



"How to...."  
For Regional Staff  
Of the  
Christian Church  
(Disciples of Christ)

## Search and Call Staff



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## Why Search and Call?

Questions? Contact [Anne Marie Moyars](#)

The Office of Search and Call encourages regions and their ministers to use the Search and Call system. Using the Search and Call system provides protection to regions, the ministers, congregations, and the entire church, a baseline of data in the care of new clergy, as well as an initial security check on new candidates.

Some benefits of using the Search and Call system are:

- Ensuring the minister being considered for a ministry position has standing within a Region of the Christian Church (Disciples of Christ);
- Affirmation regarding whether a minister is Commissioned or Ordained by the Christian Church (Disciples of Christ);

- The opportunity to learn of the minister’s trajectory through their region and peers;
- Information regarding the potential history of removal of Standing for cause;
- A complete Criminal Background Check, reviewing any previous criminal records, national sexual offender’s database and more; and
- Standardized profile forms helping Search Committees to compare clergy qualifications, skills, and abilities. This standardization also helps ensure that clergy files are not eliminated from consideration simply because they look different.

If a minister is not currently in Search and Call circulation, but you are interested in sharing the minister’s name with a congregation, ask that minister to obtain a password and to complete the process before their name is shared. The process normally takes less than three weeks to complete from start to finish, including the criminal background check.

It is important that every Search Committee confirm each candidate is in the Search and Call system, and that each minister’s profile has come from the regional office, rather than directly from the minister. Search Committees for Regional positions of ministry can get profiles directly from the Search and Call office, by way of their assigned Regional Minister Search Consultant.

If someone would like to be a candidate for a position of ministry, but isn’t currently in the Search and Call system, and doesn’t have access to Search and Call due to not yet having Standing, a Regional Directive can be completed so the person can have the opportunity to complete the process as well, and provide a Search Committee with a profile. It is the region’s authority to decide whether to provide a Regional Directive.

## Regional Directive

Questions? Contact [Anne Marie Moyars](#)

A Regional Directive is completed by regions through CDM+ (or DHM website form) to allow access to the Search and Call system (S/C) by persons who do not yet/currently have Standing. These are most-often for those approved for Ordination but not yet Ordained, for clergy authorized for Standing as Commissioned based on Call, or for person’s Under Care of a region providing baseline information to RCOM’s, or for “non circulation” purposes.

### **Completing the entire form is very important.**

Please remind clergy it can take up to three days to process this form, however, a password is generally sent to them within 48 hours of receiving a Regional Directive.

Once a Regional Directive has been received by the Search and Call Office, the minister will receive an e-mail from the Office of Search and Call. This e-mail will contain:

- Link to the MinPro System
- Login e-mail address
- Temporary password

## Search and Call Ministerial Profile

Questions? Contact [Anne Marie Moyars](#)

(GCOM policy states that no ministerial profile will be released regardless of minister's circulation preferences, until all steps below have been completed.)

- Profile has been completed and submitted;
- Four completed reference forms have been received;
- Circulation Preference completed;
- Disclosure form completed;
- Criminal Background Check has been initiated, reviewed and released; and
- Permission to Circulate is checked.

It is important to report the minister's current status (Standing) to the Ministers Directory Office as this can affect their access to Web MinPro.

## Ministerial Profile Preference Codes

Questions? Contact [Anne Marie Moyars](#)

Codes can be found on the "Summary of Preferences" page of the minister's published profile. These are codes used by the minister in the MinPro System and are NOT the codes used in the Ministers Directory. The codes allow the minister to list their preference(s) regarding the type of ministry in which they are interested.

| Code | Description               |
|------|---------------------------|
| P    | Pastor                    |
| CP   | Co-Pastor                 |
| IM   | Interim Ministry          |
| A    | Associate Minister        |
| GR   | General/Regional Ministry |
| EM   | Ecumenical Ministry       |
| MS   | Spiritual Direction       |
| CE   | Christian Education       |
| MM   | Music Ministry            |
| YM   | Youth Ministry            |
| CM   | Campus Ministry           |
| M    | Missionary                |
| C    | Chaplaincy                |
| PC   | Pastoral Counseling       |

