CONFERENCE USER GUIDE: UCC Search and Call Tools

Seek first the realm of God... (Matthew 6:33)
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PREFACE

Intended Audience of this User Guide
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INTENDED AUDIENCE OF THIS USER GUIDE

This User Guide is intended for the conference user of online search and call tools — both *UCC Ministry Opportunities* and the *UCC Ministerial Profiles Portal*. This Guide is kept and updated by the MESA Ministry Team, with print versions provided to United Church of Christ conferences and to the Office of the General Minister and President; a digital copy can be found online at [www.ucc.org/ministers/profile/](http://www.ucc.org/ministers/profile/).

By providing this User Guide to conferences, it is the aim of the MESA Ministry Team to serve, by extension, the individual minister and the local church. With plain and transparent understanding of the polity and the technology that facilitate search and call processes, it is hoped that all parties involved in search and call will be encouraged to work together through the practicalities of ministerial transition. Conferences are free to duplicate helpful pieces of this User Guide for use in working with congregations and ministers.
GUIDING POLITY

The *UCC Constitution and Bylaws* makes two provisions to ensure transparency in the process known as “search and call.” First, all pastoral vacancies are reported to the National Offices for publication; United Church of Christ conferences fulfill this provision through consistent use of *UCC Ministry Opportunities*. Second, conferences submit any eligible profile to a local search committee upon the request of a minister.

**UNITED CHURCH OF CHRIST BYLAWS**

**ARTICLE I. PARAGRAPHS 150 and 151**

150 Any Ordained Minister, Ordained Ministerial Partner, or Licensed Minister may confer with the Conference Minister concerning a pastoral vacancy. At the Ordained Minister’s request or at the request of the Ordained Ministerial Partner, his or her name shall be submitted by the Conference Minister for consideration by the committee of any Local Church where there is a pastoral vacancy.

151 All vacancies within the Conference shall be reported promptly to the designated administrative office in the office of the General Minister and President by the Conference Minister.

For conferences, these constitutional requirements for the process of search and call are intrinsic to “open search” in the United Church of Christ: the opportunity for any eligible minister to apply for any vacancy in the denomination (including not only settled pastorates but also short-term and transitional vacancies). Each conference honors its covenantal obligation to the local church and to the vocation of ministry by publicly advertising vacancies through *UCC Ministry Opportunities* and by fairly and efficiently circulating any eligible profile by ministerial request using the *UCC Ministerial Profiles Portal*. 
ACCESS TO ONLINE SEARCH & CALL TOOLS

The general public may view all job listings online at UCC Ministry Opportunities, which include diverse opportunities by various employers and churches as well as volunteer openings and leadership development opportunities. All UCC Ministry Opportunities listings for pastoral vacancies in the UCC — whether settled, intentional interim, designated-term, or supply — identify the conference person who supports the search and call process in that conference and is the appropriate contact person for ministers seeking calls.

The UCC Ministerial Profiles Portal, in which an individual minister creates their Snapshot and Profile and through which conferences recruit gifts for ministry and download eligible Profiles, is a password-protected system; the UCC Profiles Office maintains all user accounts. See pages 29-30 for an overview of which individuals can access the UCC Ministerial Profiles Portal to create a Snapshot and Profile. Conference staff who support the processes of search and call receive administrative user accounts in the UCC Ministerial Profiles Portal.

Through the assistance of its conference, a congregation engages the online, print and in-person resources for search and call — advertising any ministerial vacancies, developing its Local Church Profile, and receiving Ministerial Profiles. Some of these resources can be found at http://www.ucc.org/ministers_search-and-call. Congregations of the United Church of Christ, as well as other employers in an ecclesial relationship with the individual minister and the local church, receive candidate Profiles through the conference.
RECOMMENDED COMPUTING PLATFORMS

The online search and call tools developed by MESA since 2014 — specifically the *UCC Ministry Opportunities* and *UCC Ministerial Profile Portal* websites — were optimized on browsers including Internet Explorer 9 and 10, Firefox, and Chrome. They were not optimized for Safari or for mobile platforms, but often do work on tablets and smart phones. Documents are handled best by Adobe PDF.
PART ONE: UCC Ministry Opportunities

Using UCC Ministry Opportunities
Conference Access to UCC Ministry Opportunities
Reporting a Transition
Glossary of Terms
UCC Ministry Opportunities is a public website located at http://oppssearch.ucc.org, which advertises opportunities for ministry in and beyond the United Church of Christ. Increasingly, listings go beyond pastoral positions posted by conferences on behalf of UCC congregations. Volunteer opportunities are posted on behalf of the denomination’s volunteer ministries, especially for young adults and some retired ministers. Global Ministries, CHHSM organizations, CPE affiliates, and military chaplaincies may be posted as desired by their organizations. In addition, ecumenical listings by non-UCC churches may be posted by MESA upon receipt of those congregations’ “expressed openness to UCC leadership.” Before an ecumenical pastoral opening is posted, church leaders are directed to work with their own judicatory body; as a courtesy at the time of posting, the nearest UCC conference is copied on an email message.
Using *UCC Ministry Opportunities*, individuals may search for opportunities by location (state), date posted, position title, conference or organizational setting, or language. An advanced search includes options to seek part-time or full-time positions and short-term or settled positions, to search multiple conferences simultaneously, and to search by specific job titles. The results of any search may be exported to an Excel document. At the top of every page in *UCC Ministry Opportunities*, the “FAQ” tab provides helpful information for navigating the website.

Searching for opportunities by location (state) and searching by conference will not produce identical results. A search by state will include opportunities with employers and volunteer settings beyond UCC local churches, such as those posted by non-profit organizations, ecumenical groups, and wider church entities. A search by conference will include only opportunities posted by the conference within the conference.

Each ministry opportunity listed on the website includes information about the church (or other employer or volunteer setting) and a job description. The conference name and website link are provided at the top of UCC-specific listings. Any pastoral opening listed in *UCC Ministry Opportunities* also includes the conference name, the name of the association, and a description of the typical search process in that conference.

At the top of every page in *UCC Ministry Opportunities*, the “About” and “Contact” tabs provide contact information for the MESA Ministry Team. MESA is an appropriate first contact for anyone inquiring about posting opportunities on this website. For local UCC churches with pastoral openings, the listing of a ministry opportunity is coordinated through the conference staff. Ecumenical congregations are encouraged to follow their own denominational polity; the listing of an ecumenical opportunity is made by MESA and copied to the appropriate UCC conference. For non-profit organizations open to UCC leadership, MESA can add the listing on *UCC Ministry Opportunities*. 

