

# Preparing for the Group Candidacy Orientation Retreat



Is God tugging at your heart, but you don't know exactly where it's leading you? You've contacted your District for guidance, and you've been told you are now an inquiring candidate. You're not sure if you will end up an ordained Elder, Deacon, Associate Member, Local Pastor or continuing in lay ministry. (You may not even know what all those words mean, and that's OK.) What do you do next?

Your first goal should be to attend the Group Candidacy Orientation Retreat, a two-day overnight retreat in the Indianapolis area where you will meet others on this path and meet mentors who can help guide you. This short document is designed to prepare you for that retreat.

The Group Candidacy Orientation Retreat – or GCOR in UM-speak – is an exploration of your call. There's one in January and one in July, each on a Friday and Saturday, and you can attend either one. To attend there's some work you'll have to complete by December 1<sup>st</sup> for the January retreat and by June 1<sup>st</sup> for the July retreat. Those are important dates because if you miss the deadline, you'll have to wait six months for the next retreat!

The work isn't difficult, but it does require diligence on your part to get it finished. Let's break it down – but if you have questions or get stuck, contact Ed Metzler at ministerialservices@inumc.org or 317-564-3252 for help. Directions can also be found on our website at [www.inumc.org/candidacyprocess](http://www.inumc.org/candidacyprocess).

## **STEP 1**

Talk with your home church pastor, or other ordained deacon or elder, about your call. A helpful resource at this point may be the book, ***The Christian as Minister***.

## **STEP 2**

### **Contact the district via email with candidacy request.**

\_\_\_ Send request for candidacy via email or letter to your district's Conference Superintendent or Associate Conference Superintendent and the Chair of the District Committee on Ministry (dCOM) explaining your call (Statement of Call).

\_\_\_ Meet with Conference Superintendent, Associate Conference Superintendent, or dCOM Chair

## **STEP 3**

### **Meet with Pastor (Staff) Parish Relations Committee (or equivalent) at your church.**

\_\_\_ Submit Form 104a and Form 104b (Staff Parish Recommendation) to your dCOM Chair.

## **STEP 4**

### **UMCARES (there's a video on our website to help)**

\_\_\_ Conference Superintendent invites to UMCARES.

\_\_\_ Respond to online invitation to UMCARES.

\_\_\_ Complete steps in Candidacy Track in UMCARES up to and including payment of \$75 and ordering *Answering the Call*.

\_\_\_ In Psychological Assessment Track in UMCARES, choose your MAS (Ministry Assessment Specialist, see \* below), complete Personal Data Inventory (PDI), Personal & Professional Reference List (PPRL).

**\*Choose the Indiana Conference MAS closest to you:** Meg Hornsby (Clarksville, Indiana) Jaqueline Chandler (Indianapolis) Mark Roth (Indianapolis) Kevin Wieland (Fort Wayne)

\_\_\_ Notify dCOM Chair that all of the above have been completed.

## STEP 5

### Candidacy Orientation Retreat Preparation

#### Submit the following:

- \_\_\_ Upload to UMCARES proof of completion of high school or GED (transcript or copy of diploma)
- \_\_\_ Upload to UMCARES a letter from your pastor, SPRC chair or membership secretary certifying you have been a professing member of your church or United Methodist-related campus ministry for at least a year.
- \_\_\_ Fill-out Application for Candidacy Orientation Retreat in Indiana Candidacy Track in UMCARES
- \_\_\_ Submit check payable to the INUMC for \$300 (\$50 for Retreat + \$50 to submit with Background Screening Form + \$200 for psychological assessment) to: Ed Metzler, Ministerial Services, 301 Pennsylvania Pkwy, Suite 300, Indianapolis, IN 46280 **PLEASE NOTE:** This is separate from the \$75 paid online in UMCARES to the General Board of Higher Education and Ministry.

Make sure to ask your church for financial support in paying your fees!

- \_\_\_ Submit Form 114 (Disclosure Form) in UMCARES
- \_\_\_ Complete Background Screening through Trak 1.
- \_\_\_ Read Chapters 1 & 5 of *Answering the Call*

As you see, there are some things you'll have to do in the UMCARES , the United Methodist online candidacy system. The first thing you must do is sign in to the UMCARES website at [www.umcares.org](http://www.umcares.org).



