

National Association of Congregational Christian Churches



8473 S. Howell Avenue – PO Box 288 – Oak Creek, WI 53154-0288

(414) 764-1620 – (800) 262-1620 – FAX (414) 764-0319 - naccc@naccc.org – www.naccc.org

Minister Disclosure File Summary for Clergy

The National Association of Congregational Christian Churches (NACCC) exists to offer services to member churches. In accordance with the NACCC Disclosure Protocol and Policy, you must register a Minister Disclosure File with the NACCC to utilize the service that helps introduce churches that have pastoral vacancies to clergy who wish to be considered for open positions. In addition, clergy seeking ecclesiastical endorsement through the NACCC must complete the disclosure process. A copy of this policy is available on the NACCC website or upon request from the office. Please read this policy carefully for it clearly outlines the documents you must provide before you will be issued a user name and password for the NACCC search system. If you are a clergy person who is not affiliated with an NACCC member church you must submit an Administrative Fee of \$100.00 made payable to the National Association of Congregational Christian Churches along with your Minister Disclosure File documents.

Your Minister Disclosure File will include:

- proof of graduation for degrees claimed (transcripts, official letters or equivalent documents) and the accrediting body of the educational institution.
- proof of ordination and type of ordination if claimed as ordained.
- proof of or verifiable references for claimed significant continuing education (i.e., Lay Ministry Training Program; professional development seminars, etc.).
- a signed Statements of Understanding which includes an option to sign a Personal Code of Professional Practice for Ministers.
- a signed Background Check Release Form.
- a statement of reference from judicatory that the minister is leaving, if applicable.

Your Minister Disclosure File is not a “personnel file” nor is it confidential. However, the files are not open to general inspection. They are administrated professionally by Rev. Dr. Tom Richard, Executive Secretary, Rev. John Carson, Associate Executive Secretary and Susan Carson, Administrative Assistant. All questions concerning this policy should be directed to them. You may also call the NACCC office at 800.262.1620.

Files, with the exception of the Background Check Release Form, will be shared electronically with interested churches. Churches will be urged to delete files of candidates in which there is no further interest and to retain the files of the person they choose to call as minister. In the interest of security, the Background Check Release Form will remain at the NACCC office. Information on the form will be submitted to IntelliCorp only when requested by a search committee in the final stage of the search process. The church will be responsible for the background check fee.

A background check will be initiated each time a minister seeks ecclesiastical endorsement from the NACCC. The individual seeking endorsement will be responsible for the background check fee.