



# HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

## Candidates District File Content Checklist

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date file started: \_\_\_\_\_

- \_\_\_\_\_ Candidate invited to set up account in UMCARES (Date: \_\_\_\_\_)
- \_\_\_\_\_ \_\_\_\_\_) Biographical Information Form (Form 102)
- \_\_\_\_\_ Declaration of Candidacy and Charge Conference Recommendation (Form 104)
- \_\_\_\_\_ Written statement of call (§310.1d)
- \_\_\_\_\_ Written information based on §310.2a
- \_\_\_\_\_ Candidacy mentor assigned (Mentor's name: \_\_\_\_\_)
- \_\_\_\_\_ \_\_\_\_\_) Candidacy mentor's report
- \_\_\_\_\_ Psychological assessment report
- \_\_\_\_\_ Credit check
- \_\_\_\_\_ Criminal background check
- \_\_\_\_\_ Notarized statement regarding sexual misconduct and child abuse
- \_\_\_\_\_ Academic progress documents
- \_\_\_\_\_ Candidacy vote recorded in UMCARES 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 \_\_\_\_\_