**MINISTERIAL CANDIDATE’S FILE**

**Content checklist**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date File Begun \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check the items below as they are place in the candidate’s file and the date item was added.

\_\_\_\_\_ Biographical Information Form \* Date \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Journey to Ministry in the AME Church Form \* Date \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Notarized Candidate Disclosure Form \* Date \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Letter of Recommendation from the Pastor \* Date \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Christian Experience Essay \* Date \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Background Check Report \* Date \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Psychological Evaluation Result Date \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ District Recommendation to the Board of Examiners Date \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Academic Progress Document(s) \* Date \_\_\_\_\_\_\_\_\_\_\_\_

 *(Copies of degrees, Official Transcripts, Letter of Admission, etc.)*

\_\_\_\_\_ Certified Copy of Birth Certificate \* Date \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Copies of all ministerial orders *(if any)* \* Date \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Copies of licenses *(preaching and professional, if any)* \* Date \_\_\_\_\_\_\_\_\_\_\_\_

Items marked with an asterisk (\*) is to be obtained by the candidate’s pastor prior to submission to the District Conference.

**AFRICAN METHODIST EPISCOPAL CHURCH**

**BIOGRAPHICAL INFORMATION FORM**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City State Zip

Home Phone (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex: M \_\_\_\_\_\_ F \_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethnic Origin: Asian \_\_\_\_\_ African American/Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Other:

 Native American \_\_\_\_\_ Pacific Islander \_\_\_\_\_ White \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe your involvement in your local church, such as your leadership positions, groups you enjoy, church activities, etc.

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Describe your church involvement in activities beyond your local church, such as district or annual conference work, church camps, workshops, outreach, etc.

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Your Educational Background Dates Attended Degree or Credit Hours

High School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Theological School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course of Study for Ordained Ministry Yr. 1\_\_\_\_\_ Yr.2 \_\_\_\_\_ Yr. 3 \_\_\_\_\_ Yr. 4 \_\_\_\_\_ Yr. 5 \_\_\_\_\_

Advanced Course of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester Hours Credit. \_\_\_\_\_\_\_\_\_

Marital Status: Single, never married \_\_\_\_ Married, in first marriage \_\_\_\_ Married, in second or more \_\_\_\_

 Widowed \_\_\_\_ Separated \_\_\_\_ Divorced \_\_\_\_

If married, spouse's name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Marriage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spouse's occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Children, if any:

Name of Child Date of Birth Sex Education

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ADDITIONAL INFORMATION

Share any additional information you need for us to know about you that will help you

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BEGINNING THE JOURNEY TO MINISTRY IN THE AME CHURCH**

Congratulations Candidate on answering God’s call! As a candidate for ministry in the AME Church, use what you understand about your calling to help us identify the path of ministry God has called you to:

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_ | ITINERANT TRACK | * Agree to travel regardless of where assigned
* Path to Deacon’s and Elder’s Ordination
* Amenable to the Quarterly, District and Annual Conferences
* Admission to the Annual Conference Board of Examiners
* Psychological evaluation and annual background checks required
* Education path to Master of Divinity degree from an accredited school required
* Leads to pastoral assignments
 |
| \_\_\_\_\_\_\_\_ | LOCAL TRACK | * Desire to serve the local church
* Path to Deacon’s and Elder’s Ordination
* Amenable to the Quarterly, District and Annual Conferences
* Admission to the Annual Conference Board of Examiners
* Psychological evaluation and annual background checks required
* Education path to Associate degree from an accredited school required
* May lead to pastoral assignments
 |
| \_\_\_\_\_\_\_\_ | EVANGELIST | * Licensed, renewed annually
* Amenable to the Quarterly, District and Annual Conferences
* Admission to the Annual Conference Board of Examiners
* Annual background checks required
* Education path to Associate degree from an accredited school required
 |
| \_\_\_\_\_\_\_\_ | EXHORTER | * Licensed, renewed annually
* Amenable to the Quarterly Conference
* Supervised by the Presiding Elder District
* Annual background checks required
* High school diploma required
 |
| \_\_\_\_\_\_\_\_ | LAY PREACHER | * Licensed, renewed annually
* Amenable to the Quarterly Conference
* Supervised by the Presiding Elder District
* Annual background checks required
* High school diploma required
 |

I believe God is calling me to serve the church in the ministry checked above.

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**CANDIDATE’S CHRISTIAN EXPERIENCE ESSAY**

**Instructions**

Candidates coming forward to offer themselves for service are asked to submit a 3 – 5 paged essay of their Christian experience (no more than 5 pages). The paper must address the following:

1. Briefly share your current occupation/vocation and family structure (marital status, children, parents, relatives that are in ministry, etc.).
2. Explain God’s plan for salvation using Scripture references.
3. Explain the circumstances of your conversion (when you came to Christ for salvation).
4. What is your devotional practice of study and prayer (both personally and in your local church)?
5. Describe your call to ministry.
6. In what roles do you serve in your local church? Please share the gifts used in your ministry to the church.
7. What are your plans to prepare yourself for the ministry God has called you to?
8. Why should the AME Church embrace you as a candidate for ministry?

The essay should be typed-written with Times New Roman, 12 point font, double-spaced with one inch margins on 8 ½ by 11 inch paper. The standard for this paper is consistent with most seminary standards that require a Christian Experience Essay as part of the application process.

The essay should be forwarded to the registrar of the District Board of Ministerial Orders on the designated date prior to the District Conference. Send or e-mail the essay to:

Rev. Lester J. Drayton, Jr.

Registrar – District Board of Ministerial Orders

414 Riverwalk Way

Irmo, SC 29063

E-mail: pastor@gspamec.org

A copy of the essay should also be maintained in the candidate’s file.

**THE AFRICAN METHODIST EPISCOPAL CHURCH**

**CANDIDATE’S DISCLOSURE FORM**

Please complete this form, sign and date it, have your signature notarized, and return it to

Rev. Lester J. Drayton, Jr.

Registrar – District Board of Ministerial Orders

414 Riverwalk Way

Irmo, SC 29063

Have you ever been:

1. convicted of a felony? \_\_\_\_\_ No \_\_\_\_\_ Yes
2. convicted of a misdemeanor? \_\_\_\_\_ No \_\_\_\_\_ Yes
3. accused in writing of sexual misconduct or child abuse? \_\_\_\_\_ No \_\_\_\_\_ Yes

*If you answered yes to any of these questions, please explain.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you are required by this disclosure form to disclose any written accusation or conviction for a felony, misdemeanor or any incident of sexual misconduct that you dispute or believe should be explained in any way, you have the opportunity to include any additional information you believe might be helpful or important regarding the disclosure.

Any additional and relevant information should be provided in a response statement attached to this form. *(Note: it would be preferable to include your response statement on the disclosure statement. However, you may use additional paper to write your response statement and include it with this form. Please indicate if additional pages are attached.)*

I hereby certify that the information provided on this form is true and accurate.

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JURAT STATEMENT

Sworn and Subscribed before me on this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public for South Carolina

Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_