

Triannual Continuing Education and Information Review Requirements for Authorized Ministers

Living Waters Association, Nebraska Conference of the United Church of Christ

“The Information Review is a basic obligation to maintain good ministerial standing”
--Manual on Ministry

This document is for

Name

This document is a means for authorized ministers to participate in the Information Review in order to uphold the covenantal relationship with their Conferences and Associations.
Please complete this form and return it to by _____

The Council of the Living Waters Association adopted these guidelines at its meeting on 2/21/2019

Statement on Continuing Education

Participation in Continuing Education activities are a form of self-care and professional development, attendance at an event or requiring participation in a certain number of hours, however, does not assure continuing competence or spiritual and professional growth. The Association has developed the following method to promote continuing competence and spiritual and professional growth and development.

Professional Growth and Development Method

All Active Authorized Ministers are required to submit the following when meeting with the Church and Ministry committee every three years. Meeting with the committee every three years, should be understood as one way of actively participating in the life of the Living Waters Association and the Nebraska Conference of the United Church of Christ in maintaining your covenant.

It is the responsibility of each authorized minister to maintain verification of completion records for their files and maintain such to be available upon request.

Church's should actively participate in maintaining their pastor's compliance with this as part of the covenant and insure that their pastoral staff has completed the requirements and if their pastor has not completed them. Cooperate with the recommendations of the association/C&M committee up to and including temporarily withdrawing authorization to perform the rites and sacraments of the church if request by the association.

Please prepare these items in an email or folder to be submitted to the registrar no later than two weeks before your scheduled meeting:

Information Review Form

All Authorized Ministers will complete a "Information Review Form" which will be provided as part of their Triannual Continuing Education requirement "All authorized ministers are expected to participate in ... Information Reviews in order to maintain their authorization." (United Church of Christ Manual on Ministry) This document is a means for authorized ministers to participate in the Information Review in order to uphold the covenantal relationship with their Conferences and Associations.

Boundaries Training

All Authorized Ministers are required to participate in a Boundaries course every three years. In accordance with the association policy the first time an individual takes a course it must be the full course. Subsequent training may be a review course. A verification of completion or attendance certificate must be awarded and, in your file, to be presented and maintained.

Marks of Ministry Self-Assessment and Peer Review

All Authorized Ministers are required to complete the "The Marks of Faithful and Effective Authorized Ministers of the United Church of Christ" rubric as a self-assessment and then review it with a peer, every three years and submit listed documentation:

The Marks of Faithful and Effective Authorized Ministers is a tool for discernment and assessment, created especially for use by Members in Discernment, Committees on Ministry, and authorized ministers. The Marks developed through conversations surrounding the Ministry Issues Pronouncement of General Synod 25, which sought to expand UCC definitions of learnedness and leadership in authorized ministry and to emphasize excellence in ministerial formation.

It's important to note that the Marks, is not a checklist or report card, in which one strives to receive a perfect grade in every category. Rather, the Marks of Faithful and Effective Authorized Ministers provides a lens for reflecting upon a person's formation, gifts and growth both before authorization and throughout one's ministry.

The following items must be turned in to meet the requirements

- A Peer or Congregation member of the Authorized Ministers choice shall complete the tool and the Authorized Minister shall review them both after completed as well as a way for the Authorized Minister to understand how others may understand them. Both Peer and Minister Assessments shall be turned into the COM for review.
- The Authorized Minister shall identify one area and seek further development.
- The Authorized Minister shall, through: Attendance at workshops, online educations activities, etc, seek out opportunities for growth in the self identifies area. It is understood

that the number of continuing education events in this area is limited so it may be individualized study and development.

- The Authorized Minister shall, document in one page or less what they did to explore and seek development in this area and any changes in their understanding or practice as a result of the self-development study.

Ministerial Code Review

Each Authorized Minister shall review the appropriate Ministerial Code and sign and date it and submit it with their file. The Authorized Ministers signature indicates that they understand and will abide by the code.

