

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@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. 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.
- 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)

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