



*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:** Rev. Carol Barriger

**Conference Office Staff:** Miranda Samaile

**REQUEST FOR REINSTATEMENT OF STANDING CHECKLIST OF DOCUMENTS**

**Candidate Name:**

**Appointment Date:**

**Email:**

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](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.

NOTE: The UCC Ministerial Excellence, Support, and Authorization team requires reinstatement of ministerial standing be requested from the Association/Conference where standing was dropped/terminated.

[ ] 1. Your certificate of ordination, if not on file at the Conference office.

[ ] 2. If you were ordained in a denomination other than the United Church of Christ or its predecessor bodies, certificate of the granting of ministerial standing by the UCC, if not on file at the Conference office.

[ ] 3. Verification of your current local church membership, or,

--if you are serving a church of another denomination, a copy of your letter of call, or,

--if you live in an area where there is no UCC congregation, verification, and explanation of your current local church membership.

[ ] 4. A letter from your local church, or local church pastor, to the Committee on the Ministry recommending that your UCC ministerial standing be reinstated.

[ ] 5. A written statement regarding the reasons you seek reinstatement of ministerial standing (**a**) describing the circumstances surrounding the dropping or terminating of your standing, noting the date and location of the dropping, or terminating of standing, and (**b**) including your observations on how you and circumstances have changed since your standing was dropped /terminated.

[ ] 6. Your completed current draft Ministerial Profile including Criminal Background Check, or if you seek retired or leave of absence status, a copy of your most recent Ministerial Profile along with an update of your work, study, or other occupations from the date of the of the completion of the Profile to the present.

[ ] 7. A completed Background Disclosure Form. Available here: <https://ncnucucc.org/wp-content/uploads/2017/05/BackgroundDisclosureStatement.pdf>

[ ] 8. A completed Release of Information Form Available here:

<https://div3fwlh2am7k.cloudfront.net/wp-content/uploads/2014/05/Release-of-Information-Form1.pdf>

[ ] 9. Record of completion of approved training in ministerial ethic and clergy boundaries. Please visit the Conference website to see upcoming dates and to register to attend. [www.ncnuc.org/life-long-learning](http://www.ncnuc.org/life-long-learning)

[ ] 10. 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>