The primary purpose of the codes is to give expression to and facilitate conversations about the commonly held values and expectations of the Church in relation to the relationship of the Authorized Minister, Local Church, Association and Conference.

Living Waters Association, Nebraska Conference Tri-Annual Information Review for UCC Authorized Ministers

Review Period Year: _____

Name: _____

Home Mailing Address: _____

Home Telephone: _____

Mobile Telephone: _____

Email address: _____

I am:

- Currently serving in a church
- Currently serving in a specialized ministry setting
- Between calls (check here if currently seeking a call _____)
- On a Leave of Absence
- Retired

If currently serving in a church or specialized ministry setting:

Name of Current Ministry Setting: _____

Ministry Setting Address: _____

Position Title: _____

Date Service Began: _____

If you are serving in multiple ministry settings, complete the following:

Name of Current Ministry Setting: _____

Ministry Setting Address: _____

Position Title: _____

Date Service Began: _____

My local membership is with: _____

(Name of Local Church, City, State)

I hold ministerial standing in: _____

(Association and Conference)

- I have a three-way covenant
- I have a four-way covenant

Ministerial Standing/Status

Year Authorized in the UCC: _____

Date of Last Renewal (if applicable): _____

Type of Standing (check all that apply):

- Ordained Ministerial Standing in the UCC
- Ordained Ministerial Partner Standing (Disciples of Christ or The United Church of Canada.
Please indicate where standing is also held:
DOC Region: _____
UC Canada Presbytery where standing is also held: _____
- Dual Standing.
Denomination where standing is held: _____
- Congregational Christian
- Standing Suspended
- Licensed
- Commissioned
- Privilege of Call
- Member in Discernment
- Member in Discernment with Lay Ministerial Standing
- Lay Ministerial Standing
- Retired Standing
- Exempt Standing
- Honorably Retired Licensed Minister
- No UCC Standing

**Please respond honestly to the following prompts as part of your Information Review.
Describe your primary responsibilities/functions in your present ministry setting(s).**

List any peer group programs you are involved in at this time (community of practice, local ministerium, etc.), as well as your most recent participation in Periodic Vocational Support with the Committee on Ministry.

How have you maintained your covenantal relationship with the United Church of Christ during the past year? Please check all that apply

- Attended an Association meeting.
- Attended the annual meeting of my Conference.
- Participated in OCWM and other special offerings of the UCC.
- Attended General Synod as a visitor or delegate (voting/non-voting).
- Served on an Association/Conference/National UCC committee or board.
- Other: _____

Please check any of the following that apply to you

- I am planning to retire from active ministry on _____
- I would like to be part of a ministerial group/community of practice, or I already participate in such a group (please identify): _____
- I would like time for conversation with my Committee on Ministry, and/or Associate Conference Minister.

Living Waters Association, Nebraska Conference Boundary Training Requirements

All Authorized Ministers are required to participate in a Boundaries course every three years. In accordance with the association policy the first time an individual takes a course it must be the full course. Subsequent training may be a review course. A verification of completion or attendance certificate must be awarded and, in your file, to be presented and maintained.

Please identify the date, location, and topic/speaker of your most recently-attended boundary training:

Please attach documentation.

To confirm the file has attached properly, go to View>Navigation Pane>Attachments or alternatively, View>Show/Hide>Navigation Pane>Attachments.

Living Waters Association, Nebraska Conference

Ministerial Code Review

All persons with ministerial standing in the United Church of Christ are expected to abide by the UCC Ministerial Code:

I acknowledge as the Church's sole Head, Jesus Christ, Son of God and Savior, and as kindred in Christ all who share in this confession. I will look to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. Affirming that I have been called by God to be a minister of the Lord Jesus Christ and granted ministerial standing by the United Church of Christ, I agree to preach and teach the gospel, to administer the sacraments and rites of the Church with integrity, and to exercise pastoral care and leadership in covenant with others.

