KEY WORDS TO KNOW

1. **Associate Member** {¶321 - 323} Conference relationship available to persons who have reached forty years of age, have served as full-time local pastors at least four years, completed the five-year Course of Study, studies for license as a local pastor, completed a minimum of sixty semester hours toward the Bachelor of Arts or an equivalent degree in a college or university listed by the University Senate. They must also be recommended by the dCOM and the Conference Board of Ordained Ministry, declared their willingness to accept continuing full-time appointment and satisfied the conference regarding their physical, mental, and emotional health. Associate members who meet all of the provisions of ¶322.4 and ¶324.6 may apply to the conference Board for Full Membership.

2. **Candidacy Mentor**
   A deacon or elder in full connection or local pastor who has completed the Course of Study assigned by the dCOM to an Exploring Candidate to support and guide them through the Fulfilling God's Call: Guidelines for Candidacy and candidacy process and until the candidate is approved for local pastor or elected to provisional membership. In 2012, the NCC Board of Ordained Ministry moved to a group mentoring model which begins at a candidacy retreat to be held twice a year (in January and July). Two mentors partner in leading each group.

3. **Professional Certification** {certified}
   The church’s recognition that an individual has met the required standards for academic training, experience, and continuing study necessary to achieve and maintain professional excellence in a particular area of ministry such as Christian education, music, youth ministry, evangelism, camp/retreat ministry, spiritual formation, older adult ministry, or church business administrator. Information and details about this process and these careers can be found at the General Board of Higher Education and Ministry website: http://www.gbhem.org/education/certification. Information about the church business administrator process can be found at www.umacba.org.

4. **Candidacy Certification** {certified candidate} {¶310 - ¶314}
   Candidacy phase begins when requirements for Inquiring and Exploring Candidate have been met. This requires the approval of the local church P/SPRC, the charge conference and the district committee on ordained ministry. The district committee vote must be by written ballot with a 2/3 majority required for certification (as of 1/1/17, ¾ vote is required).

5. **Commissioning** {commissioned minister} {¶325}
   The credentialing of provisional deacons and elders. The act of the church that publicly acknowledges God’s call and the response, talents, gifts, and training of the candidate. The church invokes the Holy Spirit as the candidate is commissioned to be a faithful servant leader among the people, to lead the church in service, to proclaim the Word of God and to equip others for ministry.

6. **Conference Board of Ordained Ministry** {BOM ¶635}
   The body responsible for credentialing provisional/commissioned ministers, licensed local pastors, and full connection deacons and elders.
7. Course of Study {¶324.6}
The basic theological education program of the Division of Ordained Ministry, General Board of Higher Education and Ministry. It is provided for those who are licensed as local pastors who are unable to attend an approved seminary. Participants in the program should have completed candidacy for ordained ministry, the studies for license as a local pastor, and have been approved/recommended for license by the dCOM and conference Board of Ordained Ministry. In order to attend Course of Study, one must be under appointment. Part time local pastors may attend either the summer course of study held each July or the weekend course of study in the fall. It is the expectation that full-time local pastors would attend the summer course of study, although exceptions can be made.

8. Deacon {¶328 – ¶331}
Persons called by God, authorized by the Church, and ordained by a bishop to a lifetime ministry of Word, Service, Compassion and Justice to both the community and the congregation.

9. Diaconal Minister {¶602.2}
Persons called to specialized ministries of service, justice, and love within local congregations and in the wider world. Their focus of service is through a variety of ministries, such as administration, education, evangelism, music, health ministries and community development - to the local congregation and the wider community. Diaconal Ministers are lay persons. No new candidates have been accepted since 1/1/97. This category has been superseded by the ordained deacon.

10. District Committee on Ordained Ministry {dCOM ¶666}
The body that oversees, cares for, and evaluates candidates for ministry through the Inquiry, Exploring and Certified Candidate phases, and is also responsible for maintaining a relationship with local pastors.

