

# Supplemental Materials

*Section 10 of 10*

United Church of Christ

# MANUAL ON MINISTRY

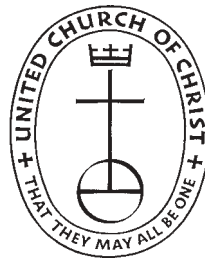
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Perspectives and Procedures for  
Ecclesiastical Authorization of Ministry

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Parish Life and Leadership Ministry  
Local Church Ministries  
A Covenanted Ministry of the United Church of Christ

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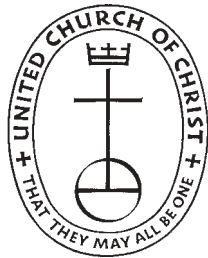
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Perspectives and Procedures for  
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Parish Life and Leadership Ministry  
Local Church Ministries  
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# SUPPLEMENTAL MATERIALS

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## Section 10 of 10

### United Church of Christ

#### Manual on Ministry

#### *Perspectives and Procedures for Ecclesiastical Authorization of Ministry*

*Manual on Ministry* is published in ten separate sections or booklets. Each section is available separately or as part of the complete *Manual* that includes all ten sections in a single binder. The ten sections are:

**1. Partners in Authorizing Ministry**

An overview of the covenantal relationships and underlying assumptions about authorized ministry, including the ministerial codes.

**2. Student in Care of Association**

Commentary, processes, and procedures for those preparing to enter the Ordained Ministry of the United Church of Christ.

**3. Ordained Ministry**

Commentary, processes, and procedures for Ordained Ministry, including Ordained Ministerial Standing.

**4. Dual Standing and Privilege of Call**

Commentary, processes, and procedures for those ordained ministers of denominations other than the Christian Church (Disciples of Christ) who seek to serve in the United Church of Christ or who seek to enter the Ordained Ministry of the United Church of Christ. Ordained ministers of the Christian Church (Disciples of Christ) should see section 5, "Ordained Ministerial Partner."

**5. Ordained Ministerial Partner**

Commentary, processes, and procedures related to the reconciliation of ministries with the Christian Church (Disciples of Christ).

**6. Commissioned Ministry**

Commentary, processes, and procedures for Commissioned Ministry, including Commissioned Ministerial Standing.

**7. Licensed Ministry**

Commentary, processes, and procedures for Licensed Ministry.

**8. The Oversight of Ministries Authorized by the United Church of Christ**

Commentary, processes, and procedures for the nurture and accountability of the ministries of the Church.

**9. Ecclesiastical Endorsement**

Commentary, processes, and procedures for those seeking to serve as chaplains in professional organizations and military or other U.S. government agencies.

**10. Supplemental Materials**

Commentary, appendices, and a glossary related to multiple sections of *Manual on Ministry*.

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# COMMENTARY ON THE MANUAL OF MINISTRY

The *Manual on Ministry* of the United Church of Christ is a handbook of information and instructions for use primarily by Association Committees on the Ministry for their work in authorizing persons for ministry and keeping those authorizations current. These functions are generally referred to as “church and ministry” functions and are among the primary ecclesiastical system responsibilities carried out within the United Church of Christ.

The *Manual on Ministry* is based on the provisions for ministry contained in the Constitution and Bylaws of the United Church of Christ. It provides interpretation and procedures for implementing the requirements of the Constitution and Bylaws for those forms of ministry that require ecclesiastical authorization or approval by official action of the United Church of Christ. It reflects those understandings and practices that have evolved through the years and represent the norms of the United Church of Christ.

The *Manual on Ministry* provides a comprehensive and coherent set of principles and procedures for the various types of authorization for ministry in and on behalf of the United Church of Christ. Its application requires flexibility and adaptability by Committees on the Ministry and others who may use it. At times, local circumstances and practice will require creative planning and problem-solving that may result in modification of the procedures of the *Manual*, while seeking to be faithful to the spirit of the *Manual*. However, those requirements and procedures that are specifically mandated in the Constitution and Bylaws of the United Church of Christ cannot be altered or disregarded.

