In-Care for Ordination 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
□ In-Care for Ordination Application	X		
□ Psychological/Vocation Assessment	X		
□ Completed Search and Call Profile with Background Check		X	
□ Biographical Data Update	X		
□ Official Transcript of Baccalaureate Degree from College/University	X		
□ Read Ethics Policy/Signed Ethics Acknowledgment Card	X		
□ Signed Disclosure Form	X		
□ Spiritual Autobiography Paper	X		
□ Church Board/Unit Recommendation Letter	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		
□ History and Polity Certificate and Reflection Paper	X		
□ Biographical Data Update	X		
□ Reminder to do Clinical Pastoral Education (CPE)		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 (Ecclesiology) Paper	X		
□ CPE Certificate and Supervisor Letter	X		
□ Biographical Data Update	X		
□ Appointment with Ministry Committee – Date/Time:		X	
Comments:			

PRIOR TO FOURTH MEETING (ORDINATION INTERVIEW)

Required Documents	Candidate Initiates	Regional Office Initiates	Completion Date
□ Official Transcript from Seminary	X		
□ Evaluation Letter from Seminary Academic Dean/Faculty Advisor	X		
□ Letter from Sponsoring Congregation's Ordination Committee	X		
□ Letter from Ordaining Minister of Sponsoring Congregation	X		
□ Optional Letters of Recommendations	X		

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□ Appointment with Ministry Committee – Date/Time:		**X**	
Comments:			

June 2019