**WORKSHEET – MINISTERIAL PROFILE AND SNAPSHOT**

Included in this WORKSHEET are the questions and prompts that authorized ministers and Members in Discernment will find in the new Ministerial Profiles Portal. Information entered in “Geographic Availability” controls whether conferences can view your Snapshot and whether/where your UCC Ministerial Profile circulates. As illustrated below, the Search and Call staff of conferences use the Profiles Portal to search Snapshots in order to find and download Profiles. Additional information and tutorials can be found online at https://www.ucc.org/search-and-call/#MIS

The Ministerial Excellence, Support and Authorization (MESA) Team maintains all portal data and manages all user accounts for the United Church of Christ.

**HOMEPAGE: Drop-Down Menu** (upper right hand corner)

This menu provides quick links to other parts of the Snapshot and Ministerial Profile:

 Homepage

 Personal Profile

 Optional Demographics (Information you enter here will not appear in the Snapshot or in

the Profile, nor be used in the consideration of any matter regarding your employment. It will, however, be maintained in a secure and confidential matter and will be used exclusively for statistical purposes.)

 Edit Snapshot

 Geographic Availability

 Background Check

 Ministerial Profile

 References

 Download and View Draft Profile

**HOMEPAGE: Personal Profile** (click “edit” to change information in personal profile, this information can also be changed using the “Personal Profile” in the drop-down menu)

Email Address

Full Name and Preferred Name

Pronouns (optional)

Preferred Contact, e.g. email or telephone

Address(es) and Phone Number(s)

Please note: changing this information here will also change this information in the Ministerial Profile.

**HOMEPAGE Data Hub**

This section will populate with the latest contact information recorded in the Data Hub. Contact your Conference or Association staff with any updates.

**HOMEPAGE Snapshot**

This section has links to pieces of the Snapshot, which can also be accessed from the drop-down menu “Edit Snapshot.” They are sub-categories within the Snapshot.

**SNAPSHOT Authorization and Standing**

Ministerial standing is held in Associations, or in Conferences acting as Associations. If you have questions about your own standing, please see your Association.

* Authorization (e.g. Commissioned Minister or Privilege of Call)
* Standing in Conference and Association

**SNAPSHOT Availability**

In the Snapshot, keywords describing position types (availability) are searchable by Search and Call Staff, if your Snapshot is set to be “visible.”

Pastoral Ministry (select as many options as you wish from the list: Pastor, Senior Pastor, Pastor Full-Time, Pastor Part-Time, Co-Pastor, Interim Pastor, Associate/Assistant Pastor, New Church Start, Revitalization Pastor)

Wider Church or Specialized Ministries (select as many options as you wish from the list: National Staff, Organizations, Conference Staff, Chaplain, Higher/Theological Education, Financial Ministries, Overseas, Camp Staff)

Local Church Staff (select as many options as you wish from the list: Music Ministry, Christian Education, Children and Youth Ministry, Other Staff, Financial Administration, Administrative Assistant, Liturgical Arts)

Volunteer or Intern

Additional availability options include:

* Full-Time or Part-Time
* Available Start Date
* Rural, Small Town, Urban, Metro Ministry Setting
* Size of Congregation (Small Membership, Program Size, Large Membership, Not Applicable)

**SNAPSHOT Gifts and Talents**

Languages I want to use in ministry (click on languages to select them on the left-hand menu; selected languages will appear in the right-hand menu)

Additional languages not listed above (field allows 100 characters)

Skill Sets (click on specific skills on the left-hand menu, selected skills will appear in the right-hand menu and on the chart; further identify your chosen skill sets as “passion,” “demonstrated experience,” or “credential” as they appear on the chart)

Additional skill sets not listed above (field allows 100 characters)

Affinity and Diversity (This information cannot be required by any employer and is not

contained within a UCC Ministerial Profile. The choice here to indicate identity or affiliations assists those staffing search processes who are proactively seeking particular, diverse leaders to be among those considered as prospective employers.)

Ethnic or Cultural Groups that I identify with (field allows 300 characters)

Cultural Competencies (field allows 480 characters)

**SNAPSHOT Additional Comments**

Anything else you want Search and Call staff to know. This field could be used to identify your ministry specializations, such as interim skills and experiences; to interpret your potential ability to relocate; to introduce unique factors such as family situation, needs or constraints; to provide your salary expectations; and more. (field allows 600 characters)

**HOMEPAGE: SNAPSHOT Visibility**

The Snapshot is a tool for visibility and networking for all authorized ministers. Updated in real-time by the minister, a Snapshot highlights gifts, skills, availability, and is searchable by Conference Staff by keyword.

If you select “Visible,” then Search and Call Staff may view this snapshot in an access-restricted online searchable pool. From the pool, they could proceed to download your eligible profile, if you have made your UCC Ministerial Profile available for circulation to prospective calling bodies in their specific Conference/Association.