MESA Ministry Team · Updated 03/2017
Those conference staff who are granted editing privileges in UCC Ministry Opportunities by way of http://opportunities.ucc.org/ may post, edit, or mark as “filled” any ministry opportunity. This administrative access for conferences is maintained by the MESA Ministry Team.

Some guidelines and instructions to note:

Post only within one’s own conference, which can be found in the alphabetical outline on the left of the screen. Double-click on a conference to edit information for the conference’s record. In the conference’s record, include a link to the conference’s current compensation guidelines and identify the name, title and email address of the appropriate conference contact person for search and call. Notice that the pre-set language for a ‘typical search process’ reads: “Ministerial Profile sent at candidate request; search committee shares Local Church Profile if interested.” If this language needs to be altered to more accurately reflect a conference’s process of profile circulation, edit the conference record as needed: double-click on the conference name, click “Edit,” make changes, and then click “Save”
Online listings are updated in real-time, and changes made by conferences take effect immediately. **UCC Ministry Opportunities** receives thousands of clicks per month from authorized ministers, Members in Discernment, and others actively searching for opportunities to use their gifts in and for the church. **Conferences are encouraged to use UCC Ministry Opportunities to publicize all ministry opportunities** including supply pastors, intentional interim and designated-term ministers, church musicians, business managers, volunteers, communication assistants, associate conference ministers and other conference staff positions, as well as settled pastors.

When posting a new opportunity, check “Import Contact Info?” to automatically use the conference record already entered (including contact name and information, compensation guide-lines, etc.) with the new listing. Whenever the conference record is edited, all individual postings will change automatically. Conferences with more than one contact person for search and call can specify the appropriate contact person for a particular posting: after checking “Import Contact Info?” simply edit the name, title and email address of the
appropriate conference contact person for that particular opportunity. Be sure to save. The new contact information added to the job listing will be saved with that particular listing without changing the conference record itself.

The description of a church’s ministry opportunity may be several paragraphs in length and should include public information the church and conference can be proud of. The Local Church Profile provides space for additional information or history that may be sensitive, which the congregation may disclose more appropriately in its conversations with candidates or its relationship with a new minister. For a church that advertises itself as Open and Affirming, please use single quotation marks for ‘ONA’ — necessary punctuation to accommodate the website’s search engine.

Save the posting as Active or On Hold to make the posting public. If the posting is not ready to be public, select Pending. Only when a conference marks a position as Filled will the job posting become inactive and unavailable for public view. Conferences may not delete postings; only the UCC Profiles Office can delete a listing from UCC Ministry Opportunities.

The online system is accessed continually by a diverse pool of people who may be available for all kinds of ministry opportunities, especially in light of vocational trends. To provide a fair opportunity to all seeking persons and to provide the employer/organization with a rich pool of candidates, please do not assume that part-time or short-term opportunities are irrelevant to the public through UCC Ministry Opportunities.
ADDING IMAGES AND DOCUMENTS WITHIN A LISTING

**UCC Ministry Opportunities** includes the option of adding church photos (up to 3) and uploading the Local Church Profile with each listing at [http://oppsearch.ucc.org](http://oppsearch.ucc.org). These items convey personality and information to those seeking positions. Instructions:

1) When creating a new position listing, first click “Submit.” Then click “Edit” to add documents and photos to the listing.

2) Scroll down to “Step 2.”

3) Choose a document to upload (the UCC Local Church Profile or a portion thereof) as a PDF or Word document. Then click “Attach.” The option to upload Local Church Profiles to **UCC Ministry Opportunities** is a response to churches seeking a more direct route to convey their information directly to those seeking positions. Churches can also learn a great deal from seeing each other’s posted Profiles.
4) In the event that a church does not want to have its completed Local Church Profile uploaded to its position listing, a portion of the Profile may be uploaded. Upload the “Position Posting” section of the Profile as a Word document or PDF. Check the box marked “Checkbox of Downloadability.” This conveys a note to those who read the listing that the full Local Church Profile exists to be shared later with select candidates.

Answers to Frequently Asked Questions:

a. Why wouldn’t a church post its Profile on UCC Ministry Opportunities? A good reason not to post the new Local Church Profile publicly could be if it includes sensitive employment information about a prior minister.

b. What about financial information? The full New Local Church Profile, including financial information, can now be read by those searching UCC Ministry Opportunities. Finances in the New Local Church Profile should be no different from the public annual report of a non-profit organization. This type of information is already communicated at the church’s annual meeting and through annual denominational reports. If the heritage of the church is that financial information is kept private even from the conference, there is no requirement that the church yield this information on UCC Ministry Opportunities.

c. Now that the Local Church Profile is public, will ministers be prompted to go around the conference? An interested minister must always contact the conference. The search committee chair’s contact information is no longer included in the new version of the Local Church Profile.

5) If a church does not have a Local Church Profile because its listing is specific to a Supply Pastor or an Intentional Interim
Pastor position, do not check the “Checkbox of Downloadability.” Upload only the “Position Posting” section as a Word document or PDF.

6) Proceed to upload up to three image files if requested and provided by the church. Size is 300 width by 200 height. If you notice an issue with image quality, you may need to resize or crop the photo before uploading. If needed, delete attached files one at a time by clicking the trash icon, and then attach again. The best images include people, buildings or worship events, in a roughly horizontal rectangular shape. Click “Attach” on one image at a time. Photos displayed with a position listing help to catch the eye of persons searching through UCC Ministry Opportunities.

7) Finally, click Submit.

Notice the “Download More Information” button where the Local Church Profile (or a portion of it) can be accessed. If no document has been uploaded, the button will not be clickable. Please follow the search committee’s preferences, and include the “Note” on a listing as appropriate. Only official paperwork representing the UCC is to be published in this area.

For help gaining access to your conference’s unique UCC Ministry Opportunities account at http://opportunities.ucc.org, or if you have any questions, please direct them to Profiles Administrator Darrell Ludwig. Phone: 216-736-3847. Email: ludwigd@ucc.org.
DIRECT LINK TO CONFERENCE LISTINGS

To facilitate other methods of advertisement that a conference may use to promote its job listings, the UCC Ministry Opportunities website can collate all of a conference’s postings in one URL. The web addresses listed here can be used to distribute a direct link to the UCC Ministry Opportunities listings of a conference. Conferences can contact the Profiles Office for a custom link that includes all postings within the conference’s state(s) in addition to the link for conference-specific ministry opportunities.

