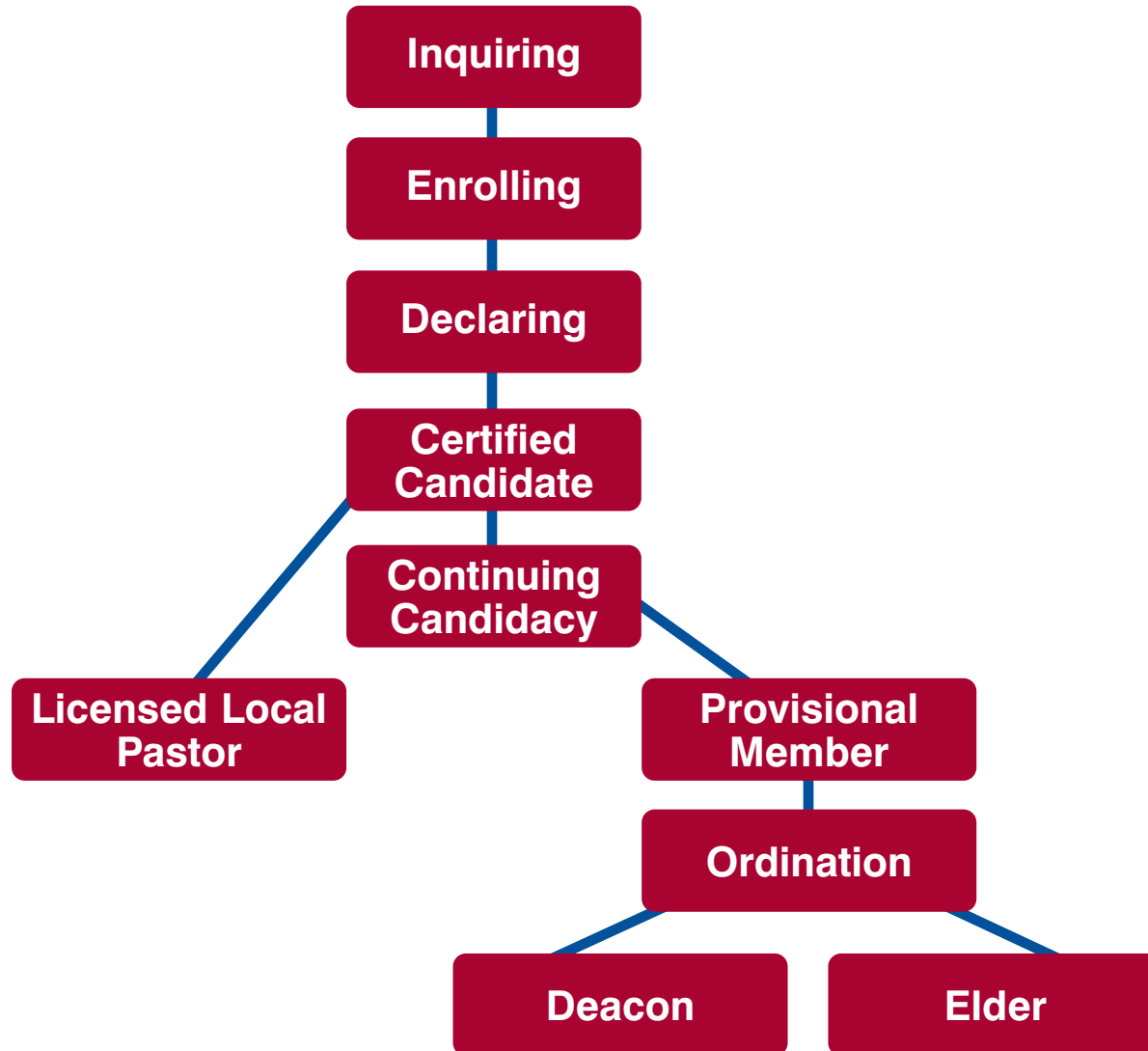


# Navigating the Online Candidacy Process for Licensed or Ordained Ministry



General Board of Higher Education and Ministry  
September 2008

# Candidacy Process for Licensed or Ordained Ministry



Inquiring

Enrolling

Declaring

Certified  
Candidate

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Provisional  
Member ▶

Ordination ▶

Deacon

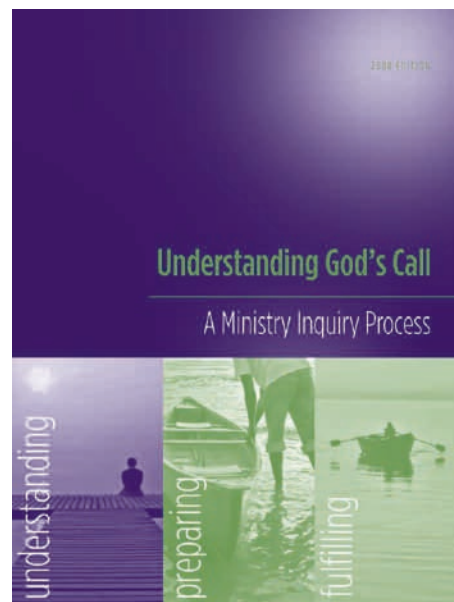
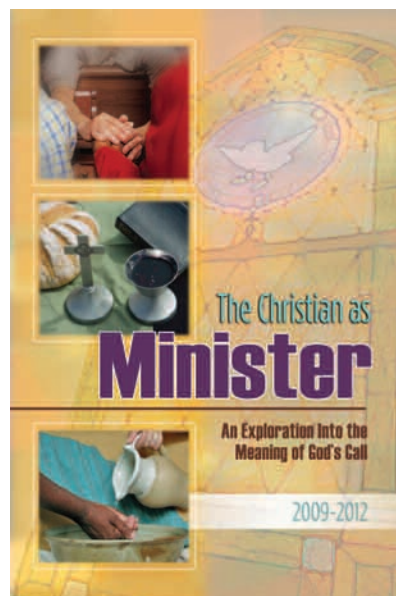
Elder

# Inquiring

Contact your local church pastor, another deacon or elder, or your district superintendent.

Recommended Reading:

*The Christian as Minister* and  
*Understanding God's Call: A Ministry Inquiry Process*



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## Requirements for Candidacy

- 1. An exploring applicant must have been a member 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.**
- 2. Apply in writing to District Superintendent, including statement of call, and request assignment of candidacy mentor.**

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# Enrolling

1. The mentor will contact the inquirer and assist them in enrolling in the candidacy process.
2. The mentor will provide the Web address for the online enrollment application.

[www.canapply.gbhem.org](http://www.canapply.gbhem.org)

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This is the system's home page.

This log-in is only for district superintendents and mentors to access the system with their assigned username and password.

New applicants click on the "Begin the Enrollment Process" link at the bottom of the home page.

GENERAL BOARD OF  
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& Ministry**

home

