

Policy & Procedures

Committee on Ministry

Pacific Northwest Conference of the United Church of Christ

Eastside and Westside Committee on Ministry (COM) together have approved policy and procedure updates which affect all Ministers with Authorized Standing, and those seeking ordination (MID).

All Clergy with Authorized Ministerial Standing:

All Authorized and Ministers (Specialized, Parish, Retired) are required each year to complete an **Annual Information Review (AIR)** sent to you by the Conference. (**Exempt** members only update their contact information). Authorized Ministerial Standing and Lay Ministers must **attend the Annual Meeting** of the Pacific Northwest Conference or be explicitly excused by COM. They will be **members of a PNC UCC Church**. They must also take an **authorized boundary training** course and an **authorized Diversity, Equity Inclusion and Belonging Training (DEIB)** once every three years.

To move from Exempt Standing or Leave of Absence to Authorized Standing:

To return to Authorized Ministerial Standing from Exempt Standing or Leave of Absence, the minister must be up to date on the “every three years” requirements for Boundary Training and Diversity, Equity, Inclusion and Belonging trainings. They must also attend the Annual Meeting and submit their Annual Information Review.

Minister in Discernment (MID):

According to the 2018 Manual on Ministry a Psychological Evaluation and a Background Check are completed before being interviewed by COM to become a MID. The psych eval must be done by a COM approved psychologist. The cost of this evaluation will be shared equally by the person seeking MID standing, their local church, and the Conference Committee on Ministry. The candidate pays for their background check, depending on which one is used.

MID Path to Ordination:

The life experiences and background of each candidate for ordination will be considered in the creation of their path to ordination. There must be evidence of ongoing preparation and formation with reference to the *Marks of Faithful and Effective Authorized Ministers* (found in the Manual on Ministry).

Dual Standing:

All candidates requesting Dual Standing must complete a Dual Standing Application and complete an Oxford Background Check. These are the first two steps in the Dual Standing process.

Transitions for Authorized Ministers:

To maintain standing in the Conference, upon leaving or changing any current position, it is the clergy's responsibility to contact the COM for an exit interview. They will meet with their respective East or West COM to be interviewed.

*** Questions about policies and procedures can be directed to the PNC COM chairs or our PNC Conference Minister.