



# Baltimore-Washington Conference

The United Methodist Church

## Candidacy Mentor Job Description

(revised 2022)

These mentors give counsel and guidance to those who are going through the annual conference's candidacy process as Exploring Candidates until they become Certified Candidates. They continue to give counsel to Certified Candidates until they become clergy. Candidacy Mentors are assigned by the District Superintendent and District Committee on Ordained Ministry.

### **Candidacy Mentor responsibilities include:**

1. Meet with the candidate to establish a covenant and schedule for meetings.
2. Establish and maintain negotiated confidentiality between candidate and mentor.
3. Pray for the candidate.
4. Work together through Answering the Call: Candidacy Guidebook. Organize conversations around chapters and questions in the Guidebook using our suggested Five Session Plan.
5. Assist candidate to enroll in candidacy program by:
  - a. Learning the most current Candidacy Process found in our Ministry Field Guide, found on the BWC BOOM web page.
  - b. Familiarizing yourself with the basics of the BWC Application Portal (<https://bwc-umc.smapply.org/>) using the BWC Application Portal (aka Survey Monkey Apply) Candidate Guide. **Mentors do NOT need to create a portal account.**
6. Provide guidance for the psychological assessment process (see Psych Assessment Process PDF's).
7. Assist the candidate with preparation for S/P-PRC and charge conference meetings. Write annual mentor reports to dCOM (completed through the BWC Application Portal).
8. Meet with the dCOM and candidate at the certification approval meeting.

9. Share mentor report. The candidate requests this report through the BWC Application Portal, and the mentor completes it in the Portal).

### **Important Documents for Candidacy Mentors**

- Answering the Call Candidacy Guidebook (2016)
- Answering the Call Discussion Plan
- Answering the Call Appendix A Mentor Guide
- BWC Ministry Field Guide
- BWC Application Portal (aka Survey Monkey Apply) Candidate Guide
- Psych Assessment Process DCOM Guide
- Psych Assessment Process Candidate Guide
- Mentoring—A Biblical Basis
- The Fundamentals and Qualities of Mentors

### **Additional Mentoring Resources**

- Mentors as Instruments of God's Call by Justo L. González
- The Mentor's Guide: Facilitating Effective Learning Relationships, 2nd Edition by Lois J. Zachary
- Mentoring Into Vocation by Mark A. Fowler