

Check when completed	<p align="center"><b>Welcome to Candidacy—A process for confirming the call to ministry</b></p> <p align="center">Go to <a href="http://www.sgaumc.org">www.sgaumc.org</a>, click “Ordained Ministry,” then “Candidacy Process” to find this process.</p>
	<b>Step 1:</b> Talk to your United Methodist pastor or ministry leader about your call.
	<b>Step 2:</b> Write your Call Statement and fill out <b>Biographical Form 102</b> . Send both by email to the following: 1) your District Superintendent, 2) the Chair of your District Committee on Ordained Ministry (DCOM), and 3) the Candidacy Registrar, Jay Harris ( <a href="mailto:jharris@sgaumc.com">jharris@sgaumc.com</a> ).
	<b>Step 3:</b> Contact your District Superintendent (DS) to discuss your Call Statement and to get enrolled in UMCares.
	<b>Step 4:</b> Complete enrollment in UMCares. When the District Superintendent enrolls you in UMCares, you will need to complete the enrollment. You will receive an email from <a href="mailto:notifications@umcares.org">notifications@umcares.org</a> (put this in your safe senders list or it may go into your junk mail folder). You will be given a link to set up your password and fill out the online candidacy application form through the on-line interactive web site at <a href="http://umcares.org">umcares.org</a> . Please do so immediately because the notification will expire. Once your district superintendent and the candidacy registrar have signed your application electronically, you will receive another email notification with a link to your candidacy track to pay the \$45 registration fee. Once the fee is received, you can download or receive by mail <i>Answering the Call: Candidacy Guidebook</i> . If you have any questions or problems with UMCares, please email the candidacy registrar, Jay Harris, ( <a href="mailto:jharris@sgaumc.com">jharris@sgaumc.com</a> ) with your question. Once you have paid your fee and ordered your <i>Candidacy Guidebook</i> , the candidacy registrar will complete any additional steps related to UMCares. There is no need to go back to UMCares.
	<p><b>Step 5:</b> Getting your background check run. Send items below to the “Office of Ministerial Services, P.O. Box 18149, Macon, GA 31209.”</p> <p>A check for \$45.00 made out to “South Ga. BOM” to cover the cost of running your background check</p> <p><b>Background Check Consent Form (signature must be notarized)</b></p> <p><b>Form 114: Candidacy Disclosure Form (signature must be notarized)</b></p> <p><b>Authorization for Release of Information (witness must sign)</b></p>
	Candidacy Orientation/Meeting with a mentor. Get set up to meet with your mentor(s) to discuss the <i>Candidacy Guidebook</i> .
	Interview with your Pastor-Parish Relations Committee (PPRC). Arrange with your pastor a meeting of the PPRC to discuss your call and get their recommendation. For the meeting, prepare written answers to John Wesley’s questions.
	Obtain your Charge Conference’s approval by asking your pastor to arrange with the DS a Charge Conference where the members will consider the PPRC’s recommendation. For your approval a three-fourths vote by written ballot is needed. Make sure that the pastor has a “ <b>Form 104: Declaration of Candidacy</b> ” ready for the Charge Conference and that the DS signs it. Send to Dr. Harris’ email and DCOM Chair.
	Schedule and complete the Psychological Assessment. The cost for the assessment is \$600. Although this is to be done at the expense of the candidate, your sponsoring church often helps with the cost if they are aware of your need. Contact: Susan F. Davenport, Ph.D., Psychological Offices, 121 Carl Vinson Parkway, Warner Robins, GA 31088; Telephone: 478-922-2365. Bring church checks, district checks, certified checks, money orders, or credit cards (no personal checks). <i>After your examination and interview with Dr. Davenport, allow several weeks to receive your report. Read it carefully. Often, there is a recommendation for a consultation with Rev. Deborah Wight-Knight, our conference pastoral counselor. If so, please call her office (478-929-1032) at your earliest convenience to schedule a consultation. Her role is to work together with you to help you understand yourself more fully in relationship to your history, your emotional and psychological makeup, and your gifts and graces for ministry.</i>
	If you have had a divorce, send BOTH the divorce petition(s) and decree(s) to Dr. Harris and DCOM Chair.
	Access <b>Form 103: Medical Form</b> , fill out Part 1 regarding your medical history, schedule a physical examination, and have your physician complete Part 2 of the form. Send to Dr. Harris and DCOM Chair.
	Have official college and/or seminary transcripts sent to Dr. Harris.
	Prepare your written responses to the following: 1) your most formative experiences of the Christian life; 2) God’s call to licensed or ordained ministry and role of the church in your call; 3) your beliefs as a Christian; 4) your gifts for ministry; 5) your present understanding of your call to ministry as elder, deacon or licensed ministry; and 6) your support systems. Send to Dr. Harris and your DCOM Chair.
	<b>LAST STEP WHEN ALL THE ABOVE IS COMPLETED:</b> Contact the Chair of your District Committee on Ordained Ministry (DCOM) to get on the agenda of their next meeting for their final approval for you to become a certified candidate for ministry so you can proceed to seminary or the next Licensing School.