### Are You Registered?

**Before you can access UMCARES you will need an invitation which will allow you to register.**

Email invitations are sent from [notifications@umcares.org](mailto:notifications@umcares.org). Please add this email address to your accepted emails (i.e. contact list, address book) or keep an eye out in your emails junk folder.

**Candidates** who have not received an invitation please contact your District Superintendent.

**Candidacy Mentors, District Superintendents** and **District Coordinators** who have not received an invitation please contact your Conference Candidacy Registrar or Board of Ordained Ministry Staff.

**BOM Staff, BOM Coordinator, Conference Candidacy Registrar** and **MAS** who have not yet received an invitation please contact GBHEM.

If your role in UMCARES is not mentioned above please contact UMCARES Technical Support and we will assist in directing you to the proper person. **Please note technical support cannot send out initial invitations they must come from your conference.**

### Update 2.0.9 Scheduled

Thursday **July 28th, 2016 at 5PM CT** UMCARES will be having a minor update. This update should take no longer than **30m**. During this time **login will be disabled**. If you are logged in during this time **functionality will not be guaranteed**.

### Login

Login	<input type="text"/>	REQUIRED
Password	<input type="password"/>	REQUIRED
		<input type="button" value="Login"/>

[Forgot Password?](#) [Forgot Login?](#)

We need to talk about UMCARES a bit because it's very important to your candidacy.

For the purposes of your candidacy in The United Methodist Church, UMCARES plays three roles:

1. It registers you as a candidate with The United Methodist Church
2. It records your psychological assessment, required of all those in process
3. It records your progress in the Indiana Conference

Each of those roles is fulfilled in one of the three “tracks” – the Candidacy Track and the Psychological Assessment Track, which are both for the general church’s use, and the Indiana Candidacy Track, which is for the Indiana Conference’s use. A track is a series of steps that needs to be fulfilled, mostly in order.

When you contact your District, your District Superintendent or their representative will invite you by email into the UMCARES system. The email invitation is automatically generated by UMCARES and is sent to the email address you gave the District. Be sure to watch for your invitation because you can’t go further until you reply to it and register in UMCARES. (Check your spam or junk mail folder if you don’t find it in your inbox.) This invitation expires after a few days, so take care of it as soon as you get it.

When you go into UMCARES, go to Active Tracks and you will see something like this:

The screenshot shows the UMCARES system interface. At the top, there is a navigation bar with 'HOME', 'WELCOME ED METZLER (CCR)', 'SEARCH', and 'HELP'. Below this is the UMCARES logo and the text 'United Methodist Candidate and Record Entry System'. The main content area is titled 'Indiana Test-User - Candidate' and shows the 'Profile Section: Mentors & Tracks' with the email 'ministerialservices@inumc.org' and 'North Central, Indiana, Central'. There are buttons for 'Close', 'Assign Mentor', 'Assign Track', and 'Help'. Below this, there are two tables: 'Mentors' and 'Tracks'.

**PROFILE SECTIONS**

- Personal Information
- Security
- Location Information
- Login
- Identification Information
- Mentors & Tracks
- Notifications
- Contacts & Lists
- Resources
- Comments
- Audit Activity

**Indiana Test-User - Candidate**  
Profile Section: Mentors & Tracks  
ministerialservices@inumc.org  
North Central, Indiana, Central

Close | Assign Mentor | Assign Track | Help

**Mentors**

Mentor	Type	Jurisdiction	Conference	District		
Ed Metzler	Home	North Central	Indiana	Unknown	Profile	Unassign
Matthew Leffler	Group	North Central	Indiana	East	Profile	Unassign

**Tracks**

Track	Status	Date	Current Step		
Indiana Candidacy	In Progress	7/8/2017	Apply in Writing: Statement of Call	Open	
Psychological Assessment	Assigned	6/22/2017	MAS Selection	Open	Unassign
Candidacy	Assigned	6/22/2017	Candidacy Application Form	Open	Unassign

This shows the three tracks, Indiana Candidacy, Candidacy and Psychological Assessment. If you click the open button you will be able to work in the track.