Within the United Church of Christ, those bodies charged with the primary responsibility for granting and maintaining authorizations for ministry are the Association Committees on the Ministry. (In some Conferences, these committees are called “church and ministry” committees.) Because there are more than 200 Association Committees on the Ministry, the *Manual on Ministry* is a primary tool used by the Associations for achieving reasonable consistency of practice across the life of the United Church of Christ.

This *Manual* will also be useful to persons seeking to be authorized for ministry, persons serving in ministries for which they have been authorized, persons who serve as advisors and supervisors of persons preparing for or engaged in a ministry requiring ecclesiastical authorization, and others interested in understanding or participating in the ecclesiastical system of the United Church of Christ.

This edition of the *Manual on Ministry* is published in discrete sections for easy use and updating.

This edition of the *Manual on Ministry* contains new material in response to the 1983–1984 amendments.

## THE ORGANIZATION OF THE *MANUAL ON MINISTRY*

The *Manual on Ministry* begins with the section on “Partners in Authorizing Ministry” which describes the roles and responsibilities of each of the persons and groups in the ecclesiastical system. This section also defines “covenantal relationship” and interprets its meaning. The “Partners” section contains a perspective on ministry relating the ministry of some (Para-

graph 21 of the Constitution of the United Church of Christ) to the ministry of all (Paragraph 20 of the Constitution of the United Church of Christ). This is an important distinction within the United Church of Christ in which ministries requiring authorization by the Church are seen within the ministry all Christians have by reason of their baptism.

All users of this *Manual* are urged to develop familiarity with the section “Partners in Authorizing Ministry.”

Following the “Partners” section are sections on student in care, ordained ministry, ordained ministerial standing, dual standing and privilege of call, partners, commissioned ministry, licensed ministry, oversight, two types of ecclesiastical endorsement and approval, and supplemental materials. Each of these sections is divided into three parts: (1) the relevant Constitution and Bylaw provisions, (2) a chart of procedures, and (3) detailed commentary on the specific subject and the chart of procedures. It is important when using this *Manual* to read the three sections together for a full understanding of the subject being considered.

The final section, “Supplemental Materials,” includes explanations of “educational equivalency,” interviewing, and the seminaries related to the United Church of Christ. Following the appendices is the glossary, which should be consulted for a definition and explanation of all terms that may be unclear or unfamiliar to the reader.

Each of the sections that outline procedures for a particular form of ministry is intended to be complete in itself. Thus, work with one section does not require familiarity with any of the other sections. However, each of the individual sections assumes familiarity with the section “Partners in Authorizing Ministry.” “Partners” provides basic background information necessary for understanding each of the individual sections that follow it.

Because many of the sections are built on procedures that parallel procedures in other sections of the *Manual*, there is considerable duplication from section to section. Each section is available separately for persons and groups interested only in that focus of ministry.

## **ASSOCIATIONS AND ASSOCIATION COMMITTEES ON THE MINISTRY**

The Constitution and Bylaws of the United Church of Christ give to Associations the primary authority and responsibility for the ordering of ministry in and on behalf of the United Church of Christ (Paragraphs 41, 163, and 164). The Constitution and Bylaws assume that much of the work of implementing this responsibility rests with the Association Committee on the Ministry.

It is important for an Association to be clear about what authority and responsibilities it delegates to its Committee on the Ministry and what it retains for itself in official meeting. An Association should have a set of official policies or governing documents related to its ecclesiastical responsibilities that it provides to its leaders and to its Committee on the Ministry. It is recommended that Associations adopt all or portions of the *Manual on Ministry* as part of their policy documents.

The organizational structure of some Conferences does not include Associations. In others, Associations have delegated church and ministry functions to the Conference. In both cases, the Conference acts as an Association when dealing with church and ministry issues. In these cases, all of the Association responsibilities described in the *Manual on Ministry* will need to be carried by the Conference and its Committee on the Ministry.

## A FINAL WORD TO COMMITTEES ON THE MINISTRY

From its beginning, the United Church of Christ has entrusted to you the crucial responsibility for authorizing persons for ministry in and on behalf of the United Church of Christ.

