

REQUEST FOR LICENSED MINISTRY – 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.

If you prefer to make a spoken presentation on any of the items marked with a (*) please let the co-chair of the Committee know this when you are scheduling the meeting.

- 1. (*) A request from the congregation wishing you to serve them as a Licensed Minister, indicating their need for a Licensed Minister and a description of your proposed duties.
- 2. (*) **A description of your understanding of licensed ministry. [ELECTRONIC SUBMISSION]**
- 3. A copy of any diplomas or certificates of completion of formal education. An official transcript from educational institution(s) is acceptable, indicating coursework and degree awarded, if any.
- 4. Documentation of any study, field work, CPE, ministry experience, etc. that equips you for Licensed Ministry, and/or a plan for education.
- 5. At least 4 letters of reference attesting to your good character, as well as to your skills, and abilities for Licensed Ministry. At least one of these letters should come from an ordained UCC minister. *Letters should be signed in ink and mailed. Emailed reference letters are not accepted.*
- 6. Record of any former service as a Licensed Minister.
- 7. Record of completion of approved training in ministerial ethics and clergy boundaries (link on Conference website www.ncnuc.org).
- 8. Record of completion of approved training in regulations for mandated reporters (link on Conference website www.ncnuc.org).
- 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.