Here is what you see when you open the Candidacy Track:

## Steps

	<b>Candidacy Application Form</b> Status: Complete as of Thursday, May 26, 2016 Responsible: Assigned User <input checked="" type="checkbox"/> Form 101 Part 1 – Candidacy Application Form
	<b>District Superintendent Signature</b> Status: Complete as of Thursday, May 26, 2016 Responsible: District Superintendent <input checked="" type="checkbox"/> Prerequisites Required: Candidacy Application Form
	<b>Mentor Signature</b> <input checked="" type="checkbox"/> Status: Complete as of Friday, May 27, 2016 Responsible: Candidacy Mentor Prerequisites Required: Candidacy Application Form
	<b>Administration Fee for the Candidacy Process</b> <input checked="" type="checkbox"/> Status: Complete as of Tuesday, May 31, 2016 Responsible: Assigned User Prerequisites Required: District Superintendent Signature, Mentor Signature
	<b>Request Hardcover Candidacy Guidebook</b> <input checked="" type="checkbox"/> Status: Ordered as of Friday, June 03, 2016 Responsible: Assigned User Prerequisites Required: Administration Fee for the Candidacy Process Comments: 1 This optional step allows you to request a hardcover copy of the Candidacy Guidebook in English or Spanish.

This isn't the entire track, but it does show the steps you need to accomplish **before** the retreat. In this example the check marks indicate completed steps. You'll notice that the 4<sup>th</sup> step above is Administration Fee for the Candidacy Process. Here you will pay \$75 online to the General Board of Higher Education and Ministry for the administration of your candidacy. **This is separate from the \$300 you pay to the Indiana Conference** in the step above.

And here is the complete Psychological Assessment Track (you do not request assessment materials or mark the MAS Review):

## Steps

	<b>MAS Selection</b> <input checked="" type="checkbox"/> Status: Complete as of Wednesday, June 01, 2016 Responsible: Assigned User Comments: 1 Ministerial Assessment Specialist Selection
	<b>Release of Information</b> <input checked="" type="checkbox"/> Status: Complete as of Friday, May 27, 2016 Responsible: Assigned User This is the authorization for release of information form.
	<b>Personal Data Inventory</b> <input checked="" type="checkbox"/> Status: Complete as of Wednesday, June 01, 2016 Responsible: Assigned User Prerequisites Required: Release of Information, MAS Selection The Personal Data Inventory, developed by the Advisory Committee on Candidacy and Clergy Assessment, is a standard document for securing your personal information.
	<b>Personal/Professional References</b> <input checked="" type="checkbox"/> Status: Submitted as of Thursday, June 02, 2016 Responsible: Assigned User Prerequisites Required: Personal Data Inventory, MAS Selection The recommendation forms necessary to the assessment process. Personal and chosen references become available to the assigned Ministerial Assessment Specialist.
	<b>Request Assessment Materials</b> Status: Sent to Mentor as of Friday, June 17, 2016 Responsible: <b>Candidacy Mentor</b> Prerequisites Required: Personal Data Inventory, MAS Selection Assessment Materials
	<b>MAS Review</b> Responsible: MAS - Mark Roth

The first step in the Psychological Assessment Track is to select an MAS, the Ministerial Assessment Specialist you will see to have your assessment done. The MAS is a psychologist or psychiatrist licensed by the state of Indiana and approved by the General Board of Higher Education and Ministry to perform assessments.

We have four Ministerial Assessment Specialists in Indiana, and you will choose the one closest to you:

- Jackie Chandler and Mark Roth are in the Indianapolis Area
- Meg Hornsby is in Clarksville
- Mark Wieland is in Fort Wayne

The Psychological Assessment is done in three steps.

1. The first step is accomplished when you complete the necessary steps in this track:
  - MAS Selection
  - Release of Information
  - Personal Data Inventory
  - Personal/Professional References.

You MUST complete all these steps before the candidacy retreat deadline, June 1<sup>st</sup> or December 1<sup>st</sup>. After you complete these steps Ed Metzler will request your assessment materials in preparation for the retreat.

2. The second step happens at the retreat. You will be given a packet of 3 assessment tools to complete. This takes 3-4 hours. You will also be given contact information for your MAS.
3. After the retreat, you will contact the MAS you have chosen to set up your appointment for your face-to-face assessment.

