

## CHECKLIST FOR ASSOCIATION CLERGY UPDATES

**Contact information changes:** Please report ASAP, don't wait until after Church & Ministry meeting.

- Name
- Address
- Phone
- Email

**Called to a church:** If new to Michigan, include contact info, authorization and date authorized.

- Name
- Position
- Start date
- Church name and location

**Leaving a church:**

- Name
- Church name and location
- Date leaving
- New contact information (if known)

**Transferring in:** Report after acceptance in new Association and receipt of acknowledgement by previous Association. Include contact information if new to Michigan.

- Name
- Copy of Transfer of Ministerial Standing form

**Transferring out:** Report after request sent to new Association and returned to the Michigan Association.

- Name
- Copy of Transfer of Ministerial Standing form

**License granted or renewed:** Include contact information if new to Michigan.

- Name
- Copy of license certificate and ID card
- Indicate if NEW or renewal

### **MID Status granted:**

- Name
- Address
- Phone
- Email
- Copy of MID certificate and ID card
- Date MID Began
- Seminary/other education
- Update info each time MID meets with Committee on Ministry

### **Ordained:**

- Name
- Date
- Contact information
- Copy of ordination certificate

### **Privilege of Call, Dual Standing, Commissioning, or Ordained Ministerial Standing:**

- Name
- Contact information
- Copy of certificate
- Person's original denomination if POC or Dual Standing

### **Installed:**

- Copy of certificate

### **Retired:**

- Name
- Date
- Contact information (if changed)

### **Deceased:** Please report ASAP, don't wait until after Church & Ministry meeting.

- Name
- Association
- Date deceased
- Copy of obituary (if available)
- Name and contact information of spouse or next of kin (if available)

Report changes to [lisa@michucc.org](mailto:lisa@michucc.org) and please indicate which Association.

Michigan Conference of the United Church of Christ  
P.O. Box 1006 | East Lansing, MI 48826-1006  
(517)332-3511 | [www.michucc.org](http://www.michucc.org)