



**Vocational Leadership Coordinator of the  
Community Development Team  
Clergy License Renewal Form  
Year:**

**SECTION 1: GENERAL INFORMATION**

Prefix: Full Legal Name:

Preferred (Goes By) Name:

Pronoun Preference:

HOME Address:

Check if New Address

City:

State:

Zip Code:

Country:

Preferred Phone:

Type:

Personal Email:

Work/Church Email:

Date of Birth (MM/DD/YYYY):

**SECTION 2: MCC INVOLVEMENT**

Date of Ordination (MM/DD/YYYY):

Year you began work as MCC clergy:

All MCC Clergy are automatically recognized as being a member of UFMCC. Holding an Active Clergy License meets the requirements of being an "active member" of MCC. In addition to this membership in MCC, are you an active member of a local MCC congregation?

If yes, which one?

In what ways are you active in MCC beyond a local church community (e.g. network gatherings, clergy support groups, participation in other MCC programs/initiatives, etc.)?

### SECTION 3: AAA MINISTRY

According to the MCC Clergy Manual, verification of a AAA (Active, Authorized, Accountable) Ministry is a prerequisite for an active clergy license.

- **Active:** serving a minimum of 15 documentable hours per week, paid or volunteer (for US clergy, this also meets the requirement of at least 12 hours per week/ 625 hours per year required for participation in the Pension Plan). If this has been impacted by COVID19 please be in contact with the Vocational Leadership Coordinator to discuss.
- **Authorized:** authorized by a local church or the denomination for ministry (e.g. as a pastor, staff clergy, evangelist, pastoral therapist, chaplain, denominational staff, or other approved ministry in or beyond a local congregation).
- **Accountable:** accountable to a local church administrative body or other administrative body or to a direct Supervisor within, or known to, MCC.

What is your AAA Ministry (e.g. Senior Pastor, Staff Pastor, Chaplain, etc.)?

Where do you perform this Ministry (e.g. name of church, institution, or agency)?

Beginning Date of your AAA Ministry at this Location:

How many hours per week do you work in this AAA Ministry (paid or unpaid)?

*(Note: a minimum of 15 documentable hours per week is required for a ministry to be considered active.)*

If you are a Chaplain, do you have an [Application to serve as an MCC Chaplain](#) on File?

If you are serving in a ministry setting that is not an MCC congregation or chaplaincy setting, do you have a [Ministry Outside Local Church](#) form on File?

Is there anything else you would like to tell us about your AAA ministry?

Please provide the contact information for the person who can certify your AAA Ministry (see chart below for the appropriate accountable person).

<b>If you are a:</b>	<b>then your certifying person is:</b>
Senior Pastor (active or on sabbatical)	Clerk of the Board of Directors
Associate, Assistant and Staff Clergy (including volunteer clergy)	Senior Pastor (if position is vacant, Clerk of the Board of Directors)
Chaplains	Immediate Supervisor
Clergy between AAA ministries	Associate Director or Director of the CDT
Clergy on Leave of Absence	Associate Director or Director of the CDT
Clergy serving in Network Ministries	Coordinator of Network Leaders
Clergy serving in Denominational Ministries	Immediate Supervisor
Elder	Moderator
Moderator	Secretary of Governing Board
Clergy serving in non-MCC settings	Associate Director or Director of the CDT

Name of Certifying Person:

Title:

Address:

Type:

City:

State:

Zip Code:

Country:

Preferred Phone:

Type:

Email Address:

If YOU are the Certifying Person for other Clergy in MCC (e.g. serve as their supervisor or accountability person), please provide the following information:

<u>Name</u>	<u>Title/Position</u>	<u>Hours per Week</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

## SECTION 4: CONTINUING EDUCATION

A total of 9 hours of Continuing Education per year is required per the MCC Clergy Manual. Continuing education is any workshop, class, conference, or other education program that you are not the leader of, which equips you for continued professional ministry in MCC. The OFLD may contact you for more information if there is any question about whether or not the program appropriately meets our CEU requirements. The following Continuing Education Listings are to certify the CEUs you completed in the **past** year (2020).

NOTE: Continuing Education is NOT required for new clergy in their first year after ordination.

