

REQUEST FOR IN-CARE STATUS – 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@ncnucucc.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 personal letter of application to become a person in care, preparing for ordained or commissioned ministry in the United Church of Christ. [ELECTRONIC SUBMISSION]**
- 2. Verification of membership in a local church of the Northern California Nevada Conference UCC [may be included in reference letter from your pastor].
- 3. A letter from your local church affirming their support of your becoming a person in care and describing the process used to reach this affirmation.
- 4. Your spiritual journey and plans for preparation for ordained or commissioned ministry in the United Church of Christ. [ELECTRONIC SUBMISSION]**
- 5. Your *curriculum vitae* or resume [ELECTRONIC SUBMISSION]**
- 6. A copy of any diplomas or certificates of completion of formal education. Official transcripts from educational institution(s) are acceptable, indicating coursework and degree awarded, if any.
- 7. Three letters of reference, one of which should be from your pastor. *Letters should be signed in ink and mailed. Emailed reference letters are not accepted.*
- 8. Record of in-care relationship with other Conferences or Associations, or in other denominations, if applicable.
- 9. A completed Background Disclosure Form*
- 10. A completed Release of Information Form*
- 11. The authorization and information forms for your background screening
- 12. The \$10 fee for your background screening (check made payable to NCNC-UCC)

Note: Prior to an interview for ordination or commissioning (or within 3 years, whichever occurs sooner), you will be required to submit record of completion of approved training in ministerial ethics and clergy boundaries (link on Conference website www.ncnucucc.org), and approved training in regulations for mandated reporters (link on Conference website www.ncnucucc.org).

*The Northern California Nevada Conference Minister will pursue confidential inquiry into any record of ethical misconduct.