Northern California Nevada Conference - oppsearch.ucc.org/conf/NCNC
Southern California Nevada Conference - oppsearch.ucc.org/conf/SCNC
Central Atlantic Conference - oppsearch.ucc.org/conf/CAC
Central Pacific Conference - oppsearch.ucc.org/conf/CPC
Connecticut Conference - oppsearch.ucc.org/conf/CONN
Ecumenical - oppsearch.ucc.org/conf/ECU
Florida Conference - oppsearch.ucc.org/conf/FLA
Global Ministries UCC/DOC Program - oppsearch.ucc.org/conf/GLOBALMIN
Hawaii Conference - oppsearch.ucc.org/conf/HIUCC
Illinois Conference - oppsearch.ucc.org/conf/ILL
Illinois South Conference - oppsearch.ucc.org/conf/ISC
Indiana-Kentucky Conference - oppsearch.ucc.org/conf/INKY
Iowa Conference - oppsearch.ucc.org/conf/IACONF
Kansas-Oklahoma Conference - oppsearch.ucc.org/conf/KO
Maine Conference - oppsearch.ucc.org/conf/MECONF
Massachusetts Conference - oppsearch.ucc.org/conf/MASSCONF
Michigan Conference - oppsearch.ucc.org/conf/MICH
Minnesota Conference - oppsearch.ucc.org/conf/MINN
<table>
<thead>
<tr>
<th>Conference</th>
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<tbody>
<tr>
<td>Missouri Mid-South Conference</td>
<td>oppsearch.ucc.org/conf/MMS</td>
</tr>
<tr>
<td>Montana-Northern Wyoming Conference</td>
<td>oppsearch.ucc.org/conf/MNWC</td>
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<tr>
<td>Nebraska Conference</td>
<td>oppsearch.ucc.org/conf/NEB</td>
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<tr>
<td>New Hampshire Conference</td>
<td>oppsearch.ucc.org/conf/NHCONF</td>
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<td>New York Conference</td>
<td>oppsearch.ucc.org/conf/NYCONF</td>
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<tr>
<td>Northern Plains Conference</td>
<td>oppsearch.ucc.org/conf/NP</td>
</tr>
<tr>
<td>Ohio Conference Central Southeast</td>
<td>oppsearch.ucc.org/conf/OHCSE</td>
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<tr>
<td>Ohio Conference Eastern and Western Reserve</td>
<td>oppsearch.ucc.org/conf/EOAWRA</td>
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<tr>
<td>Ohio Conference Northwest</td>
<td>oppsearch.ucc.org/conf/OHNW</td>
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<tr>
<td>Ohio Southwest – Northern Kentucky</td>
<td>oppsearch.ucc.org/conf/SONKA</td>
</tr>
<tr>
<td>Pacific Northwest Conference</td>
<td>oppsearch.ucc.org/conf/PNW</td>
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<tr>
<td>Penn Central Conference</td>
<td>oppsearch.ucc.org/conf/PCC</td>
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<td>Penn Northeast Conference</td>
<td>oppsearch.ucc.org/conf/PNEC</td>
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<td>Penn West Conference</td>
<td>oppsearch.ucc.org/conf/PWC</td>
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<tr>
<td>Pennsylvania Southeast Conference</td>
<td>oppsearch.ucc.org/conf/PSEC</td>
</tr>
<tr>
<td>Rocky Mountain Conference</td>
<td>oppsearch.ucc.org/conf/RMC</td>
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<tr>
<td>South Central Conference</td>
<td>oppsearch.ucc.org/conf/SCC</td>
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<td>South Dakota Conference</td>
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<tr>
<td>Vermont Conference</td>
<td>oppsearch.ucc.org/conf/VTCONF</td>
</tr>
<tr>
<td>Volunteer Ministries UCC Program</td>
<td>oppsearch.ucc.org/conf/VOLUNTEERMINISTRIES</td>
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“Wider Church” listings include conference minister and denominational setting positions, as overseen by the Office of the General Minister and President and the Office of Human Resources for the National Offices.
REPORTING A TRANSITION

Ministerial transitions — such as departures and installations, changes in standing or fitness, and death — are reported through the *UCC Data Hub*. Ministerial transitions to/from calls, and clergy deaths, are posted at [http://www.ucc.org/news/changes-and-deaths/](http://www.ucc.org/news/changes-and-deaths/). For more information on reporting ministerial transitions, please see the UCC’s Center for Analytics, Research and Data (CARD).

GLOSSARY OF TERMS

In December of 2014, MESA produced an umbrella view of the language used across the UCC to describe pastoral openings and titles. Mindful that our vocabulary for search and call will continue to multiply, this glossary is offered to demonstrate the broad similarities in pastoral roles and to highlight the function of *UCC Ministry Opportunities* along with the *UCC Ministerial Profiles Portal* in connecting candidates to these positions. The glossary is broken into four categories — Settled Pastor, Intentional Interim Pastor, Designated-Term Pastor, and Supply Pastor — and is included in this User Guide on the following pages.
VOCABULARY:
LOCAL CHURCH SEARCH AND CALL
IN THE UNITED CHURCH OF CHRIST

Introduction:

This document was created in hopes of identifying a common vocabulary of ministerial positions within the United Church of Christ. A document of this type has long been requested by judicatory staff in order to increase consistency and shared understandings of ministerial positions within local churches. The definitions outlined here focus on local church positions, not conference staff or other wider-church positions.

The vocabulary is organized into four categories of ministerial positions: Settled, Intentional Interim, Designated-Term, and Supply. Each category gives a general definition of the ministerial position, examples of the types of pastoral roles found within that category, and a list of considerations to take into account for the search and call process.

Categories were created out of a collaborative process involving research and discernment across conferences. More than two-thirds of UCC conferences responded or participated in 2014 focus groups, surveys and interviews. In sharing this fruit harvested from an inductive method, with attention to the UCC Constitution and Bylaws, MESA returns thanks for collegial partnership and hopes that this document is a positive step forward in our shared ministry.

General Assumptions

- All positions involve the use of ministerial profiles, which document eligibility for United Church of Christ employment.
- All positions involve a timely listing through UCC Ministry Opportunities, as accepted public reporting of ministerial vacancies.
Category 1: Settled Pastor

**Settled Pastor** (Senior Pastor / Associate Pastor / Solo Pastor / Co-Pastor / Part-Time Pastor / Yoked Pastor) – a called position intended for longer-term ministry in which the minister moves church membership to the congregation served and moves standing to related association

- *Senior Pastor* – a settled pastor position which oversees one or more authorized ministers in a congregation

- *Associate Pastor* – a settled pastor position under the direction of a senior pastor; often associate or assistant pastors have special titles and portfolios such as minister for pastoral visitation, executive minister, youth minister or other specialization

- *Solo Pastor* – a settled pastor position which is the only authorized minister on staff of a congregation

- *Co-Pastor* – more than one settled pastor serving jointly in the same congregation

- *Part-Time Pastor* – a settled pastor who works fewer than forty hours per week

- *Yoked or Shared Pastor* – a settled pastor serving more than one congregation in intentional relationship
Search and Call Considerations for Settled Pastor Positions:

Role of the Conference/Association: The conference works with church leadership to understand the transition process, to convey guiding practices, and to establish a search committee when a church is ready. The conference provides ministerial profiles to the settled-pastor search committee. The conference further recommends clarification of practices and policies that can guard against premature pastoral turnover (compensation guidelines, job description, conflict resolution policy, personnel and pastoral relations committees, standing in association, and ministerial boundaries for the departing pastor).

