

IN-CARE PROCESS AND REQUIREMENTS

IN-CARE REQUIREMENTS CHECKLIST (page 1 of 4): (For details, see *Requirements and Procedures for the Candidate Form*)

INITIAL STEPS- ENTERING THE PROCESS- CONTACT INFORMATION- PROCESS REQUIREMENTS- PREPARATION FOR
ECCLESIASTICAL COUNCIL- REQUIREMENTS FOR ORDINATION- *IN-CARE* ANNUAL REPORTS

NAME: _____

I. INITIAL STEPS

INITIAL STEPS	DATE COMPLETED
1. Interview with Associate Conference Minister.	
2. Given <i>In-Care</i> Process and Requirements Handout (this packet).	
3. If new to the UCC, form filled out by former pastor or denominational representative (Appendix A). **	
4. Send to the NJA....	XXXXXXXXXXXX
a) Endorsement, Release, and Verification of Membership (if applicable) for <i>In-Care</i> status from local church form (Appendix B). **	
b) A paper (1-2 pages, including a brief biographical sketch, faith statement and reasons for requesting <i>In-Care</i> status).	
5. Date set for meeting with Pre-Ordination Commission.	

II. ENTERING THE PROCESS

ENTERING THE PROCESS	DATE COMPLETED
1. Meet with Pre-Ordination Commission with sponsoring local pastor.	
2. Approved for <i>In-Care</i> status. *	
3. Signed <i>Understanding and Agreement Statement</i> (Appendix C). **	
4. Signed <i>Career Counseling Evaluation Report Release</i> (Appendix D). **	
5. Signed <i>Ordained Minister's Code</i> (Appendix E). **	
6. Signed <i>Sexual Misconduct Statement</i> (Appendix F). **	

***DATE ACCEPTED *IN-CARE*:** _____

****ALL FORMS ARE FOUND IN THE APPENDIX SECTION OF THIS PACKET.**

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III. CONTACT INFORMATION

IN-CARE CANDIDATE

Name:	
Address:	
Telephone- home:	
Telephone- work:	
E-mail:	
Seminary:	<ul style="list-style-type: none">• Name:• Date (or anticipated date) of graduation:

LOCAL CHURCH

Name:	
Address:	
Phone:	
Telephone:	
E-mail:	

LOCAL CHURCH PASTOR

Name:	
Address:	
Phone:	
Telephone:	
E-mail:	

PRE-ORD. ADVISOR

Name:	
Address:	
Phone:	
Telephone:	
E-mail:	

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IV. PROCESS REQUIREMENTS

A) VERIFICATIONS, REPORTS, COMPLETIONS	DATE COMPLETED
1. Verification of Bachelor's Degree.	
2. Report from Career Counseling Center (or equivalent). *	
3. Sermon (written) number one:	
4. Sermon (audio or video) number two:	
5. Verification of the completion of an approved polity course.	
6. Hand in polity paper.	
7. Obtain and read the <i>Manual on Ministry</i> . **	
8. Verification of completed <i>Boundary Training</i> .	
9. Evaluations from field education (if applicable).	
10. Evaluation from field education in a UCC setting.	
11. Verification of completed Clinical Pastoral Education (C.P.E.)	
12. Case study- number one:	
13. Case study- number two:	
14. Official seminary transcript.	
15. Verification of Master of Divinity (M.Div.) Degree.	
16. Verification of membership and participation in local church.	
17. Completion of UCC Professional Profile. ***	

*This ought to be done as early as possible, presumably by the end of the first year of seminary or the first year of having obtained *In-Care* status- whichever is more applicable.

**The full *Manual on Ministry* can be found on-line here: <http://www.ucc.org/ministers/manual/>

***Information on, where to put and submit, and necessary reference forms, for completing the UCC Professional Profile can be found here: <http://www.ucc.org/ministers/profile/>

Of note: the names of the references needed for the profile can be, but do not have to be, the same names as the ones used for your letters of recommendation section below. However, they are two separate processes and need to be completed as such.

B) LETTERS OF RECOMMENDATION	DATE COMPLETED
1. Pre-Ordination Advisor (Name: _____).	
2. One Seminary Professor (Name: _____).	
3. A UCC Minister (Name: _____).	
4. Other (Name: _____).	

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V. PREPARATION FOR ECCLESIASTICAL COUNCIL (E.C.)

Subcommittee formed to review ordination paper.	DATE COMPLETED
1. Member #1 (Name: _____).	XXXXXXXXXXXXXXXXXX
2. Member #2 (Name: _____).	XXXXXXXXXXXXXXXXXX
3. Member #3 (Name: _____).	XXXXXXXXXXXXXXXXXX
Paper approved by subcommittee.	
Present paper to Pre-Ordination Commission.	
Paper approved by Pre-Ordination Commission.	
Approved ordination paper e-mailed to NJA office.	
Pre-Ordination Commission recommends Ecclesiastical Council.	
Date of Ecclesiastical Council:	XXXXXXXXXXXXXXXXXX

VI. REQUIREMENTS FOR ORDINATION

REQUIREMENTS FOR ORDINATION	DATE COMPLETED
Recommended for ordination by Ecclesiastical Council.	
Approval of Call and Contract	
Description of Call:	XXXXXXXXXXXXXXXXXX
	XXXXXXXXXXXXXXXXXX
Ordination service and date approved by Pre-Ordination Commission	
• Date of ordination service:	XXXXXXXXXXXXXXXXXX
• Location:	

VII. IN-CARE ANNUAL REPORTS*

YEAR:	DATE SENT
Candidate (Appendix H). *	
Local UCC church (Appendix I). *	
YEAR:	XXXXXXXXXXXXXXXXXX
Candidate (Appendix H). *	
Local UCC church (Appendix I). *	
YEAR:	
Candidate (Appendix H). *	
Local UCC church (Appendix I). *	

* Annual report forms for the candidate and the local church are in the back of this packet.