Ministry is a living thing; in every age, seeking to understand it in theological, historical, traditional, and contemporary ways will help equip those who have responsibility for ministry. To carry out procedures without examining the purposes behind them narrows the ability to adapt the procedures as may be necessary or desirable and leaves untapped the capacity to develop new procedures that new circumstances may require. No manual will cover every situation that may arise. Exploring the rationale for procedures will offer some basis for discussion of and decisions about elements to be considered in exceptional instances.

The United Church of Christ is deeply indebted to you who serve on Committees on the Ministry for offering enormous contributions of your time and gifts to this essential work on behalf of the whole Church. This *Manual*, while voluminous, seeks to undergird and assist your work by providing detailed and orderly procedures. We believe it is “user friendly.” We hope you will be encouraged in the magnitude of your task by the realization of its importance to the life and mission of the United Church of Christ.

## BACKGROUND

The *Manual on Ministry* uses the phrase “or its equivalent” in a number of places when referring to the educational requirements for ordained, commissioned, and licensed ministry. Requirements for ordained ministry include a bachelor’s degree or its equivalent, and a Master of Divinity degree or its equivalent. Requirements for commissioned ministry include a bachelor’s degree or its equivalent. Requirements for licensed ministry include a high school diploma or its equivalent.

Each of these educational requirements results from the value the United Church of Christ places on an educated and learned ministry. The primary indicators of education and learnedness are academic degrees earned in accredited educational institutions.

Providing for the equivalency to an earned educational degree by no means is an attempt to diminish or forego the standard of academic preparation within educational institutions. Formal degree attainment remains the norm and preference of the United Church of Christ as it considers candidates for ordained, commissioned, or licensed ministry. There are instances, however, when special circumstances warrant special consideration.

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## APPENDIX A: EDUCATIONAL EQUIVALENCY

The following are the primary instances when a Committee on the Ministry may consider the equivalency route to meet the academic requirements for ordained, commissioned, or licensed ministry:

- The person's situation will not permit the person to complete, in any reasonable time, the formal degree program normally expected.
- The person has demonstrated a considerable amount of knowledge and skill attained through a number of years of experience related to the ministry for which authorization is being sought.
- The needs of the Church for a person to be authorized outweigh its need for the person to attain the formal academic degrees.
- The needs of the Church and the cultural patterns of leadership in a particular community may be a determinative factor.

## PRINCIPLES

It is the responsibility of Association Committees on the Ministry to make the determination if the educational attainment of a candidate is "equivalent" to that of a particular required academic degree. There are a number of suggested principles to guide Committees on the Ministry in these decisions:

1. The basic commitment to an educated and learned ministry within the United Church of Christ is to be maintained. Educational equivalency is in support of this commitment. Only in special circumstances will consideration be given to the equivalency option.
2. Meeting educational requirements by the equivalency route is not to be seen as a shortcut in the academic preparation for ministry. This would undercut the commitment of the United Church of Christ to an educated and learned ministry. Rather, persons who are candidates for ordained, commissioned, or licensed ministry by the equivalency route normally will take a much longer time in preparation than those whose educational attainment is by the more normal route of academic degrees.
3. Experience alone is not to be considered as an educational equivalent.
4. The Committee on the Ministry has determined, in relation to a particular person, that securing the required academic degree is not a reasonable possibility.
5. The educational experience of the person is clearly related to the educational requirements of the specific ministry for which the person is a candidate.
6. The Committee on the Ministry has determined that the educational attainment of the person is sufficiently noteworthy in that the person is able to enter into collegial relationships with persons who have achieved the prescribed academic degrees.

An Association Committee on the Ministry will need to take special care to assure that the alternative route leading to equivalency does indeed meet the substantive demands of an ordained, commissioned, or licensed

ministry's "body of knowledge." Each of the three forms of ministry has specified educational requirements as outlined on the charts included in the appropriate section of this *Manual*. In addition, Committees on the Ministry may specify additional requirements for any of the ministries for which ecclesiastical authorization is required.

