



# THE MINISTRY FIELD GUIDE

A COMPANION TO THE "ANSWERING YOUR CALL" CANDIDACY  
GUIDEBOOK FOR BWC CANDIDATES & THEIR MENTORS

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### **WASHINGTON REGION**

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### **BOARD OF ORDAINED MINISTRY**

Chairperson: C. Anthony Hunt  
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A place for you to write down notes, thoughts, prayers, questions, etc.

# STEP 1

## ADMISSION TO PROCESS

1. The candidate reviews *The Christian as Minister* with his/her local church pastor, another ordained deacon or elder, or his/her district superintendent. *The Christian as Minister* (ISBN 978-0-938162-63-6, \$9.99 each) is available from [Cokesbury.com](http://Cokesbury.com) or by calling 1-800-673-1789. A PDF version (Large Print) is posted online at <https://www.umdiseabledministers.org/download/minister.pdf>
2. The candidate shall 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. Graduation from an accredited high school or certificate equivalent (GED) is a prerequisite.
3. The candidate submits a letter to his/her district superintendent, with a copy to the chairperson of the district committee on ordained ministry (DCOM), describing his/her sense of call to the ministry of a licensed pastor or ordained clergy. (Paper shall be brief, 1-2 pages)
4. The candidate receives the document from the DCOM Chair, "Expectations of Spiritual Leaders in the Baltimore-Washington Conference." Candidate shall review with their Pastor.
5. The candidate will contact John Nupp at [JNupp@bwcumc.org](mailto:JNupp@bwcumc.org) and provide their full legal name for a background check. John will send them an "invitation" link to Smart-Trak to complete the background check on-line at the cost of \$42. Rev. Nupp provides the report to the DCOM chair for review.
6. The candidate receives from the DCOM chair (or registrar) two forms. The candidate completes the Biographical Information Form (Form 102), the notarized Candidate's Disclosure Form (Form 114). The Biographical Information Form and Candidate's Disclosure Form are submitted to the DCOM chair or registrar at least one month prior to the interview. All forms are available on-line at <http://www.bomlibrary.org/forms/candidacy-and-conference-relations-forms/>  
Copies of these action forms must both be kept in the candidate's file and forwarded to the Center for Clergy Excellence. Additional action forms are available at: <http://www.bomlibrary.org/forms/action-outline-forms/>

# STEP 2

## INITIAL INTERVIEW

7. Attend Initial Interview with DCOM
8. If recommended for admission into the candidacy program, the candidate receives from the chair or registrar of the DCOM a letter with the name of their candidacy mentor. This mentor must enroll in the UMCARES system. If **not** recommended for admission at this time, the chair of the DCOM sends a letter to the candidate outlining the reasons of the committee.
9. The candidate registers through our on-line interactive web site, UMCARES, by sending their name and contact information to the Director of the Center for Clergy Excellence, John W. Nupp at [JNupp@bwcumc.org](mailto:JNupp@bwcumc.org). The DCOM Chairperson or Registrar must contact Rev. Nupp with the name of the Candidacy Mentor and that assigned mentor must be properly enrolled in UMCARES for the process to continue.
10. The candidate reviews the enrollment process outlined on this site. Once the registration is confirmed by the district superintendent and mentor (by email), the candidate will receive an email notification. The candidate will pay the \$75 fee and pick up a Candidacy Guidebook from the Center for Clergy Excellence.
11. The Candidacy Mentor will initiate the first meeting with the candidate and set up a schedule for working through the Candidacy Guidebook in a way that gives consideration to the candidate's background and experience.
12. The candidate will contact John Nupp at [JNupp@bwcumc.org](mailto:JNupp@bwcumc.org) to begin the psychological examination process. The candidate or his/her local church is responsible for payment of \$600, made payable to the Conference Treasurer. The candidacy mentor will be trained to serve as proctor for the on-line assessments. Following one clinical interview with the candidate, the conference psychologist will provide their report to the DCOM chair (or designee) with recommendations for the candidate to follow in order to proceed. This feedback session must take place prior to the certification interview.

