

IN CARE CHECKLIST

for _____, received In Care on _____
(name) (date)

- **Pre-Registration as “In Care”**
 - Application to become a student In Care _____
 - Introductory Information _____
 - Statement of Consent and Background Disclosure _____
 - Verification of church membership _____
 - Letter of reference from Pastor _____
 - 2 Other letters of reference _____
 - Educational documentation _____

- **Church and Ministry Committee interview and affirmation** _____

- **Career Assessment and release report to Ministry** _____

- **On-Going Reports**
 - Student reports – 60 days prior to each interview _____
 - _____
 - _____
 - _____
 - Seminary Advisor Evaluation – March 1 _____
 - _____
 - _____
 - _____
 - Transcript of grades – June _____
 - _____
 - _____
 - _____
 - Mentor’s report – 60 days prior to each interview _____
 - _____
 - _____
 - _____

- **Church & Ministry interview and status renewal (annual)** _____

- **Field work and evaluation** _____
- **Polity course or Ministry-approved equivalency** _____
- **C.P.E. and evaluation** _____
- * **Student Licensure (optional)** _____

- **Pre-Ecclesiastical Council**
 - Interview and recommendation from local church _____
 - Sermon by the candidate _____
 - Verification of local church membership and participation _____
 - Certification of:
 - Bachelor's Degree or Ministry-approved equivalent _____
 - Master of Divinity Degree or Ministry-approved equivalent _____
 - Four letters of reference:
 - Seminary Advisor _____
 - In Care Mentor _____
 - An ordained U.C.C. pastor _____
 - One additional _____
 - * The candidate's ministerial profile _____
 - * Ordination Paper _____
- **Ministry interview and recommendation to Ecclesiastical Council** _____
- **Ecclesiastical council interview and approval** _____
- **Ordination** _____