

Overview: The Web-based ministerial profile system

If you are an Ordained or Commissioned minister with Standing, or a person who has been given permission by a region to use this system while Under Care of that region, or being considered for Standing, this system is for you. The only people who are authorized to use this Web-based Search and Call System are Disciples vocational ministers with Standing and those preparing for vocational ministry within the Christian Church (Disciples of Christ) who have been authorized by a Disciples region.

If you are a Disciples minister, whether or not you desire to consider relocating to a new position of ministry, you can regularly use this system to keep your permanent ministerial record up to date, as needed. This will help ensure your proper information is listed in the annually published Minister's Directory that is part of the Yearbook. Your updated information can also help keep the regional office for the region in which you currently serve in ministry informed as to your most-current contact information, personal status, and vocational situation. Always keeping such data up to date will help the Office of Search and Call staff facilitate your vocational needs related to Search and Call, Standing, and other matters in a more timely matter as any issue and/or opportunity arises.

Thus, we recommend that, as a vocational minister in the Christian Church (Disciples of Christ), you create a permanent ministry record with the use of this secure Web-based program, and then maintain your personal ministry record by updating the information at least annually.

Due to the nature of the Search and Call process, we are forced to limit the number of your active references to four. Your ministerial forms will not be circulated to the regions or anywhere else until we have received all four of the references listed on the Ministerial Profile System (Please note: one of these references must be from a regional ministerial staff person in the region wherein you hold Standing – Standing is determined and held by the region in which you are currently serving in vocational ministry. If you are not currently serving in a position of ministry, Standing may be determined by the region in which you reside, or are Under Care).

Please know, even though you may regularly update your ministerial records, such information will never be released and/or circulated for position consideration unless you choose to formally Initiate your Search and Call process and complete all steps for circulation, including determining exactly where you formally authorize us to send your records. Your relocation forms will not be available to any regional office unless you first formally select how widely or narrowly you would like your profile to be circulated, and so acknowledging such through the Permission To Release portion of this system.

The Disciples Search and Call system makes use of a secure server, accessed by password. Thus, you can make changes to your ministerial data, initiate and complete the Search and Call process, order a Criminal Background Check (CBC), contact references and provide them with a secure online form that can be completed from any computer to which they have access.

To initially enter the secure Search and Call Profile system, you will need your own personal e-mail address and a temporary password that is sent to you by staff in the Search and Call office. **Please contact Anne Marie Moyars at (317) 713-2664 to request your personal password.**

In order to protect your confidentiality, and provide the contact and confirmation information necessary to receive a password, your request for a password cannot be received via e-mail; rather, we must talk to you over the telephone. You can enter the Web-based Search and Call Ministerial Profile System at any time through the [Login page](#), as long as you have a password.

Considerations for search and call circulation

The Search and Call Ministerial Profile System will not disperse any additional or attached documentation that is not a mandatory part of the current system. Thus, please do not add attachments or send additional information for use by search committees that have not been requested by the new MinPro Web-based System. Regional offices and search committees ask that all information be contained on the forms provided. If you would like a resumé, curriculum vitae, current photograph or other informational materials to be added to your personal permanent ministerial file in the Office of Search and Call, for historical or other purposes, please feel free to send such material to our office. Photographs are especially helpful for Search and Call staff as it helps us put a face with the voices we talk to and e-mails we receive.

The staff at Disciples Home Missions suggests you contact your regional/area minister for a pastoral conference before you begin to complete the Search and Call forms. It may also be wise to have your regional or area minister review a copy of your file before you choose to have your file officially circulated beyond the Office of Search and Call.

To experience a more positive outcome during this important process of Search and Call, it may be helpful for you to download and read a variety of ministry related documents from the [ministry resources section](#) of the Web site. These documents are also available in printed format, upon request, from the Office of Search and Call staff.

We recommend you continue to follow the links listed below to familiarize yourself with more specific issues and policies regarding the Web-based Ministerial Profile System for use in the Search and Call process, as well as simply maintaining your ministerial record:

Minister's information requirements

If you want to enter the Search and Call process you are required to use the Web-based Minister's Profile System for either updating old information or beginning a new circulation. You need to update this information before re-circulating it in the system. A current Criminal Background Check (CBC) is a required part of this process.

All referents must complete their reference forms online, and submit them to the Search and Call office through the Web-based system.