LOG-IN username go forgot your password?

## Online Candidacy Application System

The United Methodist Church

Welcome to the online enrollment process for licensed and ordained ministry in The United Methodist Church. The Division of Ordained Ministry (DOM) of the General Board of Higher Education and Ministry (GBHEM) is pleased to provide this system for enrolling online in the candidacy process.

In this web-based program you may complete the candidate application (Form 101) for the Candidacy Guidebook, confirm the approved candidacy mentor who has been assigned to you, obtain the required signatures of the district superintendent and candidacy mentor, make the required payment for the materials, complete the Inventory of Religious Activities and Interests (IRAI), complete the Personal Data Inventory (PDI), Personal and Professional List (PPL), and submit it all to the Candidacy Office of the DOM in Nashville.

**Process Outline:**

1. The candidate is assigned an approved mentor by the District Superintendent/dCOM.
2. The candidate applies using the Online Candidacy Application System by scrolling down to the bottom of the home page and clicking on "Begin the Enrollment Process."
3. The District Superintendent is emailed a link and is

**Suggested Reading:**

- Discipline
- Christian as Minister
- Ministry Inquiry Process
- More Resources are available at
- Cokesbury

**Contact Information:**

- Whom to Call
- Documents:
- Candidacy Online Tutorial

the expected procedure for those who have access to the internet to do candidacy enrollment and application for Candidacy Guidebooks through this online program. We will, of course, still accept a mail-in application for those who do not have access to the internet.