## ILLUSTRATIONS

Should someone seek to satisfy the educational requirements for ordination on an equivalency basis, the person will need to demonstrate that she or he has attained knowledge and skills comparable to those persons who have fulfilled the academic requirements.

Should someone seek to satisfy the educational requirements for commissioning on an equivalency basis, the person will need to demonstrate that he or she has attained knowledge and skills comparable to those persons who have fulfilled the academic requirements specified on the Commissioned Ministry Chart and in the field of the commission's specialty. In addition, the person will need to show educational attainment related to the history, theory, practice, and disciplined application of ministry in the specific church-related ministry for which the person is seeking to be commissioned.

Should someone seek to satisfy the educational requirements for licensing without a high school diploma, the person needs to prepare for and pass a high school equivalency examination. The local public education administrative office will have information as to where and how this can be done.

## HOW TO ATTAIN THE EQUIVALENCY OF AN ACADEMIC DEGREE

There are a number of ways in which a person could attain the equivalency of an academic degree. This assumes that the person is not able to devote the required time to the necessary academic study within an educational institution to earn the required degree or degrees.

The person may take courses at a nearby school or through a correspondence-course plan. This could be supplemented by a "reading program" prescribed by the Committee on the Ministry to be followed by examinations or interviews by the Committee or its representatives. A special mentoring relationship could be established with an ordained, commissioned, or licensed minister or ministry team to prescribe and oversee the educational work of the candidate. In some instances, the Committee on the Ministry will have to be quite innovative in being helpful to a candidate's endeavors to fulfill the educational requirements for ordained, commissioned, or licensed ministry.

Some seminaries have certificate programs that do not require a bachelor's degree as a prerequisite. Many of these certificate programs provide education for certain kinds of ministries.

In some instances, a person may have partially completed a degree program, or have earned a number of credit hours comparable to a degree program, or might have completed a degree program not totally related to

the specific ministry for which he or she is a candidate. In such instances, the Committee on the Ministry will have to assess the work already completed and decide what can be accepted toward the educational requirements and what additionally needs to be done.

Persons who seek to satisfy the educational requirements for ordained, commissioned, or licensed ministry on an equivalency basis must be in early contact with their Association Committee on the Ministry. This will help to avoid unfortunate misunderstandings. An advisor can be appointed to help and support the candidate during the period of educational preparation.

The issue of equivalency is finally and always tied to a United Church of Christ concern for an educated and learned ministry. Both the candidate and the Committee on the Ministry join and embrace that concern, treating it as a value not easily dislodged in any administration of equivalency.

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## **APPENDIX B: INTERVIEWING**

An interview is a formal procedure used by a Committee on the Ministry to assist it in determining the fitness or potential fitness of a person for ordained, commissioned, or licensed ministry.

### **PREPARATION FOR THE INTERVIEW**

The Committee establishes its plan for the interview, including the structure of the interview, the process to be used, the areas to be covered, and the type of questions to be asked. The Committee then communicates to the candidate the purpose of the interview, the time, the place, and the agenda for the interview in enough time so that the candidate is able to respond and make suggestions. In addition, the Committee is encouraged to provide the candidate with materials describing procedures and policies related to the particular authorization being sought.

### **THE INTERVIEW**

In the interview, the Committee helps to develop comfort and rapport, exchanges and explores information with the candidate, and concludes the session.

Comfort and rapport are very important in establishing a positive climate for the interview. The Committee should provide an opportunity for the Committee members and the candidate to get to know one another, to hear one another, and to relate to one another before exchanging and exploring information.

In exchanging and exploring information, the Committee is seeking to satisfy itself that the candidate has the required background, preparation, and potential to fulfill the requirements of the ministry for which authorization is being sought. The candidate is seeking information about procedures and policies to be followed to meet the requirements for authorization and to maintain an ongoing covenantal relationship with the Association.

The conclusion of the session is the place for clarity on next steps to be taken. The Committee should use this time to clarify any further expectations of the Committee or candidate, including responsibility for action. In concluding the interview, the Committee should also thank the candidate for meeting with the members of the Committee.