Use of the Ministerial Profile: A settled-pastor search committee uses ministerial profiles for comparison and discernment of best candidates for consideration, interview and possible call. The profile also meets the employer’s (the church’s) obligation for background screening on UCC authorized ministers.

UCC Ministry Opportunities: The vacant settled-pastor position is listed on the opportunities website to raise visibility, deepen leadership wells and candidate pools, and fulfill “open search” provision. Settled candidates are identified by minister request, the searchable Snapshot Database, and other networking.

Ethics for the Minister: Upon departure, pastor will not return to serve the congregation or its members in any pastoral capacity. For a minimum of one year up to three years, the minister will observe a no-contact boundary with congregants and will teach congregants to observe the same. This boundary enables the past minister to fulfill the ministerial code of ethics, in support of the congregation’s relationship-building with a new minister. Re-establishing contact is considered only after negotiation with the new minister, potentially in dialogue with a wider church representative.
Category 2: Intentional Interim Pastor

**Intentional Interim Pastor** – a called position for a temporary term of congregational preparation for a settled-pastor search, in which the minister does not typically move church membership to the congregation served nor move standing to the related association

- **Interim Minister or Transitioning Pastor** – an interim pastor who fulfills the pastoral role and who also facilitates intentional transitional work with the congregation preparing for a settled pastorate

- **Professional Interim or Transition Ministry Specialist** – an interim pastor whose career consists predominantly of such settings; may have specializations such as head-of-staff, after-pastor, or conflict facilitation

- **Transitional Consultant** – a resource-person who facilitates intentional transitional work with the congregation while the congregation is served by a different pastor; may bring specialization such as seamless transition, associate-pastor succession, or other skills
Search and Call Considerations for Intentional Interim Positions:

Role of the Conference/Association: The conference works with the interim-minister search committee, if there is one, to provide profiles. The conference further resources the local church’s transition team with a guidebook for transitional work together with the minister during the interim period.

Use of the Ministerial Profile: Congregational leadership or interim-minister search committee uses ministerial profiles to discern a match for their needs during an interim term. The profile also meets the employer’s (the church’s) obligation for background screening on UCC authorized ministers.

UCC Ministry Opportunities: The position is listed on the opportunities website to raise visibility, deepen leadership wells and candidate pools, and fulfill “open search” provision. Interim candidates are identified by minister request, through the searchable Snapshot Database, and by other networking.

Ethics for the Minister: An interim minister will not be considered as a candidate for the settled position. S/he will complete the interim term but will not put aside the terms of an interim-specific call agreement to stay on indefinitely. Upon departure, pastor will not serve the congregation nor serve members of the congregation in a pastoral capacity.
Category 3: Designated-Term Pastor

**Designated-Term Pastor** (Merger / Closure / Revitalization / Legacy / Repositioning / Redevelopment / Relocation / New Church / Healing) – a called position for a designated time period for a defined purpose, in which the pastor may move church membership to the congregation served and may move standing to the related association

- *Revitalization or Turnaround Pastor* - a designated-term pastor who is called for a specific time period and for a specific purpose: the revitalization of the congregation; after the initial designated term, the pastor is potentially eligible for the settled pastor position

- *Hospice or Legacy Pastor* - a designated-term pastor who is called for a specific time period and for a specific purpose: the closure tasks of a congregation

- *Redevelopment or Repositioning Pastor* - a designated-term pastor who is called for a specific time period and for a specific purpose: the creation of an identified new ministry within or alongside a current congregation; after the initial designated term, the pastor is potentially eligible for the settled pastor position

- *New Church Start Pastor* - a designated-term pastor who is called for a specific time period and for a specific purpose: the gathering of a new church; after the initial designated term, the pastor is potentially eligible for the settled pastor position

- *Other* - a designated-term pastor who is called for a specific time period and for a specific purpose: such as merger, relocation, reunification, cultural reassessment, staff transition, selling a building, or healing a crisis; may be eligible for the settled position or for a renewed designated term, according to initial call agreement
Search and Call Considerations for Designated-Term Positions:

Role of the Conference/Association: Before receiving profiles, a church works with the conference to clarify the purpose of the next juncture (i.e. utilizing New Beginnings assessment service) to document the basis of a designated-term position. The conference supplies a select batch of profiles to church leadership or to a search committee if one exists. The conference also holds accountability at certain measuring points in time, assessing how the work is progressing. The church at pre-identified points in time is free to change to a new strategy of search and call or a new vision of its next minister; the conference may require reports or commitments of the congregation and/or minister in preparation.

Use of the Ministerial Profile: Congregational leadership uses ministerial profiles to discern a match for ministry during the marked period of time. The profile also meets the employer’s (the church’s) obligation for background screening on UCC authorized ministers.

UCC Ministry Opportunities: The position is listed on the opportunities website to raise visibility, deepen leadership wells and candidate pools, and fulfill “open search” provision. Candidates for designated-term pastorates are identified by minister request, through the searchable Snapshot Database, and by other networking.

