



Metropolitan Association
Suffolk Association

UNITED CHURCH OF CHRIST NEW YORK CONFERENCE Southeastern Region

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Rev. Freeman L. Palmer
Interim Regional Conference Minister

Dear Candidate:

Welcome and greetings in the name of our Lord from the New York Metropolitan Association! We are excited and delighted to learn that your process of discernment with your church has led you to this next step in your call to ministry with the United Church of Christ. The next step after discernment and affirmation of your call with your local church is the formal application to be taken in care of The UCC NY Metro Association. Here is a list of your application requirements included in your downloadable attachments:

- 1) A formal letter from you, addressed to the Association stating your request to be taken in care.
- 2) A Covenantal agreement (included in these materials) filled out and signed by you and your local church which outlines your participation in the life of the local church (see details below)
- 3) In Care application form (included in these materials)
- 4) In Care paper (outlined in these materials)
- 5) Letters of Reference from various individuals (as specifically outlined in these materials)
- 6) Official Transcript from Seminary or Most Recent Educational Institution

Materials should be submitted electronically to the Association office at **UCCNYMETRO@AOL.COM**. Please address the header of your email, "Attn: Registrar: In Care materials." Send the materials as attachments, not in the body of your email. You will note that the letters of reference, which require a letterhead and signature, need to be mailed directly to the Association by US Post Office mail. Please read through the requirements thoroughly and follow the directions as noted to avoid delay; if you have any questions please contact the registrar.

After all your documents have been received by the registrar, they will be distributed to the members of the Ordination and Ministerial Standing Committee for their careful review. Then you will be scheduled for an interview with the Committee. No candidate will be scheduled to meet with the Committee unless all their materials have been received and reviewed by the Committee. Please note this process takes a minimum of two months from the time you submit all your documents to the registrar.

Your relationship with your local church is central to your In-Care formation and process towards ordination. It is here in the local church where the Christian community helps candidates for ministry discern their call into ministry and can provide a source of vital spiritual support and encouragement. In-care candidates have asked for more opportunities for practical ministry experience as part of their formation. Since the primary locus of a candidate's discernment is the local church, we are asking you and your local church to formally covenant together a list of expectations for your involvement and process together by filling out a Covenantal Agreement which outlines your ministry and process. It is our hope that this will both address the desire for more opportunities to be involved in specific ministries of the local church but also clarify expectations of the In Care process within the church. You are asked to meet with your pastor within the next few weeks and prayerfully consider what involvement you would

like in your local church and how the church might be a source of spiritual help and support to you on your journey towards ordination. This is an important part of your application.

Please note several letters of reference are required from you as part of the application process; specific reference letters are included in this packet for you to provide to those writing the letters of reference. If you have not enrolled in Field ED and CPE and you are accepted In-Care of the Association, you will be required to supply those letters of reference to your In-Care advisor upon completion of CPE and your Field Ed assignment. Please note the NY Metropolitan Association, strongly encourages completion of one basic unit of CPE as part of your ministry training, though it is currently not required for ordination.

Those applicants who are currently seeking In-Care status currently serving in a local church are asked to provide a letter of reference from the church's Governing Board regarding your ministry with them; please see specific form, "Letter of Reference From the Governing Board of the Church" included in this packet.

After all application materials have been received, you will be notified by the registrar of your scheduled interview with the Ordination and Ministerial Standing Committee. After the interview, the Committee will vote on its decision to take you In-Care of the Association and within a week the registrar will advise you of the Committee's decision.

May the Lord guide and bless us as we begin this journey together in discerning your spiritual and vocational call in ministry.

In Christian Service,
The New York Metropolitan Association
Committee on Ordination and Ministerial Standing

YOUR APPLICATION CHECKLIST

- _____ A formal letter to Registrar requesting application to be taken In-Care of the NY Metro Association
- _____ A check for **\$30.00** made out to the NY Metro Association, UCC mailed to:
The NY Metro Association, UCC
Attention: Registrar
79-11 Caldwell Avenue
Middle Village, NY 11379
- _____ Completed In Care Application
- _____ In Care Paper (Details attached)
- _____ Official Transcript from Seminary or Most Recent Educational Institution
- _____ Written Covenantal Agreement between you and the Local Church (see form attached)
- _____ Letter from Pastor (see form attached)
- _____ Letter from Board of Deacons (see form attached)
- _____ Letter of Reference from CPE Supervisor **when/if** you have taken CPE (see form attached)
- _____ Letter of Reference from Field Ed Supervisor when/if you have taken Field ED (see form attached)
- _____ Letter of Reference from Academic Advisor (see form attached)

_____ **If you are already working as a pastor,** a letter of reference from the Governing Board of your church (see form attached)

Your In-Care Paper

Your In-Care paper is a significant part of introducing yourself and your understanding of your call to the Committee on Ordination and Ministerial Standing. It is our first impression of you so please take thoughtful care in preparing it and make sure to proofread and spell-check your work. Please submit your In-Care paper in 12 point font, double spaced format, divided into the following sections:

1. Biographical Introduction

2. Faith Pilgrimage and Personal Statement of Faith

3. How do you understand the meaning of ordination and how does this relate to your sense of calling?

4 How do you understand your call to ministry and what kind of ministry do you feel called to and why?

5. What gifts do you see within yourself for this ministry? What challenges?

Be as specific as you can.

6. Your understanding of the Christian sacraments

Your In Care Paper should be submitted as an attachment to **UCCNYMETRO@AOL.COM**.

Please put in the header of the e-mail “Attention Registrar: In Care Materials”.