**Cumberland Association**

**MID Checklist for Ordination**

**INITIAL REQUIREMENTS**

\_\_\_\_\_ Maintain active membership in local church for at least 1 year

\_\_\_\_\_ Engage personal discernment through prayer, self-reflection, study, and discussion.

                 [https://www.ucc.org/what-we-do/justice-local-church-ministries/local-church/mesa-ministerial-excellence- support-and-authorization/search-call/ask-the-question\_descriptions-of-call/](https://www.ucc.org/what-we-do/justice-local-church-ministries/local-church/mesa-ministerial-excellence-%20%20%20%20%20%20%20%20%20support-and-authorization/search-call/ask-the-question_descriptions-of-call/)

\_\_\_\_\_ Agree to follow Ministerial Code on an ongoing basis

 <http://www.uccfiles.com/pdf/Ministerial-Code.pdf>

**LOCAL CHURCH DISCERNMENT PROCESS**

\_\_\_\_\_ Meet with local church pastor to discuss call

\_\_\_\_\_ Collaborate with your local church pastor to form a Local Church Discernment Committee

\_\_\_\_\_ Discuss discernment process with church leadership (deacons/council)

\_\_\_\_\_ Call discerned with Local Church Discernment Committee

\_\_\_\_\_ Obtain local church support for Member in Discernment process

\_\_\_\_\_ Compile and submit all documentation to Church and Ministry Committee (CMC) with assistance

 of local church pastor and email material to the Cumberland Association Clerk

 1.  Application for Member in Discernment Status (Appendix B)

 2.  Statement of Consent and Background Disclosure (Appendix C)

 3.  Written verification of membership by a sponsoring church of the United Church of

 Christ

 4.  Questionnaire for Those Seeking Member in Discernment Status (Appendix D),

 completed by three people, one of whom is the candidate’s pastor

 5.  Statements about candidate’s Christian pilgrimage and biography, how the call to

 ministry is understood by the candidate at the present time, educational plans for the

 future, as well as documentation of formal education

 6.  Letter from the sponsoring church describing the process used by the local church to

 examine the candidate

 7.  Written statement from the candidate outlining a financial plan for pursuing

 theological education and living with the financial limitations that accompany

 authorized ministry.

**MEMBER IN DISCERNMENT APPLICATION PROCESS**

\_\_\_\_\_ CMC reviews all material and schedules a meeting with you

\_\_\_\_\_ CMC meeting with you and your local church pastor to discuss your application and your call and to

 provide an explanation of the MID process

**MEMBER IN DISCERNMENT PROCESS**

\_\_\_\_\_ An advisor will be assigned

\_\_\_\_\_ Complete and submit the Discernment Covenant

\_\_\_\_\_ Meet with your advisor within one month of being accepted as a MID and then meet at least quarterly

\_\_\_\_\_ Schedule and complete a psychological evaluation within your first year as a MID. Contact the

Association Clerk within the first 9 months as a MID to set this up.

\_\_\_\_\_ Complete a background check done by Oxford Documents.

*This currently costs $175 and is paid by you* [*https://www.oxforddoc.com/*](https://www.oxforddoc.com/)

\_\_\_\_\_ Develop a Preparation and Formation Plan with assistance from your advisor and local pastor.  This plan

 should include

         Theological Education

         UCC History and Polity Course

        Boundary Awareness Training

         Clinical Pastoral Education - the CMC will consider an approved alternative based in part on the

 psychological evaluation report

        Field Education/Mentored Practice

\_\_\_\_\_ Obtain advisor approval for your Preparation and Formation Plan

*You will continue to work on this plan, while working with your Local Church Discernment Committee, your local church pastor, and your advisor. All evaluations, grade reports, and other documents should be sent to the Cumberland Association Clerk on an annual basis prior to the Annual MID Day.*

\_\_\_\_\_ Develop and complete your Marks of Ministry Portfolio. This will include narration and/or portfolio of

your work at meeting the 6 Marks of Ministry in 4 of the categories, 2 chosen by you and 2 chosen by

CMC.  The final plan will consider information from your psychological evaluation, field placement,

and academic evaluations. You will complete a single page describing your level of proficiency with

the other 4 categories of the Marks of Ministry.

