



Committee on Ministry, Central Association
Massachusetts Conference, United Church of Christ
1102 Pleasant Street Box 843
Worcester, MA 01602

FORMS

Form A	Candidate's Letter of Request
Form B	Initial Letter from Local Church
Form C	Certification of Local Church Membership
Form D	Letter of Reference
Form E	Background Inquiry
Form F	Candidate Release
Form G	Annual Report of Advisor
Form H	Annual Update by Candidate
Form M	Master Checklist
Form N	Committee Member Confidentiality Agreement



Committee on Ministry, Central Association
Massachusetts Conference, United Church of Christ
1102 Pleasant Street Box 843
Worcester, MA 01602

Form A

Candidate's Letter of Request

Date _____

Dear Committee on Ministry,

I have read the policies and expectations of the discernment process of the Central Association. I am aware of the expectations of the discernment process for authorized ministry. Having prayerfully reviewed them with my local church, I consent to being lifted up by my home congregation for consideration by the Committee on Ministry.

Enclosed you will find the completed application.

1. Letter of support from the local church (Form B)
2. Certification of local church membership (Form C)
3. Letter of reference the local church pastor (Form B)
4. Second letter of reference (Form D)
5. Third, letter of reference (Form D)
6. Official transcripts from any undergraduate and graduate studies.
7. A paper written by the candidate. This paper should not exceed 10 pages.
8. Background Inquiry (Form E)
9. Candidate Release Form (Form F)

_____ I have not been a candidate in any other discernment processes with another association or denomination.

_____ I have been a candidate in another discernment process with _____

_____ (association or denomination) and have released my complete file to the Central Association Committee on Ministry.

Name _____

Signature _____

Address _____

Phone _____

Email _____

Local Church _____



Committee on Ministry, Central Association
Massachusetts Conference, United Church of Christ
1102 Pleasant Street Box 843
Worcester, MA 01602

Form B

Initial Letter from the Local Church

Candidate's Name _____
Local Church _____
Address _____
Town _____

Local Church Pastor _____
Phone _____
Email _____

Contact Person _____
Phone _____
Email _____

We have, in consultation with _____ (candidate), reviewed the policies and expectation and have formally agreed to lift her or him up for your consideration. If, when interviewed, the candidate is received into or renewed in the discernment process, our local church agrees to offer the necessary spiritual, emotional and financial support.

(local church committee chair)

(local church pastor)

The above named candidate is seeking to enter into or continue in the discernment process with the Central Association of the Massachusetts Conference of the United Church of Christ. The Committee of Ministry has the responsibility for determining whether or not to proceed with this request and will consider the candidate's potential for or progress toward authorized ministry.

Please describe the process used by the local church to interview and recommend the candidate named above.

Based on your assessment of the candidate please address the following:

- _____ How long and in what capacity have you known the candidate?
- _____ What are the candidate's skills and areas of strength?
- _____ Where does the candidate need further development?
- _____ Explain why you would or would not recommend that the candidate proceed towards authorized ministry.



Committee on Ministry, Central Association
Massachusetts Conference, United Church of Christ
1102 Pleasant Street Box 843
Worcester, MA 01602

Form C

Certification of Local Church Membership

Candidate's Name _____
Local Church _____
Address _____
Town _____

Local Church Pastor _____
Phone _____
Email _____

Clerk _____
Phone _____
Email _____

Having reviewed our records, we attest that _____ (candidate) joined
our congregation on _____ (date). S/he has remained an active member since
_____ (date).

(clerk)

(local church pastor)



Committee on Ministry, Central Association
Massachusetts Conference, United Church of Christ
1102 Pleasant Street Box 843
Worcester, MA 01602

Form D

Letter of Reference

Candidate's Name _____
 Referrer's Name _____
 Relationship _____
 Address _____
 Town _____
 Phone _____
 Email _____

The above named candidate is seeking to enter into or continue in the discernment process with the Central Association of the Massachusetts Conference of the United Church of Christ. The Committee of Ministry has the responsibility for determining whether or not to proceed with this request and will consider the candidate's potential for or progress toward authorized ministry.

Based on your assessment of the candidate please address the following:

- _____ How long and in what capacity have you known the candidate?
- _____ What are the candidate's skills and areas of strength?
- _____ Where does the candidate need further development?
- _____ Explain why you would or would not recommend that the candidate proceed towards authorized ministry.

Signature _____

This material is confidential. If you would like to share it with the candidate you may do so by sending him or her a copy. This reference must be submitted in a sealed and signed envelope to the candidate, so that he or she may include it with the other application materials.



