

**General Board of Higher Education & Ministry  
Division of Ordained Ministry  
Candidacy Mentor Job Description**



- ❖ Meet with the candidate to establish covenant and schedule for meetings.
- ❖ Pray for the candidate.
- ❖ Work with candidate through *Fulfilling God's Call: Guidelines for Candidacy*.
- ❖ Establish and maintain negotiated confidentiality between candidate and mentor.
- ❖ Provide guidance for the psychological assessment process.
  - Apply online for packet (Form I 12) or know the system that your conference uses.
  - Proctor assessments unless the annual conference provides a proctor.
  - Make sure all forms in the assessment packets are completed before returning to the GBHEM Candidacy Office.
- ❖ Assist candidate with preparation for S/P-PRC and charge conference meetings.
- ❖ Write annual mentor reports to dCOM.
- ❖ Meet with the dCOM and candidate at the certification approval meeting.
  - Share mentor report.
  - Record vote and recommendation of dCOM online via Form I 13.
- ❖ Inform BOM Candidacy Registrar of any change of status of candidate.
- ❖ Maintain a Candidacy Mentor File:
  - Copy of Form I 01
  - Copy of psychological assessment application form
  - Biographical information
  - Copy of form I 13
  - Copy of mentor reports