\_\_\_\_\_ Continue meeting with your local church pastor and Local Church Discernment Committee at least twice

a year, and your advisor at least quarterly

\_\_\_\_\_ Attend periodic meetings with CMC as requested

\_\_\_\_\_ Complete and submit documents for Annual MID Day meeting with CMC

                         1.  Seminary transcripts

                         2.  Academic evaluations, and reviews

                         3.  Written responses to the questions assigned for each Annual Review

                         4.  The Annual Review Forms Appendix G-1 (candidate), Appendix G-2 (Discernment Advisor)

 and G-3 (Local Church Pastor) - completed and returned

                         5.  Seminary/school advisor evaluation

                         6. Marks of Ministry progress updated

\_\_\_\_\_ Attend the annual MID individual meetings with CMC. Have your pastor and advisor attend, if possible

\_\_\_\_\_ Complete your ordination paper  (See Appendix I)

\_\_\_\_\_ After your ordination paper is approved by your advisor, meet with CMC for an ordination paper interview

with your Local Church Pastor and Advisor present if possible

\_\_\_\_\_ Present completed Marks of Ministry Portfolio that has been approved by your advisor to CMC

\_\_\_\_\_ Request an Ecclesiastical Council – A written request comes from the Local Church (see below)

**ECCLESIASTIC COUNCIL PROCESS**

\_\_\_\_\_ Prepare and submit all needed documents with the help of your local church pastor.

1. Education: Documentation of an undergraduate degree from an accredited college or university, or its equivalent as determined by CMC, together with an appropriate degree and final transcripts from an accredited seminary or other program relative to her/his/their particular area of ministry.
2. Documentation of at least one basic unit of an accredited Clinical Pastoral Education (CPE) program or alternate experience that has been accepted/approved by the CMC committee.
3. Documentation of one school year (2 semesters) of a mentored field education program accepted by the CMC and, if applicable, the candidate’s seminary.
4. An up-to-date Clergy Boundary Training workshop or seminar accepted by the CMC committee.
5. Documentation of a United Church of Christ history, polity, and identity course(s).
6. A final draft of the candidate’s ordination paper as approved by the CMC committee.
7. An application from the candidate’s local congregation requesting that the Association examine the candidate for ordination, submitted not earlier than six months prior to the candidate’s completion of theological education.
8. Documentation of completion of Marks of Ministry portfolio.
9. At least four letters of reference, including one from the seminary or other approved school, one from the candidate’s Discernment Advisor, and one from an ordained minister of the United Church of Christ, emailed, if possible, to the Association Clerk.
10. An audio or video recording of a sermon recently delivered. This should be sent to the Clerk for distribution to CMC committee 60 days prior to the meeting.  (Links to electronic recordings will be accepted)

\_\_\_\_\_ Meet with CMC with your Local Church Pastor and Advisor present for an Ecclesiastical Council

interview.

\_\_\_\_\_ Set date for an Ecclesiastical Council with your Local Church Pastor, Advisor, and CMC. (See

Appendix J for guidance)

**ORDINATION PROCESS**

\_\_\_\_\_ Contingent on the Association’s affirmative vote at the Ecclesiastical Council to authorize the

candidate for ordination pending a call

\_\_\_\_\_ Receive and accept an ordainable call

\_\_\_\_\_ Submit completed call agreement to CMC

\_\_\_\_\_ Set the date for Service of Ordination with your local church pastor, church, advisor, and CMC

\_\_\_\_\_ Work collaboratively with pastor, advisor, and CMC representatives to create ordination service.

\_\_\_\_\_ HOLD ORDINATION AND CELEBRATE!