



*We support, unite, nurture  
the church of Jesus Christ in  
local settings and ministries*

**COMMITTEE ON MINISTRY, SECTION A**

**Co- Chair:** Rev. Carol Barriger    **Co Chair:** Doug Leich

**Appointment Scheduler:** Barbara Colliander

**Conference Staff:** Miranda Samaile

**MEMBER IN DISCERNMENT DOCUMENT CHECKLIST**

**Candidate Name:**

**Appointment Date:**

**Email Address:**

**Local Church:**

The following is a checklist of the required documents for your meeting with the Committee on Ministry, Section A. **You must have items 1-3 turned in before your appointment will be scheduled & confirmed.** All documents are due to the Conference Staff by email, or mail, **four weeks prior to your appointment.** Letters of reference must have a written signature and be scanned, or mailed. As of July 2016, all members in discernment are required to complete one unit of Clinical Pastoral Education before their Ordination Interview. For a listing of CPE centers and programs look here:

<http://www.pacificregionacpe.org/centersPrint.php>

Submit your checklist materials by email or mail to Miranda Samaile: [miranda@ncnucucc.org](mailto:miranda@ncnucucc.org) or 16190 Foothill Blvd., San Leandro, CA 94578. If at any time you want to check on the status of your checklist you may email or call, (510) 247-8990. For more information about your appointment read more here:

<https://ncnucucc.org/members-in-discernment>

- [ ] **1. Verification of your membership in a local congregation of the Northern California Nevada Conference UCC from the records of the church [may be included in reference letter from your pastor].**
- [ ] **2. A letter from your local church affirming their support of your becoming a Member In Discernment and describing the process used to reach this affirmation.**
- [ ] **3. Your personal letter of application to be recognized as a Person In Discernment, preparing for ordained or commissioned ministry in the United Church of Christ.**
- [ ] 4. Your spiritual journey and plans for preparation for ordained or commissioned ministry in the United Church of Christ (5-7 pages).
- [ ] 5. Your *curriculum vitae* or resume.
- [ ] 6. A copy of any diplomas or certificates of completion of formal education. Official transcripts from educational institution(s) are acceptable, showing coursework and degree awarded, if any.
- [ ] 7. Three letters of reference:
  - 1. \_\_\_\_\_ from your Pastor
  - 2. \_\_\_\_\_ 2nd letter of reference
  - 3. \_\_\_\_\_ 3rd letter of reference
- [ ] 8. Record of any In-Discernment relationship with other Conferences or Associations, or in other denominations, if applicable.

- [ ] 9. A completed Background Disclosure Form<sup>1</sup> Blank form available here:  
<https://ncnucucc.org/wp-content/uploads/2017/12/Background-Disclosure-Agreement.pdf>
- [ ] 10. A completed Release of Information Form available here: <https://ncnucucc.org/wp-content/uploads/2017/12/Release-of-Information-Agreement.pdf>
- [ ] 11. The authorization and information forms for your background screening available here:  
<https://ncnucucc.org/wp-content/uploads/2017/12/Background-Screening-Forms.pdf>
- [ ] 12. The \$12.50 fee for your background screening (check made payable to NCNC-UCC)

*Note: Prior to an interview for ordination or commissioning (or within 3 years, whichever occurs sooner), you will be required to submit record of completion of approved training in regulations for mandated reporters (The free, online training is available here: <http://www.mandatedreporter.ca.com/training/generaltraining.htm>) and approved training in ministerial ethics and clergy boundaries. Please visit the Conference website to see upcoming boundary training dates and to register to attend. [www.ncnucucc.org/life-long-learning](http://www.ncnucucc.org/life-long-learning) (You may also [subscribe to the NCNC newsletter](#) to keep current on upcoming boundary training events).*

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<sup>1</sup> The Northern California Nevada Conference Minister will pursue confidential inquiry into any record of ethical misconduct.