REQUEST FOR RECOMMENDATION FOR COMMISSIONING--
CHECKLIST OF DOCUMENTS

Name: _____ Date: _____

Local Church: _____

Please insure that your name is on all documents and send to:
Section A, Committee on Ministry, NCNC-UCC
21425 Birch Street, Hayward CA 94541-2131

The items listed in **bold face** type are to be sent electronically (Word documents or PDF preferred) to Tammy Nelson tammy@ncncucc.org (510) 247-8990

Materials must be received at the Conference office at least 4 weeks before your scheduled meeting with Section A. Send one copy of each document. Failure to submit documents in a timely fashion may result in your appointment being cancelled.

[ ] 1. Your Commissioning paper [ELECTRONIC SUBMISSION]

[ ] 2. Verification of membership and active participation in the local UCC church which has supported you during your in-care process.

[ ] 3. A letter from your local church to the Committee on the Ministry recommending that you be examined for commissioning in the United Church of Christ.

[ ] 4. A copy of any diplomas or certificates of completion of formal education, including a bachelor's degree or equivalent, and documentation of specialized education and training. Official transcripts from educational institution(s) are acceptable, indicating coursework and degree awarded, if any.

[ ] 5. Documentation of ability, skills, and knowledge for specific type of church-related ministry for which you are seeking commissioning.

[ ] 6. Record of completion of a course in United Church of Christ history, faith, practice and polity.

[ ] 7. Record of completion of approved training in ministerial ethics and clergy boundaries.

[ ] 8. Record of completion of approved training in regulations for mandated reporters (links for trainings #7 and #8 may both be found on the Conference website www.ncncucc.org).

[ ] 9. Evaluation from the Center for Ministry / Lloyd Center (or comparable service) [ELECTRONIC SUBMISSION if received directly from the assessment service]

[ ] 10. Records and evaluations from any career assessment, field work, internship, or clinical pastoral education in which you have participated while in-care.

[ ] 11. Letters of reference (one of which may serve as verification of church membership) from:
__ Your local church pastor __ Your in-care advisor
__ __ Two persons familiar with your specific area(s) of competency in ministry
Letters should be signed in ink and mailed. Emailed reference letters are not accepted.

[ ] 12. Your completed Ministerial Profile, including Criminal Background Check [ELECTRONIC SUBMISSION from UCC Profile Office]

[ ] 13. A statement of where you are in the process of seeking a call [ELECTRONIC SUBMISSION]