Ethics for the Minister: Designated-term ministers may or may not be eligible to be considered for a renewed term or a settled position, according to initial terms of call and agreed-upon timetable. Designated-term ministers will not put aside the terms of the call agreement to stay on indefinitely. Upon conclusion of a ministry, pastor will not return to serve congregation nor serve members of the congregation in a pastoral capacity.
Category 4: Supply Pastor

**Supply Pastor** (Short-Term Supply / Long-Term Supply / Sabbatical Supply / Bridge / Acting / Pulpit Supply / Sustaining Pastor) – a temporary position in which the pastor does not move membership to the congregation served nor move standing to related association

- **Short-Term Supply** – a temporary pastor who steps in during a time of immediate need, generally filling a position that is not tenable to leave vacant for any length of time; circumstances could be a death, serious illness, family leave, unexpected resignation, among other situations

- **Bridge Pastor** – a temporary pastor who steps in while a congregation is deciding what path they will take to fill a pastoral vacancy, or for reasons of timing before an intentional interim minister or settled minister can begin

- **Sustaining Pastor** – a temporary pastor who fills pastoral duties while a congregation is in search, who is not eligible to be called for the settled position; formerly referred to as ‘Sustaining Interim’ but with no emphasis on transitional interim work

- **Acting** – a staff member who temporarily steps up to a senior position but does not keep it; or a temporary pastor who fills the pastoral role while a congregation is in search and who remains eligible to be called for the settled position. *See preferred: Supply Minister or Designated-Term Pastor.*

- **Long-Term Supply** – a temporary pastor who fills pastoral duties indefinitely, while not called as the congregation’s minister

- **Sabbatical Supply** – a temporary pastor who fills pastoral duties while a settled pastor is on sabbatical
- **Pulpit Supply** – a temporary preacher/worship leader on a week-to-week basis

- **Student Pastor** – a temporary pastor whom the congregation agrees to help form and prepare for ministry

**Search and Call Considerations for Supply Pastor Positions:**

**Role of the Conference/Association:** The conference works with congregational leadership to provide at least one profile of a minister with demonstrated capacity and willingness.

**Use of the Ministerial Profile:** Congregational leadership uses ministerial profile(s) to meet the employer’s (the church’s) obligation for background screening on UCC authorized ministers.

**UCC Ministry Opportunities:** The position is listed on the opportunities website to raise visibility, deepen leadership wells and candidate pools, and fulfill “open search” provision. Candidates for supply ministry are identified by minister request, through the searchable Snapshot Database, and by other networking.

**Ethics for the Minister:** Following a supply ministry, pastor will only return to the congregation upon the agreement of an official representative of the conference and any current pastor.
When can a minister access the UCC Ministerial Profiles Portal?

ADMINISTRATION OF PORTAL ACCESS

Access to the UCC Ministerial Profiles Portal depends upon a person’s ecclesial status (Member in Discernment, Privilege of Call, Ordained Ministerial Partner), ministerial authorization (Licensed, Commissioned, Ordained), and ministerial standing (e.g., leave of absence, retirement, termination), as determined by Committees on Ministry and reported in the UCC Data Hub. COMs are responsible for reporting to their Associations/Conferences all actions related to ecclesial status, ministerial authorization and ministerial standing. Reported actions are input directly into the UCC Data Hub by those who are authorized and trained to do so on behalf of their Associations and Conferences. The beginning and conclusion of all fitness review processes are reported to the MESA Ministry Team, who input that information into the UCC Data Hub.

MEMBERS IN DISCERNMENT

A draft profile may be used by a Committee on Ministry in decision-making related to a Member in Discernment. The draft is fully prepared and submitted by a MID to the Association or Conference office, which in turn shares the draft with the COM. The MID’s home conference is the only conference that can access the draft profile. A MID’s profile will not go into circulation until it is validated by the appropriate conference staff member; validation is dependent upon a COM or Association’s affirmative action known as “approval for ordination pending call,” usually through an Ecclesiastical Council.

FITNESS

Circulation of a valid UCC Ministerial Profile ceases upon expiration of the criminal background check and/or commencement of a fitness review. Conference validation of a profile (and subsequent circulation) is prohibited when a minister’s standing is suspended or terminated following a fitness review. The UCC Ministerial Profile discloses all past ecclesiastical employment, any ongoing program of growth, and all past ethical infractions rising to the level of censure, suspension or termination.

ECUMENICAL SCENARIOS

The profiles of Disciples of Christ (Christian Church) ordained ministers – known as Ordained Ministerial Partners – proceed along one of two lines. (1) The minister comes before a COM for a time of mutual discernment and obtains approval from the COM to seek a call in the UCC, after which the Ordained Ministerial Partner can create and circulate a UCC Ministerial Profile. (2) At the discretion of a DOC Regional Minister and a UCC Conference Minister, a Disciples minister can have her/his DOC profile passed along to UCC ministry settings on a case-by-case basis. OMPS – Ordained Ministerial Partner Standing – is granted if called to a UCC ministry setting.

Profiles for any minister other than a Disciples of Christ (Christian Church) minister fall under the process of Privilege of Call. A minister spends time in discernment with a COM regarding his/her call into the UCC; the COM may grant Privilege of Call status on an annual and renewable basis, thus allowing the minister to access the UCC Profiles Portal and circulate a UCC Ministerial Profile. Once a minister with Privilege of Call is called to a position within or representing the UCC, she/he is confirmed as a UCC minister in full standing, no longer designated as Privilege of Call nor holding any affiliation with his/her former denomination.

Scenarios that do not involve the UCC Ministerial Profiles Portal include Formula of Agreement Partners (Presbyterian Church USA, Evangelical Reformed Church of America, and the Reformed Church in America), whose own denominational paperwork may be shared with a UCC ministry setting according to the discretion of Association/Conference staff. Once called to a UCC position, a Formula of Agreement Partner meets with a COM to seek Dual Standing with the UCC.
<table>
<thead>
<tr>
<th>Role</th>
<th>Access to UCC Ministerial Profiles Portal</th>
<th>Access to UCC Ministerial Profiles Portal on record in the UCC Data Hub</th>
<th>Access to licensed UCC Minister</th>
<th>Access to ordained UCC Minister</th>
<th>Access to ordained Disciples of Christ Minister</th>
<th>Access to Minister who has requested Privilege of Call</th>
<th>Access to Minister granted Privilege of Call on record in the UCC Data Hub</th>
<th>Access to Authorized UCC Minister whose standing is suspended</th>
<th>Access to Authorized UCC Minister whose standing has been terminated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member in Discernment</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>x</td>
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<tr>
<td>Member in Discernment approved for ordination pending call</td>
<td>x</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>x</td>
</tr>
<tr>
<td>Licensed UCC Minister</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>x</td>
</tr>
<tr>
<td>Commissioned UCC Minister</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>x</td>
</tr>
<tr>
<td>Ordained UCC Minister</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>x</td>
</tr>
<tr>
<td>Ordained Disciples of Christ Minister</td>
<td>no</td>
<td>no</td>
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<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Minister who has requested Privilege of Call</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Minister granted Privilege of Call on record in the UCC Data Hub</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Authorized UCC Minister whose standing is suspended</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Authorized UCC Minister whose standing has been terminated</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>
PART TWO: The Snapshot

Introducing the Snapshot
Accessing the UCC Ministerial Profiles Portal
Using the Snapshot Database
  Searching through Snapshots
  Recruiting a Minister
  Case Studies
Use of Diversity Information
INTRODUCING THE SNAPSHOT

The Snapshot is an online tool for ministers to promote their gifts and availability to conference staff. It serves as a real-time method of communication and an opportunity for ministers to tell conferences when and where and how they can serve. While the Profile serves as a professional resumé and provides official UCC verification of ministerial fitness in the search and call process, the Snapshot offers a more informal opportunity for ministers to make connections and to highlight their gifts to conference staff, not only for settled pastorates but also as volunteers for conference committees, as short-term or interim pastors, as consultants to their colleagues on a specialized topic (such as website technology or grant writing), as youth ministers and music ministers, and more. The gifts and talents listed by ministers in their Snapshots can be searched for and recruited by conferences from the online “pool” or database of Snapshots.

