

Criminal Background Check Requirements for Ministerial Profiles Northern California Nevada Conference Board of Directors

Background

In the process of ministerial search and call, the national UCC office of Parish Life and Leadership produces Ministerial Profiles that are sent to the Conferences, and from the Conferences to search committees of local churches and UCC agencies. Beginning January 1, 2007, all Ministerial Profiles circulated by Parish Life and Leadership will include the results of a criminal background check not more than 18 months old. Meanwhile, Ministerial Profiles that are less than two years old are still available from the Conference Office for consideration by NCNC churches and agencies. Churches and agencies presently in the search process have received Ministerial Profiles without criminal background checks. In order to provide the same degree of background information for all candidates being considered for ministerial leadership in our churches and agencies, the Conference Board of Directors has established the following policy and procedures.

Please note that the criminal background check required for new Ministerial Profiles can be requested by ministers without standing in the UCC who are being considered for a UCC position and by UCC ministers who are not updating their Ministerial Profiles.

The current cost of the criminal background check is \$140, and is collected online from the minister requesting the background check and supplying the information and statement of release. Parish Life and Leadership urges each church or agency to reimburse their newly-called minister for the cost incurred through the criminal background check.

NCNC Policy for Called Ministers

All ministers who are called to serve an NCNC church after April 1, 2007 are required to have a criminal background check on file that is current and valid according to the policy of the Parish Life and Leadership Ministry office. This includes ministers who move from one NCNC church to another, as well as ministers without standing in the UCC.

For those ministers whose current Profile does not include a criminal background check: A criminal background check must be completed and returned prior to the minister's being presented to the congregation as the candidate for the called position.

Beginning January 1, 2008, NCNC will no longer circulate to search committees Ministerial Profiles that do not have the required criminal background checks attached.

NCNC Reimbursement Procedure for Called Ministers

Beginning March 10, 2007, the Associate Conference Minister will collect a check payable to NCNC for the current fee for one ministerial background check from each church or church agency seeking to call a new minister. The check will be placed in a designated account with the Conference. When a call is extended, the Conference will issue a check in the same amount to the newly-called minister as reimbursement for that minister's criminal background check.

NCNC Policy and Reimbursement Procedure for Interim Ministers

Beginning April 1, 2007, all candidates for interim ministry positions in NCNC must have a completed criminal background check on file, and a Ministerial Profile no more than 5 years old. All persons who begin service in interim positions in NCNC after April 1, 2007, must have a current criminal background check on file, with cost for the background check to be reimbursed by the church or church agency contracting with the interim minister.