

**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@ncnucucc.org](mailto: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.

**NOTE: The UCC Office for Parish Life & Leadership requires reinstatement of ministerial standing be requested from the Association/Conference where standing was dropped/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. *This letter should be signed in ink and mailed. Email is not accepted.*
- [ ] 5. **A written statement regarding the reasons you seek reinstatement of ministerial standing (a) describing the circumstances surrounding the dropping or terminating of your standing, noting the date and location of the dropping or terminating of standing, and (b) 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
- [ ] 9. Record of completion of approved training in ministerial ethics and clergy boundaries (link on Conference website [www.ncnucucc.org](http://www.ncnucucc.org))..
- [ ] 10. Record of completion of approved training in regulations for mandated reporters (link on Conference website [www.ncnucucc.org](http://www.ncnucucc.org)).