

Steps to Licensing as a Local Pastor

Cornerstone District Committee on Ordained Ministry

January 2019

- See Paragraph 315 of the Book of Discipline.
- Complete all steps for Certified Candidacy as found in UNYUMC's **Steps Into Ministry** document.
- Complete *Disciple: Becoming Disciples Through Bible Study* (Book 1) or an OT and NT Bible survey class from a college or other educational institution.
 - If you are doing *Disciple*, you must be a participant, not the leader.
 - The Board of Ordained Ministry must approve your request to use a Bible survey class instead of *Disciple*.
 - This is a requirement of our Conference, not the Book of Discipline.
- Attend Licensing School. In our Conference, this is happening in May this year (2019). Here is the link to the Board of Ordained Ministry page about it: <http://www.unyumc.org/ministries/uny-local-pastor-licensing-school>
- Once the above steps are complete, make an appointment for an interview with the DCOM on the Cornerstone District website.
 - Note: You may combine the interviews for Certified Candidacy and Licensed Local Pastor in one interview. They can be voted on at the same meeting if you have completed all the necessary steps.
- Invite your mentor to come to your DCOM interview with you. It is not required that your mentor be there, but it is helpful to have the support.
- Contact the DCOM Registrar and make sure all required documents are in your file. It is your responsibility to be sure the Registrar has everything two weeks prior to your DCOM interview. If your file is not complete by this deadline, you cannot be interviewed.
- Submit the items listed in the Cornerstone DCOM's **Required Items to be Submitted** document to the DCOM two weeks before your DCOM interview.
- Meet with DCOM.
- Upon approval fill out and Form 105 and submit to the DCOM Registrar and the UNY Board of Ordained Ministry Registrar
http://www.unyumc.org/images/uploads/FORM105_EBXJGDCX.pdf
- The DCOM's vote is a recommendation to the Board of Ordained Ministry. Your License will be granted pending the Board of Ordained Ministry's approval, the Bishop...an appointment... (how to word this correctly?)