CHECKLIST FOR MATERIALS DUE FOR MINISTRY COMMITTEE INTERVIEW

Requirments FOR ALL CANDIDATES

- □ Psychological/Vocation Assessment
- □ Completed Search and Call profile with background check
- □ Signed Ethics Acknowledgment Card & Disclosure form

NURTURE/IN CARE

- □ Appointment with Ministry Committee
- □ Application for In-Care Status (First Time)
- □ Biographical Data Update (Thereafter)
- □ Congregational Endorsement Letter
- □ Support Letter from Home Regional Minister
- □ Official Transcript of Baccalaurete Degree from College/Univ
- □ Spiritual Autobiography - 1st yr Students only
- □ Concept of Ministry Paper - 2nd yr Students Only

ORDINATION INTERVIEW (Third Year or at Graduation)

- □ Biographical Data Update
- □ Ecclesiology Paper
- □ CC/DoC History & Polity Reflection Paper
- □ Completion Certificate for CPE
- □ Official Transcript From Seminary
- □ Evaluation Letter From Academic Dean/Faculty Advisor
- □ Sponsoring Congregational Letter
- □ Ordaining Pastors support Letter
- □ Optional Letters of Recommendation
- □ Appointment with Ministry Committee

TRANSFER OF ORDINATION

- □ Application/Request letter
- □ Biographical Data Update (Thereafter)
- □ Copy of Original Ordination Certificate
- □ Official Transcript from Undergraduate School & Seminary
- □ Dated DoC Congregational Letter of Support
- □ Search and Call profile with references and backgroud check
- □ Spiritual Autobiography - 1st Meeting
- □ Concept of Ministry Paper - 2nd Meeting
- □ Ecclesiology Paper - 3rd Meeting
- □ Evidence of CC/DoC History & Polity Course & a Reflection Paper
- □ Appointment with Ministry Committee

Note: All materials are due a minimum of thirty (30) days prior to appointment with Ministry Committee.

ORDAINED MINISTERIAL PARTNER STANDING

- □ Appointment with Ministry Committee
- □ Biographical Data Update (Thereafter)
- □ Copy of Original Ordination Certificate
- □ Verification Letter from UCC Conference Minister
- □ Evidence of CC/DoC History & Polity Course & Reflective Paper

INITIAL COMMISSION APPLICATION

- □ Application for School 4 Ministry or COMMISSION
- □ Spiritual Autobiography
- □ Church Board/Unit Recommendation Letter
- □ Search & Call profile with background check
- □ Read Ethics policy, sign ethics card and disclosure fo
- □ Enrolled in CCIW School for Ministry
- □ Copy of Written Job Description
- □ Appointment With Ministry Committee

ANNUAL COMMISSION RENEWAL

- □ Request for Interview
- □ Annual Standing Form
- □ Concept of Ministry Paper - 2nd Year
- □ Ecclesiology Paper - 3rd Year
- □ Self Evaluation of Ministry
- □ Co-Hort leader/Mentor Evaluation of Ministry
- □ Congregational Evaluation of Ministry
- □ Evidence of CC/DoC History & Polity Course & Reflective Paper
- □ Appointment with Committee

EXTENDED COMMISSION RENEWAL (every 5 yrs)

- □ Annual Standing Form
- □ Self Evaluation & Update on Significant Activities Since Last Appointment
- □ Congregational Evaluation of Ministry
- □ Appointment With Ministry Committee

PRIVILEGE OF SEARCH AND CALL

- □ Application Form
- □ Spiritual Autobiography
- □ Letter from Executive in your current denomination confirming your standing and no charges of misconduct
- □ Completed Ministerial Profile, including Background Check
- □ Appointment With Ministry Committee

Dec. 2019