**HOMEPAGE: SNAPSHOT Geographic Availability**

Click SELECT or ALL to add up to 36 conferences as well as the option of “Any Conference Minister or National Staff Position.” For each selected conference/position, indicate “Supply Ministry,” “Intentional Interim Ministry,” “Designated-Term Ministry,” “Settled Ministry,” or “Special Resource.” Every conference/option listed on-screen will be notified of your validated profile’s availability. Click “Remove” to deselect a conference.

**HOMEPAGE: Search and Call**

This section includes information on the Ministerial Profile, which can also be accessed from the drop-down menu.

**HOMEPAGE or DROP-DOWN MENU: Criminal Background Check**

 Processed through Oxford Document Management Company and attached to Profile.

**HOMEPAGE or DROP-DOWN MENU: MINISTER PROFILE**

This section has links to pieces of the Ministerial Profile, which can also be accessed from the drop-down menu “Edit Ministerial Profile.” They are sub-categories within the Ministerial Profile.

**MINISTER PROFILE: Instructions**

Please read the instructions carefully for additional information and feedback.

**MINISTER PROFILE: Contact Information**

Email Address

Full Name and Preferred Name

Pronouns (optional)

Preferred Contact, e.g. email or telephone

Address(es) and Phone Number(s)

Please note: changing this information here will also change this information in the “Personal Profile” section.

**MINISTER PROFILE: Ecclesiastical Authorization for Ministry**

Local Church Membership

Ministerial Standing (e.g. Ordained Minister), with Association and Conference. Note that ecclesiastical endorsement, if any, is included under “Ordained Minister with full standing.”

Member in Discernment status, if any

Additional ecclesial standing in a body beyond the United Church of Christ, if any

**MINISTER PROFILE: Verification**

The following four objectively verifiable pieces of information in your profile are double-checked by the Conference Validator once you submit your drafted profile for validation:

* The minister’s standing is current and the candidate is deemed fit for ministry in and on behalf of the United Church of Christ.
* A current criminal background check is attached at this time.
* To the best of my knowledge, current employment information is accurate.
* To the best of my knowledge, the background disclosure statement is accurate.

Select one:

* Distribute my profile to my Conference for validation
* I am currently a member of Conference staff and choose to have my profile validated according to the alternate procedure available to Conference and Associate Conference staff

**MINISTER PROFILE: Ministry Essays**

Some essay questions reference *The Marks of Faithful & Effective Authorized Ministers of the United Church of Christ* (<https://new.uccfiles.com/pdf/THE-MARKS-OF-FAITHFUL-AND-EFFECTIVE-MINISTERS.pdf>). The United Church of Christ recognizes *The Marks of Faithful and Effective Authorized Ministers* in the formation of ministers, in the practice of active ministry, and throughout life. For the purposes of completing a denominational Profile, ministers are asked to spend some time with the *Marks*.

If you are preparing to enter the Search and Call process, prepare your essay answers with potential calling bodies in mind. Highlight skills, anecdotes, experiences, and lived beliefs that help calling bodies imagine you in ministry with them. As you write, picture those to whom your Profile is “speaking.” Use the essay questions to communicate your story, your unique style, and your vision for practical ministry.

The fields for the first three essays provide space for 2000 characters; the fourth essay’s field allows 2200 characters.

1. My sense of being called by God and the Church to authorized ministry (from “Exhibiting a Spiritual Foundation and Ongoing Spiritual Practice” in the *Marks*).
2. My concept of covenant and how it informs the nature, purpose and polity of the United Church of Christ (from the “Nurturing UCC Identity” in the *Marks*).
3. I am passionate about…
4. Reflect on your personal and professional formation for ministry in light of any other section of the *Marks*. (Please identify which mark/section your essay focuses on.)

**MINISTER PROFILE: Educational Formation for Ministry**

In the following section, I include a record of my Formal Education, any Regional Education Training Programs, or other formative educational experiences that I have completed, as well as Continuing Education.

Formal Education (add multiple programs/degrees using the green “Add” button)

Institution/Program

City, Region, Country

Start Date of Attendance, End Date of Attendance

Degree/Certification Earned

Regional Theological Education Programs and Formative Educational Experiences (add multiple programs/experiences using the green “Add” button)

Program/Experience (900 characters)

City, Region, Country

Start Date of Attendance, End Date of Attendance

 Professional Development

Continuing Education (field provides space for 900 characters)

Community and Wider Church Involvement (field provides space for 900 characters)

Awards, Honors and Publications (field provides space for 900 characters)

**MINISTER PROFILE: Vocational History**

Below find a full history of my vocational experiences, including key accomplishments for up to 3 selected experiences. (All ecclesiastical experience must be listed in the profile; additional professional and volunteer experiences may be included as well. You can add multiple fields using the green “Add” button.)

