your ministry setting or another United Methodist clergy.
 - Read and discuss *The Christian as Minister* with him/her.
 - Be a member of a UMC or a baptized participant of a recognized UM campus ministry or other UM ministry setting for one (1) year.
 - Send a letter by email to your District Superintendent AND copy your District Committee on Ordained Ministry Chair/Registrar, indicating the following:
 - Completion of *The Christian as Minister* and e-mail/phone number of minister
 - Name and contact information of your ministry setting (local church/campus ministry, etc.)
 - Involvement in your ministry setting
 - Statement of call (half-page)
 - Request entrance into the Candidacy Process
 - Attend an interview with the District Superintendent.
 - If ready, the Office of Ministry is notified, and an Introductory District Committee on Ordained Ministry (DCOM) Interview may be scheduled.
 - If there are reservations for any reason, the candidate interviews with the dCOM.
 - The District Office notifies the Office of Ministry.
 - Receive Summit Information from the Office of Ministry.
-

Step 2. Candidacy Summit Registration (West Ohio Forms and PassageUMC)

Due Dates:

- July 1 (Summer Summit)
- December 1 (Winter Summit)

All forms can be found at: [West Ohio Candidacy Summit Documents](#)

Submit the following to the Office of Ministry:

- Autobiographical Statement Form (Complete and submit in PassageUMC)
- Permission to Release Personal Information Form (Complete and submit in PassageUMC)
- Notarized Statement (Complete and submit in PassageUMC)
- Complete online registration for the Summit Retreat (go to westohioumc.org and click on "register for events")
- Payment for Summit Retreat (\$300)*
 - *Retreat payment is part of the online Summit registration, or a check can be mailed separately.

PASSAGEUMC

Date Completed:

(Note: all of the PassageUMC steps are completed electronically)

- West Ohio Candidacy Track includes the GBHEM Candidacy and Psychological Assessment Tracks
- Candidacy Track (User Profile, Mentors & Tracks)
 - Complete the following:
 - Candidacy Application Form
 - After registering for the Summit, you will receive an electronic version of the Candidacy Guidebook.
- Psychological Assessment Track
 - Complete the following:
 - The MAS (Ministerial Assessment Specialist) will be assigned to you at that step.
 - Release of Information
 - Personal Data Inventory

- Personal/Professional References should be requested. The completed Reference forms should be returned to you and uploaded into PassageUMC. (You can ask the same people, but these are different from what is requested later in the process.)
- Complete electronic self-assessment (A link to the assessment will be sent to your e-mail once the Reference step is complete.)

Prepare for Summit Mentoring Group (Complete prior to Summit Retreat)

- Form a Prayer team—Invite a 3-5 person team who will pray for you during this journey
- Read 1 Samuel 3, Esther 1-4; 8, Acts 9:1-31
- Reflection Exercise: Write your call story (2-page maximum)
- Read and journal exercises in Candidacy Guidebook pgs. 11-33
- Complete River of Life assignment

Step 3. Candidacy Summit Attendance (July or January)

- Two Mentoring Group Sessions
- Photograph taken by Summit photographer
- Take Psychological Assessment

Step 4. Post-Candidacy Summit

Mentoring Group Sessions

- Mentoring Group Session Three
- Mentoring Group Session Four
- Mentoring Group Session Five
- Mentoring Group Session Six

Psychological Assessment

- Meet with MAS (Ministerial Assessment Specialist). The MAS will contact you to schedule an appointment about one month after the Summit Retreat.
- Pay \$375 assessment fee to MAS at the time of the interview.
- Meet with mentor(s) to review assessment report (You will receive a copy, and one will be sent to the Office of Ministry). Mark Candidate Assessment Interview complete in PassageUMC.

Step 5. Preparation for dCOM Certification Interview

Date Completed:

- Meet with mentor(s) to review mentor report, and the mentor will upload the report to PassageUMC.
- Submit transcript or copy of diploma providing proof of graduation from an accredited high school or certificate of equivalence to PassageUMC.
- Complete physical and submit medical report (Form #103) to PassageUMC.
- Contact three references to complete the Personal Reference Form and submit to PassageUMC.
 - The references used as part of the References on Step 2 do NOT apply because they are sent directly to the MAS. You can, however, ask the same references for this step. (You may not use family members.)
- Contact Pastor AND dCOM Chair to schedule a PPRC meeting at your church (dCOM Representative facilitates meeting).
 - S/PPRC Meeting Date: _____

Complete the following written requirements for your PPRC and dCOM interviews:

- Write responses to The Book of Discipline 310.2a (i-vi)
- Answer Wesley's historic questions (The Book of Discipline ¶310d)
- Provide a signed agreement to the highest ideals of the Christian life (The Book of Discipline ¶310.2d)
- Complete all of the above and submit to PassageUMC.

PPRC Interview

- dCOM facilitator will send minutes and completed Form #102 to the District Office.
 - Recommended (Pastor shall contact the DS to request a special session of the Charge Conference and schedule a meeting at your church to request approval.)
 - Not Recommended (Candidate contacts dCOM chair)
 - Mark complete in PassageUMC.

Charge Conference

- Presiding Elder will send completed Form #104 to the District Office. 3/4 majority vote and written ballot is required.
 - Recommended (Candidate contacts the dCOM Chair requesting Certification Interview.)
 - Not Recommended (Candidate contacts dCOM chair)
 - Mark complete in PassageUMC.

Step 6. dCOM Interview

- dCOM Chairperson completes Form 113. 3/4 majority vote and written ballot is required.
 - Certify (Yes)
 - Delayed (Not yet; specific focus areas may be assigned.)
 - Discontinue (Discontinued from the candidacy process.)
 - Mark complete Appearance before the District Committee in PassageUMC.
 - Contact Mentor to fill out Report of Completion in PassageUMC.
 - Confirm with your mentor that the Close Track step is complete in PassageUMC.

Financial Obligations during Candidacy

- **Total \$300 for In-person Summit Retreat and Background Check**
 - Payable to: West Ohio Conference, 32 Wesley Blvd., Worthington, OH 43085.
 - The Retreat and Background check can be paid as part of the online Summit registration, or a check can be mailed separately.
- **\$375 for your Psychological Assessment Interview**
 - Payable to the MAS (Ministerial Assessment Specialist) at the time of your interview.

Important Dates

- **December 1:** Winter Summit Registration Deadline (All West Ohio and PassageUMC steps must be received by this date)
- **January 10 – 11, 2025:** Candidacy Summit Retreat, Virtual

- **July 1:** Summer Summit Retreat Deadline (All West Ohio and PassageUMC steps must be received by this date)
 - **July 25 - 26, 2025:** Candidacy Summit Retreat at the West Ohio Conference Center, 32 Wesley Blvd, Worthington, OH 43085.
-

Submissions

- All requirements should be completed and submitted to PassageUMC.

Please email the Office of Ministry when you have completed the application and uploaded the required documents to PassageUMC,

- If you have any questions, please contact:
 - The Office of Ministry, officeofministryforms@wocumc.org.