

United Church of Christ
SEARCH AND CALL

A Pilgrimage through
Transitions and New Beginnings

SECTION SIX

**THE UNITED CHURCH OF CHRIST
MINISTERIAL PROFILE**

"Can You See Anything?"

Mark 8:23b

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INTRODUCTION

The components of a UCC Ministerial Profile offer members of your Search Committee the opportunity to read—in one document—a candidate’s personal faith statement, reflections on ministry, references, employment and educational history, ecclesiastical verifications, salary expectations, and background check information. The document is much more than a resume, much less than a theological essay. What you have before you is exactly what its name implies: a “Profile” of a ministry candidate who seeks, along with your Search Committee members, to discern whether God is calling him or her to serve with your congregation in the mutual ministry of Jesus Christ. **(See Sample Profile, Resource #9.)**

After you have carefully read through one or two Ministerial Profiles, you will begin to see the rhythm and flow of the four-part design:

Basic resume information is found in the opening pages, followed by an indication of the types of ministry that interest the candidate as well as salary/benefit expectations;

Ecclesiastical authorizations and information about local church and denominational involvement are next as well as an in-depth, two page Statement on Ministry;

Reference material begins with phone references, followed by the candidate’s self-appraisal and eight written references;

“Bookends” are the Consent Form (cover page) and the concluding documents: Background Check/Release Form and Criminal Background Check report.

READING A PASTORAL PROFILE: THREE SUGGESTED PROCESSES FOR YOU TO CONSIDER

Once you have familiarized yourselves with the different sections of the Ministerial Profile, your committee members will want to make a decision about a uniform way to approach the reading and evaluating of this comprehensive material. Committees most commonly follow one of three approaches:

1. A Meditative, Prayerful Process - See *Resource #1*

Rev. Dr. Karen E. King of the Penn Central Conference has developed a reflective and prayerful profile reading process that is described in **Resource #1**; many Search Committees have found this process helpful because the design incorporates the individual reader's meditative/prayer practices. In this process each committee member reviews the profiles in a very particular order over a period of several days.

Once you have familiarized yourselves with the different sections of the Ministerial Profile, your committee members will want to make a decision about a uniform way to approach the reading and evaluating of this comprehensive material.

You begin with several Ministerial Profiles, first reading the Statement on Ministry (only) of each profile, taking time for prayer and meditation as you review your notes on the Statements on Ministry. After a break, follow the same pattern with the Self-Appraisal statements for the same profiles, comparing those notes with your notes from the Statements on Ministry. Then move on to references, concluding your process by making notes on the opening portions of the Ministerial Profiles. You are also encouraged to pray for the candidates as you read their material. Members then share their reflections when the committee meets again.

Search Committees who choose to follow this procedure often find it easier to engage in group discernment; because each member has already established a prayerful process for evaluating candidates, it is a comfortable “next step” for the entire committee to turn to God for guidance.

2. A Six Step Process: Reading an Individual Profile in a Specified Order

Step One: The Statement on Ministry

The “Six Step Process” begins with reading the Statement on Ministry first; the process differs from the above procedure because you will read through one complete profile at a time. Because you are searching for a spiritual leader, it is appropriate to begin each Ministerial Profile—not with the biographical/historical material on the first few pages—but rather with the Statement on Ministry. Those two pages form the core of the profile; clergy spend many hours composing their

statements so that Search Committees will have a clear understanding of their beliefs. Candidates invite you to reflect on their ministry perspectives and transformative faith experiences while you prayerfully ponder whether their particular understandings of scripture, worship, mission, and pastoral care are compatible with those of your church.

As you will soon discover, there is no “right or wrong” way to prepare a Statement on Ministry. Some candidates

will speak very personally about a conversion experience or a moment when they knew they were called to Christian ministry. Others will write in the format of a creed, affirming their beliefs in God, Jesus Christ, and the Holy Spirit. Still others will write about the role of the church in the world or the church’s responsibility for the faith formation of young people. Some will tell you a story while others will present their information much more formally. Just as your church

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Because the statements are so distinctive, committees often discover that it is not helpful to “compare” them to one another. Rather than trying to discuss which ones you “like,” you may find it more helpful to identify a number of questions—questions that can be applied uniformly to all the Statements on Ministry.

Is the material clear?

Is it engaging?

Does it challenge my faith in positive ways?

Is it interesting?

Is it well-written?

Do you sense the presence of God in this person’s life?

Assuming that the writing style is similar to the candidate’s preaching style, ask yourself how you think you would respond if you were sitting in the pew. Would the members of your church find themselves drawn into a positive conversation with the pastor on this subject matter?

Approach the material from a prayerful position, one that is open to the Holy Spirit. Remember that you need not agree with everything the candidate says. But you should be able to sense whether this person’s experience of Jesus Christ would nurture, enrich, and expand the views of your own congregation.

Step Two: The Self-Appraisal

Now read the candidate's written self-appraisal. This personal statement should reflect how the candidate sees his/her own strengths, skills, and "tools" for implementing their calling to parish ministry.

Step Three: References

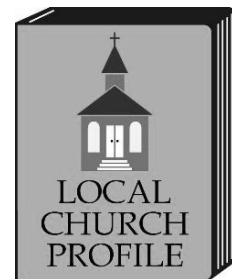
A third step then takes you to the narrative portion of the references. Is there consistency between the candidate's personal statements and the evaluative reflections of others? Do not look at the grid until after you have read the narrative reference material. The grid should then offer additional information on how the pastor and the chosen references perceive particular qualities, gifts, and skills. Again, look for congruence and consistency between the self-perceptions of the pastor and the perceptions of others.

Step Four: Reviewing the Qualities your Search Committee Identified

Before looking at the other data in the profile, return to the list of qualities that your own Search Committee has identified. After reading all the narrative and reference portions, ask yourself: how much congruence is there between this particular candidate and the kind of candidate your own committee is seeking? (**Resource #2** provides a worksheet that will assist you in this process.)

Step Five: Biographical Data

Now take a look at the first few pages of the profile. Remember that economic factors vary widely; never eliminate candidates on the basis of the salary they are currently receiving or the salary they are asking. As you note other personal data, be conscious of the dangers of letting personal biases influence your ranking of the profile. Discriminatory attitudes may emerge within yourself (or your committee members) in regard to age, race, gender, names that may indicate a particular ethnic/racial background, family information (if offered), sexual orientation (if indicated), disabilities, or previous religious affiliation. Your committee may need to remind yourselves of your commitment to fairness and your openness to the leading of the Spirit of God.



As you examine educational background and the list of previous secular and ministerial work/positions, do not overlook the importance of relevant secular work experience, volunteer leadership, and overall life experience.