## Ministry Position Listing Tool (online)

Questions? Contact [Lorna Hernandez](#)

The Office of Christian Vocations (OCV) has a Web-based tool that allows the Regional Minister and Staff to list positions of ministry for which congregations, regions, and other institutions are seeking Disciples clergy with Standing. Thus, any time an open congregational, regional and/or General position of ministry within your purview is ready to receive DOC Ministerial Profiles, you are encouraged to submit a listing for that ministry position, as soon as possible. To do so, login to the DOC Web MinPro at:

<https://dhm.suran.com/minister/login>

This is the same login window where ministers go to prepare a Ministerial Profile. Upon log in, one of the initial dark blue boxes that regional ministers will see are labeled, "MINISTRY POSITIONS". Click on that box to:

- Post new positions
- Edit previously posted positions
- Track/View all the positions your region has posted

Once posted to our secure site, these position listings will only be available to DOC authorized clergy with log in privileges to Web MinPro.

## Staff Authorization Form

Questions? Contact [Kelly Harris](#)

***This form is for non-CDM+ users (skip this section if you use CDM+).*** Each regional staff person who needs to use the Oversight Transfer Form (OTF) or Minister Change Form will be required to fill out the Staff Authorization Form. Please remember that non-regional staff and local ministers should NOT be given access to these forms.

Please complete the following process for this access:

1. Complete the [staff authorization form](#) on the DHM Website. Please allow up to three business days for your access to be verified. ***Be sure to write down your username and password for your records.***
2. After we verify your access, you will receive an e-mail note from WordPress with your username & password.
3. If your access to the DHM Website as a Regional Staff person has been previously verified, you can log in through the following address to gain access to the [Credentialing forms](#).

# Ministers Directory Office

Questions? Contact [Kelly Harris](#)  
(you must [login](#) to access the forms below)

## CDM+ Association & Submission Tool -- (Preferred method for data submission)

You can sync Regional and General ministry records for the same person, see information that needs to be updated in the Ministers Directory and/or Regional databases, and then use the e-mail function to send necessary changes to the Ministers Directory office. You can use this step if you have the Membership Program on your CDM+. Please watch the following video for a tutorial about the CDM+ Ministers Directory functions: [https://www.youtube.com/watch?v=w5HT\\_Lg98L0](https://www.youtube.com/watch?v=w5HT_Lg98L0).

- For newly credentialed (Commissioned or Ordained) or transferring into your region, fill out the Oversight Transfer Form – this gives you access to the Minister PIN & record for association.
- Once you have access, use the CDM+ Association Tool in Utilities and associate the two records.
- Compare your information on the DOC Minister tab with the OCV information, make changes as needed, save changes, and then “Submit DOC Ministerial Changes.”
- When submitting changes to Ministers Directory, only changes on the following tabs in the Regional Database will submit: name, phones, email, church of call (must have begun & end dates), and any address changes made. Make all changes, save, and click submit on the DOC tab.

## Oversight Transfer

- If using the CDM+ Association & Submission Tool, you can establish oversight by your region for the record of a minister.
- This is used for ministers transferring into your region, newly credentialed ministers (ordained/commissioned) who do not yet have a record at all in the General database, and/or clergy who are already in your region but for whom your region is not listed in the General CDM+ as the region of oversight.
- For non-CDM+ users, this form can be found on the DHM Website where other regional forms are located.
- The Oversight Transfer does NOT change anything in the minister’s record. It simply aligns the record with your region, allowing you to make later changes using the CDM+ Association/Submission Tool.

## Minister’s Record Changes

- **The CDM+ Association and Submission Tool is the preferred method of reporting ministry record changes.**
- The Minister Change Form on the DHM Website (for non-CDM+ users) is available to submit these changes.

