

CANDIDATING FOR ORDAINED MINISTRY

G.12 DEADLINES FOR ALL PARTICIPANTS and GUIDANCE NOTES 2020-2021

Introduction

Candidating for Ordained Ministry is a complicated and time-critical process. It depends on everyone meeting their deadlines, Candidates, Superintendents, Connexional staff, and District and Connexional selection committees.

It is strongly recommended that you download this document and highlight the critical dates which apply to you. All relevant documents can be downloaded from the Methodist Church website [here](#).

This document is primarily concerned with DEADLINES. Further information on the Candidating process will be found in the documents referred to on the Methodist Church website.

DEADLINE	WHO IS RESPONSIBLE	ACTION REQUIRED
Immediately	Candidate	As soon as you reach a decision to answer to your calling into ministry, ask your Superintendent to coordinate a four way meeting with you, your Superintendent, District Candidate Secretary and Regional Learning Network Officer to draft your individual support map.
Immediately	Candidate	<p>Download from the Methodist website the following:</p> <p>G.2 What is a Deacon?</p> <p>G.3 What is a Presbyterian?</p> <p>G.4 Selection Criteria for Ordained Ministry</p> <p>G.6 Steps in Candidating for Ordained Ministry</p> <p>C.2 Candidating Portfolio Guidance and Instructions Form</p> <p>C.2.1 Resource List Template Form (Presbyteral Candidates only)</p>
Immediately	Candidate	<p>From 25 May 2020 contact the Candidates' Office at candidates@methodistchurch.org.uk and request a C.1 and C1.1 Candidate's Application Form and ensure you copy in your Superintendent and District Candidate Secretary into the email.</p> <p>Requests for C.1 and C.1.1 Candidate's Application Form must be made no later than 31 August 2020</p> <p>Any requests received after the above deadline date cannot be accepted.</p>

As soon as possible	Superintendent	Download the following forms and guidance notes. G.2 What is a Deacon? G.3 What is a Presbyter? G.4 Selection Criteria for Ordained Ministry (2016) G.7 Guidance for Superintendents G.8 Candidate Support 4-way Meeting C.3 Reports on Leading Worship Forms
As soon as possible	Superintendent	Ensure that the candidate is planned to preach or lead worship (as applicable) around the circuit as much as possible
As soon as possible	Superintendent	Consider with the candidate who could be a referee
As soon as possible	Superintendent	Read the G.7 Guidance for Superintendents
As soon as possible	Superintendent	Meet with your prospective candidate. Discuss and complete relevant sections of the C.1 Candidate's Application Form, notably their assent to the doctrinal standards, the discipline of the Methodist Church and the obligations to be at the disposal of the Conference for stationing. With the District Candidates' Secretary, ensure a mentor is found to assist the candidate with their portfolio.
As soon as possible	Superintendent	Arrange for the two worship services to be assessed and alert assessors. Note that one of these should be in a different circuit.
As soon as possible	Superintendent	Ensure you have verified the candidate's relevant passport pages and signed the appropriate section of the application form. Ensure the candidate sends the materials on time and that copies are kept.
As soon as possible	Superintendent	Alert the Circuit Meeting in good time that there is a candidate.

September / October 2020	Superintendent	Present the candidate to the Autumn Circuit Meeting and arrange for them to address the meeting and for the vote to be taken. Record this on form C.4.1.
As soon as possible	Superintendent	(If relevant) discuss C.1.2 Severely Limited Deployment Form possibility with District Chair and the Ministerial Coordinator for the Oversight of Ordained Ministries
01 October 2020 by 12.00 noon	Candidate	Email the completed C.1 Candidate's Application Form and C1.1 Superintendent's Assessment of Availability for Stationing Form to candidates@methodistchurch.org.uk . POST the signed hard copies of the following documents to arrive at the Candidates' Office no later than 12.00 noon 1 October 2020. <ul style="list-style-type: none"> ➤ C.1 Candidate's Application Form ➤ C.1.1 Assessment of Availability for Stationing Form ➤ C.1.4 Equality and Diversity Form - hard copy only ➤ The verified copy of your personal details page from your passport and visa where necessary ➤ Age exemption statement (if applicable) under (SO 710 (5))
01 October 2020 By 12.00 noon	Superintendent	If applicable, Superintendent to email C.1.2 Limited Deployability Form to candidates@methodistchurch.org.uk . Signed, hard copy to be posted and arrive no later than 12.00 noon 01 October 2020.
02 October 2020	The Candidates' Office	Upload the D.5 DCC Candidate's District Creative Presentation Guidance Form and District Forms on Candidating for Ministry page of the Methodist Church website. Email Briefing notes to DCC meeting to District Candidates' Secretary
October – December 2020	Methodist Diaconal Order / Candidate	Diaconal Candidates will meet the Warden and Deputy Warden of the Methodist Diaconal Order. The Candidates' Office will arrange these.