Title of Course	School or Organization	Name of Presenter(s)	Date	# of Hours
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

**SECTION 5: PLEASE ANSWER THE FOLLOWING QUESTIONS**

1. Have you ever been refused a professional license?
2. Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?
3. Have you now or ever had incidents where the use of alcohol, stimulants, or other habit-forming drugs has interfered with your work?
4. Have you ever been the subject of disciplinary action by an employer or licensing organization alleging sexual or ethical misconduct?

If your answer to any of the above questions is in the affirmative and you have not previously disclosed the details to the MCC Office of Formation and Leadership Development, please provide details below.

**WARNING:** By your signature below you understand and agree that an investigation of any or all of these matters may be conducted by UFMCC to determine your continuing eligibility to hold credentials with MCC. You also understand and agree that you will be subject to an immediate *de facto* removal of your license/credentials if it is later determined that your answer to any of the above questions was false.

By your signature below, you also authorize MCC to perform a criminal background check.

Full Legal Name:

Date of Birth:

Social Security Number\* (US Only):

\* NOTE: This information is used to run background checks only. If you prefer not to provide this information on this form, please contact Janine McCarthy by phone at +1 310-360-8640 ext. 224 to provide this information over the phone.

Signature:

Date:

**Thank you for filing your Clergy License Renewal Form  
and the Following Ministry Leader Code of Conduct!**

(NOTE: Failure to submit an annual license form  
or submitting false or misleading information  
constitutes a *de-facto* resignation.)

## SECTION 6: MINISTRY LEADER CODE OF CONDUCT

The following guidelines for professional ethics of ministry leaders apply to all persons who have received official status with MCC as a candidate seeking ordination and all ordained clergy with a license to practice. This code is acknowledged by signature when individuals attend a Readiness to Enter Vocational Ministry retreat and during the annual licensing process for active clergy.

### **Ethics of Professional Spiritual Leadership in Metropolitan Community Churches (aka MCC Ministry Leader Code of Conduct)**

All ministry leaders authorized by Metropolitan Community Churches use the guidelines that follow to hold ourselves accountable to each other and to a ministry of integrity. When we fall short, MCC provides systems whereby there is room for discipline and grace. We seek to restore, to rehabilitate and to make restitution whenever possible; to help people escape loneliness, despair, and degradation; and to contribute to the wholeness of the body – where we seek to do no harm, but rather to edify.

We recognize that there are certain violations of our covenant of ministry together. Some behaviors are implicitly illegal and/or immoral, which constitute ethical violations and may result in a judiciary process, the end result of which may be suspension, loss of licensure and/or removal from office. Some behaviors and attitudes are unethical by our standards and compromise our ability to perform and provide ministry. Other behaviors and attitudes harm us and interfere with our ministry and our own efforts toward wholeness. We seek to address these violations honestly within the framework of our commitment to restorative, when possible, rather than retributive justice.

#### **Statement of Ethical Guidelines for Ministry Leaders**

- **Honesty.** Ministry leaders strive to operate on the highest level of trust and integrity, which requires that we act honestly and fairly in our dealings with others. We strive to make all of our communication accurate, honest, and clear. We intentionally avoid misrepresenting the truth or misleading others. We strive to give appropriate credit to the originators of ideas or quotations that we utilize in our written or spoken communication, and will not knowingly present the material of others as our own.
- **Confidentiality.** Ministry leaders respect the integrity and protect the welfare of individuals as well as the communities we serve. We take seriously our obligation to safeguard information entrusted to us as professional ministers. If there is a legitimate reason for the health and well-being of an individual or the community for us to divulge information that has been shared with us in confidence, we will actively seek permission for this disclosure from the person(s) providing us the information before doing so. We also recognize that it may occasionally be appropriate to disclose confidential

information, e.g. if that information pertains to the immediate danger of bodily harm/loss of life or when applicable laws mandate reporting.