- This is submitted by regions to the Ministers Directory Office with changes regarding credentialing, location, and other information of clergy with Standing. It is also used for reporting a minister's loss of Standing, whether for clerical or other reasons.
- Please provide as much information as possible. Providing a full legal name, previous address, former place of employment, etc. is important. This enables the correct record to be quickly identified, or to know that it is a new record, thus preventing duplication.
- Provide only current information. Forms are intended to be used for changes and/or additions to a minister's **current information only**. Do not submit a change form for something that will/may occur at a future time or date.
- Supporting information is helpful. Please use the comments section on forms to give a brief description of the action you are submitting for change (i.e. address change only, professional code change, newly commissioned, removal of Standing for "X" reason, etc.).
- Changes should be submitted throughout the year, as changes arise. Doing so results in more accurate "real time" records.

## Annual Ministers Reports to Regions and GCOM

Questions? Contact [Kelly Harris](#)

Reports are distributed to Regions in December to solicit changes to Ministers Directory. **Adherence to the deadline for the report is important** to ensure that ministers are accurately listed in the directory.

The reports are sent in a .pdf format only. The listing can then be reviewed, and changes made using the CDM+ Association & Submission Tool (**preferred method**) or the Minister Change Form on the DHM Website. Those are the only formats accepted for submitting changes to ensure that the person in the Ministers Directory office can process changes faster and efficiently.

However, you can make changes throughout the year, as they arise, via the CDM+ Association & Submission Tool or the Ministry Change Form. Making changes as they arise throughout the year will lessen the need for a much larger effort at the beginning of a new year.

**NOTE: You can now access a "live" copy of the entire Ministers Directory via the Web MinPro. You must be able to log in to Web MinPro for this access. For non-clergy regional staff to do so, contact [Kelly Harris](#) and she will create a record for you in the data base giving you access to the Ministers Directory.**

# “Standing” in the Christian Church (Disciples of Christ)

Questions? Contact [Kelly Harris](#)

- The credential known as “Standing” for ministers in the Christian Church affirms that an Ordained or Commissioned minister is **presently engaged in a professional position of ministry**, whether on an occasional part-time or full-time basis.
- Standing presumes continuous accountability is maintained with a congregation, organization, or related institution; and also requires accountability to a regional or general ministry of the Christian Church (Disciples of Christ).
- The responsibility for providing up-to-date lists of ministers with Standing is lodged with regional offices or, in the case of non-regionally-based ministries (i.e. mission partners, federal chaplains, General Church staff) with the General Commission On Ministry (GCOM).
- Each individual minister is ultimately responsible for keeping the appropriate regional office and DHM advised of changes of their personal information such as address, contact information, ministry location, etc. Failure of a minister to provide such information can lead to removal from S/C circulation and possibly temporary loss of Standing.
- In any case where a minister is serving in several ministry positions, Standing and Professional Classification Codes should be based on the minister’s primary *position of ministry*. *If one of these* positions is in congregational ministry, such a position is usually the one deemed primary. You can see a list of Professional Classification Codes, as well as Ethnic Codes, at the end of this document.
- It’s important to report the minister’s current status (Standing) to the Ministers Directory office as this can affect their access to Web MinPro.
- **A standing letter or card sent to a minister is helpful for the minister but does not convey that information to the minister’s directory office. That information should also be sent using the CDM+ Association and Submission Tools or a minister change form so that the minister’s directory database is up to date and accurate.**

## Removal of Standing

Questions? Contact [Kelly Harris](#)

- When a minister’s Standing is removed for any reason, it must be reported to the Ministers Directory office as soon as possible. When reporting any loss of Standing, a reason must be given for the action (ie.— “For Cause,”\* moved out of region, not currently in ministry position, etc.). The proper method for submitting these Standing changes to Ministers Directory office is via either the CDM+ Tools (preferred) or Minister Change Form.
- If Standing is removed “For Cause”\* that must additionally be reported in formal letter from the Region to Ministers Directory office, providing general reason for such action (ie. -- misconduct, financial misconduct, sexual misconduct, etc.). This letter can either be mailed as a hard-copy document or attached electronically to an email note. The Region may choose to provide copies of any/all supporting documentation related to such action, to be placed in the Ministers confidential permanent file, for future reference by regional staff so institutional memory is not lost.