Relying on the grace of God, I:

Covenant with God to:

- Lead a life worthy of the calling to which I have been called.
- Demonstrate a sincere yearning for connection with the Triune God, expressed in prayer, worship, Bible study, retreat, and other spiritual practices.
- Affirm the importance of discernment in relationship to my call and, using the Marks of Faithful and Effective Authorized Ministers, will continue to discern the nature of my call in community.
- Grow in faith, knowledge, and the practice of ministry through intentional continuing education, study, and devotional life.
- Cultivate a culture of call by nurturing the gifts of others in the Church and joining their gifts with mine in seasons of change and continuity for the sake of the mission of Jesus Christ and the health of the Church.
- Honor the diversity of God's creation and work for the unity of the Body of Christ (John 17:21).
- Recognize the communal nature of God, ensuring that ministry does not happen in isolation.

Covenant with self and family to:

- Attend to my physical well-being by adopting a healthy lifestyle including diet, exercise, and rest, setting aside time for Sabbath and vacation.
- Steward my time, talents, and personal financial resources responsibly.
- Accept responsibility for all debts that I incur.
- Refrain from abusive behavior including abusive behavior toward others, the abuse of alcohol, drugs, or any other substance; to seek appropriate care for physical and mental health concerns; and to avoid addictive behaviors.
- Engage in sexually healthy and responsible behavior.
- Honor my family commitments, including my family's need for privacy and time together.
- Develop and maintain meaningful personal relationships outside of my ministry setting.

Covenant with the United Church of Christ to:

- Actively participate in the covenantal life and work of all settings of the UCC.

- Adhere to all requirements for maintaining ministerial standing as set forth by my Association and abide by the terms of my call agreements and covenants with energy and vitality.
- Seek the counsel of others, including Conference staff and/or the Association Committee on Ministry, should divisive tensions threaten my relationship with those with whom I minister.
- Serve as an ambassador for the United Church of Christ, and participate in activities that strengthen its mission, vision, and purpose.
- Advocate for fair standards of compensation for all ordained and lay employees of the Church, and honor the search and call process of the United Church of Christ.
- Seek to know, understand, and respect the diversity of opinions and people within the United Church of Christ, affirming that settings of the United Church of Christ speak to the church and not for it.
- Encourage and participate in the evaluation of my ministry, understanding and demonstrating that ministry is of and for the Church as it seeks to advance God's mission in the world.

Covenant with my ministry setting to:

- Preach and teach the gospel without fear or favor, regarding all persons with equal respect and concern, and undertaking to minister impartially.
- Honor all confidences shared with me, telling only those who need to know, what they need to know, when they need to know it.
- Steward church funds and property faithfully, while overseeing the administrative tasks of ministry with integrity.
- Speak the truth, not using my position, power, or authority to exploit any person nor using my position for unwarranted personal financial gain.
- Assess with care the implications of accepting gifts from congregation members.
- Not perform pastoral services within a congregation, or for a member of a congregation, without the invitation of the current pastor of that congregation.
- Neither interfere with nor intrude upon the ministry of my successor, upon my departure from a ministry setting; and to deal honorably with the record of my predecessor and successor.

Covenant with all lay and ordained ministers to:

- Work cooperatively and collegially, with intercultural awareness.
- Stand in mutual relationships with colleagues in ministry, offering and receiving counsel and support with intentionality.
- Use technology and social media responsibly.
- Act to prevent and to report known or suspected cases of physical or sexual abuse or neglect.
- Attribute the sources of words and ideas that are not my own.
- Accurately represent my professional qualifications, education, experience and affiliations, acknowledging the limitations of my office, abilities, skills and competencies, and making referrals when necessary and/or appropriate.
- Maintain appropriate boundaries and practice self-differentiation in both my personal and professional life, including within the Local Church where I hold membership.