# STEP 3

## PROGRESS TO CERTIFIED CANDIDATE STATUS

13. The candidate's local church Staff-Parish Relations Committee (SPRC) receives training from the DCOM. The SPRC interviews the candidate about their call, in light of Wesley's historic questions (BoD Para 310.1.d). If approval is gained by the SPRC, the candidate meets with the Church/Charge conference and must receive 2/3 written vote of Charge Conference to continue. (Use Declaration of Candidacy Form, signed by district superintendent or presiding elder). Please note that this interaction with the SPRC may precede the Initial Interview (Step 2).
14. The Candidacy Mentor completes the Mentor Report, has candidate review and sign, and sends to the DCOM. This report is to be a reflection on insights gained and growth perceived in the candidate during the mentoring process. It is not to make recommendations to the committee. (See specific directions on UMCARES.)
15. Other requirements prior to your interview for certification include:
  - a) a completed report from your site visitor
  - b) a completed observation report from your home pastor
  - c) a completed observation report from the chair of your Pastor/Staff-Parish Relations committee
  - d) the candidate is required to have a medical professional complete the medical summary report (Form 103) and return it to the DCOM
16. The Candidate submits in writing to the DCOM, the following from the Book of Discipline, ¶310.2a:
  - a) the most formative experience of their Christian life
  - b) God's call to licensed or ordained ministry and role of the church in their call
  - c) their beliefs as a Christian
  - d) their gifts for ministry
  - e) their present understanding of their call to ministry as elder, deacon or licensed ministry
  - f) their support systems.
17. The Candidate requests an interview with the DCOM when all required documents have been submitted, one month prior to the Certification Interview.
18. The Candidate interviews with DCOM for certification. Approval for certification as a candidate for ordained ministry requires a three-fourths written ballot. The candidate is informed of the results in writing.

# STEP 4

## FOLLOW-UP ON CERTIFICATION INTERVIEW

19. The Candidacy Mentor submits the DCOM Approval Report for Certified Candidacy (form 113) to the Division of Ordained Ministry of the General Board of Higher Education and Ministry through the UMCARES system.
20. The Candidacy Mentor and candidate meet to discuss the interview and results of meeting with district committee. The Candidacy Mentor and candidate work together to develop a plan for education. Candidates pursuing licensing must enroll in and complete the License to Preach School or have completed one-third of their seminary education at a University Senate accredited school.
21. Candidacy Mentor maintains a minimum of four annual meetings with the Certified Candidate until the candidate is licensed or commissioned. An annual report from the mentor is required
22. Certified candidacy is renewed annually by Charge Conference and district committee on ordained ministry. An annual interview with the DCOM is required.

The following documents must be submitted to the DCOM each year for the candidate to be recertified:

- a) mentor's report,
- b) updated Biographical Information Form,
- c) educational transcripts,
- d) plan for education, and
- e) an annual report from the candidate indicating educational progress, service in the church or other approved service site (if applicable), and growth in spiritual maturity.

Also, a letter of recommendation from his/her district superintendent and DCOM interview form must be completed annually for the candidate's file.

### **MEF ASSISTANCE:**

Certified Candidate Status enables the Candidate to apply for financial assistance for their education through the Ministerial Education Fund (MEF).

As of Fall Semester 2018, the reimbursement rates are as follows:

- Course of Study or Advanced Course of Study = \$300 per course.
- Send verification of completion of your course to Local Pastor Registrar, Rev. Michael Beiber by email: [bwcllregistrar@gmail.com](mailto:bwcllregistrar@gmail.com) and allow one month for reimbursement.
- Master's-level Degree (or UM required courses) = \$350 per credit hour.
- Request MEF Application Packet from Rev. John W Nupp at [JNupp@bwcmc.org](mailto:JNupp@bwcmc.org)

Details are contained in the application and renewal materials.

**Upon Certification, Candidates are expected to choose the track of Local Pastor, Deacon, or Elder. Progress from this point is determined by this choice.**



# OPTION A

## FOR THOSE SEEKING LICENSING AS A LOCAL PASTOR:

1. If the Certified Candidate is seeking licensing for pastoral ministry, an interview for licensing may be conducted on the same day as the certification interview. With all material to be received at least one month prior to the interview, the candidate must submit the following:

Submit two copies of one sermon on Video/DVD along with two copies of the sermon manuscript for that sermon. (See specific directions online.)