Step Six: Background Forms

Review the signed Consent Form, the signed Background Check/Disclosure Form, and the Criminal Background Check. If the disclosure form indicates a previous ecclesiastical disciplinary process, then the profile should contain an attached supplementary page that will offer more information. Remember that this candidate is now fully authorized by his/her Committee on Ministry to circulate a profile and apply for positions.

Like the Background Check/Disclosure Form, the Criminal Background Check document should never be an automatic disqualifier. The search of public records is intended to be a verification of information long required by the Ministerial Profile self-disclosure form.

Additional information on both of these documents is found in **Resource #7**. Should the background forms contain information that requires further explanation, please review **Resource #7** carefully and consult with your Conference/Association staff person.

3. A Small Group Process

In this third suggested process, members of your committee are divided into groups of three to work together during a Search Committee meeting. Initially each group reads one profile. (The order of the reading can follow the Six-Step Process or can simply be a “front to back” reading.) One or two other groups will be working on different profiles. Each group will then be asked to introduce your candidate to the remainder of the committee members—describing the person’s educational background, ministry experience, skills and gifts that emerged from the references and presenting a summary of the main ideas in the Statement on Ministry and the Self-Appraisal. Each small group then identifies a few questions that your subcommittee would like to ask this person if she/he were to be interviewed. Conclude with your overall recommendation.



While the small group process allows immediate conversation and sharing among three people who have carefully read the profile, the disadvantage of this system is that profiles are sometimes discarded without the rest of the members ever having read them. For that reason, this process is usually adapted so that the small group introduction is simply that—an introduction. Committee members then take the Ministerial Profiles home for their own further reading and discernment. You will ensure that you are treating each candidate as fairly as possible if every profile is read by every member of your committee.

DISCERNMENT

**Chaplains:
See Page 10 of
“Biblical”
Resources”**

“Biblical Resources for Search Committees” suggests that the healing story found in Mark 8:22-26 can be a useful resource as you read Ministerial Profiles. In this account, Jesus heals a blind man through a gradual process. When Jesus asks him, *“Can you see anything?”* the man replies *“I can see people, but they look like trees, walking.”* Jesus then takes the extra time that is needed in order for the man’s distorted vision to progress to clear-sighted vision.

After you have chosen one of the three profile-reading procedures, you will begin to discuss various Ministerial Profiles at your committee meetings. Reflecting on those profiles and making decisions is a slow process . . . as it should be. Your chaplain may wish to review with you the Biblical Resource meditation on Mark 8:22-26. As you participate in group discussion, remember the “extra time” Jesus needed in order for the blind man to see everything clearly. Relying on God’s guidance, you will also see clearly whether a candidate might be a potential future pastor for your church.

An additional document to aid your discernment process is found in **Resource #12 of Section Three**; this Biblical reflection is titled “**What are we Doing Here? or The Challenging Work of Group Discernment.**” (The reflection is particularly designed to assist you later in the process, but you will find the story of Elijah helpful any time you make group decisions concerning candidates.)

Most Search Committees use their discussion/discernment time to place a profile in one of three piles: Group A (or 1) is composed of the profiles of a few outstanding candidates; these individuals are the ones your committee (at this time) definitely wishes to consider. Group B (or 2) is composed of the profiles of a number of candidates in whom the committee continues to have some interest; these individuals will require further discussion. Group C (or 3) is composed of the profiles of candidates in whom the committee has no further interest. (You will then continue this ranking process as weeks pass and you receive additional profiles.)

A word of caution: in the early stages of their work, Search Committees sometimes discard profiles that they later wish they had retained. If in doubt, leave a candidate’s profile in Group B until you have received more Ministerial Profiles and have more experience reading and evaluating the documents.

COMMUNICATION

Unless your Conference/Association staff person advises you differently, your first communication with a candidate should have taken place when you notified her/him that you had received the profile. Once the profile has been read and a preliminary decision made about a candidate, it is essential that you communicate with the person again. Timely communication will make a significant difference in your relationships; one of those people may well be the pastor God is calling to serve in your midst. (See sample letters: **Resources #3, 4, 5 and 6.**)



If you are enthusiastic about one or more candidates (Group A), it is important that they hear from you because they may be seriously considering other possibilities. Knowing of your possible interest (even at this early stage) may be a factor in their discernment process. Group B could receive a short note indicating that you are continuing to read profiles and have retained theirs at this time. If you have no further interest (Group C), it is only fair to share that information as soon as possible. Remember that you expect the same courtesy from your candidates if they decide to withdraw their names from consideration.

CONFIDENTIALITY

Your committee will already have made a commitment to confidentiality. But it is essential that you reaffirm that commitment while you are reading profiles. Not only are the names of candidates confidential, so too is the material in the Ministerial Profile itself. The “*Search Committee Guide to Confidentiality*” is found in **Resource #8** and should be reviewed on a regular basis.

A PERSPECTIVE ON PROFILE-READING

God has called you to serve your church in this particular role. Serving on a Search Committee truly is a sacred trust. When you eliminate some candidates whose gifts are more suited to another church setting, you should approach that elimination process with a feeling of sacredness. The paper you hold in your hand represents an individual’s vocational hopes and dreams. As such, it should be treated with reverence.

***Serving on a
Search Committee
truly is a sacred trust.***

While reading profiles, your committee may want to watch the DVD/Video “*Sailing on Faith: Look Who God Sent*” for a second time. Listen carefully to the comments of the members of that Search Committee whose experiences form the core of the documentary.

As you move on to the next steps in your search process, remember that each step after profile reading will provide additional, valuable information: a sermon tape, other material you may request, conversations with phone references, possibly a telephone interview with a candidate, a face-to-face interview, a worship experience with a candidate. You will find it challenging to balance these aspects of the search, keeping in mind your commitment to justice and fairness while reviewing your list of the pastoral skills and gifts identified by your congregation. The Holy Spirit will be moving among your committee members as you engage in this work. Prayerfulness, reverence, openness, courtesy toward candidates and one another, hard work, and more hard work will lead you to the “right” candidate. With the grace of God, one of those candidates will eventually move from an unknown name on a piece of paper to the wonderful, faith-filled woman or man your Search Committee presents to the congregation as the one you firmly believe God has sent to serve Jesus Christ in your midst.



Note: All scripture passages are taken from The New Revised Standard Version of the Bible.

Addendum: UCC Ministerial Profiles and Applicants from Other Denominations

This addendum describes **normative practices** related to ordained ministers from other denominations who wish to seek positions in a UCC congregation. If you have questions about any of this material, be certain to contact your Conference/Association Minister.

