



Included in this **WORKSHEET** are the questions and prompts that authorized ministers and Members in Discernment will find in the new Ministerial Profiles Portal. Information entered in “My Settings” controls whether conferences can view your Snapshot and whether/where your UCC Ministerial Profile circulates. As illustrated below, the Search and Call staff of conferences use the Profiles Portal to search Snapshots in order to find and download Profiles. Additional information and tutorials can be found online at [www.ucc.org/ministers/profile/](http://www.ucc.org/ministers/profile/).

The Ministerial Excellence, Support and Authorization (MESA) Team maintains all portal data and manages all user accounts for the United Church of Christ.

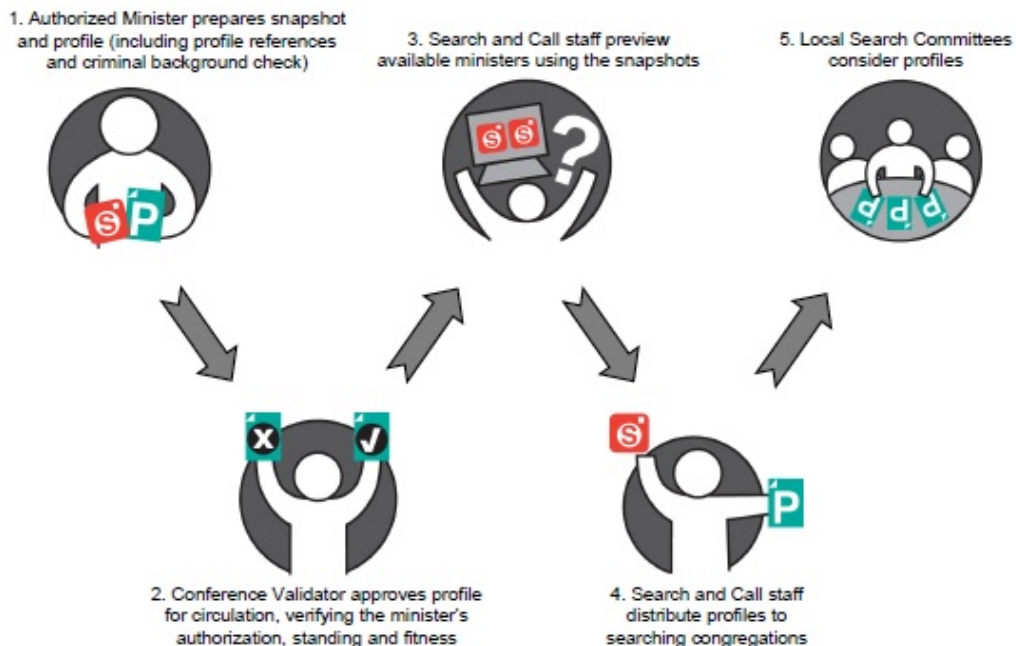


The **SNAPSHOT** is a tool for visibility, a first impression created by an authorized minister for Search and Call staff of Conferences and Associations. The **SNAPSHOT** highlights skills and availability for ministry, and is searchable in the Ministerial Profile Portal by keyword. Because the **SNAPSHOT** is unverified (it does not include validation of standing), it does not circulate to churches.



The **UCC MINISTERIAL PROFILE** is a tool that documents eligibility for call within the United Church of Christ. In its final and validated form, the **UCC MINISTERIAL PROFILE** not only presents a minister's experience and gifts to calling bodies, but also presents official verification of a minister's authorization, standing and fitness to covenanted partners of the UCC.

**THE SEARCH AND CALL PROCESS**



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## Ministerial Snapshot and Profile WORKSHEET

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### MY SETTINGS Geographic Availability

I am available to serve in the following conferences. My selections here formally designate those entities that have my permission to download and circulate my profile. When I remove a certain conference from the list below, I will contact the conference directly if my profile has already been downloaded.