For a variety of reasons, there is a time limit within which the Office of Search and Call staff can allow a minister's Search and Call forms to be in circulation without updating. Your forms cannot be in circulation longer than three years, without being updated. When information older than update requirements is discovered to be in circulation, the Office of Search and Call staff will provide you with a 30 day notice that you must update. If information is not updated within the 30 day period designated by the Office of Search and Call policies, your information will be removed from Search and Call circulation according to the decision of Search and Call personnel as guided by policy.

While a three-year limit is the mandatory policy for non-updated information other than the clergy background report to remain in circulation, we recommend you update your information at least annually.

Upon accepting any new call to a ministry position, whether full-time, part-time, permanent or interim-you should use the Web-based Search and Call System to remove your Search and Call forms from circulation. Should the Office of Search and Call staff confirm you have accepted a new call but not removed your own papers from circulation, the Office of Search and Call staff may remove your papers.

If you are an **Intentional Interim Minister**, please contact Anne Marie Moyars at 317.713.2664 upon receiving a new interim position to determine the best way to proceed with your ministerial profile.

Information for search committees

All congregational search committees and other groups using Search and Call forms for considering ministerial applicants should understand that all information submitted to the office of Search and Call is determined to be accurate to the best of our ability at the time it is initially circulated.

Hiring and/or calling bodies should also use due diligence and follow-up with regard to any information, referents, past-employers, etc. that are noted by the candidate. It is the calling body's responsibility to evaluate the final veracity of a candidate's information. All ministerial forms about any minister should be destroyed by search committees when such ministers are no longer in consideration for a ministry position.

Clergy criminal background check (CBC)

The Christian Church (Disciples of Christ) is committed to proactively combating sexual and other forms of misconduct within the church.

CBC will report on all convictions, as well as national sexual offender registry data. This will include reports from county, state and national searches within the areas in which the noted minister has lived and been employed **during the previous seven years**.

Your cost for the CBC will be \$160, payable online to ODM at the time of requesting the CBC. The entire amount of this cost goes to Oxford Document Management for the actual CBC; no part of this money is retained or received by any office of the Christian Church. It is understood and hoped that any organizational body (congregation, region, General Ministry, educational institution, etc.) of the church that calls you to a position of ministry will reimburse you for your cost of the CBC, as a part of the negotiated Letter of Call.

Upon completion of the Criminal Background Report, a copy of the final results will be sent to the Office of Search and Call.

Within the Web-based Search and Call System, you will have the opportunity to review your own confidential Criminal Background Report by ODM and must approve this report before it can be released.

If you decide to dispute the results of the Criminal Background Report, you can contact Oxford Document directly. In such a case, you should also contact the Office of Search and Call staff to let us know why you have not released your report until the dispute is resolved. It is your responsibility to initiate such contact, if you desire it. Your Search and Call Ministerial Profile

will not be released without a background report that has been formally approved and released for circulation by you.

A Criminal Background Report is good for up to three years as long as your profile forms are continuously in circulation. If your forms are removed from circulation, whether according to your direction or for another reason, and you then seek to place your papers back in to circulation at some time in the future later than a year after your most-recent CBC was reported by ODM, you must request and pay for a new CBC from ODM before your forms can go back in to circulation.

***Regarding Background Checks for clergy in Canada**

Each clergy-person who is currently, or has resided/worked in the last eight years, in Canada, and who is preparing Search and Call forms to enter circulation, needs to procure a Police Records Check on herself/himself from the closest appropriate Canadian regional police agency. A minister in this situation should ask the police agency for the most comprehensive type of check, the kind deemed suitable for persons interacting with vulnerable individuals; a “Vulnerable Sector Check (Level 3).” If such a clergy person has not lived in the U.S. at any time during this eight year period this Vulnerable Sector Check will be in lieu of an Oxford Document background check; but if they have lived in the U.S. at any time during this eight year period, then this check will be in addition to a background check from Oxford Document Management.

In most jurisdictions there will likely be some cost, as there is for a background check from Oxford Document Management (ODM) in the U.S., but likely less than \$100 (Cdn). It will be the minister’s responsibility to initially pay for this cost, with the calling body (such as a congregation) reimbursing the minister upon call.

Once a minister obtains a Police Records Check report, they need to send a copy to the Search and Call office, and we will circulate that report in the S/C documents packet. We will require a copy of this report before we can circulate a Canadian minister’s Search and Call file.

The ministerial profile:

Reference forms

Reference forms are a part of the online process of the Web-based Ministerial Search and Call System. Your referents you list will receive an automated invitation to complete an online form. Electronic form submission only is permitted.

References are only valid for three years old and then must be updated. You will receive an e-mail notification 30 days prior to the form expiring. If the form is not updated within that 30 days you will receive another e-mail letting you know that your profile has been removed from circulation due to expired forms.