11. Elder {¶332 - ¶336}
Persons who are ordained to a lifetime ministry of Service, Word, Sacrament, and Order; authorized to preach and teach the Word of God, to administer the sacraments of baptism and Holy Communion, and to order the life of the Church for mission and ministry.

12. Executive Committee {¶635.1c}
The Executive Committee of the Board of Ordained Ministry, made up of representatives from the Board, acts on behalf of the Board (and in consultation with the bishop and cabinet) for ad interim decisions regarding the conference relations of clergy members (Leaves of Absence, suspensions, approvals for extension ministry settings, etc.). They shall assist the chairperson in determining policies and directions to be recommended to the board. Any change in or creation of a new policy shall be submitted to the full board for its consideration and adoption prior to implementation.

13. Exploring Candidate {¶310}
In the second step or phase in the candidacy process for ordained deacon, elder, or local pastor, a mentor is assigned. The candidate and mentor work through the Answering The Call: Candidacy Guidebook (April 2016) and the candidate’s continued discernment of her/his call to ministry.
14. **Full Connection** \(\textit{¶}328, 332\)

The relationship of ordained deacons and elders to the Annual Conference. They have completed the process for ordination, including educational requirements, and have been elected to full membership in the annual conference.

15. **Inquiring Candidate**

The first step in the candidacy process for ordained deacon, elder, or local pastor. The candidate's home church minister (or another elder or deacon) works with the candidate in reading and discussing *The Christian as Minister*.

16. **License for Pastoral Ministry** \(\textit{¶}315 - \textit{¶}320\)

Credential given to a local pastor when he or she is appointed to a ministry setting. Sacramental authority and the authority to officiate at weddings is restricted to the setting of their episcopal appointment.

17. **Licensing School for Pastoral Ministry** \(\textit{¶}315.2\)

The studies are the first exposure for most candidates to the practice of ministry. Public worship, pastoral care for spiritual formation, organization of a parish for nurture and mission, sexual ethics, and educational ministries in the church are the major areas of concern covered in the eighty-hour school. This school is held each May at the United Methodist Building in Garner, North Carolina. The candidate must be approved by the dCOM for licensing as a local pastor before attending Licensing School. The candidate must attend the school before being approved by the clergy session of the annual conference and being appointed as a local pastor. In the North Carolina Conference, anyone serving a first-time appointment, including a seminary graduate, is required to attend licensing school.

17. **Local Pastor** \(\textit{¶}315\)

Persons who are licensed and appointed to preach, conduct divine worship, and perform the duties of a pastor but are not ordained as elders. Sacramental authority and the authority to officiate at weddings is restricted to the setting of their episcopal appointment.

18. **Ordination** \(\textit{ordained} \textit{¶}303\)

The church affirms and continues the apostolic ministry through persons empowered by the Holy Spirit.

19. **Provisional Membership** \(\textit{¶}324 - \textit{¶}327\)

Conference relationship of commissioned ministers (deacons and elders) who are on trial in preparation for membership in full connection in the annual conference as deacons and elders. During that period (a minimum of two years of full-time service), they are Residents in Ministry under the care of the Conference Board of Ordained Ministry and participants in the RIOM program. Provisional members may vote at annual conference on all matters except constitutional amendments, election of General/Jurisdictional delegates, and matters of ordination, character, and conference relations of clergy.
20. **Residents in Ministry** {RIOM ¶326}

The North Carolina Conference requires a minimum of two years of service as a provisional member before one can be ordained and received into full conference membership. Our RIOM ministry is led by the RIOM Committee of the BOM, led by the Reverend David Brownlee. She has helped re-shape that ministry around a coaching model where provisional members of the Annual Conference receive both individual and group mentoring from trained pastors. Through required readings, written reflections, monthly gatherings, an experiential learning trip focused on local missions, and large group retreats, candidates are engaged in RIOM for the duration of their time as provisional members of the Annual Conference.

**Responsibilities of Board Members**

**Attendance**

Because of the important work of the Board of Ordained Ministry it is imperative to have full participation. If a member is unable to attend a meeting, she/he should notify the chairperson or the Office of Ministerial Relations as far in advance as possible. In fairness to our candidates and colleagues on the Board, every effort should be made to schedule local church schedules around Board meetings.

