



# Guide to the Candidacy Process

## First Steps

[www.inumc.org/candidacy](http://www.inumc.org/candidacy)

### Step 1

#### Contact the district via email with candidacy request.

Send request for candidacy via email or letter to the District Superintendent (DS) and/or Associate District Superintendent (ADS) and the Chair of the District Committee on Ministry (dCOM) explaining your call.

Contact information can be found at [www.inumc.org/candidacy](http://www.inumc.org/candidacy).

### Step 2

#### Submit initial paperwork.

Complete and email to [clergyservices@inumc.org](mailto:clergyservices@inumc.org) or mail to Clergy Services, 301 Pennsylvania Parkway, Suite 300, Indianapolis, IN 46280. Also send copy to the **Chair of your District Committee on Ministry**.

\_\_\_ Form ACOR (Retreat application) - See dates at <http://www.inumc.org/candidacyprocess>

\_\_\_ Form 114 (Disclosure)

\_\_\_ Background Screening Form

\_\_\_ \$100 check payable to the Indiana Conference (\$50 background check; \$50 Retreat)

### Step 3

#### Meet with Staff Parish Committee at your church.

\_\_\_ Submit Form 104a-b (Staff Parish Recommendation) to your dCOM Chair.

### Step 4

#### Retreat Preparation

\_\_\_ Meet with dCOM Chair and DS, ADS.

\_\_\_ DS invites to OCAS (Online Candidacy Application System).

\_\_\_ Respond to online invitation to OCAS.

\_\_\_ Complete OCAS steps up to and including payment of \$75 and ordering Fulfilling God's Call.

\_\_\_ Release of Information (ROI)

\_\_\_ Complete Personal Data Inventory (PDI) and Personal & Professional Reference List (PPRL)

\_\_\_ Read first two sections of Fulfilling God's Call.

\_\_\_ Notify dCOM Chair that all of the above have been completed.

\_\_\_ Notify Ministerial Services when all steps are complete to confirm attendance at Candidacy Orientation Retreat by June 1 for July Orientation and by Dec 1 for January Orientation.

\_\_\_ Attend the Candidacy Orientation retreat (All steps above, must be complete before attending the retreat.)

### Step 5

#### Prepare for Certification

**Meet monthly with Candidacy Mentoring Group**  
**Continue preparation for certification interview**

\_\_\_ Attend psychological interview at Buchanan Counseling Center (\$130 payable at time of interview)

**Submit the following forms to the dCOM Chair:**

\_\_\_ Form A - Annual Mentor Report

\_\_\_ Form B Financial

\_\_\_ Form 100

\_\_\_ Form 103 Medical

\_\_\_ Form 104c

\_\_\_ Written answers to Paragraph 310.2.a found in The Book of Discipline

\_\_\_ All transcripts to date

\_\_\_ Other materials as requested.

\_\_\_ Meet with dCOM for certification interview.