**Begin the Enrollment Process.**

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Before you begin the application, you will want to gather all your personal, academic, employment, and family information. The time limit for submitting each page of the online application is 45 minutes.

Please note that all **\*\*Required\*\*** sections must be completed. The applicant will be prompted if any required sections are missed. An incomplete application cannot be submitted.

the above-mentioned materials, your session will time out and you will have to begin following the last page submitted.

You must complete each question before you will be able to proceed to the next step. If a question is left blank, you will be prompted to enter your response before you will be able to submit your application.

Contact Information

Applying For

Prefix **\*\* Required \*\***

First Name

Middle Name

Last Name

Suffix

Nickname

Address 1 **\*\* Required \*\***

Address 2

City **\*\* Required \*\***

State **\*\* Required \*\***

Zip **\*\* Required \*\***

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Candidate **must** select their home conference from the drop-down menu in order to activate the drop-down menus for district superintendent name and mentor name.

District Superintendent & Mentor Information

Select Conference **\*\* Required \*\***

Please Select

You must first select a conference to activate the drop down lists located below.

District Superintendent Name **\*\* Required \*\***

Select District **\*\* Required \*\***

Select Your Assigned Mentor **\*\* Required \*\***

(primary, home conference)

(If Mentor Name not found, contact your DS for a new assignment.)

I have a secondary mentor. (Not currently available online.)

Select Your Secondary Mentor (seminary)

(If Mentor Name not found, contact your DS for a new assignment.)

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1. Enter your e-mail address. Your e-mail address will be your user name.
2. Choose a password.
3. Click submit to notify your district superintendent and mentor, who will review and sign your application. Clicking submit is the equivalent of your signature.
4. You cannot log into the system until both signatures are received and payment has been made. You will be notified by e-mail with payment instructions.

Log-In / Password

The e-mail address you provide below will serve as the log-in for your GBHEM candidacy account. All notifications will sent to this e-mail address.

Email Address **\*\* Required \*\***

Password **\*\* Required \*\***

Password Again **\*\* Required \*\***

Opt-In

I would like to receive information from the United Methodist Theological Schools

Read/Review: The Christian as Minister | [download \(English\)](#) | [download \(Español\)](#)

Read/Review: Ministry Inquiry Process | [download \(English\)](#) | [download \(Español\)](#)

Clicking "SUBMIT" will notify both your DS and Mentor to review and "sign" your application. Once both parties have "signed" your application, you will be sent an email with instructions to log-in again and make your Online Payment.

**I HEREBY DECLARE MY INTEREST IN EXPLORING ORDAINED OR LICENSED MINISTRY IN THE UNITED METHODIST CHURCH.**

[ CLICKING "SUBMIT" IS THE EQUIVALENT OF YOUR SIGNATURE.]

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Ordination ▶

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**Once the candidate has answered all of the questions on the application correctly and submitted it to the GBHEM office they will immediately receive an email confirming submission.**

**The email explains the next few steps of the candidacy process and includes by a step-by-step checklist for the candidate to use for the duration of the process.**

### **Sample e-mail to candidate after submitting an application**

2/12/2009

Dear Candidate,

Congratulations! Your application for candidacy has been received and is now awaiting the online signatures of your district superintendent and mentor. You will be unable to log back into the system until they have signed your application online.

Please do not attempt to submit another application unless you are directed to do so by this office. Contact your mentor first.

Below, you will find a checklist which you can use as you go through the process. Please print it and keep it with your documents as it will serve as a useful tool. You are currently on Step No. 4.

#### PROCESS OUTLINE:

1. The candidate must first be assigned an approved mentor by the district superintendent/dCOM.
2. The candidate applies by scrolling down to the bottom of this page and clicking on "Begin the Enrollment Process."
3. The district superintendent is emailed a link and is requested to electronically sign the application.
4. The mentor is e-mailed a link and is requested to electronically sign the application.
5. Following this, the candidate receives an e-mail with instructions to make online payment of \$75.00.

