



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

**COMMITTEE ON MINISTRY, SECTION A**  
**Co-Chair:** Rev. Dr. Leslie Taylor **Co-Chair:** Doug Leich  
**Appointment Scheduler:** Terry Shoup  
**Conference Staff:** Rev. Dr. Diane Weible

## **ORDINATION INTERVIEW DOCUMENT CHECKLIST**

**Candidate Name:**

**Appointment Date:**

**Email:**

**Local Church:**

**Mailing Address:**

The following is a checklist of the required documents for your meeting with the Committee on Ministry, Section A, for recommendation for ordination. All documents are due to the Conference Staff 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 certain materials over to your ordination file by formal request to the co-chairs of the Committee on Ministry Section A.

Submit your checklist materials by email or mail to Committee on Ministry, Section A, [office@ncnucucc.org](mailto:office@ncnucucc.org) or NCNC UCC, 1320 Willow Pass Rd, 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. For more information about your appointment read more here: <https://ncnucucc.org/supporting-leaders/ministerial-authorization/coma>

- [ ] 1. Your Ordination paper. (Please see the posted guidelines for ordination papers available here: <https://ncnucucc.org/wp-content/uploads/2019/06/Ordination-Paper-Guidelines.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.
- [ ] 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 the Conference website to see upcoming boundary training dates and to register to attend. <https://ncnccucc.org/supporting-leaders/leadership-events-lifelong-learning> (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: <https://www.mandatedreporterca.com/training/general-training>).
- [ ] 9. Record of completion of one unit of **Clinical Pastoral Education** at an approved agency/institution.  
Location: \_\_\_\_\_ . Supervisor: \_\_\_\_\_
- [ ] 10. Records and evaluations from any career assessment, field work, internship, or clinical pastoral education in which you have participated while in discernment.
- 11. Three letters of reference:
  - [ ] a. From your In Discernment Clergy Advisor
  - [ ] b. From an ordained minister with standing in the United Church of Christ
  - [ ] c. A third letter of reference from a person in a supervisory or collegial capacity
- [ ] 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 [office@ncnccucc.org](mailto:office@ncnccucc.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 information on 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.