The UCC Search and Call process facilitates the circulation of Ministerial Profiles in order to assist and serve UCC congregations and UCC authorized ministers in the discernment of call. Occasionally, Search Committee members will ask for information about processes for receiving applications from ordained ministers in other denominations. The following questions and answers provide a Search Committee with information about the specific UCC processes and procedures whereby pastors with ecclesiastical credentials from other denominations may apply for your vacancy. Such processes are never automatic, and each one requires involvement of the Association Committee on Ministry and the Conference/Association Minister.

How does an ordained minister in the Christian Church (Disciples of Christ) apply for a vacant UCC pastorate?

Ordained Ministerial Partner is a full partnership and reconciliation of ministries between the Christian Church (Disciples of Christ) and the United Church of Christ. Every Disciples of Christ ordained minister is considered a “*Ministerial Partner*” by the UCC, (and every UCC minister is considered the same by the DOC). To seek a call in the UCC, a DOC pastor takes the additional step of requesting “*Ordained Ministerial Partner Standing*” from the UCC Association Committee on Ministry in the area where the pastor resides. Because a full partnership already exists between the two denominations, the process for seeking pastoral positions in one another’s churches is not a complicated one.

The UCC Association Committee on Ministry will interview the DOC pastor in order to be assured that the candidate has proper knowledge of and commitment to the UCC. (Often a UCC Polity Course is required.) “*Provisional Partner Standing*” is conferred, and the DOC minister may then complete a UCC Ministerial Profile. The “*Provisional Partner*” is free to use the UCC Ministerial Profile to apply to any vacant UCC congregation in the country. If the Disciples of Christ minister receives a call to a UCC church, then the DOC minister serves in that congregation with the formal authorization of “*Ordained Ministerial Partner Standing*.” This authorization remains in effect until the pastor leaves that congregation. The pastor continues to hold full credentials in the Christian Church (Disciples of Christ).

What about the special arrangement the UCC has with clergy from partner denominations?

The **Formula of Agreement** is a reconciliation of ministries among four denominations: the Evangelical Lutheran Church of America, the Presbyterian Church USA, the Reformed Church of America, and the United Church of Christ. Within this Agreement there is a provision for what is called “**Orderly Exchange**.” The Orderly Exchange agreement does not open the UCC Search and Call process to ministers from the Formula of Agreement Communions. The agreement is designed to assist all four denominations in utilizing the gifts of one another’s pastors in situations where the needs of a specific church may be best served through the Orderly Exchange process.

A UCC Association Committee on Ministry will meet with a candidate who approaches the UCC and expresses an interest in “Orderly Exchange.” (The Committee on Ministry often will recommend a UCC polity course.) After meeting with the Committee on Ministry and the Conference/Association Minister, an ELCA, PCUSA, or RCA clergy person MAY be considered by a local UCC congregation at the invitation of the Conference/Association staff person; if such an invitation is forthcoming, the candidate submits her/his own denominational profile to that specific local church Search Committee.

A pastor who serves a UCC congregation under the “Orderly Exchange” agreement retains his/her own denominational credentials; if desired, the pastor may apply to the Association Committee on Ministry for **UCC Dual Standing**. This authorization is specifically granted to pastors of other denominations during the time they are serving in a UCC church, thus allowing the pastor to participate actively in the UCC Conference/Association. (Dual Standing is also frequently granted to pastors from other denominations who serve in a yoked charge or federated church that is also affiliated with the UCC.) Pastors with Dual Standing cannot complete UCC Ministerial Profiles and cannot apply to vacant UCC churches.

How does a minister from another denomination “become” a fully credentialed UCC minister?

Privilege of Call is a process by which an ordained minister of another denomination seeks full UCC ecclesiastical credentials. (“Privilege of Call” is identified on page four of the Ministerial Profile with the words *“Authorized to Seek Call.”*)

An ordained minister of another denomination begins this process with the Association Committee on Ministry in the geographic area where the minister resides. The Committee on Ministry reviews the candidate’s educational and ecclesiastical credentials, explores the candidate’s reasons for seeking to enter the UCC, obtains references, recommends a course in UCC polity, and conducts an ecclesiastical examination according to the procedures of the association. After completing this carefully prescribed process, the pastor is granted the “privilege” of completing a UCC Ministerial Profile and seeking a call in vacant UCC congregations. When the pastor of the other denomination then receives a call to serve in a UCC setting, that minister relinquishes his/her standing with the former denomination and receives full standing in the United Church of Christ.

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SECTION SIX

**THE UNITED CHURCH OF CHRIST
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RESOURCES

"Can You See Anything?"
Mark 8:23b

HOW TO READ A PASTORAL PROFILE

Resource 1

"...discern what is the will of God..." Romans 12:1-13

I The Purpose of the Pastoral Profile:

- to **begin the discernment process** between committee and candidate;
- to aid in the **listening process** for committee members;
- to identify **initial candidates** for **initial interviews**.

II Things to Remember about Pastoral Profiles:

- they offer a picture, **an incomplete picture**, of who the candidate is;
- they are an **initial screening tool** only;
- **never use the profile as the only or total means** by which you decide on a candidate;
- once a candidate has been identified through the profile process, use a variety of ways to develop a "data bank" about the candidate.

III Steps in Reading a Pastoral Profile

Initial Reading

- 1.) Set aside a quiet place and a period of time (30 minutes as a start) for your initial read-through. Have the profile, pen and/or marker and paper to take notes on nearby.
- 2.) Read the **Statement on Ministry ONLY** of the first Pastoral Profile. Read it as if the person was sitting across the room from you. If something gets you excited, underline it. If a sentence troubles you, highlight it. If you would want to follow up on something the candidate wrote, make a note of it. Engage in a conversation of sorts with the candidate while you read through the Statement on Ministry.
- 3.) After you finish reading that first Statement on Ministry **set that first Pastoral Profile aside!** Pick up the second one, and read that **Statement of Ministry ONLY**. Read it in the same fashion as the first one. The only difference is **you will find yourself reading the second Statement of Ministry in light of the first one**. You should! You will compare and contrast the two statements in your mind, and you may want to make some notes on paper. **That is exactly what you should be doing.**
- 4.) Once you finish the second Pastoral Profile, go on to the other Pastoral Profiles in the same fashion. **Read the Statement on Ministry section ONLY!** Remember to do so as if you were in a conversation with the candidate. After you have finished all of the Pastoral Profiles you will be reading, **set them all aside and do not look at anything else!**

Discernment . . . Reflection . . . Meditation

This part of the task is a crucial component to your ability to engage in a discernment process. Take some time to thoughtfully and prayerfully consider the material you have just read:

- Lift up each potential candidate in prayer.
- Seek God’s blessing on each person and on their call to ministry.
- Ask for God’s guidance in your decision-making process regarding each individual.
- Listen for stirrings in your heart and excitement in your mind regarding each person.