- **Nonviolence.** Ministry leaders respect the inherent worth and dignity of all people and actively work to counter the forces of violence that inflict harm to individuals and communities. Such forms of violence include, but are not limited to, bias or discrimination on the basis of race, gender, gender identity, age, class, nationality, sexual orientation, physical or mental ability, and any other characteristic of human diversity. We strive to ensure that our words and deeds do not directly lead to physical, psychological, spiritual, or ritual abuse.
- **Responsible Fiscal Management.** Ministry leaders strive to be faithful stewards of the resources for which we are given responsibility, including financial resources. We conduct our fiscal affairs with appropriate regard to recognized business and accounting procedures, as well as applicable civil laws. We do not condone theft, fraud, or the misappropriation of church funds or property.
- **Sexual Responsibility.** Ministry leaders affirm sexuality as a gift from God and strive to honor this gift by conducting our own lives in accordance with responsible, positive sexual ethics and in accordance with the MCC Sexual Misconduct Policy. A positive sexual ethic balances desire within the embodied framework of our emotional, physical, sexual and spiritual selves, while preserving and honoring mutuality and consent.
- **Responsible Use of Authority.** Ministry leaders strive to use our authority responsibly. We use our professional training, relationships, and practices for the benefit of the people we serve and not to secure unfair personal advantage. We are mindful of the power differential that exists in our relationships with those we serve and supervise, and strive to structure these relationships in mutually respectful, mutually empowering, and non-exploitative ways.
- **Professional Services.** Ministry leaders respect the various educational and vocational standards, as well as the systems of accreditation, affiliation, and mutual accountability that exist for our own and other professions. Therefore, as ministry leaders, we truthfully represent the facts of our professional qualifications and affiliations, and we limit our own professional practices to those for which we are equipped, authorized, and licensed. Regardless of our professional qualifications, ministry leaders, when acting in the course and scope of their functions and duties for MCC, must limit their activities to Biblically-based counseling or guidance. MCC is not authorized as a provider of psychological, psychiatric or other physical or mental healthcare services. UFMCC clergy allows ministry leaders to provide religiously-based counseling or guidance, not secular services.
- **Exercise of Professional Etiquette in Collegial Relationships.** Ministry leaders recognize that we do not do ministry on our own and we strive to honor and respect our network of colleagues in MCC. We mutually support our shared ministry by doing no harm

through word or deed to the ministries or reputations of other colleagues or churches. We value the highest good of local churches over our own personal ambition or advantage. We commit ourselves to practicing professional courtesy with our colleagues and maintaining clear boundaries with former churches and parishioners. For example, we return to churches we have formerly served only with the invitation/agreement of the current pastor. Additionally, we honor the role of the current pastor in performing rites and sacraments and perform or participate in sacramental functions only with the invitation/agreement of the current pastor.

- **Ethical and Responsible Use of Social Media.** Understanding that we live in a world that is highly connected by social media and virtual technology, Ministry Leaders seek to maintain appropriate boundaries and behavior in the virtual world as in the physical world. We adhere to safe church practices in our use of digital communication as well as social media and networking sites. We maintain an awareness of best practices for social media as outlined in [MCC's Social Media Guidelines for Clergy and Congregations](#). We observe the same ethical boundaries and behaviors with regard to former churches or church members as we do in the physical world.
- **Commitment to Addiction Recovery.** Ministry leaders understand that addiction to alcohol, drugs, and other substances/practices can do us harm, impair our judgment, and seriously interfere with our ability to effectively minister in our communities. We strive for appropriate and responsible use of substances and affirm our intention to seek treatment and recovery for ourselves when necessary.
- **Covenant with MCC.** Ministry leaders recognize the MCC Bylaws as a reflection of the covenantal relationship that exists between MCC and its members, friends, groups, and affiliated churches. We will honor the Bylaws and will participate and encourage our churches to participate regularly in MCC Network Gatherings and General Conferences as primary avenues for our shared discernment, continuing education/formation, mutual edification, and relationship building.

### **Sexual Misconduct Policy**

Since its founding, UFMCC has offered a counter voice to the sex negativity of Judeo Christian culture. Therefore, the UFMCC Sexual Misconduct Policy must, on the one hand, acknowledge the risk of sexual misconduct, while on the other hand avoid the risk of the disembodiment of leaders who are called to model health and wholeness, including sexual wholeness.

Let it be affirmed that sex is a gift from God. The divine value of sex includes but is not limited to pleasure, procreation, intimate communications, grace, and love. God's gift of sexuality is to be responsibly embraced by all people, whether partnered or single, lay or clergy. A complete and responsible sexual ethic embraces the beauty of relationships among people of many sexual orientations and gender identities.