Submit written responses to the following questions (3-5 pages)

1. What is the meaning and significance of the Sacraments?
  2. Talk about the nature of the Kingdom of God and then use a Biblical parable to illustrate one aspect of the Kingdom.
  3. What is your understanding of the Wesleyan concept of divine grace?
  4. How will you discern and implement God's vision for your ministry setting?
2. The candidate interviews with the DCOM (§315.2.c) and may be recommended to the Board of Ordained Ministry for licensing.
  3. The license to preach is granted only to those who have received an appointment to serve as a local pastor. Candidates who no longer are serving under an appointment must return their license to the district superintendent. (§320.1)
  4. Full-time local pastors shall complete four courses annually in the Course of Study, with a maximum of eight years to complete. (§319.3) OR Part-time local pastor shall complete at least two courses annually in the Course of Study, with a maximum of twelve years to complete. (§319.3) OR Student pastors must be enrolled in a college, university, or seminary approved by the University Senate and must be making adequate annual progress in their educational program. (§318.3)
  5. Licensed local pastors shall meet annually with the DCOM to be continued in their status as local pastors. Required for this action are (a) a completed local pastor's interview form, (b) a completed mentor's report, (c) a letter of recommendation by his/her district superintendent, and (d) a current transcript documenting their progress in the Course of Study. Local pastors must be making adequate progress in the Course of Study or in seminary in order to be continued in this status.



# OPTION B

## RECOMMENDATION FOR PROVISIONAL MEMBERSHIP

1. Candidates who hold or will complete at least a Bachelor's degree from an accredited college or university and a Master of Divinity degree from an accredited seminary (or, for those in the Deacon track, the appropriate masters degree), have been a certified candidate for at least one year, and have demonstrated his or her gifts for ministry and service (to the satisfaction of the DCOM) are eligible for recommendation to the conference Board of Ordained Ministry for Provisional Membership. (§324.1-2)
2. Graduate Requirements: The BWC requires candidates for Provisional Membership to have completed an MDiv degree (or, for those in the Deacon track, the appropriate masters degree) with 27 required credits in Old Testament; New Testament; systematic theology; church history; mission of the church in the world; evangelism; worship/liturgy; United Methodist doctrine, polity and history; and ethics. Please note: the ethics requirement is an additional requirement in the Baltimore-Washington Conference, beyond the Basic Graduate Theological Studies required by the denomination.
3. Candidates seeking recommendation by the DCOM for Provisional Membership may be interviewed by the DCOM during their second to last year of seminary. An official transcript must be provided as well as a plan for completing their degree during that conference year.
4. Candidates must submit a sermon to the Board of Ordained Ministry's Sermon Review Committee. This sermon may be submitted up to a year prior to interviewing with the committee. The sermon must receive a passing grade for the candidate to be recommended for Provisional Membership.
5. Candidates must submit to the BOOM Biblical Study Review Committee the lesson plan for a Bible Study that has actually been led by the Candidate. The study must receive a passing grade for the candidate to be recommended for Provisional Membership.
6. Candidates shall submit to the DCOM in writing answers to the questions found in Par. 324.9a-p at least one month prior to the interview.
7. Candidates shall interview with the DCOM regarding written answers and readiness for ministry. The vote to recommend must pass by a  $\frac{3}{4}$  majority.
8. Candidates will be contacted by the Provisional Member Registrar of the Board of Ordained Ministry regarding the requirements and deadlines in order to be examined by the BoOM for Provisional Membership and Commissioning.

# OPTION C

## ALTERNATIVE ROUTE

### FOR LICENSED LOCAL PASTORS SEEKING ORDINATION

For those Licensed Local Pastors seeking Recommendation for Provisional Membership (and ordination as Full Member Elders): ¶324.6 and ¶322 progress as Associate Member

Local Pastors must have:

1. satisfied all requirements in ¶324.1-3, 7-14 of the 2016 Book of Discipline;
2. completed the five-year Course of Study for ordained ministry, of which no more than one-half may be taken by correspondence or Internet; up to one-half of Course of Study may be online courses; and completed “an equivalent program of study embedded in an undergraduate degree at a UM-related college or university.”
3. completed an Advanced Course of Study consisting of 32 semester hours of graduate theological study offered by a seminary recognized by the University Senate or its equivalent as determined by GBHEM that shall include United Methodist history, doctrine, and polity.

MARCH 2019

# MY NEXT STEPS

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is no handwriting or other markings on the paper.

## **BWCUMC.ORG/CLERGY-DEVELOPMENT**

Executive Minister of Call and Clergy Care:

Rev. John Nupp

[jnupp@bwcumc.org](mailto:jnupp@bwcumc.org)

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**Baltimore-Washington Conference**

The United Methodist Church