**Attire**

During meetings in which the Board is interviewing candidates the attire should be business casual. More casual attire may be worn at meetings that are comprised only of Board members.

**Board Meetings, Travel, Meals and Housing**

Round trip mileage will be paid for all meetings of the Board. When the Board meets overnight, each member will be provided a single room at a nearby hotel. If you choose to stay at home, round-trip mileage will be paid each day if mileage does not exceed the cost of the room.

Please keep all meal receipts and turn them into the secretary of the Board in the envelope provided at the end of the week. In the interest of good stewardship of our funds, we ask that if the hotel provides breakfast (or you are commuting from home) please do not buy breakfast elsewhere. Lunch is provided when the Board meets. Dinner is usually on your own and can be reimbursed up to $25.00 per day. Alcoholic beverages should be purchased separately.

**Discernment Teams**

Every member of the Board of Ordained Ministry, except for the chairperson, is assigned to a Discernment Team. The chairs of those teams are chosen by the chairperson of the Board in consultation with the Director of Ministerial Relations. The make-up of the teams is determined through the Office of Ministerial Relations with attention given to a balance of lay and clergy, male and female, deacon and elder and ethnic diversity. Each candidate is assigned a discernment team at the call retreat. The candidate will relate to that team throughout the process toward ordination.

**Files**

Candidate’s files are shared through Google drive. The files specific for your team will be emailed to your conference (nccumc.org) email address. If you do not already have a conference email address, we will assign one to you. Please note access to these files will not forward to another email address.
A few weeks before the scheduled interview you will be granted access to the scanned files of all candidates assigned to your discernment team. Please treat these files with confidentiality. You may make notes based on the files, but please DO NOT copy anything from a candidate's file. All written work, personal information, and anything else relevant to your candidates will be in their file. If you believe something is missing from a candidate’s file, please email Heidi Seifert (heidi.seifert@nccumc.org) immediately with your concern. Following the week of interviews, access to candidate’s files will be withdrawn from the Board members until the candidates are scheduled for another interview.

- **Video Sermons**

Candidates will be using Youtube to share their sermon videos. Links to their Youtube videos will be in the candidate’s files for you to view.

Please contact Heidi Seifert (heidi.seifert@nccumc.org) or Amie Stewart (amie@nccumc.org) if you have any questions or concerns about candidate files.

**Standing Committees**

In order to fulfill the responsibilities of the Board some members are asked to serve on standing committees or to represent the Board of Ordained Ministry on conference committees. It is hoped that if a board member is asked to serve on a committee that the member will agree to do so and faithfully fulfill that responsibility.

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**CANDIDACY**

For further information on the candidacy process, contact:

Rev. Amie E. Stewart (amie@nccumc.org), 919.779.6115 x245.

The basic requirements for Candidacy are set forth in the Book of Discipline (¶311). While following these guidelines, the NCCUMC has adopted a new process for candidacy that includes two new endeavors: a Candidacy Retreat, and Group Mentoring.

For certification as a candidate for licensed or ordained ministry: The

**Candidate:**

1. Must be a member of the United Methodist Church or UM affiliated group (such as campus ministry) for a minimum of one year.
2. Contacts his/her pastor, or another Deacon or Elder in the UMC. With this person, the Candidate reads and discusses *The Christian as Minister*. This book is available through Cokesbury.
3. Submit letter by email to Office of Ministerial Relations (to Amie Stewart), indicating that you have read *The Christian as Minister*, request entrance into candidacy process and include written statement of call (2-3 pages), copying your
District Superintendent. The Office of Ministerial Relations and your District Superintendent together will determine if you are ready to move forward in the process. The Office of Ministerial Relations will contact you with the next steps.