Signature

Date

Living Waters Association, Nebraska Conference Marks and Formation Review

The Marks of Faithful and Effective Authorized Ministers provides a lens for reflecting upon a person's formation, gifts and growth both before authorization and throughout one's ministry

The Authorized Minister and a Peer or Congregation member of the Authorized Minister's choice shall separately complete the tool for the Marks of Faithful and Effective Authorized Ministers in the United Church of Christ below. Upon completion the Authorized Minister shall review them both, as a way for the Authorized Minister to understand how others may understand them. The completed Tool shall be turned into the COM for review.

What date did you complete your Tool? _____

Name: _____

Date: _____

Indicate whether you a Peer or Congregation Member: _____

The Authorized Minister shall identify one area and seek further development.

What Area did you Identify?

The Authorized Minister shall, through: attendance at workshops, online educations activities, etc, seek out opportunities for growth in the self identified area. It is understood that the number of continuing education events in this area is limited so it may be individualized study and development.

What workshops, online educations activities, individualized study activities have you completed? List dates and include certificate's for Individualized study submit text, websites, etc as well as your formation goal of each.

The Authorized Minister shall, document in one page or less what they did to explore and seek development in this area and any changes in their understanding or practice as a result of the self-development study. Document below or attach a file.

Please sign, date, and return this form to the appropriate Committee on the Ministry, Conference and/or Association where you hold ministerial standing.

Signature

Date

Living Waters Association, Nebraska Conference

Marks and Formation Review

Tool for Triannual Review for Authorized Ministers

Thank you for participating in the Triannual Review, this tool is based on the marks of ministry and is created to assist each Authorized Minister, identify areas of potential growth in their ministry.

You are asked to look at each identified “Mark” and then decide based on your knowledge where you are, or the person you are reviewing is at on their journey. It is not intended to be a report card. It is a way of exploring areas in which future education or focus may be useful in an effort to plan future education.

The following terms are used to complete this Tool.

No Experience

The assessed has no experiences in this area or demonstrates no experience in this area.

Experience

The assessed demonstrates experience in this area or is beginning to demonstrate a basic level of knowledge for this mark in their personal life and ministry.

Understanding

The assessed demonstrates a deep understanding of this mark and is growing in experience with this mark.

Integration

The assessed demonstrates the ability to integrate this mark with other marks and areas of ministry.

Passion

The assessed demonstrates and actively exercises leadership in the broader church around this mark.

Exhibiting a Spiritual Foundation and Ongoing Spiritual Practice

	No Experience	Experience	Understanding	Integration	Passion
Minister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In assessment of this Mark, you might consider how the individual being reviewed exhibits or demonstrates the following:

- Loving God, following Jesus Christ, and being guided by the Holy Spirit; living a life of discipleship.
- Praying actively and nurturing spiritual practices.
- Being called to authorized ministry by God and the Church.
- Continuing discernment of one’s call in community.
- Understanding the power of the Holy Spirit at work through the elements of Christian worship to nurture faith.
- Exhibiting a commitment to lifelong spiritual development and faithful personal stewardship.

<p>Minister Comments</p>	<p>Related Study or Activities</p>
<p>Reviewer Comments</p>	

Nurturing UCC Identity

	No Experience	Experience	Understanding	Integration	Passion
Minister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In assessment of this Mark, you might consider how the individual being reviewed exhibits or demonstrates the following:

- Acknowledging Jesus Christ as the sole Head of the Church.
- Communicating passion for the oneness of the Body of Christ (John 17:21).
- Holding active membership in a Local Church of the United Church of Christ.
- Participating in the various settings of the United Church of Christ, including Local Churches, Associations, Conferences, General Synod, and global ministries.
- Knowing and appreciating UCC history, polity, and theology.
- Exhibiting a commitment to the core values of the United Church of Christ: continuing testament, extravagant welcome, and changing lives.

