Commissioned Checklist

First Name:_____ **Last Name:** _____

[Required documentation must be submitted to the Regional Office 30 days prior to each appointment.]

PRIOR TO FIRST MEETING

Required Documents	Candidate Initiates	Regional Office Initiates	Completion Date
□ Application for School for Ministry or Commission	X		
□ Enrolled in CCIW School for Ministry	X		
□ Psychological/Vocation Assessment	X		
□ Completed Search and Call Profile with Background Check		X	
□ Read Ethics Policy/Sign Ethics Acknowledgment Card	X		
□ Signed Disclosure Form	X		
□ Spiritual Autobiography Paper	X		
□ Church Board/Unit Recommendation Letter	X		
□ Copy of Written Job Description	X		
□ Appointment with Ministry Committee – Date/Time:		X	
Comments:			

PRIOR TO SECOND MEETING

Required Documents	Candidate Initiates	Regional Office Initiates	Completion Date
□ Concept of Ministry Paper	X		
□ Evaluation by Self	X		
□ Co-hort Leader/Mentor Evaluation of Ministry	X		
□ Congregational Evaluation of Ministry	X		
□ Appointment with Ministry Committee – Date/Time:		X	
Comments:			

PRIOR TO THIRD MEETING

Required Documents	Candidate Initiates	Regional Office Initiates	Completion Date
□ Concept of Church Paper	X		
□ History and Polity Certificate and Reflection Paper	X		
□ Evaluation by Self	X		
□ Co-hort Leader/Mentor Evaluation of Ministry	X		
□ Congregational Evaluation of Ministry	X		
□ Appointment with Ministry Committee – Date/Time:		X	
Comments:			

ONGOING RELATIONSHIP (Standard meets annually; Extended meets every 5 years)

Required Documents	Candidate Initiates	Regional Office Initiates	Completion Date(s)
□ Annual Standing Form (Standard and Extended)		X	
□ Self Evaluation & Update on Significant Activities since last Appointment Report (Every 5 years: Extended Only)	X		

□ Congregational Evaluation Report (Every 5 years: Extended Only)	X		
□ Appointment with Ministry Committee – Time/Date:		X	
Comments			