

IN-CARE POLICY
MINNESOTA CONFERENCE OF THE UNITED CHURCH OF CHRIST
ACTING AS AN ASSOCIATION
Adopted January 17, 2008
Revised January 15, 2009

I. Coming In-Care

- A. Persons wishing to move toward authorized ministry and seeking In-Care status in the Minnesota Conference of the United Church of Christ acting as an Association need to follow the procedures outlined in Section 2 of the *Manual on Ministry* of the United Church of Christ. The Manual can be accessed through the UCC website, ucc.org, clicking on “Church Stuff,” and then scrolling down to the Ministry tab. Pages 1-4 of Section 2 of the Manual describe the roles of the local church and pastor where the prospective In-Care person holds membership, as well as the procedures to follow in the discernment of a valid call to authorized ministry. When these procedures have been followed and the authorized body in the local church agrees to recommend the person for In-Care status, a letter to that effect, with the documentation specified on page 5 of Section 2, is sent by the local church to the Office of the Committee on Ministry, Minnesota Conference of the United Church of Christ, 122 West Franklin Avenue, Suite 323, Minneapolis, MN 55404. The Office will send forms to the candidate on receipt of that letter, and when all documentation has been received in the office, an interview with the Preparation and Ordination Subcommittee will be scheduled. All documents pertaining to In-Care status must be received in the office at least ten days before the date of meeting of the Subcommittee.
- B. In addition to the above documentation, an In-Care applicant must also complete Phase I of the North Central Ministry Development Center assessment and counseling program. The cost of this assessment is shared, with 50% paid by the applicant, 25% by the applicant’s local church and 25% by the Minnesota Conference. The In-Care interview cannot be scheduled until this assessment and counseling program is completed, the report received, and the bill for assessment paid in full.
- C. An In-Care interview with the Preparation and Ordination Subcommittee is scheduled when all documentation has arrived and the person is judged ready to be considered for In-Care status. The interview agenda is outlined on pages 5, 6, and 7 of Section 2 of the Manual. The Preparation and Ordination Subcommittee will recommend one of the actions stated in the Manual to the whole Committee on the Ministry, which will make the final decision. The candidate will be notified of its decision immediately after the Committee acts.
- D. The Subcommittee will appoint an In-Care Advisor for the person In-Care. The duties of the In-Care Advisor are stated on pages 8, 9, and 10 of Section 2 of the Manual.

II. Annual Reports on In-Care Persons

- A. In-Care persons must submit an annual report no later than January 2 each year to the Office of the Committee on the Ministry summarizing their activities during the past year and their progress toward authorized ministry. The Office staff person will send a request for this report to the In-Care person. This report should include information on the educational progress for those in seminary, their involvement in the life of the church, their relationship with their home church, their relationship with the In-Care advisor, and any other matters they wish to convey to the Committee on the Ministry. (See Manual Section 2, pages 10 and 11.)
- B. In-Care Advisors must submit an annual report on their In-Care persons by January 15 each year, sent to the Office of the Committee on the Ministry, a report that summarizes the progress and growth of the In-Care person. (See Manual Section 2, pages 10 and 11.)
- C. If the In-Care person is still completing seminary or divinity school courses leading to a professional degree, they must authorize the appropriate academic offices to release copies of their transcripts, evaluations of the person's contextual or field-education settings, and final Clinical Pastoral Education evaluations. The office of the Committee on the Ministry will provide forms for students to secure the release of this information. This information is required by February 1 of each year.
- D. When all this information is received, the Preparation and Ordination Subcommittee conducts its annual review of In-Care persons. These reviews are transmitted to the Committee on the Ministry, which reports on its actions at the Conference Annual Meeting.

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