## **EVALUATION OF THE INTERVIEW AND DECISION MAKING**

Following the interview, the Committee organizes and evaluates the data in preparation for making a decision. The Committee should compare and contrast the interview data with the previously secured written data and determine whether or not additional data, including more information from references, needs to be secured.

Once all data is evaluated, the Committee makes its decision and communicates it to the candidate. If the application is accepted, the Committee should clarify the next steps to be taken in the procedure and plan for the implementation of those next steps. If it is necessary to reject the application, the Committee needs to give the candidate a straightforward account of the factors that led to this decision. The Committee also needs to offer the person ongoing support and counsel from the Church.

Ministry in the United Church of Christ will be strengthened if the interview process is conducted with the utmost care and sensitivity to the needs of both the Church and the candidates seeking authorization for ministry. The Committee on the Ministry needs to thoroughly plan the interview process and to make its decisions with as much background as possible, with an attitude of love and grace, and with an openness to the guidance of the Holy Spirit.

Andover Newton Theological School\*  
210 Herrick Road  
Newton Centre MA 02459

Bangor Theological Seminary\*  
300 Union Street  
Bangor ME 04401

Chicago Theological Seminary\*  
5757 S. University Avenue  
Chicago IL 60637

Eden Theological Seminary\*  
475 E. Lockwood Avenue  
St. Louis MO 63119

Seminario Evangelico de Puerto Rico  
Ponce de Leon 776 Avenue  
San Juan PR 00925

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## **APPENDIX C: SEMINARIES RELATED TO THE UNITED CHURCH OF CHRIST**

Hartford Seminary  
77 Sherman Street  
Hartford CT 06105

Harvard Divinity School  
45 Francis Avenue  
Cambridge MA 02138

Howard University School of Divinity  
1400 Shepherd Street NE  
Washington DC 20017

Interdenominational Theological Center  
700 Martin Luther King Drive SW  
Atlanta GA 30314

Lancaster Theological Seminary\*  
555 West James Street  
Lancaster PA 17603-2897

Pacific School of Religion\*  
1798 Scenic Drive  
Berkeley CA 94709

Union Theological Seminary  
3041 Broadway  
New York NY 10027

United Theological Seminary of the Twin Cities\*  
3000 Fifth Street NW  
New Brighton MN 55112

Vanderbilt University Divinity School  
411 21st Avenue S  
Nashville TN 37240

Yale University Divinity School  
409 Prospect Street  
New Haven CT 06510

\*Seminaries of the United Church of Christ.

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## **APPENDIX D: CERTIFICATES, CITATIONS, CARDS, AND FORMS**

The following documents are those authorized or approved by the United Church of Christ:

Certificate recognizing Student in Care status\*

Card certifying that the bearer is a candidate for ordained ministry and is In Care of an Association\*

Certificate of Ordination

Certificate of Retirement

Card certifying that the bearer is an Ordained Minister in good and regular standing in an Association\* (wallet size)

Certificate of Anniversary (Licensure)

Certificate of Anniversary (Ordination)  
Certificate of Anniversary (Congregation)  
Certificate of Anniversary (Church Building)  
Certificate of Installation  
Certificate of Privilege of Call  
Certificate of Commissioning  
Certificate of Ordained Ministerial Standing  
Certificate for Retirement  
Certificate of Licensure\*  
Certificate of Appreciation  
Certificate for Pastor Emeritus  
Certificate for Licensure Emeritus  
Custom (must provide exact wording)  
Card certifying that the bearer is a Licensed Minister of the United Church of Christ\*  
Form for the Transfer of Ordained Ministerial Standing  
Card certifying that the bearer is a Commissioned Minister in good and regular standing in an Association\* (wallet size)  
Certificate for Student In-Care  
Certificate of Ordained Ministerial Partner Standing\*  
Certificate of Reception of Local Church into the United Church of Christ  
Card certifying that the bearer is a Student In-Care of the United Church of Christ\* (wallet size)  
Ordained Ministerial/Partner Standing ID cards

\*These items may be ordered in bulk quantities.

