



### **Why should I create a UCC Ministerial Profile?**

The UCC Ministerial Profile is a denominational credential, first and foremost; it displays one's status and standing, one's criminal background and disciplinary reports, and one's ecclesial employment history. The UCC Ministerial Profile also demonstrates one's eligibility for call in and on behalf of the United Church of Christ, so a Profile is vital to one's participation in the search and call process of the UCC. In addition, the draft of a profile may be required by some Associations as part of the authorization process.

### **Who can create a UCC Ministerial Profile?**

Anyone who has a denominational record in the United Church of Christ Data Hub may create a UCC Ministerial Profile. A denominational record is created when a person's status (such as Member in Discernment) is reported to the national offices by an Association or Conference.

### **How do I know if the UCC has me in the Data Hub?**

First, confirm with your Association or Conference that your name and status have been reported to the national offices. Next, enroll in the UCC Ministerial Profiles Portal via <https://uccprofiles.ucc.org>; an automatic email from the Profiles Office will provide you with next steps for completing your enrollment in the portal or, if you are not listed in the Data Hub, the email will alert you to the lack of a denominational record.

### **What's the difference between a Profile and a Portfolio?**

Associations may use both a Portfolio and a Profile in authorization decisions. The Portfolio, required by some Associations, is a comprehensive overview of one's competencies for ministry that often includes essays on formative experiences, case studies, transcripts, and more; the Portfolio may also include a copy of one's drafted Profile. Written content for the Portfolio may be useful material for the Profile essays, as both relate to the *Marks of Faithful and Effective Authorized Ministers*. Associations often require a draft Profile prior to authorization, because it contains a criminal background check and ethical disclosure statement. After one is approved for ordination or commissioning pending call, the draft Profile can move forward to become a validated UCC Ministerial Profile.

### **When can my profile be circulated?**

Your UCC Ministerial Profile can be circulated any time after validation. Validation means your Conference has reviewed the draft profile you submitted and has verified that (1) you have been approved for ordination or commissioning pending call\* and (2) your Criminal Background Check is current. The validation of a draft profile before it becomes official and enters circulation is a "double check" in our denominational process, for reasons of legal liability and ecclesial accountability. The Profile Validator in your Conference or Association is usually a Conference or Association Minister. *\*Special polity awareness: Those Conferences that utilize profiles for licensed ministers should note that no validated profile, unless the individual has been "approved for ordination pending call," will be circulated to other Conferences.*

### **How is a profile circulated?**

After a profile is validated, an email to the member in discernment or authorized minister will indicate the profile's readiness for circulation. You will "Save" the profile one final time in your portal account, double-check that your Snapshot is set to "Viewable," and then your official UCC Ministerial Profile will become downloadable through the portal to those Conferences you have designated under "Geographic Availability" in your portal account. Because each Conference employs its own method for circulating profiles in its region, persons who are circulating profiles are encouraged to contact each Conference in order to best understand and partner with a Conference in the search and call process. You can watch the movement of your UCC Ministerial Profile by checking the download log located under "My Settings" in the portal.

### **When can my profile be updated?**

You may notice that you can no longer edit your profile in the portal after clicking "submit." If you clicked "submit" for the purpose of sharing the draft with your Association or Conference Minister and your Committee on Ministry as part of the authorization process, but before you are authorized for ordination or commissioning pending call, the Profile Validator will return the profile to you as a draft until such a time as you are approved for authorization. Once you click "submit" to send your profile through validation and into circulation, then you will have the option of updating your profile after three months. Consider updating your profile every three years as a regular discernment practice and professional tool; some Associations require authorized ministers to update their profiles every three years as part of maintaining standing.

### **What is a Snapshot?**

The Snapshot is your opportunity to make a first impression on Conference and Association Ministers who are using the profiles portal for Search and Call. In the Snapshot, you can highlight your strengths and skill sets for ministry, as well as your availability. A Search and Call staff person uses your Snapshot not only as an overview but also as the key to access your UCC Ministerial Profile. You can update your Snapshot in real time; if your phone number changes, for example, update the information in your Snapshot and judicatory staff can view the update immediately. The Snapshot is a tool that exists only in the profiles portal; neither you nor a Search and Call staff person may circulate the Snapshot to a potential calling body.

### **May I send my Snapshot or Profile to a searching congregation or prospective employer?**

No. The Snapshot may not circulate because it contains unverified information; in other words, it hasn't been cross-examined by the denominational screening process called validation. The Profile does not have validity outside of the Conference-to-Conference transmission process, in reflection of our covenanted practices of oversight. You may request that a Conference send your UCC Ministerial Profile (which is the property of the United Church of Christ) to any prospective employer.

### **Where can I learn more?**

Spend time with the video tutorials, sample profiles, and other helpful information located online at [ucc.org/ministers/profile/](http://ucc.org/ministers/profile/). If you have additional questions, contact the Profiles Office at [profiles@ucc.org](mailto:profiles@ucc.org).