

## **LICENSED MINISTER INFORMATION SHEET**

### Application

1. Please be sure you review the Candidate's Letter of Request for Licensed Minister Status form for a checklist of documentation required in your application.
2. Be sure you have reviewed Section 7 of the Manual on Ministry. However, where there is a discrepancy between the Manual on Ministry and this Information Sheet, the instructions on this sheet control.
3. Pilgrimage Papers must be no more than 10 single-spaced pages, 12-point TimesNewRoman font, plus a cover sheet that includes the candidate's name, home church, and date. Be sure there are page numbers on each page. Also, it is very important that you carefully proofread and edit your paper for grammar, spelling and punctuation. You might want to get someone else to look over it to proofread it as well. Papers full of technical errors will be returned for a rewrite and this may delay your meeting with the Committee or approval of Licensed Minister status.
4. Documentation typically is required to be submitted to the Chairperson of the Committee on Ministry (CoM) via email 3 weeks before the next CoM meeting. If any documents, such as transcripts, must be sent in hard copy, please contact the CoM Chairperson for the appropriate mailing address. The deadline for email and hard copy documentation is the same. This is a real deadline. If the required documentation is not received by the CoM Chairperson by the deadline you may not be on the agenda for the next CoM meeting.
5. Documents may be submitted one at a time, and do not need to be sent in one batch. PDF format is preferred.
6. If you are already an MiD, or are applying for MiD status at the same time as licensure, you need only submit background documents (such as transcripts) once. However you should submit both letter of request forms and separate letters from the home church and home church pastor addressing each ministry category.
7. You will receive an email within 1 week after the documentation deadline notifying you whether your application is complete. If it is complete, you will be given an appointment time for the next CoM meeting.

### Interview

8. The purpose of this meeting is to examine the candidate for suitability for licensed ministry and outline expectations.
9. Please arrive about 15 minutes early for your appointment and wait outside the room. There may be signs posted directing you where to wait.
10. The CoM works hard to keep to the schedule, but sometimes circumstances and the movement of the Spirit dictate otherwise. Be prepared to wait. The CoM apologizes in advance if the meeting is running behind. Regardless of whether the meeting is running on time or behind, the CoM will spend as much time with each candidate as needed.
11. The pastor or other representative of the sponsoring church should accompany you to the interview to discuss the need for a licensed minister with the Committee and to support your candidacy for that position.
12. During the interview, please be prepared to make a brief statement (5-10 minutes) to introduce yourself to the CoM and to discuss your application and to be evaluated based on the Marks of Faithful and Effective Authorized Ministers. Information about the Marks is available on the UCC website. The members of the CoM will have received your Pilgrimage Paper to read prior to the meeting.
13. After the interview, you (and the sponsoring church representative) will be asked to step outside the room so the CoM can discuss your application. Then you will be invited back to hear the results of the CoM's deliberations and to discuss next steps. The CoM will make one of the following decisions:
  - *Yes.* The CoM commends the candidate to the NTA for its approval and authorization for licensed ministry. The CoM will usually designate specific learning objectives that must be met for the license to be renewed for the next year.
  - *Yes, but ...* The CoM continues the process of discernment and defines certain learning outcomes or behaviors that must be demonstrated and reassessed by a specific time before licensure.
  - *No, but ...* The CoM does not recommend the candidate at this time, but affirms the candidate's call to ordained ministry and offers constructive feedback for learning outcomes or behaviors that could be addressed and an application for ordination submitted at another time.
  - *No.* The CoM does not recommend the candidate for licensed ministry in the UCC and concludes that its process of discernment is complete with this decision.
14. Later you will receive a confirmation in writing by email of the outcome of this meeting, with information about the upcoming NTA meeting where you will be presented to the NTA for a vote.

### NTA Meeting

15. The NTA meets twice a year, at the Fall and the Spring, in different locations. Candidates for licensed ministry will be presented to the Association delegates by the sponsoring church and will make a brief statement (5-10 minutes) about their faith journey to introduce themselves to the Association. No questions will be taken from the floor.

16. Copies of the candidate's Pilgrimage Paper is circulated to all ministers and churches in the NTA to be read by delegates prior to the NTA meeting.

17. Then the candidate will be escorted out of the room, so that the delegates may deliberate. If the Association's vote is *Yes*, the candidate is approved for licensed ministry. If the Association's vote is *No*, the application is terminated with or without bias to reapply.

18. Officially, the date of your appointment as a licensed minister is the date of the NTA meeting following your first meeting with the CoM. This date is sometimes needed for scholarship applications and other purposes.

### Yearly Appointment

19. Licensed Ministers are assigned an Advisor. This will be a UCC clergy member who is not part of the ministers home or sponsoring church (if different). Licensed Ministers must meet with their Advisor at least twice each year, and preferably more often. The Advisor will file semi-annual reports on the Licensed Minister with the CoM, and a letter of recommendation from the Advisor is a requirement part of the application for license renewal. After a minister has been licensed for 5 years or more, an licensed ministry Advisor will no longer be required. If the licensed minister is also an MiD or MniD, only one Advisor is required.

20. Licensed ministry is a one-year commitment and one-year authorization to a specific church. It may be renewed annually. Please see the Candidate's Letter of Request for Licensed Ministry, Renewal Application for a list of documentation required. Licenses run Fall to Fall/Spring to Spring, along with the NTA meetings. Be sure to submit the application for renewal timely.

21. Beginning in 2018, each licensed minister must meet with the CoM each year as part of the renewal application. If geographic distance is an obstacle, it may be possible to meet with the CoM via video conferencing arranged through the Chairperson of the CoM. A representative of the church may, but is not required to, attend this meeting. If the licensed minister is also an MiD or MniD, only one meeting with the CoM is necessary per year, and should occur when the license is up for renewal.

22. As members of the UCC clergy in the NTA, you are encouraged to attend the Fall and Spring meetings of the NTA, the annual meetings of the South Central Conference, and, if possible, General Synod. However, attendance is not required for license renewal.

23. In the NTA, licenses may renewed indefinitely. However, if a licensed minister has been serving a church for a significant number of years, the license being renewed annually, consideration should be given by the minister and the CoM as to whether ordination is desired or appropriate.