Click “Select” or “All” to add up to 38 conferences as well as the additional option of “Any Conference Minister or National Staff Position.”

To change your permissions and withdraw your profile from circulation nationwide, remove your consent by clicking below. All conferences/associations on record as downloading the profile will be notified.

### MY SETTINGS Download Log

A record of all downloads to date of your validated UCC Ministerial Profile is noted here.

### MY SETTINGS Optional Demographics

Authorized ministry in the United Church of Christ pursues the goal of diverse and excellent leadership. Information you enter here will not appear in the Snapshot or in the Profile, nor be used in the consideration of any matter regarding your employment. It will, however, be maintained in a secure and confidential matter and will be used exclusively for statistical purposes.

Gender (optional)  
Year of Birth (optional)  
Heritage (optional)  
Disability (optional)  
Sexual Orientation (optional)

### MY SETTINGS Password

Enter information to reset password, as needed.



### **SNAPSHOT Contact Information**

Email Address  
Full Name and Preferred Name  
User ID and Person ID (generated automatically by the Profile Portal)  
Preferred Contact, e.g. email or telephone  
Address(es) and Phone Number(s)

### **SNAPSHOT Authorization and Standing**

Ministerial standing is held in Associations, or in Conferences acting as Associations. If you have questions about your own standing, please see your Association.

- ✓ Authorization (e.g. Commissioned Minister or Privilege of Call)
- ✓ Standing in Conference and Association

### **SNAPSHOT Snapshot Visibility**

The Snapshot is a tool for visibility and networking for all authorized ministers. Updated in real-time by the minister, a Snapshot highlights gifts, skills, availability, and is searchable by Conference Staff by keyword.

If you select “may view,” then Search and Call Staff may view this snapshot in an access-restricted online searchable pool. From the pool, they could proceed to download your eligible profile, if you have made your UCC Ministerial Profile available for circulation to prospective calling bodies in their specific Conference/Association.

- ✓ Conferences and/or Associations may view my Snapshot.
- ✓ Conferences and/or Associations may not view my Snapshot (if your Snapshot is not viewable, your Profile cannot be found or downloaded by Search and Call Staff)

### **SNAPSHOT Availability**

In the Snapshot, keywords describing position types (availability) are searchable by Search and Call Staff, if your Snapshot is set to be “visible.”

Pastoral Ministry (select as many options as you wish from the list: Pastor, Senior Pastor, Pastor Full-Time, Pastor Part-Time, Co-Pastor, Interim Pastor, Associate/Assistant Pastor, New Church Start, Revitalization Pastor)

Wider Church or Specialized Ministries (select as many options as you wish from the list: National Staff, Organizations, Conference Staff, Chaplain, Higher/Theological Education, Financial Ministries, Overseas, Camp Staff)

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Local Church Staff (select as many options as you wish from the list: Music Ministry, Christian Education, Children and Youth Ministry, Other Staff, Financial Administration, Administrative Assistant, Liturgical Arts)

Volunteer or Intern

Available Start Date

I am available for: Short-Term, Small Town, Urban, Metro

Size of congregation I am willing to serve: Small Membership, Program Size, Large Membership, Not Applicable

### **SNAPSHOT Gifts and Talents**

Languages I want to use in ministry (use the green "+" button to select languages)

Additional languages not listed above (field allows 100 characters)

Skill Sets (use the green "+" button to select skills sets such as Anti-Racism Leadership, Intentional Interim Ministry, Theology and Polity, and many more; further identify your chosen skill sets as "passion," "demonstrated experience," or "credential")

Additional skill sets not listed above (field allows 100 characters)

### **SNAPSHOT Affinity and Diversity**

This information cannot be required by any employer and is not contained within a UCC Ministerial Profile. The choice here to indicate identity or affiliations assists those staffing search processes who are proactively seeking particular, diverse leaders to be among those considered as prospective employers.

