



*We support, unite, nurture  
the church of Jesus Christ in  
local settings and ministries*

**COMMITTEE ON MINISTRY, SECTION A**  
**Co-Chair:** Rev. Carol Barriger    **Co-Chair:** Doug Leich  
**Appointment Scheduler:** Barbara Colliander  
**Conference Staff:** Elane Johnson

## **MEMBER IN DISCERNMENT RENEWAL DOCUMENT CHECKLIST**

**Candidate Name:**

**Appointment Date:**

**Email Address:**

**Local Church:**

**Mailing Address:**

*Note: Member In Discernment status is valid for one year, at which time the candidate will meet with Committee on Ministry, Section A, for Member In Discernment renewal. If the candidate does not meet with the committee at the one year point, their In Discernment status may be discontinued.*

The following is a checklist of the required documents for your meeting with the Committee on Ministry, Section A. All documents are due to Conference Staff, at least 60 days prior to the end of your one year In Discernment status. **Upon receipt of your materials, we are able to schedule your appointment.**

Letters of reference must have a written signature and be scanned, or mailed. Submit your checklist materials by email or mail to Elane Johnson, [elane@ncnuc.org](mailto:elane@ncnuc.org) or NCNC UCC, 1320 Willow Pass Rd, Suite 600, Concord CA 94520. If at any time you want to check on the status of your checklist you may email or call, (510) 426-5683.

- 1. A one page summary of your activities over the past year
- 2. A two page statement of your evolving theology, and reflections on your faith journey.
- 3. Three references:
  - a. A written reference from your assigned clergy advisor.
  - b. A written reference from your pastor.
  - c. One additional reference from any of the following: professor, academic advisor, field education supervisor, CPE supervisor, or other individual in a supervisory or collegial capacity (specify role).
- 5. A completed vocational psychological assessment.
  - [ ]. Report receive by NCNC office. Date: \_\_\_\_\_
- 6. If you have been attending seminary or a theological education program your: updated transcript, description of your plan for future academic studies and your Middler review, if completed.
- 7. Evaluations from any field education, or internship placements.

**Notes:** Prior to an interview for ordination (or within 3 years, whichever occurs sooner), you will be required to submit:

1. A record of completion of approved training in regulations for **mandated reporters** (The free, online training is available here: <https://www.mandatedreporterca.com/training/general-training>)
2. A certificate of approved training in ministerial **ethics and clergy boundaries**. Please visit the Conference website to see upcoming boundary training dates and to register to attend. <https://ncncc.org/supporting-leaders/leadership-events-lifelong-learning> (You may also [subscribe to the NCNC newsletter](#) to keep current on upcoming boundary training events).
3. Proof of completion of one unit of **Clinical Pastoral Education (CPE)**. As of July 2016, all members in discernment are required to complete this one unit of Clinical Pastoral Education before their Ordination Interview. For a listing of CPE centers and programs look here: [https://www.acpe.edu/ACPE/Directory/ACPE/Directory/Accredited\\_Centers.aspx?hkey=462c36c5-db59-4bf8-9cf7-ddc36579b044](https://www.acpe.edu/ACPE/Directory/ACPE/Directory/Accredited_Centers.aspx?hkey=462c36c5-db59-4bf8-9cf7-ddc36579b044)