



*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

**ORDINATION INTERVIEW DOCUMENT CHECKLIST**

**Candidate Name:**

**Appointment Date:**

**Email:**

**Local Church:**

The following is a checklist of the required documents for your meeting with the Committee on Ministry, Section A. All documents are due to the administrative assistant by email, or mail, **in order to schedule your appointment**. Letters of reference must have a written signature and be scanned, or mailed. If you completed your Renewal within 6 months of your Ordination appointment you may roll materials over to your ordination file by formal request to the administrative assistant at the Conference offices. 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 refer to the directory 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. Your Ordination paper. (Please see the posted guidelines for ordination papers available here: <https://ncnucucc.org/wp-content/uploads/2014/05/Ordination-Paper-Guidelines1.pdf>).

*The ordination paper or portfolio materials become public ministry documents owned by the Conference upon submission for the ordination interview and subsequent ecclesiastical council. These files are maintained in your ministerial file and made available for members of the Conference and Association for review and informed approval of your ordination. Given evolving technologies, such materials are posted in a fashion that cannot limit them to our current time and place; individuals outside this Conference may, now and in the future, access these materials through use of search engines or other technologies. By submitting an ordination paper or portfolio to the Committee on Ministry, you indicate your understanding and consent.*

- [ ] 2. A sermon you have prepared and presented.
- [ ] 3. Verification of your continued membership and active participation in the local UCC church which has supported you during your In Discernment process.
- [ ] 4. A letter from your local church to the Committee on the Ministry recommending that you be examined for ordination in the United Church of Christ.
- [ ] 5. Certification of graduation, or upcoming graduation, along with course transcript from a seminary or theological school approved by the United Church of Christ Local Church Covenanted Ministry.
- [ ] 6. Record of completion of a course in United Church of Christ history, theology, and polity.

- [ ] 7. Record of completion of approved training in ministerial ethics and clergy boundaries. Please visit [www.ncncucc.org/life-long-learning](http://www.ncncucc.org/life-long-learning) to see upcoming boundary training dates and to register to attend. (You may also [subscribe to the NCNC newsletter](#) to keep current on upcoming boundary training events).
- [ ] 8. Record of completion of approved training in regulations for mandated reporters (The free, online training is available here: <http://www.mandatedreporterca.com/training/generaltraining.htm>).
- [ ] 9. Records and evaluations from any career assessment, field work, internship, or clinical pastoral education in which you have participated while in discernment.
- [ ] 10. Letters of reference (**one** of which may serve as verification of church membership):
  - From your seminary (a faculty or staff member with whom you worked)
  - From your In Discernment Advisor
  - From an ordained minister with standing in the United Church of Christ
  - A fourth letter of reference
- [ ] 11. A complete a vocational / psychological assessment with the Center for Ministry or the Interfaith Counseling Center.
- [ ] 12. Your completed DRAFT Ministerial Profile, including Criminal Background Check (via the Profiles Portal, available here: <https://uccprofiles.ucc.org/>) **\*The Profile background check is different from the basic check performed by the NCNC-UCC office. This check costs \$180.00 dollars and is a part of your Draft Profile.\*** If you need financial assistance contact your church, association, or Conference Office. You can download the profile draft as a PDF at any time in preview mode. When complete, email draft to [sonny@ncncucc.org](mailto:sonny@ncncucc.org)
- [ ] 13. A statement of where you are in the process of seeking a call to ministry.

Following a favorable review of these documents by Section A, Committee on the Ministry, and Section A's discernment that you are fit for ministry in the United Church of Christ, you will be recommended to an ecclesiastical council in your Association. Your Association is responsible for the scheduling of your council, please contact the Conference office for the best contact information for your Association representatives.

**After approval of the ecclesiastical council you will need to finalize your UCC Ministerial Profile, noting the date of your ecclesiastical council as the date you are approved for ordination pending call.** The draft of your UCC Ministerial Profile will automatically be sent to the Conference Office for review when you finalize it. Once reviewed and approved by the Conference Office your ministerial profile may then be circulated to settings throughout the UCC.