

How to Begin the Candidacy Process

This *does not* apply to those requesting a **transfer of ordination** from another denomination.
Contact the Registrar for instructions on that process.

- Talk to your pastor about ordained ministry in the United Methodist Church. Also, pray about it! Ministry truly is a calling from God.
- Read through Understanding God's Call: A Ministry Inquiry Process and The Christian As Minister with the pastor of your home church. (*You must be a member in good standing at a United Methodist Church for one full year before applying for candidacy.*) Both books can be found at Cokesbury online.
- Email your District Superintendent at ds-se@flumc.org to ask permission to enter the candidacy process. Your email should include:
 - *Your history as a Christian. Where has your walk taken you thus far in life?
 - *Why do you want to be ordained, specifically in the United Methodist Church? Describe your *call to ministry*.
 - *What are your ministry goals? How do you see God using you in ordained ministry?
 - *Your contact information: mailing address, email address, phone number(s)
- If the District Superintendent approves your written request to begin candidacy, you will then need to set up an appointment to meet with him (preferably in person, but a phone call is permissible if you are temporarily living outside of FL). The Senior Administrative Assistant in the SE District Office can help you set up a time to talk with the D.S. (305) 445-9136.
- If the D.S. approves of your candidacy after you talk with him/her, the District Candidacy Registrar will send you an email with your next few steps. You will be set up on Pathways to Ministry, the e-Applications program used by the Conference. You will use Pathways for all of your applications while you are a candidate.
- You will be assigned a candidacy mentor and put in a mentor group with other candidates from your District. Candidacy Mentor Groups begin every 6 months (January and June) with a retreat in either Leesburg or Lakeland.
- Also at that time you will get an email inviting you to enroll in Candidacy on the General Board for Higher Education & Ministry (GBHEM) website. The email you receive will have your log in information in it. Simply follow the instructions.
**The first think you should do when you log in is fill in your personal profile page.*
- Once enrolled in candidacy through GBHEM the process (your tasks) are clearly laid out. Your mentor, the DS, and you all have tasks to complete as you work toward certification.
- After the candidacy retreat you will be in the mentoring process for around 6 months. Check the District Website for District Committee on Ordained Ministry (dCOM) meeting and application deadline dates.