

Annual report of the Candidate to the District Committee on Ordained Ministry

To be submitted by the due date listed in the candidate's notice to interview letter

Name of Candidate: _____

Address/Telephone: _____

E-Mail: _____

Appointment: _____

Status _____ Certified Candidate for Elder
 _____ Certified Candidate for Deacon
 _____ Licensed Local Pastor
 _____ Probationary Member
 _____ Other denomination

IMPORTANT: FOR ALL INFORMATION REQUESTED PLEASE RE-STATE THE QUESTION IN YOUR RESPONSE SO YOUR REPORT CAN BE READ EASILY. FOR EXAMPLE: DO NOT WRITE "1. YES", "WRITE YES, MY CHARGE CONFERENCE HAS RECOMMENDED MY CONTINUATION AS A CERTIFIED CANDIDATE".

I. General questions regarding candidacy status. (All candidates will respond.)

- Did your Charge Conference recommend that you be continued as a Certified Candidate? (Please verify the action by sending a copy of the official charge conference minutes of your most recent charge conference.)
- What is the timeline you envision as you move forward in regard to your educational process and your ultimate classification (Part-time Local pastor, Full-time Local Pastor, Ordained Elder, Ordained Deacon, etc)?
- What effect has your mentoring relationship had on your preparation for ordained ministry?
- What action are you requesting from the District Committee on Ministry at your interview?
- Write an autobiographical statement regarding your personal and professional life.
- **First time candidates:** Include family of origin, present family situation, formative experiences of your Christian life, and call to licensed/ordained ministry.
- **Returning candidates:** Focus on the changes in family situation, and understanding of your call to licensed/ordained ministry since the last written report.
- Will you itinerate? If no please explain.
- Have you ever been accused of sexual misconduct? If yes please explain.
- Have you ever been arrested or convicted of a crime? If yes please explain.

II. Write a case report on an incident concerning a situation you have faced or might face as the pastor of the church where you are appointed. (See Instruction Sheet). As you write the case report include a section for each of the following. (All candidates will respond.)

- Examination of the incident.
- Biblical/theological reflections concerning the incident.
- Pastoral implications (How does this impact the person/congregation and their needs?)

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- What is your response? (You need to share this case study with your mentor at one of the required meetings. Give the short time before your meeting with the dCOM and the approaching deadline for returned materials you may choose to share this with your mentor afterwards.)

III. Be prepared to discuss any one of these questions at your interview. (These questions may be asked of all candidates at the interview. Written responses are not requested prior to the interview.)

- Reflect on your experiences as a leader in your local church over the last year.
- How do you foresee your usefulness to Christ as clergy in the United Methodist Church?
- Describe your personal beliefs as a Christian.
- Describe and evaluate your personal gifts for pastoral ministry.
- How do you expect your personal relationships to affect your future pastoral ministry?
- Describe your experience and understanding of infant baptism. Will you practice baptizing infants and children?

INSTRUCTIONS:

- Please acknowledge, by email, your receipt of this notice.
- Keep one hard copy for your records and bring it to your interview.
- Send all forms in electronic copy directly to the Registrar of the District Committee on Ordained Ministry by the date on your Candidate's Notice To Interview Letter.
- You will need to bring with you to the meeting with the district committee the additional following items:
 - 1.) Your **Certificate of Candidacy** - to be signed by the District Superintendent.
 - 2.) Your **Local Pastor's License** - to be signed by the District Superintendent at the beginning of the next appointment year.
 - 3.) The **Annual Candidate Report form** (attached to this email as form102.pdf)
- Your mentor will need to submit your Mentor's Report. It is your responsibility to contact your mentor and verify that this form is submitted by the due date!
- If any of the required documents are not submitted by the due date, your interview with the District Committee on Ordained Ministry will be cancelled and no action will be taken in regard to re-certification and recommendation for licensing.