

District Committee on Ordination
Required Paperwork & Process for Certified Candidates
Seeking to become an Ordained Deacon or Elder

FIRST DCOM meeting with candidates for certification

1. Candidacy Completion Report from Mentor
2. Form 104 (Recommendation by Charge Conference)
3. Credit Check via myfico.com with a score of 640, anything below that can be considered by DCOM but a plan would need to be established for improvement and a recommendation to the Credit Advisory Taskforce. This report should be no older than 30 days old at the paperwork due date.
4. Criminal Background check via Trak-1. The district office will process this request, but the candidate pays for it. This should have been done when they started candidacy. If it has been more than two years a new background check should be requested.
5. Background Affidavit
6. Psychological Assessment (these are only good for four years)
7. Questions Listed below

Call & Disciplined Life

1. Call Story/autobiographical statement – provide information regarding your faith development considering your family background and present family situation, ministry experience, educational history and call/response to ministry. DCOM is seeking to know you and to learn about your call to ministry. Do you have any current or chronic health problems? If so, what steps are you taking to care for yourself?

Wesley's Historical Questions

1. Do you know God as pardoning God? Have you the love of God abiding in you? Do you desire nothing but God? Are you holy in all manner of conversation?
2. Have you gifts, as well as evidence of God's 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 you speak justly, readily clearly?
3. Have you fruit? Have any been convinced of sin and converted to God, and are believers edified by your service?

Leadership

1. What leadership roles have you been involved with in the past year? (church, school, work)

SECOND DCOM Meeting – Re-Certification

This meeting is for those seeking Re-Certification for the first time. These folks have spent an entire year as a Certified Candidate but are not ready for recommendation to the BOM for provisional interviews.

On file should be the credit report, the criminal background check, and the psychological evaluation. If a candidate had a credit report that was at or below the minimum the DCOM will require an updated report at each DCOM re-certification meeting. DCOM should also be checking academic progress of candidates.

Call & Disciplined Life

1. What is your understanding of the expectations and obligations of the itinerant system? (for elder candidates)
2. What is your understanding of your call to servant ministry as expressed in the Order of Deacons? (for deacon candidates)
3. Explain your understanding of the distinctive vocations of the Order of Elder and the Order of Deacons. How do you perceive yourself, your gifts, your motives, your role and your commitment as a Provisional member in The United Methodist Church?

Theology & Doctrine

1. What is your conception of the activity of the Holy Spirit in personal faith, in the community of believers, and in responsible living in the world?
2. What is your understanding of the Kingdom of God, the Resurrection, and eternal life?
3. Describe your personal experience of God and the understanding of God you derive from Biblical, theological, and historical sources.

Practice of Ministry

1. Submit a manuscript or transcript of a sermon you have recently preached.
2. What are three ministry practices you have seen or experienced from clergy? These can be positive or negative, but things that have been learning experiences for you and your own ministry practices.

Leadership

1. Share a leadership role you held this year and how it succeeded or failed.

THIRD DCOM Meeting – Re-Certification

This meeting is for those seeking Re-Certification for the second time. These folks have been certified and have met with DCOM for a second re-certification meeting. This third meeting is for Candidates who are not ready for recommendation to the BOM for provisional interviews but need to be re-certified again. If their credit score was at or below the minimum at the previous certification meeting the DCOM will require a new credit report.

Call & Disciplined Life

1. Are you presently convinced that the ordained ministry is the best way to respond to God's call and claim upon your life? Why do you feel this way?
2. Describe your participation, attendance, and leadership in a local United Methodist church during the past two years.

Theology & Doctrine

1. Describe the nature and mission of the Church. What are its primary tasks today?
2. Discuss your understanding of the primary characteristics of United Methodist polity.
3. Explain the theological role and significance of the sacraments in the ministry to which you have been called.
4. How do you interpret the statement, "Jesus Christ is Lord"?

Practice of Ministry

1. Submit a manuscript or transcript of a sermon you have recently preached.
2. What was this sermon intended to accomplish?
3. How much preaching experience have you had and in what ministry settings?
4. State your personal view of the importance of preaching in your role as a minister.

Leadership

1. Share a leadership role you held this year and how it succeeded or failed.
2. Who have you been coached by, mentored by in the area of leadership and what have you learned?

DCOM Meeting – Recommendation to The Board of Ordained Ministry

All candidates must be certified for an entire year prior to the Board of Ordained Ministry interviews. Candidates may meet with DCOM for recommendation prior to the completion of a year, but the year must be fulfilled by February 1st of the year they anticipate attending provisional interviews. Additionally, all candidates for provisional membership must be eligible to complete all academic work prior to commissioning.

Board of Ordained Ministry highly suggests that candidates submit all written work from the year appropriate provisional packet to receive recommendation to Provisional Interviews. Each DCOM will set a specific date and materials requested for the candidates in their district.