Committee on Ministry, Central Association
Massachusetts Conference, United Church of Christ
1102 Pleasant Street Box 843
Worcester, MA 01602

Form E

Background Inquiry

Candidate's Name _____

Have you ever been convicted of one or more crimes? Yes _____ No _____

If yes, please use the space below or a separate paper to explain each conviction.

Signature _____
Date _____



Committee on Ministry, Central Association
Massachusetts Conference, United Church of Christ
1102 Pleasant Street Box 843
Worcester, MA 01602

Form F

Candidate Release

Candidate's Name _____

You have the right to be treated in accordance with professional and ethical standards of conduct. You have the right to be respected as an individual, regardless of your gender, race, religious perspective, sexual orientation or ability.

Confidentiality is an important ethical issue that directly affects the discernment process and the health of the Body of Christ. You have the right to confidentiality. During the course of your discernment process your files will be kept in a secure environment.

For the purposes of discernment, please sign the following statement.

I, _____ (print name) authorize the members of the Committee on Ministry of the Central Association to copy, review and discuss my files when relevant to the work of discernment. This includes all papers, transcripts, references, field education evaluations and clinical pastoral education evaluations. I further grant permission to my Discernment Advisor to be in contact with my seminary/theological school and/or academic advisor to discuss my progress as relates to formation and fitness for ministry.

I agree to release my Psychological Evaluation, as administered by the Assabet Valley Pastoral Counseling Center, to my Discernment Advisor and to the members of the Committee on Ministry. I can expect that any copies made of the report will be shredded or otherwise properly destroyed.

I understand the Committee on Ministry of the Central Association cannot disclose any information outside the Committee on Ministry of the Central Association without my written consent. In the event that another adjudicatory requests access to my file, if I approve the request, I will submit a letter of consent at that time.

Signature _____
Date _____



Form G

Annual Report of Advisor

Candidate's Name _____
Advisor's Name _____
Address _____
Town _____
Phone _____

Date _____

First Annual Review _____
Second Annual Review _____
Other _____

-
1. How often did you meet with the candidate to review his or her educational progress, goals, and needs, to review expectations, requirements and procedures of the discernment relationship?
 2. Which of the following have you reviewed and discussed with your candidate?
 - _____ The United Church of Christ Statement of Faith
 - _____ Ordained Minister's Code
 - _____ Ordination Vows
 - _____ The Central Association Boundary Training
 3. Which of the following reports have you reviewed and discussed with your candidate?
 - _____ Psychological Evaluation
 - _____ Field Education Final Evaluation(s)
 - _____ Clinical Pastoral Education Final Evaluation
 - _____ Seminary Middler Review



Form H

Annual Update by Candidate

Candidate's Name _____
Advisor's Name _____
Address _____
Town _____
Phone _____
Email _____

Date _____

(check one)

First Annual Review _____
Second Annual Review _____
Other _____

-
1. How often did you meet with your advisor?

 2. In the past year, have you completed the following?
_____ Psychological Evaluation
_____ Boundary Training
_____ UCC Polity Course
 3. Which of the following have you reviewed and discussed with your advisor?
_____ The United Church of Christ Statement of Faith
_____ Ordained Minister's Code
_____ Ordination Vows
_____ The Central Association Boundary Training
 4. Which of the following reports have you reviewed and discussed with your advisor?
_____ Psychological Evaluation
_____ Field Education Final Evaluation(s)
_____ Clinical Pastoral Education Final Evaluation
_____ Seminary Middler Review



Committee on Ministry, Central Association
Massachusetts Conference, United Church of Christ
1102 Pleasant Street Box 843
Worcester, MA 01602

5. Describe your relationship to your advisor.

6. Describe your field education and/or clinical pastoral education.

7. Describe your seminary/theological school experience.

8. Have you applied to the Central Association Scholarship? Yes _____ No _____

9. List the wider church events, if any, that you have attended this year



Form M

Master Checklist

Candidate's Name _____
Address _____
Address _____
Phone _____
Email _____

Local Church _____
Address _____
Town _____

Local Church Pastor _____
Phone _____
Email _____

Contact Person _____
Phone _____
Email _____

I. Request for Information

_____ Cover Letter with Policies and Expectations

II. Application for Initial Interview

- _____ Candidate's letter of request (Form A)
- _____ Letter of support from the local church (Form B)
- _____ Certification of local church membership (Form C)
- _____ Letter of reference the local church pastor (Form D)
- _____ Second letter of reference (Form D)
- _____ Third, letter of reference (Form D)
- _____ Official transcripts from any undergraduate and graduate studies.
- _____ A paper written by the candidate. This paper should not exceed 10 pages.
- _____ Background Inquiry (Form E)
- _____ Candidate Release Form (Form F)
- _____ Previous adjudicatory file



III. Initial Interview

- _____ Date of Initial Interview
- _____ Decision: _____
- _____ Follow up phone call to candidate
- _____ Follow up letter to candidate
- _____ Follow up letter to local church
- _____ Give Candidate's information to Admin. Assist.