This message was generated by GBHEM's Candidacy Online System. Please do not reply.

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# The District Superintendent Signature Phase

**When the candidate has submitted the application, the district superintendent will receive an auto-generated e-mail notification requesting their signature.**

## Sample e-mail to district superintendent

2/15/2009

Dear Superintendent \*\*\*\*\*,

Candidate has submitted an electronic application. To review and electronically sign the application, please navigate to [https://public.gbhem.org/candidacy/ds/sign\\_candidates.aspx](https://public.gbhem.org/candidacy/ds/sign_candidates.aspx) and log in to the Candidacy Online system. By so signing, you indicate your approval for the applicant to proceed into candidacy.

Your "electronic signature" must be received in order for the Candidacy Enlistment Office to process applications. Please click "Sign for Candidates" at the left of your Candidacy Online web page to review and give your permission to process applications. Click the link to "Sign" beside each candidate's name.

You may also review information for your other current and complete candidates by clicking the appropriate links on your home page.

Thank you.

This message was generated by GBHEM's Candidacy Online System.

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The links in the taskbar to the left enable the district superintendent to approve mentor assignments, sign applications, and view candidates in process as well as completed candidates.

The screenshot displays the 'Candidacy Mentor Instructions' page on the website of the General Board of Higher Education & Ministry. The page features a navigation taskbar on the left with links for 'my candidates', 'Sign for Candidates', 'Current Candidates', and 'Complete Candidates'. Below this, there are sections for 'IRAI' with links for 'Pending IRAI' and 'Complete IRAI'. The main content area provides a welcome message and detailed instructions for mentors, including how to sign for candidates, review current and completed candidates, and view IRAI results. A 'Process Outline' section lists the first step: 'The candidate is assigned an approved mentor by the District Superintendent/dCOM.' On the right side, there are sections for 'Suggested Reading' (including 'Discipline', 'Christian as Minister', and 'Ministry Inquiry Process'), 'Contact Information' (with a 'Whom to Call' link), and 'Documents' (including 'Candidacy Online Tutorial' and 'Frequently Asked Questions').

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# The Mentor Signature Phase

**When the district superintendent has electronically signed the application, the mentor will receive an auto-generated e-mail requesting their signature on the application.**

## Sample e-mail to mentor

12/14/2006

Dear Mentor \*\*\*\*\*,

The district superintendent for your candidate has signed form 101. Please navigate to [https://public.gbhem.org/candidacy/mentor/sign\\_candidates.aspx](https://public.gbhem.org/candidacy/mentor/sign_candidates.aspx) and log in to the Candidacy Online system to view and add your electronic signature to the 101. Please click "Sign for Candidates" at the left of your Candidacy Online web page to review and give your permission to process applications. Click the link to "Sign" beside each candidate's name.

By so signing, you are indicating your approval of the applicant's request for candidate status. Please also print a copy of the signed 101 for your candidate's file.

You may also review information for your other current and complete candidates by clicking the appropriate links on your home page.

Thank you.

This message was generated by GBHEM's Candidacy Online system.

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## Payment Phase: \$75

1. Once the mentor has signed the application, the candidate will receive an auto-generated e-mail with instructions on how to pay their candidacy fee.
2. Fee can be paid online by credit card. To pay by check or money order send payment to:

**Candidacy Office**  
**Attn: Candidacy Coordinator**  
**P.O. Box 340007**  
**Nashville, TN 37203-0007**

**(Write “Candidacy Fee”  
and print your name in the  
memo line of the check)**

### Sample e-mail to candidate with payment instructions

Dear Candidate,

Both our district superintendent and mentor have reviewed and "signed" your candidacy application. Please navigate to [https://public.gbhem.org/candidacy/CandStart/online\\_payment.aspx?a=1187&g=22b9b6ba-f5e8-4c3b-85e9-5c4b28136739](https://public.gbhem.org/candidacy/CandStart/online_payment.aspx?a=1187&g=22b9b6ba-f5e8-4c3b-85e9-5c4b28136739) <[https://public.gbhem.org/candidacy/CandStart/online\\_payment.aspx?a=1187&g=22b9b6ba-f5e8-4c3b-85e9-5c4b28136739](https://public.gbhem.org/candidacy/CandStart/online_payment.aspx?a=1187&g=22b9b6ba-f5e8-4c3b-85e9-5c4b28136739)> to enter the Candidacy Online system and submit your payment for the candidacy processing fee.

