

REQUEST FOR PRIVILEGE OF CALL – CHECKLIST OF DOCUMENTS

Name: _____

Date: _____

Denomination in which you currently hold ministerial standing: _____

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@ncnuc.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. **A letter from you requesting Privilege of Call with the Northern California Nevada Conference United Church of Christ, indicating the reasons for your request and your understanding of the request. [ELECTRONIC SUBMISSION]**
- 2. Evidence of ordination to the Christian ministry.
- 3. Verification of current ministerial standing.
- 4. If you are currently serving the UCC as a minister, a copy of your letter of call to a UCC church [or other UCC calling body] in Northern California Nevada Conference
- 5. **A recent sermon that you have prepared and presented [ELECTRONIC SUBMISSION]**
- 6. Your current Ministerial Profile or *curriculum vitae* **[ELECTRONIC SUBMISSION]**
- 7. Five letters of reference. *Letters should be signed in ink and mailed. Emailed reference letters are not accepted.* At least one letter should be from an ordained minister of the United Church of Christ. One should be from the person in your denomination who is the counterpart of the United Church of Christ Conference Minister or Associate Conference Minister; if this is not possible, please explain.
1 _____ 2 _____ 3 _____ 4 _____ 5 _____
- 8. Evidence of knowledge of, and appreciation for, the history and theology, faith, polity and practices of the United Church of Christ through:
 - a.) Verification of successful completion of courses in UCC History and Theology, and UCC Faith, Polity and Practice at an accredited seminary [either for academic credit, or audited, with certification from the professor that all requirements for completion of the course were met]
==OR==
 - b.) Verification of successful completion of the entire series of Ministry Institutes as approved by Section A, Committee on Ministry [to include attendance at Institute sessions, ongoing small group interaction, reading, reflection, involvement and experience in the full range of Conference life]

Note: Option 8b is open only to candidates pursuing Dual Standing, Privilege of Call, or Ordained Ministerial Partnership Standing and is available only by prior written agreement with Section A, Committee on Ministry. COM-A may require any candidate to pursue the seminary course option (8a)

- [] 9. A completed Release of Information Form*
- [] 10. A completed Background Disclosure Form*
- [] 11. Record of completion of approved training in ministerial ethics and clergy boundaries (link on Conference website www.ncnucucc.org).
- [] 12. Record of completion of approved training in regulations for mandated reporters (link on Conference website www.ncnucucc.org).
- [] 13. 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

Following a favorable review of these documents by Section A, Committee on the Ministry and an interview with Section A that confirms your desire to receive Privilege of Call and Section A's discernment that you are fit for ministry in the United Church of Christ and that the United Church of Christ will be for you the denomination you will support and enhance, you will need to complete a UCC Ministerial Profile, noting the date of your meeting with the Committee on Ministry, Section A, as the date you are authorized to seek a call in the United Church of Christ. The draft of your UCC Ministerial Profile will automatically be sent to the Conference Office for review.

[] 14. A completed UCC Profile with criminal background check. [See above.] [ELECTRONIC SUBMISSION automatically to the Conference Office.]

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