- When the Ministers Directory office receives notification of a loss of Standing “For Cause,”\* a hard-copy letter is sent by the Office of Christian Vocations to all regions, the General Minister and President, Pension Fund, and DHM President – notifying each of the formal action by the Region.
- \*The term, “For Cause,” refers to Standing being removed for issues usually related to ethical, moral, legal, and/or ecclesiastical actions or conditions on the part of the minister that are deemed to compromise the minister’s fitness for ministry.

## Transfer of Standing

Questions? Contact [Kelly Harris](#)

When a minister moves from one Region (the prior region) to another Region (the current region), while in Good Standing, it is the moving minister’s responsibility to promptly contact all regional judicatories involved to make sure the minister’s Standing is transferred correctly. Authority and responsibility for providing Standing to a minister fall to the Region of the geographical area in which a minister is employed, even if it is an interim position. If the minister is in Search and Call circulation, the minister should also quickly remove their forms from circulation, if the move is due to accepting a new position of ministry.

In such a circumstance, the prior Region should notify the Ministers Directory office, via the online Ministry Change form or the CDM+ Association and Submission Tool (preferred), regarding the minister’s new status. The prior Region removes the Standing of such a minister in their Region, for the reason that “the minister has moved out of this Region.” The prior Region should also contact the current Region in writing to convey the care of the minister in the new setting, and status of the minister immediately before the move (was the minister in Good Standing and/or are there other factors pertinent to the minister’s situation?).

As soon as the current Region is made aware of the minister’s move into their Region, the current Region should act promptly to determine if extending Standing to the minister is appropriate. If the minister moved from another Region while in Good Standing in that prior Region, into another position of ministry in the current Region, Standing should be quickly bestowed upon the minister.

The current Region also needs to expeditiously submit an Oversight Transfer through the CDM+ Association and Submission Tool (preferred) or the online Minister Change Form (for non-CDM+ users) to notify the Ministers Directory office that the minister was granted Standing in the current Region. This step will not only notify the Ministers Directory office that the current Region is now the official church body currently granting and overseeing the minister’s Standing, it will also provide our office with updated contact and other information about the minister to ensure the Ministers Directory database is accurate.

If there are reasons why the current Region will not be extending Standing to the minister at the current time, it is helpful for this Region to notify the Ministers Directory office in writing (an email note will do) as to such reasons; this communication is helpful as we work to support regional decisions, and help ministers to understand and meet regional requirements. Emails may be sent to [Kelly Harris](#).

For newly ordained ministers, the ordaining Region should use the Oversight Transfer and Minister Changes tools to notify the Ministers Directory office of the new ordination, and to bestow initial Standing upon that minister.



If the newly ordained minister is not working or living in the ordaining Region, this Region should also contact the current Region wherein the newly ordained minister is employed, or if not employed, where they are living. This current Region should quickly work via the CDM+ Association and Submission Tools to have the newly ordained person's Standing transferred to their region, if appropriate, or complete the Minister Change Form on the DHM Website (for non-CDM+ users). It is of utmost importance that ordaining Regions and Regions of a minister's employment/residence carefully and proactively coordinate such efforts, for the purpose of extending proper care to any new Disciples minister. In such cases, it is important to understand that newly ordained ministers may not yet be aware of proper procedures.

