

REGISTRAR INSTRUCTIONS

Across the United Church of Christ, Committees on Ministry provide a ministry of discernment and oversight, support and accountability, with all those who hold status or standing in the UCC. The Spirit-filled work that Committees on Ministry conduct is supported by critical administrative work: *handling correspondence, administering ministerial files (paper and/or electronic), and updating data in the UCC Database and Directories.*

The person assigned by a COM to tasks of correspondence and filing is referred to in this document as the Registrar. Updating the UCC Database and Directories is commonly the job of a Data Manager on the staff of a Conference or Association. The Registrar, who manages the Committee's correspondence and who maintains files, should communicate closely with the Conference/Association Data Manager. Conferences in turn communicate closely with the denomination's Ministerial Excellence, Support and Authorization (MESA) Team.

The following tables are designed to summarize standard Registrar procedures, with reference to the actions of a Data Manager as well. The tables follow the structure of the *Manual on Ministry*: Section 2:

- Discernment with UCC Members in Discernment
- Discernment with Ecumenically Ordained Ministers
- Ministerial Standing for Clergy
- Ministerial Standing for Laity
- Covenants and Endorsements
- Accountability and Support

Useful definitions for understanding the tables:

- A **letter** is any written communication that can be filed, whether formal letter, email communication, or completed form. Most letters are appropriately written by a Committee on Ministry chair or member.
- A **record** in the UCC Database and Directory tracks any person who holds ministerial standing (relationship of accountability) or has status (formal relationship pending discernment) with the United Church of Christ.
- When the UCC Database and Directory shows that a record is **inactive**, this means that a particular person was discontinued from standing or status and that no UCC Conference currently stewards the record. The last Conference listed would have historical information about the individual whose record is marked "inactive."

Section 2 Article 1: Discernment with UCC Members in Discernment

COM Action	Correspondence	Filing	UCC Database and Directory
Receive request from Local Church with MID Application		Create MID file; File MID application	
MID application reviewed, candidate interviewed, and MID status granted	Letter to new MID; Copy to local church; Letter to MID Advisor; Notify Conference	File documented preparation & formation plan	Conference data manager creates record; MID pane and status pane updated
MID application reviewed, candidate interviewed, and MID status not granted	Letter to individual; Copy to local church	File letter	
Receive criminal background check & psychological assessment report		File criminal background check and psych assessment report in MID file	
Annual MID review outcome: continue MID status	MID communicates current contact info and formation progress	File minutes	Update MID pane
Annual MID review outcome: discontinue MID status	Letter to terminated MID; Copy to home church; Notify conference	File letter	Update MID pane: status terminated with/without bias; Complete MID record; mark record as inactive
Receive MID documentation		File portfolio, draft profile, ordination paper, transcripts, etc.	
COM recommends Ecclesiastical Council	Schedule EC, publicize date; Notify conference	File minutes	Update MID pane
COM does not recommend Ecclesiastical Council	Letter to terminated MID; Letter to home church; Notify conference	File minutes	Update MID pane
EC votes to approve ordination pending call	Notify conference	File minutes	Update MID pane: approved for ordination pending call

EC votes not to approve ordination	Letter to terminated MID; Notify conference	File letter	Update MID pane: status terminated with/ without bias; Complete MID record; mark record as inactive
Ordination/Standing granted	Ordination certificate; Three-/Four-Way Covenant; Notify conference	MID file closed; Create Ministerial File; File copy of ordination certificate; File Three-/Four-Way Covenant	MID status concludes; Begin Ordained Ministerial Standing; update record in status (to “standing granted”) and standing (to “Ordained Ministerial Standing”) panes.