Second Reading

- 5.) At least a day later, go back to all the profiles – and in the same order as before – read the **Self-Appraisal Statement**. Read the statement from the first Pastoral Profile that you considered and **compare the notes you take on this statement with the notes you have taken on the Statement of Ministry**. See how well they fit, or do not fit. Make notes on questions you might have regarding their self-appraisal. Read through each of the subsequent Pastoral Profiles in the same fashion, making notes as you go along and comparing those notes with the ones you took on the Statement of Ministry. **Remember, you are not to read any other parts of the Pastoral Profile at this time.**
- 6.) **Checklist of 43 . . .** once you have read both the Statement on Ministry and Self-Assessment piece for all the Pastoral Profiles you are currently considering, it is time to move on to the Checklist of 43. Several things to take note of:
- a. There is a code to identify who said what P=pastor; A-H = person’s references.
 - b. The references are described in general terms, i.e., “church member, known 13 years” or “Colleague, Known 4 years.”
 - c. As you read how each person rated the pastor, keep in mind who the reference is, and from what perspective they are offering their reference.

Read the **written reference by that person**. Note what kind of matching there is between the pastor’s selections and the references’ selections. Note also **how much and what kind** of matching there is between your Local Church Profile’s checklist of 43 and the candidate’s checklist. **Once you have completed this portion of the reading of Pastoral Profiles, set them aside again, this time for at least one full day.**

Discernment . . . Reflection . . . Meditation

Again, take some time to thoughtfully and prayerfully consider the material you have just read. You may follow the process suggested earlier:

- Lift up each potential candidate in prayer.
- Seek God’s blessing on each person and their call to ministry.
- Ask for God’s guidance in your decision-making process regarding each individual.
- Listen for stirrings in your heart and excitement in your mind regarding each person.

Final Reading

- 7.) On the final reading of all the Pastoral Profiles, you are invited to take a look at the statistical information on the front and following pages. Look at the kind and depth of experience, potential for growth and readiness to assume the challenges present in your congregation. Remember, not having done the kind of ministry you are looking for **should or does not indicate that the candidate cannot meet the challenge**. Sometimes churches are well served to call someone who will grow into the position; at other times it is best to call someone with significant prior experience. **Do not overlook nor devalue life experience and secular employment in second and third career candidates. Age and or gender can bring unexpected gifts to a call that may not be apparent upon first blush.**
- 8.) Bring all of your notes with you to the Search Committee meeting. Be prepared to both **LISTEN AND SPEAK WITH YOUR HEART AND YOUR HEAD**. Remember to prayerfully consider each candidate and seek to listen for God's voice among the competing voices around the table and present in the congregation.

**YOU ARE SEEKING TO MAKE A DECISION THAT WILL PLEASE GOD FIRST . . .
. . . AND BY DOING SO, THE CONGREGATION CANNOT HELP BUT BE PLEASED!**

A Word on Baggage

Everyone brings a certain amount of life experience, preconceived notions, personal preferences and deeply held notions to the table of the Search Committee. **Some of those things will be of great value in the search process; some of those things will weigh you down and get in the way of discerning the will of God for the life of the congregation** as you seek new pastoral leadership. It's a lot like packing for a trip. You lay out all that you think you will need on your bed. Then, if you are really disciplined, you set aside half of it and pack half of what you think you will need. If, however, you are like most of us, you are not quite that disciplined. You pack everything, and I mean everything! At the end of the trip, after lugging those bags around everywhere, you wished that you had left much of it at home.

Hopefully all of the "baggage" that you bring to the table of the Search Committee will be helpful, but be aware that some of your stuff might get in the way. May you have the grace to see what gets in the way, and discard it along the journey – lightening your load and making for a delightful trip. May God bless you in this exciting and challenging journey.

(This document was developed by Rev. Dr. Karen E. King, Penn Central Conference)

SAMPLE LETTER TO CANDIDATE – *Acknowledging Receipt of a Ministerial Profile*

Resource 3

Dear

This letter comes to you from the Search Committee of _____ Church, United Church of Christ, located in _____. We want to acknowledge receipt of your UCC Ministerial Profile recently forwarded to us by the _____ Conference/Association office.

We are very grateful for your interest in our pastoral position, and we want to assure you that your profile will be read carefully and will receive thoughtful consideration by the members of our Search Committee.

As you know, the process of reading and evaluating Ministerial Profiles is a time-consuming one. We plan to move as quickly and prayerfully as possible, and we will be back in touch with you after all of our members have had an opportunity to review your material.

We pray for God's continued guidance on your search process.

Sincerely,

SAMPLE LETTER TO CANDIDATE - *No Longer Under Consideration*

Resource 4

Dear

The members of our Search Committee have prayerfully and carefully reviewed your Ministerial Profile. At our most recent meeting we came to the point of decision about your materials, and we want you to know that you are no longer under consideration.**

Making these decisions is a painful process—for committee members and candidates alike. We are grateful for your interest in our church, and we ask that God continue to bless your life and ministry.

Sincerely,

** Your Search Committee could be more personal and more specific in the next sentence, sharing information that may help the candidate understand why you made your decision.

We made the decision to eliminate you from our pool of candidates because one of our expectations is that the new pastor will have . . .

*several years of previous parish experience . . .
more experience working with small, family-sized churches . . .
firsthand experience with mission and outreach programs . . .
more experience supervising church staff . . .*

SAMPLE LETTER TO CANDIDATE - Whose Profile You Have Retained

Resource 5

Dear

The members of the Search Committee of _____ Church have completed our careful review of your Ministerial Profile. We want you to know that we decided to retain your profile for further consideration.

We are still in the very early stages of our process, and we are continuing to read a number of profiles. We will try to be in touch with you every few weeks to keep you updated on our progress.

In the meantime, we would ask that you contact us if you accept another offer.

May God bless your ongoing ministry.

Sincerely,

SAMPLE LETTER TO CANDIDATE - In Whom You Have Particular Interest

Resource 6

Dear

The members of the Search Committee of _____ Church have completed our careful review of your Ministerial Profile. We have retained the profile because we are enthusiastic about your ministry experience as well as your many gifts and skills.

As you know, we are still at a very early stage in our process; we will continue to review profiles for several more weeks. We will keep you informed at regular intervals because we do have particular interest in your candidacy.

We would ask that you be in touch with us if you are seriously considering accepting another offer.

Our committee members will hold you in prayer, and we ask that you do the same for us as we move through our discernment process.

Sincerely,

BACKGROUND FORMS

Resource 7

The United Church of Christ first began requiring signed consent and background forms in 1994. Twelve years later, criminal background checks were instituted. All profiles placed in circulation after December 15, 2006, include both documents. When the background form requirement was first established, the UCC Office for Church Life and Leadership described the importance of this requirement with the words “*Care in Calling*.” Portions of that material (adapted) will be helpful to your committee in reviewing both the background form and the criminal background check.

