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

COMMITTEE ON MINISTRY, SECTION A
Co-Chair: Richard Brabham **Co-Chair:** Jeannie Hobson
Appointment Scheduler: Winnie Hogoboom
Conference Minister: Rev. Dr. Davena L. Creer-Jones

REQUEST FOR DUAL STANDING DOCUMENT CHECKLIST

Candidate Name: **Appointment Date:**

Email: **Local Church:**

Mailing address: _____Phone: _____

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 Staff 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 Committee on Ministry, Section A, office@ncncucc.org or NCNC UCC, 8400 Enterprise Way #124, Oakland, CA 94621 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://ncncucc.org/supporting-leaders/ministerial-authorization/coma

[ ] 1. A letter requesting Dual Standing with the Northern California Nevada Conference, United Church of Christ, indicating the reasons for your request, your understanding of Dual Standing, and how you will accept and honor the obligations of ordained ministry in both denominations.

[ ] 2. Evidence of ordination to Christian ministry.

[ ] 3. Verification of current ministerial standing.

[ ] 4. A copy of your letter of call to a UCC church [or other UCC calling body] in the Northern California Nevada Conference.

[ ] 5. A recent sermon that you have prepared and presented.

[ ] 6. Current Ministerial Profile from your current denomination or *curriculum vitae*.

7. Three letters of reference:

[ ] (a) _____ An ordained minister with standing in the United Church of Christ

[ ] (b) _____ A person in your denomination who is the counterpart of the UCC Conference Minister or Associate Conference Minister

[ ] (c) _____ A third letter of reference from an individual who has been in a supervisory or collegial capacity for you

[ ] 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 completed Background Disclosure Form.[1] Blank form available here: https://ncncucc.org/wp-content/uploads/2019/06/Background-Disclosure-Agreement.pdf

[ ] 10. A completed Release of Information. Form available here: https://ncncucc.org/wp-content/uploads/2019/06/Release-of-Information-Agreement.pdf

[ ] 11. Record of completion of approved training in ministerial ethics and clergy boundaries. Training must be approved by Section B of the Committee on Ministry. (Subscribe to the NCNC newsletter to keep current on upcoming boundary training events or stay up to date here: https://ncncucc.org/supporting-leaders/leadership-events-lifelong-learning.)

[ ] 12. Record of completion of approved training in anti-racism and racial justice. Training must be approved by Section B of the Committee on Ministry. (Subscribe to the NCNC newsletter to keep current on upcoming anti-racism and racial justice training events or stay up to date here: https://ncncucc.org/supporting-leaders/leadership-events-lifelong-learning.)

[ ] 13. 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).

[ ] 14. A statement from the NCNC 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).

[ ] 15. A copy of any diplomas or certificates of completion of formal education, including seminary/divinity school. Official transcripts from educational institution(s) are acceptable, indicating coursework and degree awarded, if any.

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