



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

**COMMITTEE ON MINISTRY, SECTION B**

**Co-Chair:** Rev. Kevin Omi

**Co Chair:** Rev. Melanie Weiner

**Appointment Scheduler:** Rev. David Klingensmith

**Conference Staff:** Elane Johnson

**TRANSFER OF STANDING DOCUMENT CHECKLIST**

**Candidate Name:**

**Appointment Date:**

**Email:**

**Local Church:**

The following is a checklist of the required documents for your meeting with the Committee on Ministry, Section B. Letters of reference must have a written signature and be scanned or mailed. All documents must be sent in order to schedule an appointment.

Submit your checklist materials by email or mail to Elane Johnson: [elane@ncnucucc.org](mailto:elane@ncnucucc.org) or Conference House, 1320 Willow Pass Road, Concord, CA 94520. If at any time you want to check on the status of your checklist you may email, or call (510) 247-8990, ext 102.

**For all transfers of standing:**

[ ] 1. A completed Transfer of Ministerial Standing and Consent to Release Information form found here: [Release Form](#)

[ ] 2. A letter of Confirmation from your current Conference or Association that you are in good standing.

[ ] 3. A completed Background Disclosure Form [if not already on file with your Ministerial Profile in the Conference Office]. Available here: <https://ncnc.dreamhosters.com/wp-content/uploads/2019/06/Background-Disclosure-Agreement.pdf>

[ ] 4. Evidence of membership in a UCC church in Northern California Nevada

[ ] 5. Evidence of approved California state mandated reporter training within the last three years.  
Available here: <https://mandatedreporterca.com/training/general-training> (First time both general module and profession-specific [clergy] module are required.

[ ] 6. Evidence of approved boundary training within the last three years.

**If you have received a call to ministry in the Northern California Nevada Conference<sup>1</sup>:**

[ ] 7. A copy of your call agreement and a three- or four-way covenant to a ministry in Northern California Nevada Conference.

[ ] 8. A statement from the Conference Office that you have on file a completed Criminal Background Check that is current and valid according to the policy of the UCC Ministerial Excellence, Support and Authorization team.

<sup>1</sup>*In the NCNC, Ministerial Standing is held in the Conference. When transfer of ministerial standing has been granted by the Committee on Ministry, on behalf of the Conference Council, the action will be reported to the appropriate Association. Once your transfer is complete, you should contact your Association to schedule an installation date. Please refer to the Conference calendar prior to selecting your date to avoid conflicts of interest and to ensure that more of the wider church will be able to celebrate with you on your installation day. <https://ncnc.dreamhosters.com/events/>*

**If you are a retired minister<sup>2</sup>:**

9. A letter from you, introducing yourself, briefly describing your past work in ministry and your life in retirement. Tell us about your current connection with a UCC congregation in our Conference, and your plans for maintaining collegial connection in the Association/Conference.

*<sup>2</sup>Following receipt of documents, the Committee on Ministry, acting on behalf of the Conference Council, will vote on the request for Transfer of Standing.*

**If you are neither retired, nor called to ministry in Northern California Nevada Conference<sup>3</sup>:**

10. A letter from you indicating your reasons for seeking transfer of standing to Northern California Nevada Conference.

11. If you are currently on leave of absence, a description of the terms of your leave of absence

*<sup>3</sup>Following receipt of documents, the Committee on Ministry will arrange for an interview with you to discuss your transfer to our Conference as a minister on leave of absence. The Committee on Ministry, on behalf of the Conference Council, may then grant the Transfer of Standing, and leave of absence status upon transfer.*