Section 2 Article 2: Ecumenically Ordained Ministers

COM Action	Correspondence	Filing	UCC Database and Directory
Receive standing application (Privilege of Call or Ordained Ministerial Partner Standing)	Notify conference	Create Ministerial File; File application; File all background materials	Conference data manager creates record and updates status pane to “Seeking Privilege of Call” or “Seeking OMPS;” standing in standing pane is “none”
Privilege of Call granted	Notify conference	File minutes; File copy of ministerial profile	Update Status pane to “Privilege of Call”
Privilege of Call not granted	Letter to minister; Letter to affiliated UCC church; Notify conference	File letter	Mark inactive; Note Privilege of Call sought but not granted
Privilege of Call renewed annually	Minister in search shares current contact info to COM	File minutes	Update record
Privilege of Call not renewed (ended)	Letter to minister; Letter to affiliated UCC church; Notify conference	File minutes	Mark inactive; Note Privilege of Call ended in status pane
Call received; Standing granted	Signed certificate of ministerial standing; Three-/Four-Way Covenant; Notify conference	File certificate; File covenant	Update record in status pane (to “standing granted”) and standing pane (to “Ordained Ministerial Standing” or “OMPS”)
Conclusion of Ordained Ministerial Partner Standing (OMPS) due to end of UCC-related call	Notify conference	File minutes	Update record; if not “Seeking OMPS” then mark inactive
Seeking OMPS or Seeking Privilege of Call – status removed	Notify conference		Mark inactive; Note status terminated with or without bias
Receive standing application (Dual Standing)	Notify conference	Create Ministerial File; File application and background materials	Conference data manager creates record at the time of UCC employment as “No UCC standing –

			Authorized by Other Denomination”
Dual Standing granted	Letter to minister; Notify conference	File letter	Dual Standing; Update record in standing pane to “Dual Standing”
Dual Standing ends or is removed	Letter to minister; Notify conference	File letter	Update record to “No UCC Standing”; Mark inactive when not UCC-employed

Section 2 Article 3: Ministerial Standings for Clergy

COM Action	Correspondence	Filing	UCC Database and Directory
Minister requests transfer of standing	Association-to-association request for Ministerial File	Receive copy of Ministerial File if transferring in or send copy of ministerial file if transferring out; File minister's transfer request	
Approve transfer out (you are the "Sending Association or Conference")	Notify conference	File minutes approving transfer	Initiate Database and Directory record transfer
Approve transfer in (you are the "Receiving Association or Conference")	Notify conference	File minutes granting standing	Confirm Database and Directory record transfer
Leave of Absence granted	Written agreement; Notify conference	File agreement/minutes	Update Standing Pane "standing" to "OMS - Leave of Absence"
Leave of Absence not granted		File minutes	
Exempt standing granted	Written agreement; Notify conference	File agreement	Update Standing Pane "standing" to "OMS - Exempt Standing"
Resignation of standing received	Notify conference; Form to MESA if during Fitness Review	File letter	Mark inactive; update standing pane to No Standing, with standing change given: "resigned standing with/without bias."
Standing Removed (no Fitness Review)	Letter(s) to minister with standing requirements and deadline to adhere; Later letter of removed standing sent to minister; Notify conference	File letters; File minutes	Mark inactive; update standing pane to "Not Standing," with standing change given of "administrative removal"

Standing Suspended (Fitness Review)	Letter to minister; Notify conference; Fitness Review form to MESA	File letter; File materials related to Fitness Review	MESA updates Fitness pane
Standing reaffirmed upon Conditional Affirmation/Censure or after Suspension and Program of Growth	Letter to minister; Notify conference; Form to MESA	File letter; Seal materials related to Fitness Review and add to Ministerial File	MESA updates Fitness pane
Standing Terminated following Fitness Review	Letter to minister; Notify conference; Form to MESA	File letter; File materials related to Fitness Review	Mark standing pane to “No standing” with reason “terminated with bias;” Mark inactive; MESA updates fitness pane
Standing Reinstated following termination	Letter to minister; Notify conference; Form to MESA	File letter	Mark active; Update standing record to “Ordained Ministerial Standing” with dates; MESA updates Fitness pane

Section 2 Article 4: Ministerial Standings for Laity -- Lay Ministerial Standing (LMS) and Licensure