Any of your referents has the option of having their reference removed from your file at any time, upon their request. Should such an action take place at the request of a referent, your profile forms will be removed from Search and Call circulation until you can update your referent choices in the Web-based Search and Call System, and provide a new reference appropriate for replacing the previously removed copy.

Disclosure form

Copies of your completed Disclosure forms will be kept in your confidential personnel file in the Office of Search and Call.

Circulation preference form

Please be very specific in completing the Circulation Preference form. Regional/area ministers look at this form first to determine if you are interested in relocating to their region/area. While the Circulation Preference form is intended to be instructional to regional/area staff, regarding how and whether to circulate your papers in each region, it is also true that all regions will be notified that your papers are now in circulation upon the initial circulation of your papers. The regions/areas you choose to NOT circulate in, will NOT have access to any portion of your actual Search and Call papers. It is standard protocol that regions/areas will abide by your instructions noted in your Circulation Preferences. If any area/region has even just circulated your name as a possible candidate without your prior expressed approval, and in disregard to your expressed instructions (as noted in your chosen Circulation Preferences), you are invited to contact the appropriate regional/area minister to diplomatically communicate your concern and resolve the matter.

As a part of the Web-based Search and Call System, if you are in Limited Circulation you may choose up to every-region-except-one as a part of a Limited Circulation choice for your papers. Of course, you may also use circulations preferences to be as specific as you desire; even to select only one position for which you want to be considered.

Access to the search and call process

Ordained ministers with Ministerial Standing in the Christian Church (Disciples of Christ) will have complete access to the Ministerial Search and Call process of the church.

Commissioned ministers with Ministerial Standing in the Christian Church (Disciples of Christ), students and others preparing to come Under Care or preparing for and/or approved for ordination through a regional Commission on Ministry regardless of residence, and students seeking Field Education ministry positions in the region in which they are in school may now also have access to the Ministerial Search and Call System through the Office of Search and Call's Web-based System; such papers will only be circulated according to the limitations of the Policies and Criteria for the Ordering of Ministry in the Christian Church (Disciples of Christ), and the expressed understanding of each appropriate regional church manifestation. Currently, such persons who are not ordained are limited to the following circulation of their papers:

- Commissioned Minister: *limited to region in which they are Commissioned;*
- Field Education student: *limited to region of schooling and also Under Care region;*
- Persons coming Under Care: *limited to Under Care region.*

All Field Education Students, anyone Preparing to come Under Care of a region, anyone approved for ordination but not yet ordained, and all United Church of Christ clergy who are currently QUALIFIED Ordained Ministerial Partners are required to have a letter on file with Disciples Home Missions from the Christian Church (Disciples of Christ) region through which they are seeking to enter Search and Call; this letter must be from either the regional Minister or Chairperson of the regional Commission on Ministry, and state the specific person has been authorized to enter the Search and Call process, and state the specific reason(s) for such. It is the responsibility of each minister to see that their prerequisites are met and the respective region has offered written permission to the Search and Call office in order for the minister to enter the Search and Call process in a timely manner.

UCC Qualified Ordained Ministerial Partners (OMP) do not gain Standing in the Christian Church (Disciples of Christ) until they have a Call to a particular position of Disciples ministry. Standing of for UCC Qualified OMPs is removed when their Disciples position is ended.

Eliminating delays to circulation

There are a variety of reasons why your Search and Call forms may be held up from prompt circulation. The information we currently have for you may be out of date, a referent has not yet completed and submitted a form, your mandatory Criminal Background Report has not been completed, or other such details are not attended to by you as you seek to enter the Search and Call System. Even when just updating information, you need to make sure you are attending to all the required details of this important process. **Please read the instructions in the Web-based MinPro if you are not familiar with the current process.**

As you move through this ministerial Search and Call system, you will be able to monitor your status online. You can then resolve any delay according to what is noted in the Web-based system. Your file will not be placed into any kind of circulation until all forms are completed and on file in the Office of Search and Call.

Once all the forms are received, they will be forwarded to the appropriate regions/areas and/or institutions only as designated and authorized by you. Except for a limited number of holiday weeks, circulation files are usually sent to regions/areas weekly.

Responsibilities after accepting new call

At the time you enter the Search and Call process, you receive a notification letter along with the following documents: Change of Ministry form from the Pension Fund, a Letter of Calling for position negotiating purposes, and offers to help with the relocation of a minister and their family and property by third-party moving companies that have been negotiated with through the Office of Search and Call.