Thank you.

This message was generated by GBHEM's Candidacy Online system.

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3. **Once the fee is paid, district superintendents will see the candidate's name in the "Current Candidates" link.**
4. **Candidate will receive an e-mail acknowledging receipt of payment as well as information about the process to print and save for personal use.**

### **Sample e-mail to candidate once payment has been submitted**

Thank you! Your application and payment for the candidacy processing fee has been received. You may print a copy of this e-mail for your records as proof of your payment.

You may download your guidebook if you have not already done so by logging into Online Candidacy and clicking the Download Guidebook link on the right-side navigation bar.

This message was generated by GBHEM's Candidacy Online system.

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## Inventory of Religious Activities and Interests (IRAI) Phase

After downloading or requesting a hard copy of the Guidebook, candidate will select “Continue to IRAI” and follow the directions on the screen. If they are returning to the Web at a later date or paid by check the candidate can go to the home page to log back into the system using their username and password. There they will see this page and can click on the IRAI link to complete the inventory.

The screenshot displays the website for the General Board of Higher Education & Ministry. The header includes the organization's logo and name, along with navigation links for 'home', 'my account', and 'check my status'. A 'Welcome' message and a 'log-out' link are also present. The main content area is titled 'Candidate Instructions' and contains a welcome message, a list of links for 'Form 101, Part 1: Application', 'Form 101, Part 2: Online Payment', and 'Form IRAI', and a section for 'Candidate Instructions' with a list of links for 'Form 101, Part 1: Application', 'Form 101, Part 2: Online Payment', and 'IRAI - complete IRAI'. A sidebar on the right contains 'Suggested Reading' (Discipline, Christian as Minister, Ministry Inquiry Process), 'Contact Information' (Whom to Call), and 'Documents' (Candidacy Online Tutorial, Frequently Asked Questions).

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From this page, candidates click on each category to complete the IRAI.

Answer every question and proceed to the next section by clicking “Save and Continue” at the bottom of the screen.

Once the IRAI is completed, be sure to carefully read the last page to ensure that no questions were skipped.

Click “Finish” to submit it or “Save” to come back to it later.

The screenshot shows a web interface for the IRAI Candidates page. On the left is a sidebar with a green background and a white cross icon. The sidebar contains the following items: a checkmark next to 'IRAI Login', 'Candidates' (highlighted in green), 'Education', 'Background', 'Family', 'Self', 'Ministry', 'Goals', 'Abilities', and 'Interests'. The main content area has a header 'Candidates' and a 'ProfileID' label. It contains three paragraphs of text: the first explains that IRAI results are shared with a mentor; the second explains that results can be discussed with a mentor; the third asks candidates to contact their mentor about questions. Below the text are two sections of form fields: 'Candidate' (Last Name, First Name, email, Birth Date with Month, Day, and Year fields) and 'Mentor' (Full Name, Email Addr). At the bottom, there are two dropdown menus for 'Current relationship to the United Methodist Candidacy Program' and 'Licensed as Local Pastor?', both with 'Choose One' as the selected option. A 'Save & Continue' button is located at the bottom right.

Inquiring

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**1. Once the IRAI has been submitted, it is processed and e-mailed to candidacy mentor immediately. The mentor may also access it by logging in and clicking “Pending IRAI.”**

**2. Mentor will print the IRAI and contact you to meet and review the inventory results.**

### Sample e-mail to candidate

3/21/2007

Dear Candidate,

Your Inventory of Religious Activities and Interests (IRAI) has been processed. If you have not already reviewed your IRAI report with your mentor, the next step is for your mentor to access, print, and review your IRAI profile with you. Your mentor has been sent an e-mail with a link to the profile report.

