

## MEMO

TO: Persons requesting Dual Standing in the Metropolitan Boston Association (MBA)

FR: The Committee on the Ministerial Standing

RE: Process for Dual Standing

Dual Standing is the authorization granted by an Association to an ordained minister of another denomination who wishes to retain ordained ministerial standing in his or her denomination while serving a United Church of Christ (UCC) congregation within the Association. Dual standing is granted only for the period of time the person is serving the specific United Church of Christ congregation for which it was granted. Dual Standing may not be used to do a job search. If you consider searching within the UCC in the future, then the process of Privilege of Call is used.

To begin this process, an appointment can be made to meet with the Committee on Ministerial Standing (COMS). The goals for this meeting are:

- to become acquainted and hear about your spiritual call and ministerial journey
- to demonstrate the prerequisite knowledge of, and appreciation for, the history, polity and practices of the United Church of Christ
- to celebrate this new beginning in ministry for both clergy and congregation,
- to listen attentively to your expectations of each other and reflect back to you what we are hearing
- to serve as a resource for you later if you want a third party with whom to talk over issues.

You will need to have taken a United Church of Christ polity course or commit to taking the course within one year of your call to the church. Additionally, Boundary Awareness Training will be required of you within the first 18 months of your call.

**You will need to have the following items sent to the MBA office at least two weeks prior to your meeting with them:**

1. A request from the church you are serving, asking that you be granted Dual Standing.
2. A formal letter requesting Dual Standing, your reasons for seeking dual standing, your current denominational affiliation, and a brief description of your work in that denomination.
3. A letter from your present denomination stating that you are ordained and in good standing.
4. A completed and signed Background Self Disclosure form (attached).
5. The names and phone numbers of three lay leaders of the church who will be able to accompany you when you meet with the COMS. We suggest such people as the Moderator, Search Committee Chair/member, Trustee/Stewardship Committee member or Deacon.

After you have arranged to have the five aforementioned items sent to the MBA office, you will then prepare and mail the following items to each member of the COMS. Mailing labels are included for this purpose. **In addition, please email these materials to the MBA office.**

1. A résumé.
2. A brief personal narrative.
3. A short paper (no more than three pages) that expresses your understanding of the teachings and traditions of the United Church of Christ and how they compare to your current denomination. In particular, we invite you to explore ONA and social justice issues. We ask that you also address how you intend to become a contributing member of the United Church of Christ while retaining standing in your current denomination.

***Please note: candidate materials must be sent 2 weeks prior to the meeting. This deadline is not flexible. Candidates who miss that deadline will not be seen at the meeting as originally scheduled, but will be rescheduled at the next available committee time slot.***

If you have any questions please contact Colin A. Loggins at the MBA office;  
telephone: (781) 369-1396; email: [MBA-NE@macucc.org](mailto:MBA-NE@macucc.org)

We look forward to meeting with you!