

# **Guidelines For Licensing by the Oneida Association through the Committee on Authorized Ministry**

Either by a Church As Calling Body for an Extended Pastorate

or

by the Oneida Association As Calling Body Based on the Needs of the Churches of the Association

May, 2008

(Revised November 18, 2009)

## **Part I: General Information about Licensed Ministry\***

In the United Church of Christ, a licensed minister is a lay person who performs specific duties in a designated local church or within an Association, mainly preaching and conducting services of worship. Licensed ministry has been created by the church for those special situations when ordained ministers are not available to provide these services to a local church. A licensed minister may be authorized to administer the sacraments and rites of the church “in special cases and at the request of the local church which the person serves.”

Licensed ministry is of two primary types within the United Church of Christ: licensed ministers available for “pulpit supply” or “supply preaching” from church to church in an Association and licensed ministers who serve over an extended period as pastors of small-membership churches.

Persons are licensed by an Association of the United Church of Christ where the local church is located. The Association determines the specific duties for which the license is granted in consultation with the local church served. The license is granted for a period of one year and must be renewed.

A license is not transferable to another association and licensed ministers are not able to participate in the Search and Call process of the United Church of Christ. If a licensed minister is called to serve in a new or different setting, a new license must be applied for and granted that authorizes the person to serve in that new setting.

The qualifications generally required of a licensed minister include:

Membership in a Local Church of the United Church of Christ

Demonstrated knowledge and affirmation of faith, polity and practice of ministry in the UCC.

Licensed minister are also expected to pursue a course of study to prepare them for their roles. Generally, renewal of license requires continuing education. The specifics are determined by the Association which grants the license.

## **Part II – Guidelines for Approval or Renewal of License with the Local Church as “Calling Body”**

Per the UCC Manual On Ministry and UCCNY Commission on Ministry Suggested Guidelines

Participation in the New York School of Ministry (NYSOM). Enrollment and recognition through the former New York Conference Lay Ministry Program will be recognized as will a comparable Lay Ministry program of another denomination.

Will either provide or have on file with the association:

- High School Diploma or equivalency
- Membership and active participation in a UCC church for at least one year.
- Recommendation of the local church pastor
- Recommendation of the local lay leadership
- Statement of one’s faith journey
- Proof of completion of a UCC Polity Course or a paper on the polity and practice of the UCC.
- Proof of completion of an accredited Boundary Training Course as determined by the Committee on Authorized Ministry

- Completion of a background self-disclosure statement
- Assessment Report from the completion of psychological testing
- Criminal Background Check funded by the “calling body”

Be In Care of the Oneida Association as authorized by the Oneida Committee on Authorized Ministry.

### Part III – Guidelines for Approval or Renewal of License with the Association as “Calling Body”

Policy re Licensing by the Association: The calling body (Association Council) will assess need. Persons licensed to the Association will be licensed to serve the specified needs of the churches of the Association as determined by the Association Council not the need of the potential licentiate. Possible candidates can come to Council via the Committee on Authorized Ministry, a member of the Council or the council or other official body of a local church of the Association.

#### Process for Requesting Licensing with the Oneida Association as “Calling Body”

Set up a meeting with the Oneida Association Executive Council via the Moderator to take place no later than the September meeting of the Council.

Provide documentation that all requirements for licensing by the Oneida Association via the Committee on Authorized Ministry, including In Care status, have been completed.

Provide a statement outlining the specific duties of the license for which you want to apply. Final duties covered by the license will be determined by the Association.

It will be required that the licentiate take one continuing educational course each year while licensed to the Association.

The granting of Licensure with the Association as Calling Body will be by vote of the Council.

When license to the Association is granted, Licentiate agrees via their own initiative to apply by August 31 to the Oneida Executive Council via the Moderator for renewal of their license.

If the licentiate does not request a renewal of license via the Moderator of the Association by August 31, their license will not be renewed.

#### Process for Renewal of Licensing with the Oneida Association as “Calling Body”

The Moderator of the Association will set up an audience with the Oneida Executive Council for the person(s) who have requested at their own initiative “renewal” of license for one year by August 31 each year.

The person requesting renewal should bring to their meeting with the Oneida Executive Council in September the following:

- A statement on activities they performed on behalf of the Association during the past year
- A statement on association-related activities that they have participated in during the past year i.e., association meetings, service on association committees, etc.
- Documentation showing the completion of at least one continuing educational experience.

The Renewing of a person’s license with the Association as Calling Body will be by vote of the Council

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Endorsed by the Oneida General Ministry Team 2/10/10