

## **Privilege Of Call Process**

### **Step One**

The Candidate will meet with Conference Staff to be introduced to the Southeast Conference and the Privilege of Call processes. From this meeting, referral sent on the PAM and POC Committee.

### **Step Two**

If possible, the Candidate will begin to attend a UCC congregation as well as send the following documents to the Preparation for Authorized Committee by the Conference Office. If any of these documents are difficult to obtain, the Conference Office can assist.

- Application Form
- Letter of Request
- Resume or CV
- Certificate of Ordination
- Transcripts (all secondary Education)
- Letter of Reference/ Good Standing from Judicatory Executive
- Statement of Spiritual Journey
- Statement of Perceived call in the UCC.
- Two Letters of Reference

### **Step Three**

Meet with the Preparation of Authorized Ministry Team to have conversation about perceived call with the UCC and your ministry experience. The Committee will make a first assess the candidate based on the Marks of Faithful and Effective Authorized Ministry. If approved, the candidate will move on to step four.

### **Step Four**

Schedule psychological evaluation with the Conference approved therapist. The Candidate will cover 1/3 the cost of the appointment, the local church 1/3<sup>rd</sup> and the Conference 1/3. If the Candidate has not already taken UCC History and Polity, the Candidate should take History and Polity. The Conference Office can assist in finding a course.

### **Step Five**

The Candidate will prepare a paper speaking to the Marks of Faithful and Effective Authorized Ministry with Particular attention toward Nurturing an UCC Identity. The Candidate will also prepare an Ministerial Profile including the background check. Once this paper is finalized, the Candidate will meet with the Preparation for Authorized Ministry team to discuss the paper and make final assessment. The Committee will either approve the Candidate for an Ecclesiastical Council or end the processes.

### **Step Six**

An Ecclesiastical Council will be called and the Candidate will present their ministry and understanding of UCC History and Polity as well as their perceived call in the UCC. There will be an opportunity for questions to be asked of the Candidate. The Council will then decide to either grant Privilege of Call or not.

### **Step Seven**

The Candidate can circulate a profile to find a call in parish ministry or look for a call in Specialized Ministry. Once a call is found, the Candidate is granted Authorized Minister in the UCC. If the candidate is in Specialized Ministry and has a call, the Candidate is granted Authorized Minister in the UCC.

## Process in Checklist form

- \_\_\_\_\_ Initial Contact with SEC Office
- \_\_\_\_\_ Meet with SEC Conference Minister/ Associate Conference Minister
- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ Submitted Letter of Request
- \_\_\_\_\_ Submitted Resume or CV
- \_\_\_\_\_ Submitted Certificate of Ordination (if person not ordained, will be referred to MID)
- \_\_\_\_\_ Submitted Educational Attainment
  - \_\_\_\_\_ Bachelors
  - \_\_\_\_\_ M. Div.
  - \_\_\_\_\_ Other:
- \_\_\_\_\_ Submitted Letter of Reference/Good Standing from Judicatory Executive
  - (Conference office offers to assist if this is a delicate situation.)
- \_\_\_\_\_ Two Letters of Reference
- \_\_\_\_\_ Meet with PAM Committee (meeting 1.)
- \_\_\_\_\_ Completed Psychological Evaluation
  - \_\_\_\_\_ Submitted Evaluation (< 5 years)
- \_\_\_\_\_ Submitted Letter of Membership in a UCC Congregation
- \_\_\_\_\_ UCC History and Polity Course Completed
- \_\_\_\_\_ Submitted Portfolio demonstrating Marks of Faithful and Effective Ministry (Required in lieu of M.Div)
- \_\_\_\_\_ Submitted Marks of Faithful and Effective Ministry Statement (applicants with M. Div)
- \_\_\_\_\_ Meet with PAM Committee (meeting 2)
- \_\_\_\_\_ Completed Criminal Background Check
- \_\_\_\_\_ Ministerial Profile Completed
- \_\_\_\_\_ COM Sets an Ecclesiastical Council to grant POC Status
- \_\_\_\_\_ EC Held
  
- \_\_\_\_\_ Follow up in approximately one year after Approval, for Renewal if there has been no Call.