A positive sexual ethic balances desire within the embodied framework of our emotional, physical, sexual and spiritual selves, while preserving and honoring mutuality and consent.

Following are some examples of certain behaviors that constitute a sexual misconduct:

1. Sexual contact with a minor is sexual misconduct; or
2. Sexual abuse or sexual molestation of any person, including but not limited to any sexual involvement or sexual contact with a person who is legally incompetent or in any other way a vulnerable adult; or
3. Sexual harassment of any person, including those in relationships in which there is an employment, mentor, or colleague relationship between the persons involved, including but not limited to sexually oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualifications; undesired physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements; or
4. Whether clergy or lay, using one's position of privilege for sexual exploitation is sexual misconduct. A perpetrator who induces another person to undertake or endure a sexual act by serious abuse of that person's position of dependency on the perpetrator, shall be guilty of sexual exploitation.
5. The attempt to develop a sexual relationship with a person with whom s/he has a pastoral or supervisory relationship.

A "pastoral relationship" is defined as a relationship between a clergy person, employee or volunteer and person receiving direct supervision, individual spiritual and/or pastoral counseling and providing confidential and/or privileged information to the clergy person, employee or volunteer.

At times, a clergy person, employee, or pastoral leader may develop an appropriate sexual relationship within the context of UFMCC ministry, including the congregation in which a person is serving, if there has been no direct supervision or individual spiritual counseling. Such relationships are to be entered into with extreme caution and a spirit of discernment.

With your signature on this form, you are stating an intent to make the following statement: "With my signature I pledge to uphold the MCC Ministry Leader Code of Conduct, including the Sexual Misconduct Policy as printed above on these pages."

Signature:

Date:

## SECTION 7: BOARD OF PENSIONS (US ONLY)

To ensure that every MCC Clergy Person serving in the United States receives complete credit for your service, the information below is necessary for our records. If you are uncomfortable providing this information on this form and would prefer to provide it over the phone, you may contact Tammy Erwin at 325-754-0851.

### Personal Info

Full Legal Name:

Date of Ordination (MM/DD/YYYY):

Did you enter the workforce of the United States this year? Yes No  
If so, when (MM/DD/YYYY)?

Did you exit the workforce of the United States this year? Yes No  
If so, when (MM/DD/YYYY)?

Prior to your ordination, were you appointed to serve a local U.S. MCC Congregation in an official pastoral capacity? Yes No No

If yes, please provide the dates of this UFMCC provisionally licensed service.

Began service (MM/DD/YYYY):

Ended service (MM/DD/YYYY):

If yes, what MCC Church did you serve?

### Nature of Licensed Ministry

In the past year, were you credentialed and licensed serving at least 520 hours in a pastoral position at an MCC church in the United States? Yes No

If yes, what MCC Church did you serve?

In the past year, were you credentialed and licensed serving at least 520 hours in service to the UFMCC Denomination? Yes No

In the past year, were you credentialed and licensed serving at least 520 hours outside of a Local Church or the Denomination (e.g. working as a chaplain, educator, etc.)

Yes No

Do you plan to retire in the next 12 months? Yes No

If so, we would like to know, so that we can **confidentially** be in touch with you about your retirement benefit.

## SECTION 8: OPTIONAL PERSONAL DATA

Metropolitan Community Churches are committed to Diversity and Inclusion. As a part of this work, we try to support members of under-represented populations by developing networks of connection and support. Please let us know if you self-identify as someone belonging to any of these groups. This information is only used for the purposes of creating networks and tracking the inclusion of under-represented people in MCC.

Young Adult (Under 35 Years of Age)

Older Adult (Over 50 Years of Age)

Person of African Descent

Person with Disability(ies)

Person with HIV/AIDS

Trans\* and/or Gender Non-Conforming Person

Woman

Heterosexual

Are you engaged in bi-vocational employment?

If so, is this by choice or necessity?

Is there any other personal information that you wish to share with us at this time?

Save a copy of this form for your records.

Click the Email link to open your email application and send the completed form to us.

Click the payment button to make an online payment.