COM Action	Correspondence	Filing	UCC Database and Directory
Lay Ministerial Standing application received, candidate interviewed	Letter received from local church requesting LMS; Notify conference	Create file with application; If a MID, add LMS application to MID file	
Receive criminal background check and psych assessment; LMS granted	LMS provisional agreement reviewed from church	File criminal background check and psych assessment; File LMS provisional agreement	Conference data manager creates record; add "Lay Ministerial Standing" to standing pane; If MID, add LMS to existing record (do not create a new record for this person)
Receive criminal background check and psych assessment; LMS not granted	Letter to individual; Copy to local church	File criminal background check and psych assessment; File letter	If MID, add note; If not MID, mark inactive and add note
LMS Terminated (Fitness Review)	Letter to individual; Copy to local church; Notify conference; FR form to MESA; if MID, MID status ends	File letter; File materials related to Fitness Review	Mark record terminated with bias; Mark inactive; if MID, MID status ends; MESA updates Fitness pane
LMS concludes with end of provisional agreement (no Fitness Review)	Letter to individual; Copy to local church; Notify conference		Mark record inactive; update standing pane to "No Standing;" if MID, record remains open without LMS
Annual Review of pre-2018 Licensure	Reflection on ministry, call, and growth; Discern possibility of ordination	File minutes	
Annual Review – license renewed		File minutes	Update record
Annual review – license not renewed	Letter to individual; Copy to local church; Notify conference	File letter/minutes	Mark standing pane to record terminated with/without bias

Periodic Vocational Review of pre-2018 Commissioning	Reflection on ministry and call; Discern possibility of ordination; Commission remains with ongoing covenant/ call agreement	File minutes	Update employment record as needed
Request to Transfer Commissioned Standing	Association-to-association request for Ministerial File with new call in same field	Receive copy of Ministerial File; File minister's transfer request	Sending Association initiates record-transfer in UCC Database and Directory; Receiving Association accepts transfer when all documents are received and COM has voted to transfer standing.
Commission Terminated (Fitness Review)	Letter to individual; Copy to local church and ministry setting; Notify conference; FR form to MESA	File letter File materials related to Fitness Review	Update standing pane record to "No standing" and give reason as "terminated with bias;" Mark inactive; MESA updates Fitness tab
Commission Concludes with end of Call Agreement (no Fitness Review)	Letter to minister; Notify conference	File letter	Mark inactive; Note end of Commission in standing pane

Section 2 Article 5: Covenants and Endorsements

COM Action	Correspondence	Filing	UCC Database and Directory
Receive Three-Way or Four-Way Covenant	Notify conference	File covenant	Update record and specialized ministry pane
Receive inquiry about endorsement	Notify MESA to discuss specific eligibility and process		
Receive endorsement application	Letter to minister	File application	
Recommend for military/federal endorsement	Letter to endorser; Mail minister's packet to endorser	File copy of packet; File endorser letter when received	MESA updates Endorsement pane
Do not recommend for military/federal endorsement	Letter to applicant; Letter to endorser	File letter	
COM recommends but Endorser denies military/federal endorsement		File letter of denial	
Endorse for professional agencies	Letter of endorsement with packet sent to MESA	File endorser letter when received; File packet when returned from MESA	MESA updates Endorsement pane
Do not endorse for professional agencies	Letter to applicant; Letter to endorser	File letter	

Section 2 Article 6: Accountability and Support

COM Action	Correspondence	Filing	UCC Database and Directory
Information Review	Send and receive annual form; Copy conference on changes	File form	Update record and specialty pane, if relevant
Standing requirements completed (e.g. boundary training)		File documentation	Update professional development pane if used by conference
Fitness Review opened	Notify conference; FR form to MESA	Create fitness packet	MESA updates Fitness pane
Fitness Review outcome requires program of growth	Notify conference; FR form to MESA; Letter to minister includes requirements and timeline for completion of program of growth and disciplinary outcome		MESA updates Fitness pane
Receive materials from Fitness Review		File in fitness packet; Add to ministerial file	
Fitness Review concluded	Letter to all covenantal partners; Notify conference; FR form to MESA	Seal Fitness packet if and when complete; Add to Ministerial File; Note outcomes in Ministerial File	MESA enters outcomes in Fitness pane; Conference updates changes in standing (as above)
Situational Support	Correspondence	File outcomes in Church File	
Vocational Support: Ongoing Peer Support	Publicize ongoing peer support opportunities		
Vocational Support: Periodic Discernment Support	Letter of invitation	File updated UCC Ministerial Profile	