CARE IN CALLING

Care in calling requires that calling bodies take reasonable steps to determine whether or not individuals they call have a history of misconduct. As the “calling body,” the local church must acknowledge its responsibility for care in calling, while remaining fair and just to candidates. The consent form, the background check/release form, and the criminal background check all address the issue of taking reasonable steps in behalf of care in calling. Failure to take reasonable steps may have legal consequences.

Preliminary Discernment

The purpose of these various background documents is to provide candidates with an opportunity and a means to share information with Search Committees. The purpose is NOT to provide Search Committees with an automatic way of dismissing candidates from consideration. Such preliminary rejection may be based upon inadequate information and is, therefore, unfair to calling bodies as well as to candidates.

Search Committees do themselves, potential candidates, and the local church a favor when the early reading of profiles is based solely on matching the future needs of the local church for ministerial leadership with the faith, character, skills, and abilities of the candidates whose profiles are being reviewed. Preliminary elimination of candidates on the basis of background information—whether in the disclosure form or the criminal check—could end up denying Search Committees an opportunity to take a closer look at someone who could be the very one who is most suited. A person’s demonstration of having overcome a past difficulty and a committee’s considered awareness of that strength promotes care in hiring and provides such a person with the opportunity to continue in ministry in faithful and fruitful ways.

Seeking Further Clarification

Consultation with your Conference/Association staff person is very important if your committee wishes to seek clarification of information in the background forms or supplementary attachments. If you do contact other individuals for information (for example, a Committee on Ministry chairperson who may have written a letter that is attached to the Ministerial Profile), remember to be specific. Isolate the piece of information you want to have clarified, and be direct when making the inquiry. If you are wondering how a person would work out in your setting, describe your situation to the individual from whom inquiry is sought.

Criminal Background Checks: Some Guiding Principles

When the criminal background check was instituted, Parish Life and Leadership suggested that Search Committees consider these guiding principles:

“The presence of a criminal conviction in a candidate’s history should not result in an automatic rejection of a candidate. Just as the absence of criminal history does not automatically make a candidate fit for a specific call to ministry, neither does the existence of criminal history automatically make a candidate unsuitable for such a call. When evaluating criminal history, all relevant factors should be taken into account. Examples of circumstances that may be considered when evaluating an offense include:

- *the nature and seriousness of the offense**
- *the circumstances under which the offense occurred*
- *the passage of time since the offense and the absence or presence of additional criminal behavior during this period*
- *the relationship of the criminal behavior to the responsibilities of the position sought*
- *the probability that the candidate will repeat harmful behavior associated with the offense*
- *other evidence of the person’s fitness for ministry*

The determination of whether a particular criminal offense is serious enough to result in a decision not to extend a call is at the sole discretion of the calling body.

Calling bodies may have reservations about a candidate who makes a false statement of any material fact or attempts any deception or fraud with respect to the candidate’s criminal history.”

****Note that the Criminal Background Checks do reveal and report speeding tickets. If a speeding ticket fine is paid or if the person did not dispute the ticket, it is considered a criminal offense in most jurisdictions.***

(Adapted from Parish Life and Leadership documents.)

SEARCH COMMITTEE GUIDE TO CONFIDENTIALITY

Resource 8

Search Committees receive a great deal of information about those individuals whom they consider for ministry positions. It is important for Search Committees to remember that this information can be used in ways that enable Search Committees to do their work well. This same information, misused, can have painful and destructive impact on the lives of individuals seeking a call in the United Church of Christ. Therefore, Search Committees need to consider carefully and prayerfully the role of confidentiality as they consider various candidates for a particular position.

The information contained in the Ministerial Profiles of individuals is confidential information to be treated with care and respect. It is a serious violation of confidentiality and trust to use this information for anything other than its intended purpose, to circulate the information contained in a Ministerial Profile beyond appropriate individuals, or to disclose information when it is not essential for the recipients to have the information in order to carry out their obligations. Search Committees must take active steps to ensure that no violation occurs.

Confidentiality is not secrecy. When we declare that certain information is confidential, we accept certain responsibilities and limitations on the use of this information. Generally, confidential information is protected or restricted in three ways:

- 1) Confidential information is used **only for its intended purpose**. In the context of the search process, information about candidates is used only as it relates to the call. If the information does not inform the search, it need not be shared.
- 2) Confidential information is shared **only with appropriate persons**. Generally, these are individuals who use the information in order to carry out their responsibilities on behalf of the church. Within the context of the search process, this normally includes members of Search Committees and Conference/Association staff working with Search Committees. It may be necessary and appropriate to share certain information with others in the congregations (such as the governing body) in order for those people to fulfill or carry out their responsibilities at various steps in the search process. When this occurs, it is good to indicate to the candidate your intent to share the information.
- 3) Confidential information is to be shared **only when appropriate and essential**. Only information germane to the responsibilities of the appropriate people is shared, and then, only at that time when the information informs those responsibilities. Within the context of the search process, this means that some information needs to be guarded and protected with some people at one stage in the deliberation, but shared with them at an appropriate time.

Confidentiality applies to all Ministerial Profiles Search Committees receive, including those the committee no longer has under consideration. Once the search process is complete, calling bodies should retain the profile for the person being called. The Conference or Association office should indicate whether Search Committees destroy the other forms or return them to the Conference or Association office. Under no circumstances should the Ministerial Profiles that the Search Committees received be left where unauthorized individuals have access to them.

(Adapted from Parish Life and Leadership documents.)

SAMPLE MINISTERIAL PROFILE

Resource 9

A Sample Ministerial Profile follows this page.

Profile Section I: Statement of Consent

The United Church of Christ Constitution recognizes that God calls the whole church and every member to participate in and extend the ministry of Jesus Christ [paragraph 17]. God also calls certain of the church's members to various forms of ministry in and on behalf of the church [paragraph 18].

Persons completing a Ministerial Profile bring unique gifts, skills, and experiences. Search committees are encouraged to approach this information prayerfully and respectfully. The integrity of the placement process in the United Church of Christ depends upon supportive cooperation and considerate and appropriate sharing of information among national offices, conference and/or association personnel, search committees, groups and/or persons beyond the calling body, and persons seeking ministry positions.

We are called to speak the truth in love. Our primary goal is, in all circumstances, to build up the body of Christ. Relationships between calling bodies and persons seeking ministerial positions require honesty, integrity, and truthfulness for the health of the church. In that spirit:

I attest that the information contained in my Ministerial Profile is true and complete to the best of my knowledge. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, a ministry position.

