



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

**COMMITTEE ON MINISTRY, SECTION A**

**Chair: Rev. Kacey Alexander**

**Appointment Scheduler: Terry Shoup**

**Conference Staff: Rev. Davena Jones**

**MEMBER IN DISCERNMENT DOCUMENT CHECKLIST**

**Candidate Name:**

**Appointment Date:**

**Email Address:**

**Local Church:**

**Mailing Address:**

The following is a checklist of the required documents for your meeting with the Committee on Ministry, Section A. **You must have items 1-3 turned in before your appointment will be scheduled.** All other documents are due to the Conference Staff by email, or mail, **four weeks prior to your appointment.** A confirmation letter will be sent at that time.

Letters of reference must have a written signature and be scanned or mailed. 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/members-in-discernment>

- 1. Your personal letter of application to be recognized as a Member In Discernment, preparing for ordained ministry in the United Church of Christ.**
- 2. Verification of your membership in a local congregation of the Northern California Nevada Conference UCC, for at least one year, from the records of the church [may be included in reference letter from your pastor].**
- 3. A letter from your local church:**
  - a. affirming their support of your becoming a Member In Discernment,**
  - b. describing the process used to reach this affirmation, and**
  - c. outlining the church's plan to continue to support you in the discernment journey.**
- 4. Your spiritual journey and plans for preparation for ordained ministry in the United Church of Christ (5-7 pages, double spaced).**
- 5. Your *curriculum vitae* or resume.**
- 6. A copy of any diplomas or certificates of completion of formal education. Official transcripts from educational institution(s) are acceptable, showing coursework and degree awarded, if any.**
- 7. Three letters of reference:**
  - a. \_\_\_\_\_ from your Pastor
  - b. \_\_\_\_\_ 2nd letter of reference
  - c. \_\_\_\_\_ 3rd letter of reference

- [ ] 8. Record of any In-Discernment relationship with other Conferences or Associations, or in other denominations, if applicable.
- [ ] 9. A completed Background Disclosure Form<sup>1</sup>. Blank form available here: <https://ncnucucc.org/wp-content/uploads/2019/06/Background-Disclosure-Agreement.pdf>
- [ ] 10. A completed Release of Information. Form available here: <https://ncnucucc.org/wp-content/uploads/2019/06/Release-of-Information-Agreement.pdf>
- [ ] 11. The authorization and information forms for your background screening. Forms available here: <https://ncnucucc.org/wp-content/uploads/2019/06/Background-Screening-Forms.pdf>
- [ ] 12. The \$12.50 fee for your background screening (check made payable to NCNC-UCC)

*Notes: Prior to an interview for ordination (or within 3 years, whichever occurs sooner), you will be required to submit:*

1. A 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>)
2. A certificate 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://ncnucucc.org/supporting-leaders/leadership-events-lifelong-learning> (You may also [subscribe to the NCNC newsletter](#) to keep current on upcoming boundary training events).
3. Proof of completion of one unit of **Clinical Pastoral Education (CPE)**. As of July 2016, all members in discernment are required to complete this one unit of Clinical Pastoral Education before their Ordination Interview. For a listing of CPE centers and programs look here: <https://profile.acpe.edu/accreditedcpedirectory>

---

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