Location/Setting

City, Region, Country

Start Date of Service, End Date of Service

Title/Position

Job Type (e.g. part-time, volunteer, full-time)

Key Accomplishments (choose three experiences to describe; the field limit for each accomplishment is 600 characters)

**MINISTER PROFILE: Skill Sets**

This section carries over from the Snapshot and edits must be made in the Snapshot section.

**MINISTER PROFILE: Self-Appraisal**

The field limit for the following prompts is 900 characters.

1. Some areas of strength in my practice of ministry
2. Some areas of growth in my practice of ministry
3. A meaningful experience I have had in ministry
4. Additional comments

**MINISTER PROFILE: Supplemental Material**

You are invited to include below what is relevant to interpreting your history, whether Criminal Background Check information, Vocational History, or Self-Disclosure. You are also invited to include, for the Calling Body’s awareness, any special factors not mentioned elsewhere.

Interpreting the History (field includes space for 1500 characters)

Additional Comments (field includes space for 900 characters)

Optional Web Presence (enter as many websites as desired, using the green “Add” button to add entries; begin each web address with http:// or https://.)

**MINISTER PROFILE: Interim Ministry (Optional)**

Not all ministers will complete this section of the profile, because not ministers are seeking intentional interim service.

Selecting “I am available for Intentional Interim Ministry” requires an additional agreement to the following statement of professional ethics:

“Under no circumstances will I allow my name to be considered as a possible candidate for settled or designated-term ministry at the church where I am serving as an Intentional Interim minister. I understand that if I allow my name to be considered for an ongoing position, representatives of the wider church may ask for a fitness review of my authorization for ministry within the United Church of Christ.”

The Intentional Interim Ministry essay provides space for 900 characters in response to “How I Describe My Approach to Intentional Interim Ministry.”

A judicatory staff contact must be listed for an Intentional Interim Ministry reference.

**MINISTER PROFILE: Closing Thoughts**

You are invited to share a prayer or dream for the community which you imagine serving (for example, a poem, a Scripture passage, or a piece of music that is meaningful to you). The field allows for 600 characters.

**MINISTER PROFILE: Self-Disclosure**

Ministers completing a UCC Ministerial Profile must make a conscientious assertion about their ethical performance and are given space for relevant commentary. All ecclesial disciplinary actions must be disclosed, in addition to the legal disclosures. Context of these events can be noted in “Interpreting the History” under Supplemental Material.

In your response to the “Vocational History” question in the profile, did you omit any ecclesiastical employment?

Have you ever been the subject of a fitness review in any entity affiliated with or setting of the United Church of Christ that resulted in: Censure? Suspension? Termination of ministerial standing?

Are you currently engaged in a program of growth as the result of a fitness review in the United Church of Christ?

Are there any fitness reviews pending against you at this time by any setting or entity of or affiliated with the United Church of Christ?

Have you ever been the subject of an official disciplinary proceeding by another denomination, professional association, credentialing body, guild or employer that resulted in disciplinary action?

Are there any official disciplinary proceedings pending against you at this time by another denomination, professional association, credentialing body, guild or employer?

Have you ever been the subject of a civil law suit alleging that you attempted or actually engaged in sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct; which has ever resulted in a judgment being entered against you, settled out of court, or dismissed because the statute of limitations had expired?

Have you had your driving license suspended or revoked within the last 5 years?

Have you ever been found guilty of, pled guilty to, or pled no contest to criminal charges? (Exclude convictions that have been sealed, expunged or legally eradicated; any misdemeanor conviction for which probation was successfully completed; offenses about which inquiry is not permissible in the state in which you are seeking a position; acts of civil disobedience. With respect to driving record, only include matters of reckless driving, driving while intoxicated and/or driving under the influence of a controlled substance.)

Has your employment, a volunteer position, or professional credentials, ever been terminated or revoked, or have you been asked not to return to employment or a volunteer position in the future because you attempted or actually engaged in: Sexual discrimination, harassment, exploitation or misconduct? Physical abuse? Child abuse? Financial misconduct?

Have you ever terminated your employment, a volunteer position, or professional credentials in order to avoid facing or to avoid being terminated because of charges of actual or attempted: Sexual discrimination, harassment, exploitation or misconduct? Physical abuse? Child abuse? Financial misconduct?

Are there any facts or circumstances involving you or your background that should be disclosed and/or further reviewed before you are entrusted with the responsibilities of ministry on behalf of a calling body of the United Church of Christ?

If you answered yes to any of the above questions, please provide detailed explanation for all such affirmative answers. In addition to providing other relevant material, be sure to include dates and information for related official decisions, actions, reviews, etc. (by you and/or other parties) that affected your employment and/or ministerial standing and/or professional credentials. (Field provides space for 2000 characters.)

