

REQUEST FOR TRANSFER OF MINISTERIAL STANDING--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@ncncc.org (510) 247-8990

Materials must be received at the Conference office at least 4 weeks before consideration of your request (or appointment if necessary). Send one copy of each document. Failure to submit documents in a timely fashion will result in consideration of your request delayed (or appointment cancelled.)

For all transfers of standing:

- 1. A statement from your current Conference or Association that you are in good standing there and requesting transfer of standing to Northern California Nevada.
- 2. A completed Background Disclosure Form [if not already on file with your Ministerial Profile in the Conference Office].

If you have received a call to ministry in the Northern California Nevada Conference:

- 3. A copy of your letter of call to a ministry in Northern California Nevada Conference
- 4. If yours will be a 4-way covenant, evidence of UCC local church membership in Northern California Nevada
- 5. A statement from the Conference Office that you have on file a completed Criminal Background Check that is current and valid according to the policy of the UCC office of Parish Life and Leadership.*

Following receipt of documents, the Committee on Ministry will make a recommendation to the appropriate Association for consideration. The Association follows its procedures of review before completing the Transfer of Standing in a service of installation. Ministerial Standing is then held in the Northern California Nevada Conference.

If you are a retired minister:

- 6. Evidence of membership in a UCC church in Northern California Nevada.

Following the receipt of the documents, the Committee on the Ministry, acting on behalf of the Conference Board of Directors, will vote on the request for Transfer of Standing.

If you are neither retired, nor called to ministry in Northern California Nevada Conference:

- 7. Evidence of membership in a UCC church in Northern California Nevada.
- 8. **A letter from you indicating your reasons for seeking transfer of standing to Northern California Nevada Conference. [ELECTRONIC SUBMISSION]**
- 9. **If you are currently on leave of absence, a description of the terms of your leave of absence [ELECTRONIC SUBMISSION]**

Following receipt of documents, the Committee on Ministry will arrange for an interview with you to discuss your transfer to the Northern California Nevada Conference as a minister on leave of absence. The Committee on Ministry, Section A, on behalf of the Conference Board of Directors, may grant Transfer of Standing and leave of absence upon transfer.