

# Documentation Checklist for Authorization for Ministry

Name: \_\_\_\_\_

Member In Discernment (MID)

- \_\_\_\_ Candidate's letter requesting "In-Care" status.
- \_\_\_\_ Verification of membership in a local church.

3 Letters of Reference, including:

- \_\_\_\_ 1. 1 from local UCC church pastor.
- \_\_\_\_ 2. Other
- \_\_\_\_ 3. Other

\_\_\_\_ Material provided to governing board of local church, i.e. - statement re: faith journey.

\_\_\_\_ Description of process used by local church to interview & recommend the candidate.

Ordination

Ordination Paper\* (See Specs):

\_\_\_\_ Part I: Theological Perspective

\_\_\_\_ Part II: UCC History & Polity

\_\_\_\_ Part III: Faith Pilgrimage & understanding of ministry.

\_\_\_\_ Sermon

\_\_\_\_ Verification of membership & participation in local UCC church.

\_\_\_\_ Verification of "In-Care" status.

Documentation of:

- \_\_\_\_ Bachelor's Degree
- \_\_\_\_ M. Div.
- \_\_\_\_ Other training

4 Letters of Reference, including:

- \_\_\_\_ 1. 1 by "In-Care" Advisor
- \_\_\_\_ 2. 1 by ordained UCC Minister
- \_\_\_\_ 3. Other
- \_\_\_\_ 4. Other

\_\_\_\_ UCC Ministerial Profile

\_\_\_\_ Statement re: where the candidate is seeking a call.

Privilege of Call (POC)

\_\_\_\_ Letter requesting POC in the UCC, & a meeting with the Commission on Ministry (COM).

\_\_\_\_ Paper re: Theological perspectives, spiritual pilgrimage, & understanding of ordained ministry.

\_\_\_\_ Paper re: UCC History & Polity.

\_\_\_\_ Statement re: Reasons for leaving current denomination & seeking standing in the UCC.

\_\_\_\_ Certification of Ordination

\_\_\_\_ Verification of ordained ministerial standing in current denomination.

Certification of:

- \_\_\_\_ Bachelor's Degree
- \_\_\_\_ M. Div.
- \_\_\_\_ Other training

(This could include documentation of ability, skills, knowledge, & specialized training for ministry, such as career assessment data, reports from previous pastorates, CPE, etc.)

5 Letters of Reference, including:

- \_\_\_\_ 1. 1 by ordained UCC minister
- \_\_\_\_ 2. 1 by equivalent of Associate or Conference minister in current denomination.
- \_\_\_\_ 3. Other
- \_\_\_\_ 4. Other
- \_\_\_\_ 5. Other

**\* ORDINATION PAPER SPECS**

Three (3) sections (see below.)  
 ♦ All 3 sections = total of 8 - 10 pages.  
 ♦ 12 pt. font  
 ♦ Double-spaced  
 ♦ 1" margins  
 ♦ Name & page number on each page.  
 ♦ The candidate is responsible for submitting their paper to the WNCA Registrar 1 month prior to the scheduled COM meeting.

Licensed Ministry

A. For Initial Interview:

\_\_\_\_ Letter requesting that the person be received as a candidate for licensed ministry.

\_\_\_\_ Verification of membership in a local UCC church.

3 Letters of Reference, including:

- \_\_\_\_ 1. 1 from local UCC church pastor.
- \_\_\_\_ 2. Other
- \_\_\_\_ 3. Other

\_\_\_\_ Material provided to governing board of local church, i.e. - statement re: faith journey.

\_\_\_\_ Documentation of educational background, including High School diploma.

\_\_\_\_ Description of process used by the local church to interview and recommend the candidate.

B. Upon Completion of the Program of Preparation:

\_\_\_\_ Documentation that the program has been completed.

\_\_\_\_ Paper re: faith pilgrimage, theological perspectives, understanding of the sacraments, & understanding of pastoral ministry.

\_\_\_\_ Paper re: UCC History & Polity

\_\_\_\_ Sermon

4 Letters of Reference, including:

- \_\_\_\_ 1. 1 by person involved with program of preparation
- \_\_\_\_ 2. 1 by ordained UCC minister
- \_\_\_\_ 3. 1 by candidate's advisor
- \_\_\_\_ 4. Other
- \_\_\_\_ 5. Other

\_\_\_\_ Verification of membership & participation in local UCC church.

\_\_\_\_ Updated report on educational background.