**MINISTER PROFILE: Statement of Consent**

"The United Church of Christ recognizes that God calls certain of its members to various forms of ministry in and on behalf of the church for which ecclesiastical authorization is required." United Church of Christ Constitution, Article VI, paragraph 21.

Use of the UCC Ministerial Profile signifies that an individual has an Association's ecclesiastical authorization to seek a call as a minister in and on behalf of the church; has completed background check screening and fitness verification; has attested to certain statements in a document of self-disclosure; and has gained three references which speak to their practice of ministry. The Profile is a tool of testament and transparency, meant to demonstrate covenants of supportive cooperation and appropriate sharing of information among national offices, Conference and/or Association personnel, calling bodies, and the minister, as expressed in paragraph 25 of Article VI of the United Church of Christ Constitution.

It is essential that information contained within this document be sensitively and responsibly reviewed and interpreted. All those seeing the document have the responsibility to maintain or dispose of its contents confidentially.

Any practice by calling bodies of routinely rejecting profiles on a perfunctory basis without a complete and individualized assessment, including a thoughtful review of commentary offered by the candidate, is strongly discouraged. In particular, criminal history information, including the conduct underlying that history, should be evaluated in terms of the nature and gravity of the offense or conduct, the time that has passed since the offense, conduct, and/or sentence, and the nature of the position sought by a candidate, so as to foster call and hiring decisions that are based on an individualized assessment that is job/ministry related and consistent with ministry/business necessity.

Relationships between calling bodies, authorized ministers, and those holding ministerial standing and fitness oversight rely upon practices of discernment and dialogue. Because such relationships require integrity and an honest exchange of relevant information, for the health and mission of the church, this minister pledges the following:

1. I attest that the information contained in the UCC Ministerial Profile is true and complete to the best of my knowledge. I understand that any misrepresentation or omission may be grounds for a calling body's declined consideration for, or termination of, a ministry position. I acknowledge that it is my duty in a timely manner to amend the responses and information I have provided if I come to know that a response or information was incorrect when given or if the response or information, though accurate when given is no longer accurate.
2. I understand that I may designate certain Conference and/or Association staff and other persons and entities, to receive and circulate my UCC Ministerial Profile. I authorize all such persons and entities, and/or their agents, to make inquiries regarding all statements contained in my UCC Ministerial Profile. I also authorize all persons, entities, former employers, committees on ministry and their agents, courts, law enforcement and other public agencies to respond to inquiries concerning me and to supply verification of the information provided in my UCC Ministerial Profile. I understand that such persons may comment on and state their opinions regarding my background and character to those who execute the search process, such as members of a calling body or judicatory staff persons. To encourage such persons to speak openly and responsibly, I hereby release them from all liability arising from their responses and comments made in good faith and without malice.

**HOMEPAGE MINISTER PROFILE: References**

Find a Reference: Enter the email address of your reference and click “search” to see if they already have an account in the UCC Ministerial Profiles Portal. If so, click “Contact Reference” to send an automated request to their account to create a reference for you. (This request will also go to their primary email address on file.) If no name appears, click “contact a new reference” to request that the person providing a reference create an account so that they may complete the reference.

The following information is requested of all references; all fields are required:

Email Address

First Name, Middle Name, Last Name.

Address and Phone

Short Answers for References:

1. Role and relationship to Minister
2. This minister’s areas of strength in the practice of ministry as I experience them are
3. Some areas of growth for this minister’s practice of ministry in my experience are
4. Describe a significant experience you have had of this person in ministry
5. Additional comments

Three references are required.

Once your references been selected, you may contact them or remove them from the References section of the Profile.

**MINISTER PROFILE: Preview and Submit**

Once all required fields have been entered and saved, click “Download” to see a preview of the Ministerial Profile PDF. Review your drafted Profile, and make sure it contains all saved changes. Click “Submit” to send the final draft of the Profile to your Conference for validation. After clicking “Submit,” the Profile fields will be locked from future edits.

The validator will review the draft and return it to you without validation if changes are needed. If validation is withheld, you will be notified by email and the profile fields will be unlocked for further edits.

Once the Profile is validated, you will be notified by email. If the draft profile is validated, then upon your next visit to the Profiles Portal you will be instructed to click “save” to confirm profile circulation. Editing features for your Profile will be locked for 3 months as your Profile begins to circulate; changes can be made to the Snapshot at any time.

**FOR MORE INFORMATION**

Find resources of the Ministerial Excellence, Support and Authorization (MESA) Team online at www.ucc.org/ministers. Additional information and tutorials for the new Ministerial Profile are located at www.ucc.org/ministers/profile/.