Ethnic or Cultural Groups that I identify with (field allows 300 characters)

Cultural Competencies (field allows 480 characters)

### **SNAPSHOT Additional Comments**

Anything else you want Search and Call staff to know. This field could be used to identify your ministry specializations, such as interim skills and experiences; to interpret your potential ability to relocate; to introduce unique factors such as family situation, needs or constraints; to provide your salary expectations; and more. (field allows 600 characters)

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## Ministerial Snapshot and Profile WORKSHEET

### MINISTERIAL PROFILE Statement of Consent

"The United Church of Christ recognizes that God calls certain of its members to various forms of ministry in and on behalf of the church for which ecclesiastical authorization is required." United Church of Christ Constitution, Article VI, paragraph 21.

Use of the UCC Ministerial Profile signifies that an individual has an Association's ecclesiastical authorization to seek a call as a minister in and on behalf of the church; has completed background check screening and fitness verification; has attested to certain statements in a document of self-disclosure; and has gained three references which speak to her/his practice of ministry. The Profile is a tool of testament and transparency, meant to demonstrate covenants of supportive cooperation and appropriate sharing of information among national offices, Conference and/or Association personnel, calling bodies, and the minister, as expressed in paragraph 25 of Article VI of the United Church of Christ Constitution.

It is essential that information contained within this document be sensitively and responsibly reviewed and interpreted. All those seeing the document have the responsibility to maintain or dispose of its contents confidentially.

Any practice by calling bodies of routinely rejecting profiles on a perfunctory basis without a complete and individualized assessment, including a thoughtful review of commentary offered by the candidate, is strongly discouraged. In particular, criminal history information, including the conduct underlying that history, should be evaluated in terms of the nature and gravity of the offense or conduct, the time that has passed since the offense, conduct, and/or sentence, and the nature of the position sought by a candidate, so as to foster call and hiring decisions that are based on an individualized assessment that is job/ministry related and consistent with ministry/business necessity.

Relationships between calling bodies, authorized ministers, and those holding ministerial standing and fitness oversight rely upon practices of discernment and dialogue. Because such relationships require integrity and an honest exchange of relevant information, for the health and mission of the church, this minister pledges the following:

1. I attest that the information contained in the UCC Ministerial Profile is true and complete to the best of my knowledge. I understand that any misrepresentation or omission may be grounds for a calling body's declined consideration for, or termination of, a ministry position. I acknowledge that it is my duty in a timely manner to amend the responses and information I have provided if I come to know that a response or information was incorrect when given or if the response or information, though accurate when given is no longer accurate.

2. I understand that I may designate certain Conference and/or Association staff and other persons and entities, to receive and circulate my UCC Ministerial Profile. I authorize all such persons and entities, and/or their agents, to make inquiries regarding all statements contained in my UCC Ministerial Profile. I also authorize all persons, entities, former employers, committees on ministry and their agents, courts, law enforcement and other public agencies to respond to inquiries concerning me and to supply verification of the information provided in my UCC Ministerial Profile. I understand that such persons may comment on and state their opinions regarding my background and character to those who execute the search process, such as members of a calling body or judicatory staff persons. To encourage such persons to speak openly and responsibly, I hereby release them from all liability arising from their responses and comments made in good faith and without malice.

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## Ministerial Snapshot and Profile WORKSHEET

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### MINISTERIAL PROFILE Contact Information

Email Address  
Full Name and Preferred Name  
Preferred Contact, e.g. email or telephone  
Address(es) and Phone Number(s)

### MINISTERIAL PROFILE Ecclesiastical Authorization for Ministry

Local Church Membership  
Ministerial Standing (e.g. Commissioned Minister), with Association and Conference.  
Additional ecclesial standing in a body beyond the United Church of Christ, if any  
Ecclesiastical Endorsement, if any

### MINISTERIAL PROFILE Verification

The following four objectively verifiable pieces of information in your profile are double-checked by the Conference Validator once you submit your drafted profile for validation:

- ✓ The minister's standing is current and the candidate is deemed fit for ministry in and on behalf of the United Church of Christ.
- ✓ A current criminal background check is attached at this time.
- ✓ To the best of my knowledge, current employment information is accurate.
- ✓ To the best of my knowledge, the background disclosure statement is accurate.

