



*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

PRIVILEGE OF CALL 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 Conference Offices by email, or mail **in order to schedule your appointment**. Letters of reference must have a written signature and be scanned, or mailed.

Submit your checklist materials by email or mail to Miranda Samaile: 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/ministerial-authorization>

- 1. A letter from you requesting Privilege of Call with the Northern California Nevada Conference United Church of Christ, indicating the reasons for your request and your understanding of the request.
- 2. Evidence of ordination to the Christian ministry.
- 3. Verification of current ministerial standing.
- 4. If you are currently serving the UCC as a minister, a copy of your letter of call to a UCC church [or other UCC calling body] in Northern California Nevada Conference.
- 5. A recent sermon that you have prepared and presented.
- 6. Your current Ministerial Profile or *curriculum vitae*.
- 7. Five letters of reference:
 - 1 _____ An ordained minister with standing in the UCC
 - 2 _____ A person in your denomination who is the counterpart of the UCC Conference Minister or Associate Conference Minister (if unable to supply this reference, please explain)
 - 3 _____ A third letter of reference
 - 4 _____ A fourth letter of reference
 - 5 _____ A fifth letter of reference
- 8. Evidence of knowledge of, and appreciation for, the history and theology, faith, polity and practices of the United Church of Christ through:
 - a.) Verification of successful completion of courses in UCC History and Theology, and UCC Faith, Polity and Practice at an accredited seminary [either for academic credit,

or audited, with certification from the professor that all requirements for completion of the course were met]

==OR==

b.) Verification of successful completion of an approved alternative course of study online or otherwise, which includes group interaction, reading, reflection, involvement and/or experience in Conference life.

- [] 9. A theological perspective paper, including a description of your spiritual journey. The purpose of this paper is to share your understanding of the teachings and traditions of the Christian Church and to relate this to your personal theology.
- [] 10. A completed Release of Information Form available here: <https://div3fwh2am7k.cloudfront.net/wp-content/uploads/2014/05/Release-of-Information-Form1.pdf>
- [] 11. A completed Background Disclosure Form Blank form available here: <https://ncnuc.org/wp-content/uploads/2017/05/BackgroundDisclosureStatement.pdf>
- [] 12. Record of completion of approved training in ministerial ethics and clergy boundaries ([subscribe to the NCNC newsletter](#) to keep current on upcoming boundary training events or stay up to date here: <https://www.ncnuc.org/life-long-learning>)
- [] 13. 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>
- [] 14. A copy of any diplomas or certificates of completion of formal education. Official transcripts from educational institution(s) are acceptable, indicating coursework and degree awarded, if any.

Following a favorable review of these documents by Section A, Committee on the Ministry, an interview with Section A that confirms your desire to receive Privilege of Call, and Section A's discernment that you are fit for ministry in the United Church of Christ and that the United Church of Christ will be for you the denomination you will support and enhance, you will be recommended to an ecclesiastical council in the Association in which you reside. **After approval of the ecclesiastical council you will need to complete a UCC Ministerial Profile, noting the date of your ecclesiastical council as the date you are authorized to seek a call in the United Church of Christ.** The draft of your UCC Ministerial Profile will automatically be sent to the Conference Office for review.