

STANDING NON-COMPLIANCE PROCESS CHECKLIST

This record is confidential and for use by the Association/Conference office only.

This resource accompanies the part of Section 2:6 of the Manual on Ministry “Accountability and Support” that addresses Standing Non-Compliance. That information can be found on pages 120-122.

Basic Reminders:

Certify all mail sent to the Minister.

If a Committee on Ministry is working with a large group of individuals whose standing is out of compliance, this checklist can be used for all of them concurrently and a spreadsheet of names can be conveyed to MESA communicating whose standing has been suspended, reinstated, and/or terminated.

[Click or tap here to enter text.](#)

(Name of Minister out of compliance with standing requirements)

Overdue Requirement(s):

- ☐ Information Review not returned or not complete
- ☐ Boundary Training not completed
- ☐ Continuing Education not completed
- ☐ Other standing requirement(s) not met (anti-racism training, attendance at Association/Conference Meetings, etc.): _____

Recognizing that time frame to complete various aspects of the requirements may vary, and that the COM may have had conversations with the Minister prior to formally notifying them of this non-compliance, the COM may adjust the time period to comply with standing requirements so long as those deadlines are clearly communicated to the Minister.

Date	Action	Persons Involved and Notes
	INFORMATION REVIEW NOT RETURNED (FIRST SIX MONTHS)	
Click or tap here to enter text.	1. Confirmation that Information Review has not been returned by the deadline.	Click or tap here to enter text.
Click or tap here to enter text.	2. Committee on Ministry reaches out to Minister to indicate that standing requirements are not currently being met and/or that documentation is missing. Deadline for completion of standing requirements and/or documentation to the Association is communicated. Six months	Click or tap here to enter text.

Date	Action	Persons Involved and Notes
	grace period to get into compliance is indicated, along with Association/Conference opportunities to meet standing requirements.	
Click or tap here to enter text.	3. If standing requirements are not met or no response is given, COM chair and/or Association/Conference staff reaches out to Minister to inquire about pastoral needs or that may affect the individual's ability to meet these requirements.	Click or tap here to enter text.
Click or tap here to enter text.	4. In light of responses to #3, discern with Minister whether Leave of Absence may be appropriate.	Click or tap here to enter text.
Click or tap here to enter text.	5. If Minister comes into compliance, document appropriately.	Click or tap here to enter text.
	FOLLOWING THE SIX-MONTH GRACE PERIOD (THE NEXT SIX MONTHS)	
Click or tap here to enter text.	1. If the minister is not in compliance or has not documented same, and/or is not in communication with the COM, the Minister is said to be no longer upholding their obligations to the covenants of Ministerial Standing.	Click or tap here to enter text.
Click or tap here to enter text.	2. COM may suspend standing of the Minister.	Click or tap here to enter text.
Click or tap here to enter text.	3. Suspension is communicated to the minister and their ministry setting, outlining the reasons for the suspension, the steps to get into compliance, the timeline for compliance (usually six months), and the risk of termination of standing if these steps are not taken within the timeline. Certified mail is recommended at this step.	Click or tap here to enter text.
Click or tap here	4. The Minister's ministry setting and Local Church are notified of this suspension.	Click or tap here to enter text.

Date	Action	Persons Involved and Notes
to enter text.		
Click or tap here to enter text.	5. MESA is notified of the suspension, and the UCC Data Hub is updated to reflect the suspension. The Minister's profile is recalled, if circulating.	Click or tap here to enter text.
Click or tap here to enter text.	6. If the MIQ holds Ecclesiastical Endorsement, the COM Chair or Conference Staff notifies the UCC Endorsement Office.	Click or tap here to enter text.
Click or tap here to enter text.	7. If the Minister complies with the standing requirements in this six month period, the suspension does not need to be noted on the Ministerial Profile.	Click or tap here to enter text.
Click or tap here to enter text.	8. If there are ongoing pastoral needs, COM chair and/or Association/Conference staff attempt to address them appropriately with the Minister.	Click or tap here to enter text.
Click or tap here to enter text.	9. Documentation of suspension and renewed compliance with standing requirements is added to the Minister's file. If the minister resigns ministerial standing during this time, the COM receives the resignation of standing with bias. Report such a decision in the minister's file and to MESA using the Standing Non-Compliance Reporting Form. MESA will record this in the UCC Data Hub and deactivate any profile account.	Click or tap here to enter text.
	AFTER ONE YEAR	
Click or tap here to enter text.	1. If, after the conclusion of the second six-month period where the Minister's standing was suspended, the Minister has still not fulfilled the standing requirements, the COM may vote to terminate Ordained Ministerial Standing with bias.	Click or tap here to enter text.
Click or tap here to enter text.	2. COM communicates the decision to terminate standing with bias to the individual, their ministry setting, their Local Church of membership, MESA. The Endorsement Office in MESA is also notified separately. Association/Conference staff	Click or tap here to enter text.

Date	Action	Persons Involved and Notes
	updates the UCC Data Hub to reflect this termination of standing (and makes the individual's record dormant).	
Click or tap here to enter text.	3. If the individual later seeks to have their standing reinstated, they must return to the COM that terminated their standing. The processes for reinstatement are found in the 2018 Manual on Ministry, Section 2, Article 6: Accountability and Support.	Click or tap here to enter text.