

Candidates District File Content Checklist

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____ Date file begun _____

- _____ Biographical information report (Form 102)
- _____ Declaration of candidacy for ordained ministry and charge conference recommendation (Form 104)
- _____ Written statement of call (¶310.1d)
- _____ Written information based on ¶310.2a
- _____ Candidacy mentor assigned
- _____ Candidacy mentor's report
- _____ Psychological assessment report
- _____ Credit check
- _____ Criminal background check
- _____ Notarized statement regarding sexual misconduct and child abuse
- _____ Academic progress documents
- _____ Online form 113 recording vote of certification Date _____
- _____ Certification renewed Date _____
- _____ _____ Date _____
- _____ _____ Date _____
- _____ _____ Date _____
- _____ Letter of recommendation to Board of Ordained Ministry for provisional membership toward deacon's or elder's orders
- _____ File sent to BOM registrar Date _____