### MINISTERIAL PROFILE Ministry Essays

All essay questions reference *The Marks of Faithful & Effective Authorized Ministers of the United Church of Christ* (<http://www.ucc.org/ministers/marks.html>). The United Church of Christ recognizes *The Marks of Faithful and Effective Authorized Ministers* in the formation of ministers, in the practice of active ministry, and throughout life. For the purposes of completing a denominational Profile, ministers are asked to spend some time with the *Marks*. The fields for the first three essays provide space for 2000 characters; the fourth essay's field allows 2200 characters.

1. My sense of being called by God and the church to authorized ministry (from the "Spiritual Foundation for Ministry" section of the *Marks*).
2. My concept of covenant and how it informs the nature, purpose and polity of the United Church of Christ (from the "UCC Identity for Ministry" section of the *Marks*).
3. I am passionate about...
4. Reflect on one mark from the "Personal and Professional Formation for Ministry" section of the *Marks*. (Please state which mark you will be reflecting on.)



## **MINISTERIAL PROFILE Educational Formation for Ministry**

In the following section, I include a record of my Formal Education, any Regional Education Training Programs, or other formative educational experiences that I have completed, as well as Continuing Education.

Formal Education (add multiple programs/degrees using the green “+” button)

Institution/Program  
City, Region, Country  
Start Date of Attendance, End Date of Attendance  
Degree/Certification Earned

Regional Theological Education Programs and Formative Educational Experiences (add multiple programs/experiences using the green “+” button)

Program/Experience (900 characters)  
City, Region, Country  
Start Date of Attendance, End Date of Attendance

Continuing Education (add multiple programs/certifications using the green “+” button)

Institution/Program  
City, Region, Country  
Start Date of Attendance, End Date of Attendance  
Degree/Certification Earned

## **MINISTERIAL PROFILE Community and Wider Church Involvement**

Field provides space for 900 characters

## **MINISTERIAL PROFILE Awards, Honors and Publications**

Field provides space for 900 characters

## **MINISTERIAL PROFILE Vocational History**

Below find a full history of my vocational experiences, including key accomplishments for up to 3 selected experiences. (All ecclesiastical experience must be listed in the profile; additional professional and volunteer experiences may be included as well. You can add multiple fields using the green “+” button.)

Location/Setting  
City, Region, Country

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## Ministerial Snapshot and Profile WORKSHEET

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Start Date of Service, End Date of Service

Title/Position

Job Type (e.g. part-time, volunteer, full-time)

Key Accomplishments (choose three experiences to describe; the field limit for each accomplishment is 600 characters; click the green “+” to add entries)

### MINISTERIAL PROFILE References

Email Address

First Name, Middle Name, Last Name.

Address and Phone

Short Answers for References:

1. This minister’s areas of strength in the practice of ministry as I experience them are
2. Some areas of growth for this minister’s practice of ministry in my experience are
3. Describe a significant experience you have had of this person in ministry
4. Additional comments

Click the green “+” button to add entries; three references are required.

### MINISTERIAL PROFILE Self-Appraisal

The field limit for the following prompts is 900 characters.

1. Some areas of strength in my practice of ministry
2. Some areas of growth in my practice of ministry
3. A meaningful experience I have had in ministry
4. Additional comments

### MINISTERIAL PROFILE Self-Disclosure

Ministers completing a UCC Ministerial Profile must make a conscientious assertion about their ethical performance and are given space for relevant commentary. All ecclesial disciplinary actions must be disclosed, in addition to the legal disclosures. Context of these events can be noted in “Interpreting the History” under Supplemental Material.

In your response to the “Vocational History” question in the profile, did you omit any ecclesiastical employment?