All documents should be ordered by the Associations at least two weeks in advance of the service or other occasion of presentation. When report forms are included with the order of certificates, Association Committees on the Ministry are encouraged to complete the forms and return them to the Parish Life and Leadership Ministry Team.

All documents listed are available from the Parish Life and Leadership Ministry Team; Local Church Ministries; United Church of Christ; 700 Prospect Avenue East, Cleveland, Ohio 44115-1100.

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## APPENDIX E: OTHER RESOURCES

These resources related to ministry in the United Church of Christ may be helpful to the Committees on the Ministry and candidates seeking authorization for ministry. Write for current pricing. Order all resources from United Church of Christ Resources at 800.537.3394.

*A Local Church Seeks a Pastor.* A notebook of material to help a church from the time a pastor resigns to the installation of the next pastor.

*Beginning Your Ministry.* A comprehensive resource for persons beginning their ministry in the United Church of Christ. Includes the Constitution and Bylaws of the United Church of Christ, information on covenanted and affiliated ministries, and current brochures and articles of interest to persons beginning their ministry.

*Book of Worship.* A book of services and resources for the United Church of Christ. This inclusive-language *Book of Worship* includes services of installation, services for times of passage, and services for other special occasions. Available in a gold-embossed pocket-purse edition with ribbons and a 6" x 9" loose-leaf notebook study-chancel edition.

*Constitution and Bylaws of the United Church of Christ.* Includes the preamble to the Constitution of the United Church of Christ and Constitutional and Bylaw provisions guiding the life of the Church.

*United Church of Christ History and Program.* A booklet describing the origins, development, and style of life of the United Church of Christ. Includes a Statement of Faith for use in the United Church of Christ.

*United Church of Christ Yearbook.* Includes a directory of officers, national agency and instrumentality executives, staff, directors, and corporate boards; a directory of United Church of Christ Conferences; a listing of annual church statistics; a directory of personnel related to the United Church of Christ; and a directory of United Church of Christ ordained ministers in full standing, commissioned ministers, and other lay leaders.

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## GLOSSARY

**ASSOCIATION.** An Association is that body within a Conference of the United Church of Christ that is composed of all local churches in a geographical area. An Association receives, under its care, students for the ordained ministry; ordains, commissions, and licenses qualified candidates; grants, certifies to, transfers, and terminates ordained ministerial standing and ordained ministerial partner standing; installs ordained ministers; grants privilege of call and leave of absence; and reviews and disciplines ordained, commissioned, and licensed ministers.

**A CALL.** A call is the official invitation from a local church or other calling body, such as a Conference, hospital, seminary, or pastoral counseling center, to a particular ordained or commissioned minister of the United Church of Christ to fulfill a leadership position in its midst.

**CALLING BODY.** A calling body is an organization or institution—a local church, Conference, pastoral counseling center, etc.—that seeks the services of an ordained, commissioned, or licensed minister of the United Church of Christ.

**COMMISSIONED MINISTER.** A commissioned minister of the United Church of Christ is one of its lay members who has been called by God and commissioned to perform a specific church-related ministry.

**COMMISSIONING.** Commissioning is the act whereby the United Church of Christ through an Association, in cooperation with a person and a local church of the United Church of Christ, recognizes and authorizes that member whom God has called to a specific church-related ministry which is recognized by that Association, but not requiring ordination or licensing. By this act the status of commissioned minister is conferred and authorization granted to perform duties necessary to and for the specific ministry, and voting membership in that Association is granted.

**COMMITTEE ON THE MINISTRY.** The Committee on the Ministry is the body in an Association or Conference which is delegated responsibilities for church and ministry concerns among which are included the authorization, review, and discipline of ordained, commissioned, and licensed ministers in that Association. (It is also called the Church and Ministry Committee.)

**CONFERENCE.** A Conference is that body of the United Church of Christ which is composed of all local churches in a geographical area except the Calvin Synod, all ordained ministers holding standing in its Associations or in the Conference itself when acting as an Association, all commissioned ministers in its Associations, and those licensed ministers who have been granted voting membership in its Associations.

