
OVERVIEW FOR THE PROCESS TOWARDS DUAL STANDING

COVENANTING COMMITTEE ON MINISTRY
SOUTHERN CALIFORNIA NEVADA CONFERENCE

Dual Standing is a temporary form of UCC ministerial standing that may be granted to ecumenically ordained (or otherwise ecumenically authorized) ministers who are called to serve in a UCC ministry setting but who keep their affiliation with their denomination of origin.

STEP ONE: COLLECT MATERIALS, COMPLETE AND SUBMIT DUAL STANDING APPLICATION

The Dual Standing Application is an online form available on the Southern California Nevada Conference website: <https://www.scncucc.org/paths/dualstanding/>

Applicants should review the application form online, collect the necessary information and documentation, and complete any remaining training. When the application is complete and all components are uploaded, click “Submit” on the final page of the application to officially submit the application to the Covenanting Committee on Ministry.

The online application allows applicants to save their progress and return anytime within 90 days. A link will be emailed to the address in Applicant’s Contact Information.

RESOURCE

The following checklist may be used to help ministers identify and prepare the material that is requested on the application for Dual Standing:

- Applicant’s Contact Information**
- Applicant’s Ministerial Profile or CV or Résumé**
 - Many denominations require their authorized minister to create a Ministerial Profile that then serves as a denominational credential, presenting an individual’s verified standing, criminal background check, disciplinary records, and employment history. In many traditions the Ministerial Profile is also the document by which information about an authorized minister is eventually shared with local church search committees. Ministers upload their denomination’s equivalent of a profile or upload a record of their employment history (ex. CV or Résumé).
 - Save the Profile or CV or Résumé in PDF format for upload to the application.
- Applicant’s Reflection Questions**
 - Ministers are asked to reflect on 5 short answer reflection prompts (limits are 2000 characters for the first three questions, 2200 characters for the final two questions). The prompts include:
 - 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*).

- 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*):
 - I am passionate about...
 - 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.)
 - Reflect on why you are seeking Dual Standing at this time:
- Note: Some reflection 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 in the formation of ministers, in the practice of active ministry, and throughout life. For the purposes of completing an application for Dual Standing, ministers are encouraged to spend some time with the Marks.
- Verification of Completed UCC History, Polity, and Theology Course**
- Applicants are expected to obtain a working knowledge of the United Church of Christ history, polity and theology as well be able to function in and appreciate the polity of the United Church of Christ. Find approved course options at <https://www.scncucc.org/uccidentity>.
 - Save the Certificate of Completion in PDF format for upload to the application.
- Verification of Completed Clergy Boundary Training**
- Applicants are expected to have completed a Clergy Boundary Training approved by their denomination within the last three years or to complete a training at the time of applying for Dual Standing. Find approved course options at <https://www.scncucc.org/resources/boundary-training/>
 - Save the Certificate of Completion in PDF format for upload to the application.
- Ecclesiastical History**
- Applicants provide the information regarding their denomination of origin, other denominations/entities they have been credentialed by, and any previous Standing or Status they have applied for with the UCC.
 - Applicants provide the name of the person and/or office within each denomination/entity that does/did certify ministerial authorization, as well as their contact information including address, phone, and email.
 - A UCC judicatory staff member will complete the judicatory reference checks on the applicant’s behalf.
- Self-Disclosure Profile**
- Applicants are asked a series of questions regarding previous professional disciplinary actions or involvement as well as any previous legal disciplinary actions or involvement, providing commentary or information regarding dates and circumstances as needed for clarification.
- Statement of Consent**
- Applicants review and sign a consent form to allow information regarding their background and candidacy be shared as appropriate among covenantal partners.

Initiating Letters of Reference

- Applicants are asked to provide the names and email addresses for three individual references who can speak to your skills and gifts for ministry. At least one reference should be an ordained UCC minister with Active Ministerial Standing.
- If written letters of reference are already included in your uploaded Ministerial Profile, applicants may indicate that they would like those to be used to fulfill some or all of the required Letters of Reference.

STEP TWO: COMPLETE BACKGROUND CHECK

After submitting the Dual Standing application, one additional step may be needed to complete a Background Check, if one is not already included in an uploaded Ministerial Profile or if the Background Check in the Ministerial Profile is older than a year.

Complete the Background Check:

- Visit <https://www.oxforddoc.com>. Select Candidate Registration, enter client code: 1365, and choose position code 1 for Clergy background check. Submit payment to complete the process. The report is mailed automatically to the Conference on your behalf.

STEP THREE: MEETING WITH THE COMMITTEE ON MINISTRY

Your material will be sent to the Committee on Ministry, who will review the Dual Standing Application, Judicatory Reference Check, Letters of Reference, and Background Check (Steps 1 & 2), engage in discernment, and work with the applicant to identify any additional items that may be needed immediately.

The Committee on Ministry will schedule time to meet with the Minister. After meeting with the Committee, the applicant will then proceed to step four.

STEP FOUR: SUBMIT ADDITIONAL REQUIREMENTS OR INFORMATION

After meeting with the applicant, the Committee on Ministry will create a timeline for the applicant to complete any additional requirements and or submit additional material. The Committee on Ministry will communicate the timeline and expectations with the applicant.

STEP FIVE: SEARCH AND CALL

Once additional requirements are met or if no further requirements are needed, the applicant is said to be “eligible for Dual Standing” and may begin to search for a call to a UCC ministry setting. After a call is received, the applicant proceeds to step six.

STEP SIX: LOCAL CHURCH REQUEST TO GRANT DUAL STANDING

Once the applicant has been called to serve a UCC congregation, the Moderator or Search Committee Chairperson, or other representative of the congregation submits the Local Church Request located on the Conference Website:

<https://www.scncucc.org/paths/dualstanding/>.

This form includes:

- An official request from the congregation(s) for Dual Standing to be granted
- Draft or copy of the minister's job description
- Draft or copy of the Call Agreement

STEP SEVEN: MEETING AGAIN WITH THE COMMITTEE ON MINISTRY

The Committee on Ministry will review the above requirements and request from a Local Congregation, engage in discernment, and determine whether or not to grant Dual Standing to the applicant.

A formal service Installation of the minister as a pastor of the UCC congregation by the Association is scheduled after the granting of Dual Standing.

IF YOU HAVE QUESTIONS RELATING TO THE DUAL STANDING PROCESS, CONTACT THE UCC CONFERENCE OFFICE TO BE CONNECTED WITH THE COM CHAIRPERSON AND THE ASSOCIATE CONFERENCE MINISTER WHO WORKS WITH THE COM.

THIS POLICY WAS ADOPTED FOR USE BY THE COVENANTING COMMITTEE ON MINISTRY JAN. 15, 2025.