<p>Minister Comments</p>	<p>Related Study or Activities</p>
<p>Reviewer Comments</p>	

Building Transformational Leadership Skills

	No Experience	Experience	Understanding	Integration	Passion
Minister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In assessment of this Mark, you might consider how the individual being reviewed exhibits or demonstrates the following:

- Empowering the Church to be faithful to God’s call, reflective of Christ’s mission, and open to the surprises of the Holy Spirit.
- Strategically creating the future of God’s Church.
- Witnessing in the public square to God’s redeeming power.
- Performing necessary and appropriate administrative tasks.
- Working collaboratively with intercultural awareness and sensitivity.
- Encouraging leadership development of self and others through continuing education and lifelong learning.

<p>Minister Comments</p>	<p>Related Study or Activities</p>
<p>Reviewer Comments</p>	

Engaging Sacred Stories and Tradition

	No Experience	Experience	Understanding	Integration	Passion
Minister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In assessment of this Mark, you might consider how the individual being reviewed exhibits or demonstrates the following:

- Exhibiting knowledge, understanding, and continuing study of the Hebrew Scriptures and the New Testament.
- Maturing in effective proclamation and preaching.
- Understanding the history of the Christian Church, from biblical times forward.
- Bringing life to sacred stories and traditions in worship, proclamation, and witness.
- Leading faith formation effectively across generations.
- Holding the Holy with integrity especially as represented in the Sacraments.

<p>Minister Comments</p>	<p>Related Study or Activities</p>
<p>Reviewer Comments</p>	

Caring for All Creation

	No Experience	Experience	Understanding	Integration	Passion
Minister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In assessment of this Mark, you might consider how the individual being reviewed exhibits or demonstrates the following:

- Nurturing care and compassion for God's creation.
- Maintaining a basic understanding of mental health and wellness.
- Practicing self-care and life balance.
- Providing hope and healing to a hurting world.
- Attending to one's own spiritual and pastoral care, including engagement in supervision as appropriate.
- Stewarding the resources of the Church.

Minister Comments	Related Study or Activities
Reviewer Comments	

Participating in Theological Praxis

	No Experience	Experience	Understanding	Integration	Passion
Minister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In assessment of this Mark, you might consider how the individual being reviewed exhibits or demonstrates the following:

- Practicing theological reflection and engagement as part of one’s sense of ministerial identity.
- Integrating theological reflection in teaching, preaching, and ecclesial and community leadership.
- Articulating a theology and practice of ministry consistent with the UCC Manual on Ministry.
- Demonstrating an appreciation for and participation in the ecumenical and interfaith partnerships of the UCC.
- Experiencing and appreciating a variety of theological perspectives.
- Embodying the UCC Ministerial Code.

<p>Minister Comments</p>	<p>Related Study or Activities</p>
<p>Reviewer Comments</p>	

Working Together for Justice and Mercy

	No Experience	Experience	Understanding	Integration	Passion
Minister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In assessment of this Mark, you might consider how the individual being reviewed exhibits or demonstrates the following:

- Drawing on the ministry of Jesus Christ to confront injustice and oppression.
- Practicing the radical hospitality of God.
- Identifying and working to overcome explicit and implicit bias in the life of the Church.
- Understanding community context and navigating change with a community.
- Engaging in mission and outreach.
- Building relationships of mutual trust and interdependence.

Minister Comments	Related Study or Activities
Reviewer Comments	

Strengthening Inter- and Intra- Personal Assets

	No Experience	Experience	Understanding	Integration	Passion
Minister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In assessment of this Mark, you might consider how the individual being reviewed exhibits or demonstrates the following:

- Developing and maintaining a healthy sense of self as shaped by God, community, and life experiences.
- Living in relationships of covenantal accountability with God and the Church.
- Exhibiting strong moral character and personal integrity.
- Respecting the dignity of all God’s people.
- Understanding and ministering to stages of human development across the life span.
- Demonstrating excellent communication skills.

Minister Comments	Related Study or Activities
Reviewer Comments	