**CONFERENCE MINISTER.** The Conference Minister is the chief executive of a Conference of the United Church of Christ.

**COVENANTAL PARTNER.** This term represents the four parties involved in an authorized ministry: the person who is authorized, the local church where this person is a member, the calling body where the person serves in authorized ministry, and the Association where authorization is held.

**COVENANTAL RELATIONSHIP.** A covenantal relationship is the state of being bound together through commitments to and expectations of one another in faithfulness to God's will and reliance upon God's grace.

**DUAL STANDING.** Dual standing is the authorization granted by an Association to an ordained minister of another denomination who wishes to retain ordained ministerial standing in his or her denomination while serving a United Church of Christ constituency within the Association. Dual standing is granted only for the period of time the person is serving the specific United Church of Christ constituency for which it was granted.

**ECCLESIASTICAL COUNCIL.** An ecclesiastical council is an official meeting of an Association for the purpose of authorizing ministry and acting on questions of authorization.

**ECCLESIASTICAL ENDORSEMENT.** Ecclesiastical endorsement is the approval and recommendation granted to an ordained minister of the United Church of Christ for such specialized ministries as chaplaincies in federal government settings and for membership in certain professional counsel-

ing organizations. The Parish Life and Leadership Ministry Team is the endorsing agent for the United Church of Christ.

**FITNESS REVIEW.** Occurring when an authorized minister's fitness for ministry is called into question, this review (initiated by the Association Committee on the Ministry) is to determine whether the person continues to be fit for the ministry for which he or she is authorized.

**GENERAL SYNOD.** The General Synod is the representative body of the United Church of Christ that has among its functions establishing the Constitution and Bylaw provisions for ministry in the United Church of Christ.

**IN CARE.** In care is the relationship that exists between a student preparing for ordination and his or her Association. The Association is responsible for extending fellowship, counsel, and assistance to the student during the time of the student's academic preparation for the ordained ministry. The student is accountable to the Association for his or her ongoing preparation for ordained ministry. A student is expected to be in care for at least one year prior to ordination.

**INFORMATION REVIEW.** A regular means by which an Association verifies that all authorized ministers continue to meet the basic standards required for authorization. While not assuming this is face-to-face, all ministers are expected to participate in order to maintain their authorization.

**INSTALLATION.** Installation is the liturgical celebration of the covenantal relationship among an ordained minister or commissioned minister, the local church or calling body where the person is engaged in ministry, the local church where the person is a member if different from the one being served, and the Association.

**INTERIM MINISTER.** An interim minister is an ordained minister who provides pastoral services for a local church during the period between the departure of one pastor called to the church and the arrival of another.

**LEAVE OF ABSENCE.** A leave of absence is the provision for an ordained or commissioned minister who no longer is engaged in the ministry for which he or she is authorized to withdraw temporarily from active service while still maintaining ordained ministerial standing or commissioning within the Association. In the case of ordained ministers, leave of absence is granted for one-year periods up to five years, for commissioned ministers, one-year periods up to three years.

**LETTER OF CALL.** A letter of call is the document developed by a local church or other calling body certifying that a call has been issued from that body to an ordained or commissioned minister and outlining the terms and conditions of the relationship.

**LICENSED MINISTER.** A licensed minister of the United Church of Christ is one of its lay members whom God has called and who has been recognized and authorized by an Association to perform specified duties in a designated local church or within that Association, mainly preaching and conducting services of worship, for a designated time under the supervision and guidance of that Association.

**LICENSING.** Licensing is the act whereby the United Church of Christ, through an Association and in cooperation with a person and a local church of the United Church of Christ, recognizes and authorizes that member whom God has called to perform specified duties in a designated local church or within that Association, mainly preaching and conducting services of worship, for a designated time up to one year under the supervision and guidance of that Association. The license may be renewed. Voting membership in that Association may be granted.

