

MINISTRY DEVELOPMENT & VOCATIONAL SERVICES

FORMS NEEDED BEFORE ATTENDING THE SCHEDULED RETREAT

To download the required forms, which are needed at least **2 weeks before the Retreat:**

1. Go to our website, www.MinistryDS.org.
2. At the home page, select button **PROGRAMS**.
3. Scroll down to **MINISTRY CANDIDATES**.
4. Scroll down to **UMC Western NC Conference**

Please complete the following questionnaires/forms/inventories:

1. **Authorization for Release of Information for Billing**
2. **Client Information**
3. **Exploration of Self**
4. **Personal Data Form**
5. **Statement of Personal Conduct**
6. **Methodist Reference Form***
7. **Limits of Confidentiality and Release of Information**
8. **Registration for Individual Candidate Program**
9. **Kindly send MDS your birthdate so an invitation from Par-i-Connect can be sent to you to take the NEO-Pi-3 online. You will also receive an invitation and instructions from MDS to take the TKI inventory online.**

Some of these forms are fairly lengthy, especially #3, so allow adequate time to complete them. Your signature is required on forms #3 and #4.

*The **Methodist Reference Form** is for 4 individuals whom you have asked to act as your references. They should include:

1. Your most recent church pastor, if possible. If your most recent pastor does not know you well (for example, if he/she has been your pastor for only a short time), then you may substitute a former pastor who does know you well.
2. Your most recent employer (unless this is the same person as your most recent pastor) or a teacher or guidance counselor from the college or seminary you attend.
If you have not recently been employed or attend college or seminary, you may substitute a colleague or a parishioner for your employer/school reference.
3. A friend or colleague who knows you well.
4. At least one more person of your choice. **(No family members please)**. You must have a total of four references.
5. **Please also complete one on yourself.**

Print out and distribute the reference form or copy the instructions and give them to your references so they can access the forms on our website and download the form themselves. (Instructions for your references are attached to the reference page).

Please urge your selected individuals to complete their reference forms and return them to us no later than **2 weeks before the retreat date**. Completed forms can be scanned to mdvs@ministryds.org.