

REQUEST FOR RECOMMENDATION FOR ORDINATION – 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 ordination paper. [ELECTRONIC SUBMISSION]**
- [] **2. A sermon you have prepared and presented. [ELECTRONIC SUBMISSION]**
- [] 3. Verification of membership and active participation in the local UCC church which has supported you during your in-care process.
- [] 4. A letter from your local church to the Committee on the Ministry recommending that you be examined for ordination in the United Church of Christ.
- [] 5. Certification of graduation, or upcoming graduation, along with course transcript from a seminary or theological school approved by the United Church of Christ Local Church Covenanted Ministry.
- [] 6. Record of completion of a course in United Church of Christ history and polity.
- [] 7. Record of completion of approved training in ministerial ethics and clergy boundaries (link on Conference website www.ncnucucc.org).
- [] 8. Record of completion of approved training in regulations for mandated reporters (link on Conference website www.ncnucucc.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 seminary (a faculty or staff member with whom you worked)
 - ___ From your in-care advisor
 - ___ From an ordained minister with standing in the United Church of Christ
 - ___ A fourth letter of reference

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]**