M Member of UMC or UM affiliated group (such as campus ministry) for one year.

Q Contact your pastor, or another Deacon or Elder in the UMC. Read and discuss The Christian as Minister with her/him.

Q Submit letter to the Office of Ministerial Relations (ledford@nccumc.org), and copy your District Superintendent (DS), indicating that you have read CAM, request entrance into candidacy process and include written statement of call. In consultation with the DS, the OMR will determine if you are ready to move forward in the process. If so, the OMR will contact you with next steps.

Q Complete and return the following forms to the OMR. Required items:
   - Candidacy Retreat application
   - Background Check & Authorization Form
   - Disclosure Form
   - Personal Data Inventory
   - Include payment of $165

   After receiving the completed forms, the OMR will register you for the next Candidacy Retreat and enroll you in the General Board of Higher Education and Ministry’s online candidacy system (OCAS). You will receive an email with your GBHEM login information.

Q Fill out “Candidacy Application Form,” (# 101) and the “Online Candidacy Payment/Guidebook Request” on the GBHEM site, and pay $75 to receive the Candidacy Guidebook.

Q Read and review pages 1-46 of the Candidacy Guidebook prior to Candidacy Retreat.

Q Attend the next Candidacy Retreat. While at the retreat, complete:
   - Psychological Evaluation
   - Two Group Mentoring Sessions

Q Complete the following after the retreat:
   - Meet with your mentoring group to complete four additional mentoring sessions
   - Meet one-on-one with Conference psychologist to review psychological evaluation
   - Complete physical exam and return medical report to OMR
   - Appear before Staff-Parish Relations Committee at your church. If approved:
   - Appear before Charge Conference at your church. If approved:
   - Appear before the District Committee of Ordained Ministry (DCOM), seeking status as Certified Candidate.