Following that meeting with your mentor, you will be ready to begin the psychological assessment part of your candidacy process.

Your annual conference currently does not use GBHEM for psychological assessment. Your mentor will need to initiate this process with your annual conference. Once you have completed the assessment and have met with the dCOM, your mentor will need to log into Candidacy Online and fill in a dCOM meeting completed date for you.

Thank you.

This message was generated by GBHEM's Candidacy Online system.

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After the mentor and candidate have met to go over the IRAI results, the mentor logs back into this page or clicks the back button and clicks the “COMPLETE” button.

Following this meeting, the candidate is ready to begin the psychological assessment. What happens next is contingent upon the policy of each annual conference.

The screenshot shows the website interface for the General Board of Higher Education & Ministry. The header includes the organization's logo and name, along with navigation links for 'Welcome' and 'log-out'. The main content area is titled 'Current IRAI' and includes a note: 'Note: All candidates that are on the IRAI task will show up in this list. This does not necessarily mean that they have completed the IRAI form. You will be notified by email when the candidate has completed their form.' Below the note is a table with columns for 'Complete', 'Application Start Date', 'View IRAI', 'Candidate', and 'Conference'. A single row of data is visible, showing 'Complete' in a button, the date '2.5.2007', the word 'view', and 'Texas'. On the left side of the page, there are two sections: 'Candidacy Coordinator Admin' with links for 'Duplicate Check', 'DS Sign Pending', 'Mentor Sign Pending', 'Payment Pending', 'Send Guidebooks', 'Current Candidates', and 'Complete Candidates'; and 'Registrar Admin' with links for 'View Mentors' and 'View/Print Form 101'. The footer contains the copyright notice: '© 2005 General Board of Higher Education & Ministry. Questions or Comments?'

Complete	Application Start Date	View IRAI	Candidate	Conference
<input type="button" value="Complete"/>	2.5.2007	view		Texas

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## The Psychological Assessment Phase

1. Some annual conferences use The General Board of Higher Education and Ministry (GBHEM) for psychological assessments.
  - a. Mentors from conferences that use GBHEM will see Form 112, “Request for Psychological Assessment Packet.”
  - b. The candidate will receive an email asking them to log back into the system and complete the Personal Data Inventory and reference list.
2. The Online Candidacy Application System recognizes conferences that do not use GBHEM for psychological assessment. In this case, the candidate and mentor receive an email to initiate the process with their annual conference. Mentors must remember to log in and update the candidates status in order to get to Form 113 (certified candidate).

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## Declaring Candidacy

1. Candidate must have completed high school.
2. Request recommendation from staff/parish relations committee or equivalent body specified by district committee on ordained ministry.
3. Submit written statement of call & responses to Wesley's historic questions in Discipline ¶310.
4. You must be recommended by your home church charge conference or body specified by the district committee, by 2/3 written ballot.
5. Continue candidacy studies with your candidacy mentor and required education.

Inquiring

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## To Become a Certified Candidate

1. **Submit written response to questions in ¶¶310, 311.2 (a) in *The Book of Discipline*, providing evidence of understanding and expectation concerning the following:**
  - The most formative experiences of your Christian life
  - God's call to ordained ministry and the role of the church in your call
  - Your personal beliefs as a Christian
  - Your personal gifts for ministry
  - Your understanding of your call to ministry as elder, deacon, or licensed local pastor
  - Your support system

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## To Become a Certified Candidate (cont.)

2. Provide other information upon request.
3. Agree to highest ideals of Christian life as set forth in ¶¶101-104; 160-166 in *The Book of Discipline*.
4. Upon examination and approval by the district Committee on Ordained Ministry (dCOM), the mentor will log back into the system and complete Form 113 “District Committee Report.” By so doing, the action of the dCOM will be logged into the Candidate’s record. The choice of the dCOM (certification, delay, or denied) will be recorded and the process is complete.

