

SAMPLE MEMBER IN DISCERNMENT PROCESS CHECKLIST

(to be adapted to reflect local requirements of the Association or Conference

Acting as an Association)

At the heart of the understanding of Christian ministry in the United Church of Christ is the theological conviction that God calls all disciples to serve Christ in their work and to witness in daily life. The Local Church of the United Church of Christ – in polity and in mission – is called to equip and empower the ministry of disciples. For some members, the call of discipleship may include specific preparation and formation in order to respond faithfully and effectively with their work and lives. For some members, the call of discipleship may include the exploration of ordination, to serve as a representative servant of Christ on behalf of the United Church of Christ. The Local Church’s culture of call takes a particular focus when a member feels called to ordained ministry, providing discernment support as well as connection to the Association for engagement with its formal discernment processes. A member of a Local Church who is approved by an Association’s Committee on Ministry to enter a discernment relationship is called a Member in Discernment (MID). Member in Discernment is an ecclesial status within the United Church of Christ. The Member in Discernment process involves interdependent and covenantal relationships, in support of the member as well as the Committee on Ministry (COM) making decisions on behalf of the United Church of Christ. These relationships involve the Local Church (where one must first be an active member for a minimum of one year before applying for MID status), the COM, a MID Advisor, theological education partners, ministry development centers, mentors, peer networks, and the National Setting of the UCC (see section 2.1 of the Manual on Ministry).

Name _____

Address _____

Phone(s) _____

Email _____

_____ Verification of local church membership (date received): _____

Name of church _____

Contact person _____

_____ Letter from local church requesting MID status (date received): _____

_____ Evidence of engagement with the Marks with Local Church Discernment Committee
(date received): _____

_____ Completed application for MID status (date received): _____

_____ Materials received with application (note the dates):

- Baptism certificate/letter.
- Church membership certificate/letter.
- Personal biography data and résumé.
- Statement of the individual's spiritual journey, including theological perspectives, personal pilgrimage, overview of the United Church of Christ (polity and practices).
- Statement of the individual's understanding of their call in and on behalf of the United Church of Christ at this time.
- Documentation of educational (including transcripts) and professional training including ministerial experience and training.
- Three (3) written references of support for the individual to enter the Member in Discernment process. One must be from a United Church of Christ minister.
- Complete a Covenant for a Member in Discernment (will be provided).

_____ Initial meeting (date) _____ Outcome: _____

Recorded in minutes: _____

_____ MID Status entered into UCC Data Hub (date): _____

_____ MID Advisor: Date assigned: _____

Name & contact information: _____

_____ Advisor "job description" shared with MID and Advisor (date): _____

_____ Initial review of The Marks and development of Plan of Formation (date) _____

_____ Psychological Assessment (should occur within first year of MID status)

Date and place of assessment: _____

Report received: _____

Report reviewed: _____

Outcome: _____

Recommendations incorporated into Plan of Formation: _____

_____ Annual meeting with COM and assessment of progress (including changes to Plan of Formation, as needed): Date: _____ Outcome: _____

Recorded in minutes: _____

_____ Annual meeting with COM and assessment of progress (including changes to Plan of Formation, as needed): Date: _____ Outcome: _____

Recorded in minutes: _____

_____ Annual meeting with COM and assessment of progress (including changes to Plan of Formation, as needed): Date: _____ Outcome: _____

Recorded in minutes: _____

(add additional lines as needed depending on the length of the discernment process)

_____ Approved UCC History, Polity and Theology course completed (date): _____

_____ Approved Boundary Training completed (date): _____

_____ Approved Anti-racism Training completed (date): _____

Association Annual Meetings attended (dates): _____

Conference Annual Meetings attended (dates): _____

Other Association/Conference events attended:

Event(s) _____ Date(s) _____

MID Retreats attended (dates): _____

_____ MID with Lay Ministerial Standing Granted (if applicable): (initial date) _____

Ministry Setting _____

Entered into UCC Data Hub: _____

Renewals (dates): _____ End date: _____

_____ Ordination Paper and/or Portfolio submitted to the COM (date): _____

_____ Ordination interview with COM scheduled (date): _____

_____ Ordination interview with COM completed (date): _____

Outcome: _____

_____ Ecclesiastical Council Scheduled (date and place): _____

Invitations: _____

_____ Ecclesiastical Council completed (date): _____

Outcome: _____

_____ UCC Data Hub updated to reflect

- a) Approved for ordination pending call (date): _____
- b) MID status removed without bias (date): _____
- c) MID status removed with bias (date): _____

Note: Completion of these steps does not guarantee any particular outcome. This checklist is for record keeping purposes only and is meant to be an administrative tool consistent with the Process of Discernment.