

## LIST OF MATERIALS DUE FOR MINISTRY COMMITTEE INTERVIEW

### PREREQUISITES 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 Baccalaureate 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

- Letter of Request (First Time)
- Biographical Data Update (Thereafter)
- Copy of Original Ordination Certificate
- Official Transcript from Undergraduate School & Seminary
- Dated DoC Congregational Letter of Support
- Three Letters of Recommendation from Persons  
Familiar with Your Sense of Call and Ministry Experience
- 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 COMMISSIONED Minister
- Spiritual Autobiography
- Church Board/Unit Recommendation Letter
- Ministerial Recommendation #1
- Ministerial Recommendation #2
- School Recommendation (If Seminary Student)
- 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
- 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
- Copy of Current Job Description
- 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