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## Continuing Candidacy

1. Annual recommendation by charge conference.
2. Annual written report by candidacy mentor to district Committee on Ordained Ministry (dCOM).
3. Annual school transcripts to dCOM.
4. Annual interview and renewal by dCOM. (¶312 of *The Book of Discipline*)

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# Requirements for the Local Pastor

¶315 of *The Book of Discipline*

## Qualifications

- Certified Candidate

## Education

- Studies for license as a local pastor or 1/3 the work for Master of Divinity degree

## Each Candidate Shall

- Present a certificate of good health
- Submit Candidate Disclosure Form 114
- Complete a doctrinal examination/biographical statement
- Be interviewed and recommended by the district Committee on Ordained Ministry (3/4 majority vote)
- Be interviewed and recommended by the Board of Ordained Ministry (2/3 majority vote)

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# Requirements for Local Pastors Preparing to Become Elders

¶324.6 of *The Book of Discipline*

- 40 years of age
- Satisfied all requirements of Sections 1-3 and 7-14 of ¶324.6 of *The Book of Discipline*
- Bachelor's degree and five-year Course of Study
- 32 hours graduate theological study or equivalent (Advanced Course of Study) including the areas of evangelism and United Methodist history, doctrine, and polity

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# Requirements for Provisional Membership for Deacons

¶324 of *The Book of Discipline*

## Qualifications

- **Certified Candidate for at least one (1) year, maximum 12 years**
- **Demonstrated his or her gifts for ministries of service and leadership to the satisfaction of the district Committee on Ordained Ministry (dCOM). (¶324.2 of *The Book of Discipline*)**

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# Requirements for Provisional Membership for Deacons (cont.)

¶324 of *The Book of Discipline*

## Education

- Bachelor's degree
  - Theological Master's Degree
- or*
- Master's in specialized ministry
    - > Including basic graduate theological studies (24 hours) within cohesive program
    - > A person may be eligible for commissioning after completing half of graduate education, including basic graduate theological studies (BGTS).

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# Requirements for Provisional Membership for Deacons (cont.)

¶324 of *The Book of Discipline*

## Each Candidate Shall

- Present a certificate of good health
- Submit Candidate Disclosure Form 114
- Complete a doctrinal examination/biographical statement
- Be interviewed and recommended by dCOM (3/4 majority vote)
- Be interviewed and recommended by the Board of Ordained Ministry (2/3 majority vote)

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# Requirements for Provisional Membership for Deacons (cont.)

¶324 of *The Book of Discipline*

## Alternative Education for Deacon in Full Connection

- 35 years of age
- Bachelor's degree
- Certification or license in area of service (minimum of eight graduate hours)
- Basic graduate theological studies (24 hours)

Inquiring

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Elder

# Requirements for Provisional Membership for Elders

¶324 of *The Book of Discipline*

## Qualifications

- **Certified Candidate for at least one (1) year, maximum 12 years**
- **Demonstrated his or her gifts for ministries of service and leadership to the satisfaction of the district Committee on Ordained Ministry (dCOM). (¶324.2 of *The Book of Discipline*)**

Inquiring

Enrolling

Declaring

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Candidate

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Candidacy ▶

Licensed Local  
Pastor

Provisional  
Member ▶

Ordination ▶

Deacon

Elder

# Requirements for Provisional Membership for Elders (cont.)

¶324 of *The Book of Discipline*

## Education

- Bachelor's degree
- Master of Divinity including basic graduate theological studies (minimum of 24 hours)
- A person may be eligible for commissioning after completing half of graduate education, including basic graduate theological studies (BGTS).