An open exchange of relevant information builds the foundation for continuing and healthy relationships between calling bodies and persons seeking a ministry position. In that spirit:

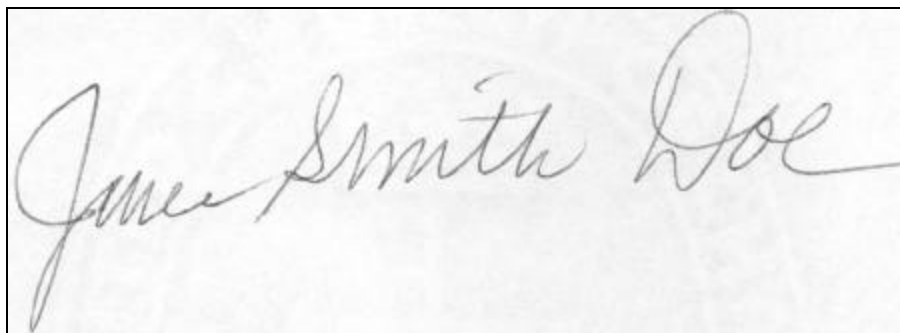
I authorize the persons and entities to whom I have authorized my Ministerial Profile to be sent and/or their agents to make inquiries regarding all statements contained in my Ministerial Profile. I also authorize all persons, entities, former employers, committees on the ministry and their agents, courts, and law enforcement and other public agencies to respond to inquiries concerning me, and to supply verification of the information provided in my Ministerial Profile. I understand that such persons may comment on and state their opinions regarding my background and character to those relating to the search process, such as, members of search committees of a prospective calling body or the appropriate staff person. To encourage such persons to speak openly and responsibly, I hereby release them from all liability arising from their responses and comments made in good faith and without malice.

The search process in the United Church of Christ further rests on the sharing of Ministerial Profiles and related information in considerate and appropriate ways with those involved in the process. In that spirit:

I authorize conference staff and the persons and entities to whom I allow my Ministerial Profile to be sent and/or their agents to circulate, distribute, and otherwise share information gathered in connection with my Ministerial Profile. I understand that those gathering information about me concerning my Ministerial Profile are encouraged to share such information with me if requested by me to do so.

Signature Date 3/26/2007

Jane Ann Doe-Smith

A rectangular box containing a handwritten signature in cursive script that reads "Jane Ann Doe-Smith".

Profile Section II: Personal History

Name	Jane Doe-Smith	Home Phone	216-641-0000
Address	700 Prospect Avenue Cleveland, OH 44115 USA	Office Phone	216-736-0000
		Cell Phone	216-534-0000
		Email Address	laurenst@ucc.org

Present or Most Recent Position

Salary	30,000
Housing Allowance	15,000
Parsonage Provided	<input type="checkbox"/>
Church Membership Total	300
Average Attendance	150
Church School Membership	65
Church School Avg. Attendance	40
Mission Basic Support	5,000
Mission Special Support	1,500
Total Budget	178,500.00
Title, Church Name	Pastor, Cleveland United Church of Christ
Church City and State	Cleveland, Ohio
Dates of Service	1/01/2000 to present
Significant Characteristics and Accomplishments	Eliminated outstanding debt; began two new outreach programs; increased benevolence giving by 25%; led the congregation through a discernment process that resulted in the purchase of the New Century Hymnal, empowering of lay leadership, and the revision of our Confirmation program; added a mid-week prayer service.

Last Position

Title, Church Name	Associate Pastor, Edmond United Church of Christ
Church City and State	Edmond, Ohio
Dates of Service	1/01/1997 to 12/31/1999
Significant Characteristics and Accomplishments	Prepared and led worship monthly; provided oversight for children's ministry and education; led small groups and provided adult education; provided pastoral care and communion during visits to homes, hospitals, and nursing homes; began a successful Lectio Divina group.

Third Previous Position

Title, Church Name Associate Pastor, Newburgh United Church of Christ

Church City and State Newburgh Heights, OH

Dates of Service 1/01/1995 to 12/31/1996

Significant Characteristics and Accomplishments Regularly participated in the worship service and preaching; worked with laity to provide home visits and hospital ministry; served on the Board of Christian Education and Woman’s Fellowship; started youth church for teens that met twice a month and planned monthly youth activities for the teens; led small groups on healing prayer, spirituality and gifts discernment; began a small but vital reading group engaging contemporary theology with current issues.

Fourth Previous Position

Title, Church Name Student Pastor, Delaware United Church of Christ

Church City and State Delaware, Ohio

Dates of Service 1/01/1994 to 12/31/1994

Significant Characteristics and Accomplishments I primarily worked with children and youth to provide Christian education, youth and teen activities, and mission trips. We did a project with two other churches and Habitat for Humanity and became involved with Heifer Project and UNICEF.

Types of Ministries Interested In:

- Associate/Assistant Pastor of Multiple Staff Church
- Bi-Vocational Minister, including Local Church Pastor
- Christian Education - Church Educator
- College or Seminary Chaplain
- College or Seminary Teacher
- Conference Staff
- Co-Pastor
- Ecumenical Work
- Institutional Chaplain
- Interim Ministry, can relocate
- Interim Ministry, cannot relocate
- Military Chaplain
- Minister of Music
- National Denominational Staff
- New Church Start
- Pastor of Multiple Congregations

- Pastoral Counselor
- Senior Pastor of Multiple Staff Church
- Sole Pastor of One Church
- Youth Ministries

Types of Positions Interested In

Particular Interest

Open to Consider

Salary, Benefits, and Expenses Expected

Salary Expected Conference Guidelines

Housing Allowance Conference Guidelines

Housing Preference

- Benefits:
- Retirement Annuity
 - Life Insurance and Disability Income Benefits
 - Health and Medical Insurance
 - Group Life Insurance
 - Social Security
 - Continuing Education Units
 - Continuing Education Time
 - Sabbatical Leave
 - Travel/Mileage
 - Books
 - Meetings

Current Ecclesiastical Authorization

Denomination United Church of Christ

Ordained By

Date 2/15/1995

Assn/Conf/Region Western Reserve Association, Ohio Conference

Ord. Min. Standing In

Student In Care of Which Assn/Conf

Date

Expected Graduation Date

Approved for

Ordination,
Pending a Call
Date

Assn/Conf
Commissioned By
Date

Assn/Conf
Licensed By
Date

Authorized to Seek
Call by Assn/Conf
Date

Other Current Certification or Accreditation

UCC Ecclesiastical
Endorsement 1
Date
For

UCC Ecclesiastical
Endorsement 2
Date
For

Church Educator
Certification Level 
Date

Other
Endorsements

Local Church Membership and Involvement

Church Name Cleveland United Church of Christ

Address 1400 Cleveland Road, East

City Cleveland

State OH

Zip Code 44115

Involvement Pastor

Special Factors None

Denom. Activities Church and Ministry Committee, present; Association Church in the World
Beyond the Local Committee, 2001-2003.
Church

Ecumenical
Activities Cleveland Ohio Clergy Cluster

Community and
Civic Activities Habitat for Humanity
Jobs with Justice

Planned Parenthood

Special Interests, Hobbies Reading, writing, bicycling, and fishing.