4. The Candidate will complete and return the following forms to The Office of Ministerial Relations:
   a. Candidacy Retreat application (Found in Candidacy packet)
   b. Personal Data Inventory
   c. Background Check Form
   d. Background Check Authorization Form
   e. Disclosure Form (Must be notarized)
   f. Credit Score
   g. Digital photo
   h. Include payment of $325

5. After receiving the completed forms, the OMR will enroll him/her in the United Methodist Candidate and Record Entry System (UMCARES) and register him/her for the Candidacy Retreat (offered twice a year in July and November). The UMCARES system will prompt the candidate to fill out the "Candidacy Application Form," (Form 101) and the "Online Candidacy Payment/Guidebook Request," and pay $45 to receive the Candidacy Guidebook (Payable online. This amount is a candidacy fee due to the General Board of Higher Education and Ministry, and does not go to or through our office. It is not the cost of the guidebook but is an additional fee required to join in the candidacy process.)

6. Prior to the Candidacy Retreat, the candidate will read and review pages 1-46 of the Candidacy Guidebook.

7. The candidate will attend the next Candidacy Retreat. While at the retreat, he/she will complete:
   a. Psychological Testing
   b. Two sessions with mentoring group (led by two trained mentors, with 5-8 participants per group).

8. After the Retreat, the candidate will:
   a. Meet with his/her mentoring group to complete four additional mentoring sessions.
   b. Meet one-on-one with Conference psychologist to review psychological evaluation
   c. Complete physical and submit medical report to the OMR (Form found on the OMR website)
   d. Requests a meeting with the Staff-Parish/Pastor-Parish Relations Committee at
his/her church. This body will be asked to consider the candidate's statement of call and responses to be considered in light of Wesley's historic questions: 1. Do they know God as pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation? 2. Have they 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 they speak justly, readily, clearly? 3. Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service? If approved:

e. Requests a meeting with the Charge Conference at his/her church. Approval of the candidate must be by 3/4ths written ballot, and the candidate shall have been graduated from an accredited high school or received a certificate of equivalency. If approved:

f. Requests an interview with the District Committee of Ordained Ministry (DCOM) (by emailing a letter to DCOM chair and copying the District Superintendent) seeking status as Certified Candidate. Prior to this interview, all paperwork must be completed and turned in to the OMR/District Office, and all group mentoring sessions must be completed. In addition, candidate will submit his/her call statement, responses to Wesley's historic questions (above) and written responses to the following questions: (i) the most formative experience of their Christian life; (ii) God's call to licensed or ordained ministry and role of the church in their call; (iii) their beliefs as a Christian; (iv) their gifts for ministry; (v) their present understanding of their call to ministry as elder, deacon, or licensed ministry; and (vi) their support system.

9. Certified candidacy is renewed annually by Charge Conference and District Committee on Ordained Ministry. An annual interview with the DCOM is required and transcripts of all educational progress shall be submitted.
Ordination Candidacy Flow Chart

District Committee on Ordained Ministry recommends candidate to BOM

Days of Discernment (October interviews)
This time focuses on candidates’ articulation of their call. Candidates are assigned to specific discernment team.
Key question: Can candidate articulate their call?

NO
Letter sent to candidate (DS and DCOM Chair CC’ed)
Candidate seeks further clarification of call
Continues to report to the DCOM – returns following year for interview

YES
Provisional Membership Interview
Candidates complete written work
Interview conducted by candidate’s Discernment team
Discernment team: small group of approximately 8 BOM members. This group follows candidates throughout the ordination process
Full BOM votes on candidate's READINESS

DELAYED
Full Connection Interview
On site visit prior to interview
Completion of written work and recorded video of worship
Interview conducted by discernment team
Full BOM votes on candidate's FRUITFULNESS

RECOMMENDED
Recommended for Commissioning
Letter sent affirming candidate
Assigned to RIOM group

DELAYED
Annual Continuation Interview
Meets with discernment team
Focus on personal/pastoral growth and RIOM material
Completes required years of service (min of 2 years full-time service)

RECOMMENDED
Candidate is Ordained
Elected into Full Membership

Candidate remains in RIOM
Returns to BOM following year
Attends to any assigned work as detailed in BOM Letter