Access to the Snapshot — for both ministers and conferences — is through the UCC Ministerial Profiles Portal. The Snapshot is an online tool only; it does not circulate to search committees or potential employers.

ACCESSING THE UCC MINISTERIAL PROFILES PORTAL

See the chart on pages 29-30 for an overview of which persons may access the UCC Ministerial Profiles Portal, https://uccprofiles.ucc.org. Those who are new to using the UCC Ministerial Profiles Portal must complete the “Request Registration” form located on the site’s homepage. A registration request need only be submitted once; it is processed by the Profiles Office during weekday working hours. Once a request is confirmed, an email will alert the user to their new account in the Profiles
Portal. On the homepage of https://uccprofiles.ucc.org, click “Sign In.” Conference users, references and ministers all must sign in to access their accounts.

USING THE SNAPSHOT DATABASE

Searching through Snapshots

More and more ministers are creating online Snapshots to mobilize their gifts and talents for the work of God and the mission of the Church. Conferences can search through and view these Snapshots in the UCC Ministerial Profiles Portal’s Searchable Snapshot Database. To see the Snapshot Database or “pool,” sign in to the UCC Ministerial Profiles Portal. Once logged in, locate the Searchable Snapshot Database section on the welcome page. Click the Search and Call icon to enter the Searchable Snapshot Database. Notice the terms of use for the Snapshot Database, which reiterate that a Snapshot contains unverified information and only a UCC Ministerial Profile should be shared with a prospective calling body.
Once in the Snapshot Database, the view by default is limited to ministers within one’s own conference who have developed Snapshots. Those names are presented in random order; click on an individual minister’s name to view their Snapshot. Snapshots can also be sorted using the various criteria located in the left-hand column; multiple criteria can be selected to narrow the search. Click “More” to see all possible search criteria in the left-hand column. Categories of positions and types of availability that can be searched in the Snapshot Database include:

**SETTLED / INTENTIONAL INTERIM / DESIGNATED-TERM / SUPPLY / SPECIAL RESOURCE**

**PASTORAL MINISTRY:**
- Pastor / Senior Pastor / Pastor Full-time / Pastor Part-time /
- Co-Pastor / Interim / Associate Pastor /
- New Church Start / Revitalization Pastor

**WIDER CHURCH OR SPECIALIZED MINISTRIES:**
- National Staff / Organizations (Community, Service, Advocacy) /
- Organizations (Hospitals and Hospice) / Conference Staff /
- Chaplain / Higher or Theological Education /
- Financial Ministries / Overseas / Camp Staff

**LOCAL CHURCH STAFF:**
- Music Ministry / Christian Education or Faith Formation /
- Children and Youth Ministry / Other Staff / Financial Administration /
- Administrative Assistant / Liturgical Arts

**AVAILABILITY:**
- Volunteer / Intern
- Short-Term / Settled
- Full-Time / Part-Time
The following talents, skills and interests identified by ministers in their Snapshots — with a further indication of “passion,” “demonstrated expertise” or “credential” — can be searched by conferences through the Snapshot Database:

<table>
<thead>
<tr>
<th>Passion</th>
<th>Demonstrated Expertise</th>
<th>Credential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anti-Racism Leadership</td>
<td></td>
<td></td>
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<tr>
<td>Appreciative Inquiry</td>
<td></td>
<td></td>
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<tr>
<td>Boundary Training Leader</td>
<td></td>
<td></td>
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<tr>
<td>Church Educator Certificate</td>
<td></td>
<td></td>
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<tr>
<td>Church Growth and Size Transitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Church Revitalization Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Pastoral Education</td>
<td></td>
<td></td>
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<tr>
<td>Committee on Ministry Experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conflict Facilitation and Mediation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consulting and Strategic Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabilities Ministry / Accessible to All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic Justice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecumenical Dialogue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emerging Leadership Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Leadership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Leadership Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Development</td>
<td></td>
<td></td>
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<tr>
<td>Fitness Review Response Team</td>
<td></td>
<td></td>
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<tr>
<td>Global Ministries</td>
<td></td>
<td></td>
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<tr>
<td>Grant Writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intentional Interim Ministry</td>
<td></td>
<td></td>
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<tr>
<td>Interfaith Dialogue</td>
<td></td>
<td></td>
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<tr>
<td>Just Peace Leadership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justice-LED or Community Organizing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Church Leadership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legacy Church Toolkit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Expertise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing and Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media and Public Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health Care</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recruiting a Minister

The Searchable Snapshot Database can be used by conferences to find Snapshots of authorized ministers whose availability and skills could be well-used to meet specific needs and vacancies within the conference (from interim ministries to volunteer opportunities to settled pastorates). In addition to searching the Snapshot Database for ministers within one’s own conference who might be invited to consider a particular opportunity, ministers outside of one’s conference can also be searched in the Snapshot “pool.” By unselecting the “Restrict to Conference” checkbox in the upper left corner of the Snapshot Database, Snapshots of ministers across the United Church of Christ can be viewed and searched. Searches can also be limited to those ministers with current and valid

<table>
<thead>
<tr>
<th>Passion</th>
<th>Demonstrated Expertise</th>
<th>Credential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Boards and Committees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Church Start or Entrepreneur Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open and Affirming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Our Whole Lives Comprehensive Sexuality Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor Ministries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pastoral Care / Counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Speaking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulpit Supply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rural Church Leadership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Violence Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Justice Issue Campaigns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Media</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spiritual Direction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suicide Prevention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theatrical Production</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCC History, Theology and Polity Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yoked or Multiple Parishes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Group Leadership</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Profiles by clicking “Restrict Results to Validated Profiles.” After initiating a search, the results can be sorted alphabetically by clicking “Name.”