Educational Background M.Div., Yale University Divinity School, New Haven, CT, 1994
BA, Psychology, Cleveland State University, Cleveland, Ohio, 1990.
High School Diploma, Cleveland South High School, Cleveland, Ohio, 1986

Profile Section III: Statement on Ministry

Statement On Ministry

You can shape this statement in anyway you wish. You might include brief statements about your call to ordained ministry or church vocation, your spiritual pilgrimage, your vocational pilgrimage, your vocational pilgrimage, your basic theological orientation, your understanding of the ministry and mission of the local church and other church settings in which you seek to serve, and your style of leadership. For example, if you are seeking a position as a pastor, you might describe your understanding of the role and function of the pastor of a congregation and how you function as pastor and teacher.

There is a two-page limit to this section.

THE CANDIDATE'S STATEMENT ON MINISTRY WOULD BE FOUND HERE.

Profile Section IV: Profile References & Appraisal

Telephone Reference #1

Name Craig Callis
Phone 405-578-0000
What is your relationship with this person? Church Member
How long have you known this person? 7 years
Address 23 Norman Avenue
City Cleveland
State OH
Zip Code 44115

Telephone Reference #2

Name Nancy Malinowski
Phone 440-572-000
What is your relationship with this person? Church Member
How long have you known this person? 7 years
Address 45 Drake Road
City Strongsville
State OH
Zip Code 44136

Telephone Reference #3

Name Edwin Keener
Phone 508-244-0000
What is your relationship with this person? Colleague
How long have you known this person? 25 years
Address 10 NW 39 Street
City Boise
State ID
Zip Code 98604

Profile Section IV: Profile References & Appraisal

Self-Appraisal Statement

Use this section to paint a clear picture of yourself. In the checklist, identify the twelve strongest characteristics evidenced in your ministry.

List no more than 12 characteristics.

These forced-choice items are the same as those your references will choose among. Search committees will compare your honest assessment of your strengths with those that others see.

THE PERSON'S SELF-APPRAISAL STATEMENT WOULD BE FOUND HERE.

Profile Section IV: Profile References & Appraisal

	P	a	b	c	d	e	f	g	h
is an effective preacher/speaker.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
continues to develop his/her theological and biblical skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
helps people develop their spiritual life.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
helps people work together in solving problems.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is effective in planning and leading worship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
has a sense of the direction of his/her ministry.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
regularly encourages people to participate in United Church of Christ activities and programs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
helps people understand and act upon issues of social justice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is a helpful counselor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ministers effectively to people in crisis situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
makes pastoral calls on people in hospitals and nursing homes and those confined to their homes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
makes pastoral calls on members not confined at home or in hospitals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is a good leader.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
is effective in working with children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
builds a sense of fellowship among the people with whom he/she works.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
helps people develop their leadership abilities.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
is an effective administrator.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	P	a	b	c	d	e	f	g	h
is effective with committees and officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is an effective teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a strong commitment to the educational ministry of the church.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is effective in working with adults.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
inspires a sense of confidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
works regularly at bringing new members into the church.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
regularly encourages support of Our Church's Wider Mission.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
reaches out to inactive members.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
works regularly in the development of stewardship growth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is active in ecumenical relationships and encourage the church to participate.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
is a person of faith.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
writes clearly and well.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
works well on a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is effective in working with youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
organizes people for community action.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is skilled in planning and leading programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
plans and leads well-organized meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
encourages people to relate their faith to their daily lives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	P	a	b	c	d	e	f	g	h
is accepting of people with divergent backgrounds and traditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
encourages others to assume and carry out leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is mature and emotionally secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has strong commitment and loyalty to the United Church of Christ.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
maintains confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
understands and interprets the mission of the church from a global perspective.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is a compassionate and caring person, sensitive to others' needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
deals effectively with conflict.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reference a

Relationship Colleague

15 years

I have known Jane many years. We have collaborated on a variety of events -- worship services, workshops, and so forth. I have come to know her as a person of profound faith and depth of mind and heart, a Christian with extraordinary ability to discern the deep matters of Christian faith and life, and a capacity to articulate them in a variety of ways -- and for a wide audience. She brings to her faith a rich and engaged life, one shaped by a wide range of experiences she has had. She has an extraordinarily sharp mind, a broad capacity for compassion, an intuitive and trained "sense" of people, and a humor that widens every community of which she is a part.

Jane has a soft and gentle demeanor, which should not obscure the fact that she has a tenacious and firm sense of who she is and what she is about. In other words, Jane -- either by temperament or professional training and experience -- is not someone who will shift directions with the prevailing currents. I have come to know her as a person who listens intently as she speaks and whose capacity for conversation is equally engaged by the sharpest minds and the deepest needs among those in her community. It is fair to say that she has a winsome way with people, shaped in part by a nobility of character, generosity of mind, and warmth of heart. She will make a significant contribution to the life of any church to which she is called as minister.

Reference b

Relationship Lay Person

5 years

Rev. Jane Doe-Smith is a minister of faith and she exemplifies spiritual and scriptural wisdom to active and inactive members of the community. Her leadership models the standards for all ministers to follow as "shepherds of the flock."

Rev. Doe-Smith is always applying new ideas and concepts to bring individuals closer to the church and God. As a woman of God, her humbleness and integrity are qualities of admiration. As a minister for the United Church of Christ, I feel her loving kindness, compassion, and leadership abilities are most beneficial to the church, and she would be a tremendous asset to the growth and development of the United Church of Christ.

Reference C

Relationship Church Member

5 years

Jane is a caring and compassionate person who seeks in her faith an understanding of God's relevance, love, acceptance, mercy, and grace for all humankind. She has a strong sense of how God works in and through the community of believers and understands Christ's teachings to be in direct opposition to the values of the "powers and principalities" of this world. She has a heart for justice and a compassion that heals. Her arms are open to welcome all to the table.

Reference d

Relationship Church Member

4 years

It is a pleasure to be a reference for Jane Doe-Smith. I have known her for almost four years as a member of her congregation. I have been most impressed with Jane's deep, hopeful faith. She is guided by her love for God and her desire to be a faithful disciple. She is optimistic and cheerful and confident and joy-filled. She is inspiring.