Once you receive and accept a call to relocate, it is your responsibility to contact the Office of Search and Call staff, in order to notify us of such a change. After logging in to the minister's personal information record location, and if you are currently in circulation, you can click on the orange "Withdraw Profile" button. You select a reason for withdrawing from circulation, provide a small amount of information related to your reason for withdrawing your forms from circulation, then click on the "Submit" button. The minister's forms should come out of circulation on the following Friday.

Specific requests for circulation and limitations

Upon your written request, the Office of Search and Call staff can send your forms to universities and seminaries, ecumenical institutions and to judicatory officials of other denominations. Forms are not sent directly to search committees within congregations.

When a request from a regional minister is received for your specific Search and Call forms at a time when you are not active in the Search and Call process, or have not chosen that region/institution for circulation, contact is made with you and you are invited to formally change your Permission to Release decision online, in order to comply with the request. Usually, it is a regional ministerial staff person who calls a minister with such a request.

Please note, your file may also need to be updated in order to comply with any request of forms in the file are more than three years old, or if the forms on record are on outdated versions. Such an update is your responsibility. For the purpose of you being considered for a position of ministry, the Office of Search and Call staff will only circulate the latest versions of forms.

Change of information concerns

While you are in the Search and Call process, you are advised to keep your online records (*address, telephone and employment information, etc.*) up to date on your personal Web profile. Your forms may be removed from circulation if you cannot be contacted, or do not respond to requests, by the Office of Search and Call staff.

Since your e-mail address is one of the means through which you securely sign on to your personal record site within the Search and Call System, you should promptly make a change to your record if your e-mail address changes.

The Office of Search and Call staff are happy to help you successfully navigate the Search and Call process and hopes the above information will help keep problems and delays to a minimum. Please feel free to contact our office at any time for information, if you need help with the Search and Call process, or to check the status of your file. You may contact [Anne Marie Moyars](#) at (317) 713-2664.

How to submit forms to Office of Search and Call

Due to the nature of how your papers are circulated, the Office of Search and Call staff will need your profile in an electronic format. Simply go online to the [Ministerial Profile System log-in page](#), complete your correct e-mail address and log-in password (as initially given to you by the Search and Call office) to access your files in the Ministerial Profile System. Once you have logged in to the Web-based Search and Call System for the very first time, you will be able to change your password to one of your own choosing. Please call the Office of Search and Call if (when) your e-mail address changes in the future.

Once you are logged-in to the Search and Call System, simply follow the instructions and complete the process, as needed. If you have any questions, or are unable to complete and/or process your profile information, please call Anne Marie Moyars at (317) 713-2664.

Proof-reading and correcting your information forms

It is a good idea to print completed copies of all your forms, including the Profile, for your own records. You will want to proofread your profile, as well, before submitting the final electronic version. This will help you make sure the profile is free of grammatical and spelling errors (*a very important step if you want search committees to evaluate your potential in positive light*), and contains your information as you would like congregations to see it.

To obtain a copy of your profile for evaluative purposes, click on the PDF logo on the right side of the Edit Profile button on the Overview page of the Web-MinPro. This will download a version of your profile in a form similar to how search committees would see it. You can then print this PDF document to review it in hard-copy format.

It is important to remember that profiles which clergy save as PDF documents, and/or print out, from the WebMinPro should NOT be used for circulation purposes. Clergy should never send their own profile directly to a Search Committee, but should request such distribution from the congregation's regional office after the clergy profile is in circulation. Only profiles sent directly from the Search and Call office to regional offices are authorized for circulation and consideration by congregational Search Committees.

Before you begin the Disciples clergy Search and Call process, we recommend you become familiar with the specific issues and policies linked below, regarding the Web-based Ministerial Profile System:

Updating ministerial profile forms after circulation has begun

If you need to update any portion of your ministerial file after your forms are already in circulation, log in to your records on the Web-based Ministerial Profile system (WebMinPro); click on the appropriate button(s) on the Overview page and make any needed changes, and then follow through with any required actions to achieve those changes and prepare them for circulation.

At any time of making an update, and before completing the final submission for such, we strongly recommend you look very closely at all of your file for any other possible changes which might need to be made at that time. It is better to make all updates in one new submission.

Once you've made all the changes/updates that are needed and desired, then re-click on the "7. Permission to Circulate File" button on the Overview page of the WebMinPro, to update your already circulating information with the updates you've created.

Clergy should also note that at the time of any update, the Search and Call office will review your forms for current data, and may require additional updates before revised circulation can be made.