



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

COMMITTEE ON MINISTRY, SECTION A
Co- Chair: Carol Barriger **Co Chair:** Doug Leich
Appointment Scheduler: Barbara Colliander
Conference Staff: Elane Johnson

**REQUEST FOR RECOMMENDATION FOR INSTALLATION
FOR MINISTERS APPROVED FOR ORDAINED MINISTERIAL PARTNERSHIP
STANDING WHO HAVE RECEIVED A CALL TO SERVE THE UNITED CHURCH OF
CHRIST – CHECKLIST OF DOCUMENTS**

Candidate Name:
Email Address:

Appointment Date:

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, **four weeks prior to your appointment**. Letters of reference must have a written signature and be scanned, or mailed.

Submit your checklist materials by email or mail to Elane Johnson elane@ncnuc.org or 1320 Willow Pass Rad, Suite 600, Concord, CA 94520. If at any time you want to check on the status of your checklist you may email or call (510) 247-8990.

- [] 1. Verification of Approval for Ordained Ministerial Partnership Standing
- [] 2. A copy of the letter of call to a ministry in Northern California Nevada Conference.
- [] 3. If entering into a 4-Way Covenant, evidence of membership in a UCC [or, if appropriate, a DOC] Church of the Northern California Nevada Conference [or Region].
- [] 4. A completed Background Disclosure Form¹ Blank form available here:
<https://ncnc.dreamhosters.com/wp-content/uploads/2019/06/Background-Disclosure-Agreement.pdf>
- [] 5. A completed Release of Information Form Available here:
<https://ncnc.dreamhosters.com/wp-content/uploads/2019/06/Release-of-Information-Agreement.pdf>
- [] 6. A statement from the Conference Office that you have on file a completed Criminal Background Check that is current and valid according to the policy of the UCC office of Ministerial Ethics Support and Authorization. You may access the system to authorize your criminal background check here: <https://www.oxforddoc.com/UCC/welcomeUCC.asp> via Oxford Document Management Company. (In the lookup table, specify “Northern California Nevada Conference” as the recipient).

Following a favorable review of the documents, Section A of the Committee on the Ministry, on behalf of the Conference Board of Directors, will recommend to the Association where you have local church membership that you be installed and, through the installation, granted Ordained Ministerial Partnership Standing.

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