Inquiring

Enrolling

Declaring

Certified  
Candidate

Continuing  
Candidacy ▶

Licensed Local  
Pastor

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Member ▶

Ordination ▶

Deacon

Elder

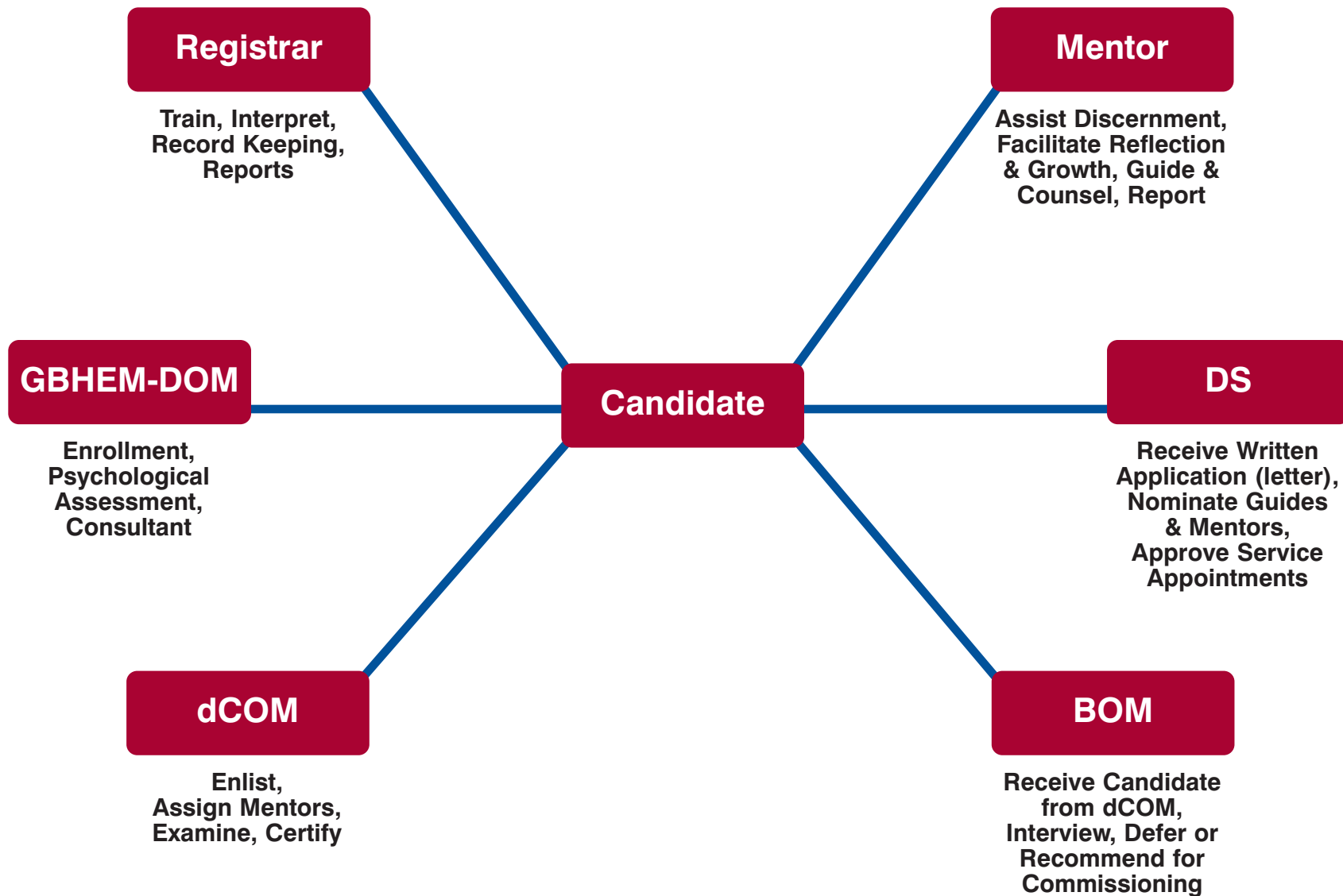
# Requirements for Provisional Membership for Elders (cont.)

¶324 of *The Book of Discipline*

## Each Candidate Shall

- Present a certificate of good health
- Submit Candidate Disclosure Form 114
- Complete a doctrinal examination/biographical statement
- Be interviewed and recommended by the district Committee on Ordained Ministry (dCOM) (3/4 majority vote)
- Be interviewed and recommended by the Board of Ordained Ministry (2/3 majority vote)

# The Big Picture





GENERAL BOARD OF  
**Higher Education  
& Ministry**

**General Board of Higher Education and Ministry**

**PO Box 340007**

**Nashville, TN 37203-0007**

**For information, contact:**

**CandidacyCoordinator@gbhem.org**

**(615) 340-7374**