

REQUEST FOR RENEWAL OF 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.

If background screen was not performed when you were taken in-care of NCNC:

- 1. The authorization and information forms for your background screening
- 2. The \$10 fee for your background screening (check made payable to NCNC-UCC)

For all in-care renewals:

- 3. **A 1-page summary of your activities over the past year [ELECTRONIC SUBMISSION]**
- 4. **A 2-page statement of your evolving theology and reflection on your faith journey [ELECTRONIC SUBMISSION]**
- 5. A report from your clergy in-care advisor

If you have been in seminary, or attending a theological school during the past year:

- 6. The name and contact information for a faculty member with whom you have worked
- 7. Your Middler Review Summary, if a middler review was conducted in the past year
- 8. An updated transcript
- 9. An updated academic plan for future studies

If you engaged in any field education, internship or CPE training during the past year:

- 10. Evaluations and reports from any field education, internship, or CPE training you undertook
- 11. Name and contact information for any field work supervisor, internship supervisor, CPE supervisor, etc., with whom you worked

If you were evaluated at the Center for Ministry or Lloyd Center during the past year:

- 12. **A copy of your assessment document from the Center (please be prepared to discuss your experience.) [ELECTRONIC SUBMISSION if received directly from the assessment service]**