Have you ever been the subject of a disciplinary review in any entity affiliated with or setting of the United Church of Christ that resulted in: Censure? Suspension? Termination of ministerial standing?



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## Ministerial Snapshot and Profile WORKSHEET

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Are there any disciplinary reviews pending against you at this time by any setting or entity of or affiliated with the United Church of Christ?

Have you ever been the subject of an official disciplinary proceeding by another denomination, professional association, credentialing body, guild or employer that resulted in disciplinary action?

Are there any official disciplinary proceedings pending against you at this time by another denomination, professional association, credentialing body, guild or employer?

Have you ever been the subject of a civil law suit alleging that you attempted or actually engaged in sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct; which has ever resulted in a judgment being entered against you, settled out of court, or dismissed because the statute of limitations had expired?

Have you had your driving license suspended or revoked within the last 5 years?

Have you ever been found guilty of, pled guilty to, or pled no contest to criminal charges? (Exclude convictions that have been sealed, expunged or legally eradicated; any misdemeanor conviction for which probation was successfully completed; offenses about which inquiry is not permissible in the state in which you are seeking a position; acts of civil disobedience. With respect to driving record, only include matters of reckless driving, driving while intoxicated and/or driving under the influence of a controlled substance.)

Has your employment, a volunteer position, or professional credentials, ever been terminated because you attempted or actually engaged in: Sexual discrimination, harassment, exploitation or misconduct? Physical abuse? Child abuse? Financial misconduct?

Have you ever terminated your employment, a volunteer position, or professional credentials in order to avoid facing or to avoid being terminated because of charges of actual or attempted: Sexual discrimination, harassment, exploitation or misconduct? Physical abuse? Child abuse? Financial misconduct?

Are there any facts or circumstances involving you or your background that would warrant further review before your being entrusted with the responsibilities of ministry on behalf of a calling body of the United Church of Christ?

If you answered yes to any of the above questions, please provide detailed explanation for all such affirmative answers. In addition to providing other relevant material, be sure to include dates and information for related official decisions, actions, reviews, etc. (by you and/or other parties) that affected your employment and/or ministerial standing and/or professional credentials. (Field provides space for 2000 characters.)



## **MINISTERIAL PROFILE Criminal Background Check**

Processed through Oxford Document Management Company and attached to Profile.

## **MINISTERIAL PROFILE Supplemental Material**

You are invited to include below what is relevant to interpreting your history, whether Criminal Background Check information or Vocational History. You are also invited to include, for the Calling Body's awareness, any special factors not mentioned elsewhere.

Interpreting the History (field includes space for 1500 characters)

Additional Comments (field includes space for 500 characters)

Optional Web Presence (enter as many websites as desired, using the green "+" button to add entries; begin each web address with <http://> or <https://>.)

## **MINISTERIAL PROFILE Closing Thoughts**

You are invited to share a prayer or dream for the community which you imagine serving (for example, a poem, a Scripture passage, or a piece of music that is meaningful to you). The field allows for 600 characters.

## **MINISTERIAL PROFILE Preview**

Only if all of the required fields above have been entered and saved, then the Profile Portal will generate a preview of the PDF that can be submitted to the conference for validation.

Preview your downloadable draft, and make sure it contains all saved changes. When the draft is ready for validation, click "submit," confirm, then save. Once you have submitted your in-progress profile, it will be locked from future edits for 3 months. If the draft profile is validated, then upon your next visit to the Profiles Portal you will be instructed to click "save" to confirm profile circulation. If validation is withheld, you will be notified by email and the profile fields will be unlocked for further edits.

## **FOR MORE INFORMATION**

Find resources of the Ministerial Excellence, Support and Authorization (MESA) Team online at [www.ucc.org/ministers](http://www.ucc.org/ministers). Additional information and tutorials for the new Ministerial Profile are located at [www.ucc.org/ministers/profile/](http://www.ucc.org/ministers/profile/).