

Dual Standing (DS)  
Sub-Committee Protocols  
Southeast Conference UCC  
January 2017

1. Conference receives inquiry from candidate.
2. Conference Minister communicates with candidate. Sends out application form, and Checklist. Copies DS chair on opening communication.
3. Conference registrar receives application form. Opens a file on Egnyte Share Site. DS chair is thereby notified.
4. Registrar creates candidate check list and places on Egnyte Share Site. Maintains list.
5. DS chair phones or meets candidate in an informal interview and welcome. Questions for DS: What kind of ministry have you been involved in? What brings you to the UCC? Suggested with DS: We are eager to know more about gifts for ministry/experience. First, please fill out Journaling the Journey with a Marks Rubric. We'll meet with you and discuss it for first committee connection.
6. DS chair sends welcome letter with document checklist requirements and needed additional forms, after phone or face to face communication.
7. DS, with committee, follows candidate to conclusion of process, consulting/interfaces with Commission on Ministry chair and Conference Minister as needed, following up as needed.
8. All documentation comes to conference office. Registrar places all documentation in shared files and sends copy to DS committee chair, who forwards them on to the committee.
9. All MOST recommendations communicated with the Commission on Ministry.
10. Upon completion of all necessary documentation, MOT Team Lead communicates with Commission on Ministry and conference office.
11. DS follows up with open file candidates at least twice yearly.