



## PENN NORTHEAST CONFERENCE

### Checklist for Dual Standing with Non-Formula of Agreement

*For candidates from denominations other than Presbyterian Church USA (PCUSA),  
Reformed Church in America (RCA) or Evangelical Lutheran Church in America (ELCA).*

**Name of Applicant:**

**Address:**

**Phone:**

**Email:**

Item Needed from Applicant	Notes	Date Rec'd
A copy of the call agreement from the UCC church calling the minister		
A paper setting forth the candidate's theological perspective, including the candidate's understanding of the theology of the sacraments and ministry (5 page maximum)		
Three sealed letters of reference: <ul style="list-style-type: none"> <li>• One from an ordained UCC pastor</li> <li>• *One from present denominational leadership</li> <li>• Third letter</li> </ul>		
Completion of UCC Polity course (submit a copy of the course's final paper)		
Copy of Certificate of Ordination		
Verification of current ecclesiastical status		
Documentation of educational attainment and employment history		
Psychological assessment, unless waived		
Criminal background check		
Dual standing interview scheduled for:		

*\*This letter must be from a person in the denomination's judicatory with comparable standing to the UCC's Association or Conference Minister and will identify that the minister is in good standing, has no pending disciplinary actions, and has been granted permission to serve within the UCC.*

Dual Standing: Once a call is issued by a UCC ministry setting, Dual Standing is granted for the time that the pastor serves in that setting. Jurisdiction over that person's ministry continues to rest in the other denomination. At the conclusion of the call to the UCC ministry setting, the UCC's dual standing authorization ends as well.

Forward all documents to our registrar at [pattyr@pniec.org](mailto:pattyr@pniec.org) or mail to  
Registrar • Penn Northeast Conference • 431 Delaware Avenue • Palmerton, PA 18071