Every minister decides whether to make their Snapshot visible in the “pool” of the Snapshot Database. Contact information for ministers is shared on their Snapshots; if a conference cannot view a particular minister’s contact information using the Snapshot, then the UCC Data Hub, Yearbook, and other resources available to UCC staff can be used to retrieve contact information. If, through searching the Snapshot Database, a conference identifies ministers with gifts that the conference hopes to recruit to its region, the conference may contact ministers to invite them to consider certain opportunities and to request that the ministers make their Profiles available to that conference through the UCC Ministerial Profiles Portal. Profiles are downloadable through the Portal by those conferences for which a particular minister has indicated availability.

To search the Snapshot Database by key words (using the search field rather than the predetermined lists of skillsets, position types, and availability), please note the following nuance of the Snapshot Database’s

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search system: typing two words into the search field defaults to the system performing an either/or search. For example, a search for conflict transformation will provide a list of all Snapshots containing either the word conflict or the word transformation. To search for two words as a phrase, use double-quotes around the words; for example, a search for “conflict transformation” will yield a list of all Snapshots that mention the phrase conflict transformation. To search for two words simultaneously, use a capitalized AND between the two words; a search for conflict AND transformation will produce a list of any Snapshots containing both of the words conflict and transformation.

**Snapshot Case Studies**

**Imagine . . .**

Needing someone to help the conference with its social media, a conference staff person searches the Snapshot “pool” and finds several ministers whose Snapshots indicated a passion for social media. A second quick search for boundaries trainers provides the conference with persons who can work with the social media volunteers to ensure appropriate use of Facebook, Twitter and Instagram.
Imagine . . .

Browsing the categories of skills and availability listed in the Snapshot Database, a conference sees a number of ministers available for yoked pastorates. This knowledge prompts the conference to work with a couple of specific congregations to consider the possibility of yoked ministries.

Imagine . . .

Browsing gifts available within their conference, a conference staff person was able to share with the conference board some personnel resources for new-church starts, highlighting ways in which ministers’ needs and local community needs could be met apart from a church setting.

Imagine . . .

A conference decides to encourage all of its ministers to create Snapshots, announcing that it will use the Snapshot Database to furnish lists of pulpit supply ministers to associations and local churches.
USE OF DIVERSITY INFORMATION

In ministers’ Snapshots, conferences have access to diversity information: race, gender, sexual orientation, ethnicity, nationality, and cultural competencies. If a minister opts to identify these gifts of their diversity in the Snapshot, the information is understood to be for conference staff only and not calling bodies. Employers legally may not ask this information nor use it to discriminate.

Imagine . . .

A large membership church is seeking its next senior minister. Among the first round of applicants who request to have their Profiles shared with the search committee, the conference notices there are no applicants of color. Searching the Snapshot Database, the conference identifies several ministers of color who are trained and equipped in executive leadership. The conference chooses to diversify the pile of Profiles being provided to the church committee so that multiple candidates of color are included.
PART THREE: The Profile

Using the Snapshot with the Profile
Validating Profiles
Special Considerations
Circulating Profiles
  Upon Minister’s Request
  For Intentional Interim Ministers
  For Designated-Term Pastorates
  For Supply Pastors
Storage of Profiles
USING THE SNAPSHOT WITH THE PROFILE

The Snapshot is the key to accessing the Ministerial Profile in the UCC Ministerial Profiles Portal at https://uccprofiles.ucc.org. With one click from a minister’s Snapshot, conference staff can download an individual’s Profile to share with search committees. Conferences can only see Snapshots when ministers set their Snapshots to “visible” and can only download Profiles from Snapshots when ministers consent (through the Geographic Availability list) to circulate their Profiles to specific conferences. Only a current and validated UCC Ministerial Profile may be shared by the conference with a search committee. If a Profile is unavailable for download, the reason will be one of the following: the minister does not have a complete and validated Profile, the Profile’s criminal background check is out of date, the Profile has been recalled from circulation by the MESA Ministry Team, or the minister has concluded their search and voluntarily withdrawn their Profile.

Video tutorials and print resources are available at www.ucc.org/ministers/profile to orient ministers and Members in Discernment to the UCC Ministerial Profiles Portal, the Snapshot, and the Profile.

VALIDATING PROFILES

The UCC Ministerial Profile is an official document of the United Church of Christ and, unlike the Snapshot, goes through a process of verification before it can circulate. When a minister drafts a Profile, it is possible that the minister might overstep, misrepresent or obscure facts about their preparation and authorization, ecclesial history, current workplace, or ministerial standing and fitness. Conference or association validators must catch factual inaccuracies before a drafted Profile is validated. Once validated, the Profile can circulate across the country with the validator’s signature and will be seen by search committees.
When a minister drafts a Profile and submits it to the conference for validation, the *UCC Ministerial Profiles Portal* will generate an email to the conference validator to indicate that a drafted Profile is ready for review. To review a drafted Profile before validation, sign into the Profiles Portal, find the Validation Request area on the main Welcome page, and click on the minister’s name. Download the drafted Profile to review both the Profile’s content and the criminal background check. While a conference validator may choose to review the drafted Profile for style, typos, and overall presentation in order to support the minister with comprehensive feedback, editorial comments are not the primary purpose of Profile validation. The validation process requires that a conference validator review and affirm four specific, fact-based statements before confirming the Profile as valid for circulation:

Please verify with the Association listed, that the individual carries proper ecclesiastical authorization or status with that Association. Check that the Minister has current ministerial standing or current privilege of call, and is not undergoing fitness review or suspension. Check that the Member in Discernment has been "approved for ordination pending call".

- The minister's standing is current and the candidate is deemed fit for ministry in and on behalf of the United Church of Christ.
Please review the Criminal Background Check. If the minister needs to make changes to the profile to add explanation of any items, withhold validation.

☐ A current criminal background check is attached at this time.

Please verify the accuracy of current employment information given.

☐ To the best of my knowledge, current employment information is accurate.

Please verify with the Association listed, and with all other objective records available to you (including http://datahub.ucc.org), that the minister does not have undisclosed items in the Self-Disclosure Form. Lack of truthfulness by the minister is grounds for withholding Profile validation.

☐ To the best of my knowledge, the background disclosure statement is accurate.

In order to attest to all four items in the validation area, conference validators must consult all records available to them. This includes, in the UCC Data Hub (http://datahub.ucc.org), a tab marked “Fitness” that holds all past fitness history as well as any current or pending fitness reviews as reported by conferences to the MESA Ministry Team. The Fitness tab can only be viewed by the conference that currently holds a minister’s standing; contact MESA to gain access to this confidential area in the Data Hub.
A conference should withhold validation if a minister’s Profile needs to be edited for accuracy and/or if the minister’s standing or criminal background check disqualifies the Profile from circulation. The conference validator’s explanation for withholding validation is sent to the minister via the *UCC Ministerial Profiles Portal*. If a conference validates a Profile, then the conference validator’s signature travels with the Profile to other conferences, search committees, and any other potential employers or entities who may reference the Profile.

