

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



- ❖ Know the candidacy process and current *Book of Discipline* requirements (¶¶ 310-314).
- ❖ Receive files from the dCOM when a candidate has been approved by the dCOM to interview for Associate or Provisional Membership.
- ❖ Act as a liaison between the GBHEM Candidacy Office, the BOM's Vocational Discernment Coordinator, and the candidacy mentors, trainers, dCOMs, and district superintendents in your conference.
- ❖ Provide resources to interpret the process toward certification, licensing, commissioning, and ordination.
- ❖ Manage and maintain a current list of candidacy mentors who are trained and approved in your conference. Keep this list updated in the Online Candidacy Application System (OCAS). Answer questions from candidacy mentors. If unsure, call the GBHEM Candidacy Office (615-340-7374).
- ❖ Provide support to the candidacy mentor coordinator, the group candidacy coordinator, the Vocational Discernment Coordinator, or other mentoring leadership as they train candidacy mentors.
- ❖ Be informed about the psychological assessment process in your conference and field questions related to this process.
- ❖ Be aware if a ministerial assessment specialist (MAS) is no longer providing psychological assessments for candidates from your conference. Inform candidacy mentors of any changes to the MAS so they can accurately complete [Form I 12](#) (Request for Psychological Assessment). Be sure mentors are aware of the importance of correctly filling out all paperwork for the psychological assessment.
- ❖ Understand how changes can be made by candidates during candidacy (transfer of candidacy, consideration of different forms of ministry, educational requirements, etc.) and inform district superintendents, candidates, dCOMs, and BOMs about the needed requirements.
- ❖ See also Chapter 7 in the [BOM Handbook](#).