Jane is also a dynamic preacher and compassionate pastor. She is a skilled leader who empowers others. She speaks the truth and is unafraid to face difficult situations. She continues to engage in her own learning and is an able teacher. She is great to work with in any setting.

And, she is quite simply fun to be around. Her laughter is contagious. She is relaxed and genial. You will enjoy her! You will consider it a blessing to have her as your pastor.

Reference e

Relationship Layperson

I have known Jane Doe-Smith since before she became part of the UCC. Jane has an extraordinary vision for congregational life, and she conveys that through impeccable theology. She exercises loving leadership that serves to empower others on their own journeys of faith. Jane brings effective persistence to stewardship, church growth, and the pastoral theology she communicates in so many aspects of ministry. Jane brings poetry and heart to intellectually stimulating worship, week after week preaching solid, rich, thoughtful sermons. She works hard, stays organized, and remains faithful to the daily tasks of ministry. At the same time, she answers the unexpected and sudden calls from justice issues that plead to be heard.

Reference f

Relationship church member

5 years

I was raised in a Catholic church, and as I became an adult, I have been in search of a church that I felt I would find the Lord in. Jane has taught me so much about God and the Bible. I went into her church with a divorce on the table, and through counseling with her and her sermons and prayers, my wife and I have turned our lives around. She has also become important to our three teenagers -- and that isn't easy. She has made the church welcoming and loving and accepting for all people.

Reference g**Relationship** Church Member

5 years

It is with great enthusiasm that I recommend Jane Doe-Smith for a ministry position. I have had the pleasure of working closely with Jane as our minister, where I serve as a deacon. Jane stepped into a tumultuous environment, and her ability to relate on a gentle, personal level was most appreciated. She ministered to adults and children alike with keen listening skills, thoughtful counseling, and the obvious presence of Christ's love in her heart.

In addition to Jane's effective ministerial presence, she manages her work with the utmost professionalism, organization, and creativity. Jane excels in the area of being proactive when it comes to initiating new ideas for our youth, Bible studies for our women, and pastoral visits to the elderly. She can always be counted on to enthusiastically carry the weight of a new program or be a cheerleader to the laity when they want to run the program.

Jane makes herself available to all in a genuinely loving and compassionate way. She would be a tremendous asset to any church community.

Reference h**Relationship** Colleague

10+ years

I first knew Jane as a colleague in ministry when she served a church in a neighboring town. We have remained friends and have kept in touch by telephone and visits since that time. It is my belief that Jane "wears well" in the churches she serves. She is faithful in pastoral responsibilities, works well with boards and committees, and is serious about good preaching and worship leadership. She deals with problems head-on and is forthright about concerns she has regarding the church or relationships within the church. She faithfully attends UCC events and encourages her churches to be involved in the UCC. I believe that she is a fine minister, faithfully seeking to answer God's calling to her as a minister of Christ's gospel.

Profile Section V: Background Disclosure

I affirm that the position, power and authority associated with a ministry authorized by the United Church of Christ extends and participates in the ministry of Jesus Christ and is intended to be of benefit to all served by this ministry.

True 

Commentary

Include only matters subject to official disciplinary review by a conference or association of the United Church of Christ:

- I have not been the subject of official disciplinary review that resulted in growth program and/or counseling.
- I have not been the subject of official disciplinary review that resulted in censure.
- I have not been the subject of official disciplinary review that resulted in suspension of standing.
- I have not been the subject of official disciplinary review that resulted in termination of standing.
- Official disciplinary review is not pending regarding me at the present time.

Commentary

Include only matters subject to official disciplinary review within another denomination:

- I have not been the subject of official disciplinary proceedings that resulted in disciplinary action.
- Official disciplinary proceedings are not pending regarding me at the present time.


Commentary

Include only matters subject to official disciplinary proceedings by a professional organization, credentialing body or guild:

- I have not been the subject of official disciplinary proceedings that resulted in disciplinary action.
- Official disciplinary proceedings are not pending regarding me at the present time.

Commentary

No civil law suit alleging that I attempted or actually engaged in sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, settled out of court, or dismissed because the statute of limitations had expired.

True 

Commentary

With respect to driving record include matters of reckless driving, driving while intoxicated and/or under the influence of a controlled substance; with respect to criminal charges do not include acts of civil disobedience:

- I have not had my driving license suspended or revoked within the last five years.

I have not been found guilty or plead guilty or no contest to criminal charges.

Commentary

My employment has not been terminated because I attempted or actually engaged in:

sexual discrimination, harassment, exploitation, or misconduct

physical abuse

child abuse

financial misconduct

I have not terminated my employment or professional credentials in order to avoid facing or to avoid being terminated because of charges of actual or attempted:

sexual discrimination, harassment, exploitation, or misconduct

physical abuse

child abuse

financial misconduct

Commentary

In my judgment, there are no facts or circumstances involving me or my background that would warrant further review before my being entrusted with the responsibilities of ministry on behalf of a calling body of the United Church of Christ.

True

Commentary



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FINAL REPORT

CRIMINAL RECORDS CHECK

January 30, 2007

UCC - Parish Life & Leadership (#784)
ATTN: Ms. Michelle Hirtz
700 Prospect Avenue
Cleveland, OH 44115

RE: Jane Doe-Smith
Location: Clergy

Dear Ms. Hirtz:

We have completed the background investigation on the above-named person in accordance with your request. We are reporting results for the following research services performed:

SSN Trace			Clear
National Background	Criminal Directory		Clear
Special Service	Natl. Predator Reg.		Clear
Criminal - County	Philadelphia	PA	Clear
Criminal - County	Anderson	SC	Clear
Criminal - Federal	SC	Federal District	Clear
Criminal - Federal	PA	Eastern District	Clear
Criminal - State	PA	Statewide	Clear
Criminal - State	SC	Statewide	Clear
Criminal - County	Bucks	PA	Clear

This report is submitted with the understanding that it is to be held in strict confidence. Except as may be required by law, no information in this report may be revealed directly or indirectly to any third parties not involved in the current decision-making process.

Oxford Document Management has used good faith in attempting to obtain the information in this report from sources deemed reliable. Because this information is secured from and managed by fallible sources (human and otherwise), Oxford Document Management does not warrant or guarantee the accuracy of the information reported.

Profile Section VI: Supplemental Pages

This page is typically used to comment on your Background Disclosure Statement or Criminal Background Check if there is something that needs further explanation. This additional page can also be a letter of support from a conference or association staff person or committee on ministry chair, if appropriate.

ANY ADDITIONAL COMMENTS RELATING TO THE BACKGROUND DISCLOSURE STATEMENT OR THE CRIMINAL BACKGROUND CHECK WOULD BE FOUND HERE.