Discernment Advisor _____
Address _____
Address _____
Phone _____
Email _____

IV. Advisor/Reports

- _____ Policies and Expectations of the Discernment Process
- _____ The United Church of Christ Statement of Faith
- _____ Ordained Minister's Code
- _____ Ordination Vows
- _____ The Central Association Boundary Training
- _____ Psychological Evaluation
- _____ Field Education Final Evaluation(s)
- _____ Clinical Pastoral Education Final Evaluation
- _____ Seminary Middler Review
- _____ Ordination Paper

V. First Year Renewal

- _____ Date of First Year Renewal
- _____ Psychological Evaluation
- _____ Boundary Training
- _____ UCC Polity Course
- _____ Annual Report from Advisor (Form G)
- _____ Letter from Local Church (Form B)
- _____ Annual Update by Candidate (Form H)
- _____ Transcript
- _____ Sermon
- _____ The completed paper assignment: Kingdom of God
- _____ Decision: _____
- _____ Follow up phone call to candidate
- _____ Follow up letter to candidate
- _____ Follow up letter to local church



VI. Second Year Renewal

- _____ Date of Second Year Renewal
- _____ Annual Report from Advisor (Form G)
- _____ Letter from Local Church (Form B)
- _____ Annual Update by Candidate (Form H)
- _____ Transcript
- _____ Sermon
- _____ The completed paper assignment: Ordained Minister's Code
- _____ Decision: _____
- _____ Follow up phone call to candidate
- _____ Follow up letter to candidate
- _____ Follow up letter to local church

VII. Third Year Renewal

- _____ Date of Third Year Renewal
- _____ Annual Report from Advisor (Form G)
- _____ Letter from Local Church (Form B)
- _____ Annual Update by Candidate (Form H)
- _____ Transcript
- _____ Sermon
- _____ The completed paper assignment: Self-Awareness
- _____ Decision: _____
- _____ Follow up phone call to candidate
- _____ Follow up letter to candidate
- _____ Follow up letter to local church

VIII. Ordination Interview

- _____ Date of Graduation
- _____ Date of Ordination Interview
- _____ Decision: _____
- _____ Follow up phone call to candidate
- _____ Follow up letter to candidate
- _____ Follow up letter to local church
- _____ Give necessary information to Admin. Assist. for Letter Missive



Committee on Ministry, Central Association
Massachusetts Conference, United Church of Christ
1102 Pleasant Street Box 843
Worcester, MA 01602

IX. Ecclesiastical Council

_____ Date of Ecclesiastical Council
_____ Decision: _____
_____ Pension Board's 'Pre-Ordination Agreement' (02-12-BD-17)

Distribution of minutes:

_____ The candidate
_____ The Registrar of the Massachusetts Conference
_____ The Secretary of the United Church of Christ
_____ The Office for Parish Life and Leadership
_____ The Central Association files

X. Approval of Call

_____ Date of Meeting with candidate, local church, calling church and Committee
_____ Job Description
_____ Call Letter
_____ Ordination Date: _____
_____ Give necessary information to Admin. Assist. for Letter Missive
_____ Ordination Advisor: _____



Committee on Ministry, Central Association
Massachusetts Conference, United Church of Christ
1102 Pleasant Street Box 843
Worcester, MA 01602

Form N

Committee Member Confidentiality Agreement

Committee Member's Name _____

Our candidates have the right to be treated in accordance with professional and ethical standards of conduct. They have the right to be respected as an individual, regardless of their gender, race, religious perspective, sexual orientation or ability.

Confidentiality is an important ethical issue that directly affects the discernment process and the health of the Body of Christ. Our candidates have the right to confidentiality. During the course of the discernment process all files will be kept in a secure environment.

For the purposes of discernment, please sign the following statement.

I, _____ (print name) recognize the sacred trust bestowed upon me and the Committee on Ministry of the Central Association and agree to honor that trust throughout my involvement in the work of discernment. This includes all papers, transcripts, references, field education evaluations and clinical pastoral education evaluations. I further commit when acting as a Discernment Advisor to not disclose any information about a candidate's process outside the bounds of the covental relationship.

I agree to take special care with Psychological Evaluation, as administered by the Assabet Valley Pastoral Counseling Center, released to the members of the Committee on Ministry. If I receive a copy of the report, I will make sure that it is shredded or otherwise properly destroyed.

I understand the Committee on Ministry of the Central Association cannot disclose any information outside the Committee on Ministry of the Central Association without my written consent.

Signature _____
Date _____