**SPECIAL CONSIDERATIONS**

**Ministers with Privilege of Call**

Privilege of Call confers, for one year a time, an association’s permission for a ordained minister of another denomination to seek a pastoral position through the UCC Search and Call process. Any minister who is on record with the United Church of Christ through the *UCC Data Hub* as having received Privilege of Call from an association may have an account in the *UCC Ministerial Profiles Portal* to create a Snapshot as well as a Profile.

Because of the ecumenical Formula of Agreement, conferences may also at their discretion pass on current ministerial profiles from the PC(USA), the ELCA, or the RCA, according to the needs of the United Church of Christ.

**Ordained Ministerial Partners**

When an association approves a Disciples of Christ (Christian Church) ordained minister to seek a call in the United Church of Christ, that action is reported through the *UCC Data Hub*, thus allowing the minister to be granted access to the *UCC Ministerial Profiles Portal* to create a Snapshot and circulate a Profile. Ordained Ministerial Partner Standing is granted once the minister finds a UCC call. A conference may also circulate a Disciples of Christ ministerial profile that is shared by a DOC Regional Minister.
**Licensed Ministers**

Conferences that use Profiles for licensed ministers may have an internal policy of validating the drafted Profiles of licensed ministers, however, no such Profile may circulate across the conferences unless that licensed minister has been “approved for ordination pending call.”

**Commissioned Ministers**

Although the use of Profiles by commissioned ministers is not mandated in the UCC Constitution and Bylaws, all commissioned ministers are eligible to have a Profile as a tool for seeking employment and as a record of ecclesiastically authorized ministry. At the request of a commissioned minister, conferences are instructed to circulate the commissioned minister’s Profile for vacant positions unless the calling body has made ordination a requirement of a particular position.
Members in Discernment

Members in Discernment (MIDs) who are on record with the denomination through the *UCC Data Hub* are eligible to access the *UCC Ministerial Profiles Portal* and thereby able to draft a Profile.

Special instructions are given in the *UCC Ministerial Profiles Portal* when a MID’s draft Profile is requested by a Committee on Ministry as a document for the committee’s authorization decision. Once a MID submits their Profile as complete to the conference validator, the draft Profile can be downloaded by the home conference and conveyed to the committee. Should the committee suggest or require Profile revisions, the conference then withholding validation in order to “unlock” the MID’s Profile for edits.

The draft Profile may be validated by a conference after a Member in Discernment is approved for ordination pending a call, usually by Ecclesiastical Council.

CIRCULATING PROFILES

Upon Minister’s Request

When a minister contacts a conference about a listing on *UCC Ministry Opportunities* and requests that their UCC Ministerial Profile be shared with a particular search committee, the conference is obligated to distribute the Profile as requested. A conference staff person should log into the *UCC Ministerial Profiles Portal*, enter the Searchable Snapshot Database, and then — in the search field in the upper lefthand corner — type the minister’s name. When the minister’s name appears on the results list, click “Download” to access the Profile; the minister’s Snapshot can also be viewed by clicking on the minister’s name. Contact the minister if additional questions and conversations will be helpful in considering how best to utilize the minister’s talents and availability.
For Intentional Interim Ministers

The Searchable Snapshot Database or Snapshot “pool” in the UCC Ministerial Profiles Portal is built to help conferences seek out ministers who are available for and skilled in short-term and transitional positions of ministry. Search the Snapshot Database by choosing the option “Intentional Interim Ministry” from the skill sets column; the resulting list of ministers will be those who have indicated a passion for, demonstrated experience with, or have credentials in intentional interim ministry. A minister’s specialization(s) and/or philosophy of interim ministry may be included in the Snapshot as an additional comment, along with the minister’s geographic availability and compensation expectations.

Conferences may also receive direct requests from ministers about interim positions that have been listed on UCC Ministry Opportunities. The ideal listing of an interim position includes a deadline to indicate when the conference will be providing Profiles to the local churches with interim needs, so that ministers can contact the conference in a timely manner. The Profile of an inquiring minister can be found by searching the Snapshot Database by the minister’s name.
For Designated Term Pastorates

The listing of a designated-term ministry position on *UCC Ministry Opportunities* should identify the length of the term, the purpose of the position, whether or not it can become a settled call, and the process for sharing profiles with the search congregation. As ministers inquire about the position based on the *UCC Ministry Opportunities* listing, their Snapshots and Profiles can be viewed through the Snapshot Database in the *UCC Ministerial Profiles Portal*.

Conferences can also seek out potential candidates using the Searchable Snapshot Database, using the criteria keys to identify critical skill sets and availability for the position. Conferences can communicate with ministers as appropriate, and may share Profiles of ministers who are available for certain designated-term positions.

For Supply Positions

Even for ministry positions as short as a sabbatical supply minister, conferences should post a description on *UCC Ministry Opportunities*. In addition to circulating Profiles at ministers’ request, conferences may seek potential candidates through a search of the Snapshot Database using criteria of skill sets and/or availability. Preview a minister’s Snapshot for additional comments that may clarify availability, compensation requirements, etc. of the minister. Communicate with potential candidates as needed. Download and share Profiles as appropriate.

**STORAGE OF PROFILES**

The *UCC Ministerial Profiles Portal* is designed to manage Profiles for conferences, including all those available for circulation within any particular conference at any given time (minus any Profiles that have expired, been recalled for fitness review, or been withdrawn by the minister). Downloading Profiles to store creates duplicate management systems. It is preferred that Profiles are only downloaded when being shared with a particular search committee.
The process of recalling a Ministerial Profile includes the following steps: (1) MESA is informed by a conference of the beginning of a fitness review or — failing that — MESA is informed by a conference of a minister’s suspension or termination. (2) The Profiles Office sends a recall message to all conferences where the Profile has been downloaded. (3) Conferences are expected to contact search committees in possession of the Profile to inform them that the candidate is not presently eligible for call. (4) Through the time that a Profile is under recall, the minister’s Profile is unavailable for new downloads by conferences and should not be circulated by conferences. (5) Throughout the time that a Profile is under recall, a minister may still access their account in the UCC Ministerial Profiles Portal and may update their Snapshot.

Each time conference staff download a Profile, a record of this download is made available to the minister through his/her account in the UCC Ministerial Profiles Portal under “My Settings — Download Log.” All validated profiles are always kept by the UCC Profiles Office, and for the purposes of oversight are available to conference staff through an archive in the UCC Data Hub.