## Ethnic Classification Codes for Ministers Directory

Questions? Contact [Kelly Harris](#)

| Code | Description                   |
|------|-------------------------------|
| AF   | African-American              |
| AS   | Asian                         |
| E    | European Descent              |
| HA   | Haitian                       |
| HI   | Hispanic                      |
| M    | Middle Eastern                |
| N    | Native American/First Nations |
| O    | Other                         |
| P    | Pacific Islander              |

# Professional Classification Codes for Ministers Directory

Questions? Contact [Kelly Harris](#)

| Code | Explanation   |
|------|---|
| A    | Associate Minister  |
| C-A  | Armed Services Chaplain (GCOM Standing)   |
| C-F  | Federal Chaplain (Full Time – GCOM Standing)  |
| C-N  | Non Federal Chaplain (Regional Standing)  |
| CE   | Christian Educator  |
| CM   | Campus Minister   |
| D    | Disciples Minister serving a non Disciples congregation   |
| DU   | Disciples Minister with UCC Standing serving a USS Congregation   |
| EM   | Minister employed by a national ecumenical organization   |
| ER   | Minister employed by a regional ecumenical organization   |
| G    | Minister employed by a general manifestation – GCOM Standing  |
| GU   | Disciples general ministry minister with UCC Standing   |
| HE   | Minister employed by Higher Education   |
| I    | Interim, Transitional, or temporary ministry position   |
| M    | Global Missionary – GCOM Standing   |
| MC   | Minister of Counseling  |
| MM   | Minister of Music   |
| NP   | Non Parish minister   |
| OP   | Other employment  |
| P    | Pastor of a recognized congregation   |
| R-a  | Retired active minister   |
| R-i  | Retired inactive minister   |
| RG   | Senior Regional Minister – GCOM Standing  |
| RM   | Regional Minister other than RG – Standing with region  |
| SA   | Student Associate Minister  |
| SC   | Student Chaplain  |
| SP   | Student Pastor (local congregation position)  |
| SZ   | Ordained minister returning to school for a limited time or Ordained student not presently employed in ministry |
| UC   | UCC General Minister with the Christian Church (Disciples of Christ) Standing                                   |
| UD   | Qualified UCC Ordained Ministerial Partner with Disciples Standing serving a Disciples Congregation             |

\*GCOM = General Commission on Ministry, as different from a Regional Commission on Ministry

# How to Order Search and Call Resources & Products

Questions? Contact [Anne Marie Moyars](#)

|   |  |
|---|--|
| <a href="#">Office of General Minister &amp; President Website</a>  | <a href="#">Disciples Home Missions Website</a>                  |
| <a href="#">Beginning a Pastoral Ministry</a>   | <a href="#">Clergy Retirement Planning Guide</a>                 |
| <a href="#">Clergy Background Checks: A "how to read" Guide</a>   | <a href="#">Commissioning service for Phoebes &amp; Timothys</a> |
| <a href="#">Closing a Pastoral Ministry</a>   | <a href="#">Moving Company Information</a>                       |
| <a href="#">Congregational Discernment Survey</a>   | <a href="#">Sample Letter of Resignation/Retirement</a>          |
| <a href="#">Congregational Profile Form (Spanish &amp; English)</a>   | <a href="#">Clergy Pin Deacon Pin</a>                            |
| <a href="#">Ethical Guidelines for Congregational Conduct (Certificate)</a>   | <a href="#">Deacon Emeritus Pins Elder Pins</a>                  |
| <a href="#">Letter of Call (Spanish &amp; English)</a>  | <a href="#">Elder Emeritus Pins</a>                              |
| <a href="#">Minister's Calling &amp; Agreement Annual Update Form</a>   | <a href="#">Search and Call Posters including stickers</a>       |
| <a href="#">Ministerial Code of Ethics (Certificate) available in English, Spanish, Korean and French</a>   |  |
| <a href="#">Ordination Service and Guidelines</a>   |  |
| <a href="#">Pastoral Relations Committee Guidelines</a>   |  |
| <a href="#">Policies &amp; Criteria for the Order of Ministry (previous &amp; 2011 versions) available in English, Spanish, Korean and French</a> |  |
| <a href="#">Sabbatical Leave Guidelines</a>   |  |