Again, you have three tracks:

- In the Candidacy Track you must complete all the steps up to and including requesting your hardcover candidacy guidebook.
- In the Psychological Assessment Track you must complete all the steps up to and including the Personal/Professional References.
- In the Indiana Candidacy Track, you must:
  - Upload your Statement of Call
  - Get a copy of your high school diploma to your District on Ministry so they can upload it into the track.
  - Verify with the dCOM that you have been a professing member of the United Methodist Church for at least a year
  - Verify that you have interviewed with your District Superintendent or Associate DS.
  - Upload a copy of the Form 104b signed by your Staff/Parish Chair
  - Upload a copy of the Notarized Disclosure form you downloaded.
  - Complete the online Form ACOR, the registration for the retreat.

All of this must be completed and all paperwork must be submitted before June 1<sup>st</sup> if you want to attend the July retreat and December 1<sup>st</sup> if you want to attend the January retreat.

## **Get Ready for the Retreat!**

Once you've completed your work, email [ministerialservices@inumc.org](mailto:ministerialservices@inumc.org) to let Ed Metzler know you are ready and plan to attend the retreat. Notify your dCOM Chair that everything has been completed for the retreat.

Read Chapters 1 and 5 of the candidacy guidebook, "Answering the Call." You don't need to wait until it arrives in the mail. You can download it in pdf format in Step 4 of the Candidacy Track when you pay your \$75 administration fee.

Dress for the retreat is casual. A room and meals will be provided for you. If you think you're ready for the retreat and you don't get confirmation from Ed Metzler by the week before, call him at 317-564-3252 or email him at [ministerialservices@inumc.org](mailto:ministerialservices@inumc.org) and confirm your attendance.

At the retreat you'll explore your call with your Group Mentor, who will guide you and others from your District. If you decide to pursue ordination as a deacon or elder or a license as a local pastor, you'll continue the process to become a Certified Candidate.

## **Other Resources to Explore:**

<http://www.inumc.org/candidacyprocess> -- The Indiana Conference Candidacy page

<http://encouragethecall.org/> -- The Indiana Conference "Encourage the Call" page

<http://www.gbhem.org/clergy/explore-your-call-ministry> -- The General Board of Higher Education and Ministry page



# Guide to the Candidacy Process

## First Steps

[www.inumc.org/candidacyprocess](http://www.inumc.org/candidacyprocess)

### Step 1

#### Talk to your pastor

Talk with your home church pastor, or other ordained deacon or elder about your call.

### Step 2

#### Contact your District

- Send request for candidacy via email or letter to the District Superintendent (DS) and/or Associate District Superintendent (ADS) **and** the Chair of the District Committee on Ministry (dCOM) explaining your call.
- Contact information can be found at [www.inumc.org/candidacyprocess](http://www.inumc.org/candidacyprocess)

### Step 3

#### Meet with your Pastor/Parish Committee

- Submit Form 104a and Form 104b (Staff Parish Recommendation) to your dCOM.

### Step 4

#### UMCARES

- Respond to online invitation to UMCARES
- In the **CANDIDACY TRACK**, complete UMCARES steps up to and including payment of \$75 and ordering candidacy guidebook in
- In the **PSYCHOLOGICAL ASSESSMENT TRACK**, choose your MAS, complete Personal Data Inventory and Personal & Professional Reference List
- In the **INDIANA CANDIDACY TRACK**, make sure all steps up to an including submitting your FORM ACOR are complete (see Step 5).
- Notify dCOM that all of the above has been completed
- Notify Ed Metzler when all steps are complete to confirm attendance at one of the Retreats  
**by June 1 for July Orientation,**  
**by Dec. 1 for January Orientation**

### Step 5

#### Submit the following in UMCARES

- Upload proof of completion of high school or GED
- Upload a letter from your church certifying you have been a professing member for at least a year.
- Fill-out Application for Candidacy Orientation Retreat in Indiana Candidacy Track in UMCARES
- Submit check payable to the INUMC for \$300
- Submit Form 114 (Disclosure Form) in UMCARES
- \_ Complete Background Screening through Trak 1.
- Read Chapters 1 & 5 of *Answering the Call*