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 and please indicate which Association.