

**REQUEST FOR REINSTATEMENT 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@ncnuc.org](mailto: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.

**Please note you must request reinstatement of ministerial standing from the Association or Conference from which your ministerial standing was dropped or terminated.**

- [ ] 1. Your certificate of ordination, if not on file at the Conference office..
- [ ] 2. If you were ordained in a denomination other than the United Church of Christ or its predecessor bodies, certificate of the granting of ministerial standing by the UCC, if not on file at the Conference office.
- [ ] 3. Verification of your current local church membership, or .  
--if you are serving a church of another denomination, a copy of your letter of call, or,  
--if you live in an area where there is no UCC congregation, verification and explanation of your current local church membership.
- [ ] 4. A letter from your local church, or local church pastor, to the Committee on the Ministry recommending that your UCC ministerial standing be reinstated.
- [ ] 5. **A written statement regarding the reasons you seek reinstatement of ministerial standing at this time,**  
**--describing the circumstances surrounding the dropping / terminating of your ministerial standing, noting the date and location of the dropping / terminating of ministerial standing, and**  
**--including your observations on how you and circumstances have changed since your standing was dropped / terminated. [ELECTRONIC SUBMISSION]**
- [ ] 6. Your completed current Ministerial Profile including Criminal Background Check,  
or  
if you seek retired or leave of absence status, a copy of your most recent Ministerial Profile along with an update of your work, study or other occupations from the date of the of the completion of the Profile to the present.
- [ ] 7. A completed Background Disclosure Form
- [ ] 8. A completed Release of Information Form

07/07