

**Documents Checklist for Ordination Interview**  
*Committee on Ministry: Preparation*  
 St. Louis Association of the Missouri Mid-South Conference  
 United Church of Christ

<b>Documents for Ordination Interview</b>		<b>Date Received (COM:P Initials)</b>
1	Report from each unit of Contextual Education on the transcript	
2	Letter from local church verifying membership, describing participation, requesting ordination, and providing reasons this church is requesting ordination	
3	Ordination paper	
4	Original sermon written by candidate	
5	Liturgy designed by candidate	
6	Documentation of CPE	
7	Documentation of Boundary Training (to be renewed every 3 years)	
8	Documentation of UCC Polity course	
9	1 <sup>st</sup> Letter of reference from seminary professor	
10	2 <sup>nd</sup> Letter of reference from MID advisor	
11	3 <sup>rd</sup> Letter of reference from the home church pastor	
12	4 <sup>th</sup> Letter of reference - MID choice	
13	Oral Evaluation - from seminary	
14	Written Statement regarding seeking a call	
15	Letter from seminary certifying graduation within 6 months (for those who are currently in seminary)	
16	Most current seminary transcript	
17	Complete Ministerial Profile with background check	