January 2021	Psychologist/Candidate	Psychologist appointments and assessment will be taking place. This will be arranged by the Psychologist.
02 October 2020	The Candidates' Office	Send candidate a C.6 Medical Questionnaire Form to complete and return via email by 14 October 2020.
14 October 2020 by 12.00 noon	Candidate	Complete and return a signed copy of your C.6 Medical Questionnaire Form via email to candidates@methodistchurch.org.uk This form will be sent on to the Connexional Medical Advisers who will make recommendations to the Candidates' Selection Committee after the Committee has made an initial decision about your candidature.
September 2020 – November 2020	Candidate	Take the two services to be assessed for the C.3 Reports on Leading Worship Form
17 October 2020	Candidate	Open Day at the Queen's Foundation, Birmingham (candidates are advised to attend). Further information can be found on the Methodist Church website
25 November 2020 by 12.00 noon	Candidate	<ul style="list-style-type: none"> ➤ Check the instructions in the C.2 Candidating Portfolio Guidance Form. ➤ Email the C2 Candidating Portfolio in Microsoft Word format, without the appendices to the Candidates' Office. ➤ Post 3 comb-bound copies with appendices to arrive at the Candidates' Office no later than 12.00 noon on 25 November 2020.

02 December 2020 by 12.00 noon	Superintendent	<p>C.3 Reports on Leading Worship Forms – to be completed on two worship services led by the candidate as preacher for presbyteral candidates and as worship leader for diaconal candidates.</p> <p>Email C.3 Reports to candidates@methodistchurch.org.uk and post a signed hard copy to arrive at the Candidates' Office no later than 2 December 2020.</p>
2 December 2020 by 12.00 noon	Superintendent	<p>C.4 Circuit Leadership Team Report is to be completed by the CLT and sent by the Superintendent Minister to candidates@methodistchurch.org.uk and post a signed hard copy to arrive at the Candidates' Office no later than 2 December 2020.</p>
02 December 2020 by 12.00 noon	Superintendent	<p>C.4.1 Circuit Meeting Vote Report Form to be emailed on the day after the Circuit Meeting to candidates@methodistchurch.org.uk</p> <p>Post a signed hard copy to arrive at the Candidates' Office no later than 2 December 2020.</p>
02 December 2020 by 12.00 noon	Referees	<p>Reference Forms C.5 Critical Friend's Reference and C.5.1 Employer's Reference are returned electronically to the Candidates' Office by 2 December 2020.</p> <p>Note it is the candidate's responsibility to ensure their referees return references by the deadline.</p>
02 December 2020 by 12.00 noon	Warden of the Diaconal Order	<p>Report on diaconal candidates is returned to the Candidates' office</p>
02 December 2020	The Candidates' Office	<p>Disclosure and Barring System (DBS)</p> <p>The instructions and login details for completing the Disclosure and Barring Online Application as well as the information on forms of verification will be sent to candidates on 4 December 2020</p>

2021 onwards		
4 January 2021	Candidates	Ensure you have booked an appointment with Connexional Psychologist for psychological assessment. The psychologist will contact you about this. Assessments to have been carried out by 29 January 2021
4 January 2021	Portfolio Moderators	Portfolio Moderators meeting at Methodist Church House
8 January 2021	The Candidates' office	Portfolio assessment sheets emailed to candidates and copied to Superintendents and District Candidate Secretaries
Between 9 January and 1 February 2021	Candidate Superintendent	Attend the District Committee
29 January 2021	Candidate Superintendent / Verifier	The DBS Online Application form and the three documents for verification should be completed and sent to the Candidates' Office by no later than 12.00 noon on 29 January 2021.
29 January 2021	Candidates and Psychologist	Deadline for Candidates to meet with psychologist (usually by video conference)
7 February 2021	Psychologist/Candidates	Deadline for Psychologist to share and agree their report with candidates
10 February 2021	District Candidates' Secretary	D.1, D.2, D3, D4, are to be completed by the District Candidates' Secretary. Emailed to candidates@methodistchurch.org.uk Signed hard copies to arrive at the Candidates' Office no later than 12.00 noon on 10 February 2021.
17-18 February 2021	The Candidates' Office	CSC Calling letter and reply slip sent to candidates Deadline for reply slip submission 24 February 2021
24 February 2021 no later than 12.00 noon	Candidates	Deadline for Candidates to send reply slip to the Candidates' Office to confirm their attendance, dietary/special requirement at CSC

22-26 March 2021	Candidates	Candidates' Selection Committee for all presbyteral and diaconal candidates
30-31 March	The Candidates' Office	Outcome letters issued by email and post – to candidates, Superintendent, District Candidates' Secretary and District Chair.
Between 20 April and 5 May 2021 (provisional dates)	Appeals Committee	Appeal hearings will be held at Methodist Church House in London
14-15 May 2021 (provisional dates)	Recommended candidates, Connexional Team representatives Queen's tutors	Training allocations conversations and Allocations Committee
Between 10-24 May 2021	Retreat Team	Retreat for candidates who have not been recommended
17-19 May 2021 (provisional dates)	The Candidates' office	Training pathway information communicated to candidates

Please email electronic copies of documents to candidates@methodistchurch.org.uk and send hard copies to the Candidates' Office, Methodist Church House, 25 Marylebone Road, London NW1 5JR