**LOCAL CHURCH.** A local church is a body of Christians who are organized for Christian worship, for the furtherance of Christian fellowship, and for the ongoing work of Christian witness.

**MINISTRY FOR WHICH ECCLESIASTICAL AUTHORIZATION IS REQUIRED.** This ministry is a form of ministry in and on behalf of the United Church of Christ for which Associations ordain, commission, or license persons.

**MINISTRY POSITION.** A ministry position is the position, such as pastor, pastoral counselor, community organizer, etc., to which a person authorized for ministry has been called.

**PARISH LIFE AND LEADERSHIP MINISTRY TEAM.** Parish Life and Leadership is the ministry team of Local Church Ministries of the United Church of Christ that, among its responsibilities, provides leadership and resources related to church and ministry concerns.

**ORDAINED MINISTER.** An ordained minister of the United Church of Christ is one of its members who has been called by God and ordained to preach and teach the gospel, to administer the sacraments and rites of the Church, and to exercise pastoral care and leadership.

**ORDAINED MINISTERIAL STANDING.** Ordained ministerial standing is ongoing recognition as an ordained minister of the United Church of Christ and provides ongoing ecclesiastical authorization to perform the duties and exercise the prerogatives of ordained ministry. Ordained ministerial standing in the United Church of Christ is granted by and held in an Association and confers voting membership in the Association.

**ORDINATION.** Ordination is the rite whereby the United Church of Christ, through an Association and in cooperation with the person and a local church of the United Church of Christ, recognizes and authorizes that member whom God has called to ordained ministry and sets that person apart by prayer and the laying on of hands. By this rite, ordained ministerial standing is conferred and authorization given to perform the duties and exercise the prerogatives of ordained ministry in the United Church of Christ.

**PERIODIC SUPPORT CONSULTATION.** A regularly scheduled procedure initiated by an Association Committee on the Ministry with all ministers for whose authorization it is currently responsible. Developmental and growth-oriented, it is designed to offer reflection and feedback on the call to and practice of ministry.

**PLACEMENT OFFICERS.** Placement officers are members of a Conference or Association staff who assist local churches and other calling bodies in their search for new ordained, commissioned, or licensed leaders and who assist ordained, commissioned, or licensed ministers in their search for opportunities for ministry.

**PRIVILEGE OF CALL.** Privilege of call is the authorization granted by an Association to an ordained minister from another denomination to seek a call to a local church of the United Church of Christ and, upon receiving a call, to apply for ordained ministerial standing in the United Church of Christ.

**PULPIT SUPPLY.** Pulpit supply is type of service in which a person conducts worship services for a congregation when the congregation has a pastoral vacancy or when the pastor is absent or unable to serve.

**RECOGNITION.** Recognition is an act by an Association that determines that a person has its approval as a person authorized for ministry or a particular form or setting for ministry has its approval as a ministry of the United Church of Christ.

**SEARCH COMMITTEE.** A search committee is a group constituted by a local church or other calling body with responsibility for seeking and recommending an ordained or commissioned minister to fill a ministry position. (Various terms are used to identify this committee, including pulpit committee, personnel committee, and settlement committee.)

**SITUATIONAL SUPPORT CONSULTATION.** Convened by an Association Committee on the Ministry in response to a request from any of the covenantal partners (including the authorized minister, the local church where the person is a member, the calling body, or the Association), the consultation addresses a situation, concern, or problem that has arisen in relation to an authorized minister or ministry setting.

**STANDING OF A LOCAL CHURCH.** Standing of a local church in an Association is the mutual recognition by a local church and an Association that the local church is a full member of the United Church of Christ.

**STUDENT IN CARE.** A student in care of an Association is a member of the United Church of Christ who has been called by God and who, under the care of the member's Association, is preparing for the ordained Christian ministry.

**YEARBOOK.** The Yearbook is the official directory of the United Church of Christ. It is updated and published annually by the Office of General Ministries. It contains such data as statistics on local churches and Conferences, listings of ordained ministers in full standing, commissioned ministers, laypersons serving on national agencies, and institutions related to the United Church of Christ.