

Candidates from the United Church of Christ (UCC):

If you are a United Church of Christ (UCC) pastor, we expect you to apply for the position through the Search and Call system of the Southern New England Conference. After you have made your validated ministerial profile available to the conference, please email SearchCall@sneucc.org, with a letter of interest and request to have your profile sent to our church.

After reviewing your materials, the search committee will be in discernment about next steps in the process, which would include an interview. The committee intends to solicit a diverse pool of applicants through the late fall and does not anticipate scheduling interviews until early January after the Advent and Christmas season is behind us.

Questions related to the timeline and logistics of an interview should be directed to our Old South Church Senior Minister Search Committee, search@oldsouth.org. Any questions about the denomination-specific process or the background checks can be directed to the Area Conference Minister, Alex Shea Will, or the Conference Search and Call Associate, Jill Ford (SearchCall@sneucc.org)

Candidates from other Protestant Denominations:

As a “united and uniting” denomination, we welcome interest from properly credentialed, ecumenically ordained ministers in good standing in other Protestant denominations. Following guidance outlined in ecumenical agreements between the UCC and other denominations, we ask candidates from outside of the UCC to follow this three step process:

1. **Prepare and share your ministerial profile:** In the United Church of Christ, we use a common “ministerial profile” to introduce prospective ministers to respective search committees. Please send your updated, official equivalent from your denomination of origin along with a letter of interest for the position to the Old South Senior Minister Search Committee, search@oldsouth.org.
2. **Coordination with the United Church of Christ Southern New England Conference:** If we progress in the process together, we will ultimately need to ensure that all candidates have:
 1. A completed current criminal background check; and
 2. An ecclesial background check

If you have completed a **criminal background check** within the last 18 months through your denomination of origin, please send it to us. If you do not have a current criminal background check, you can initiate one through Oxford, the company used by the Southern New England Conference. You will need to pay for this service, though we will reimburse the fee if we call you to ministry at Old South. Completing the criminal background check can sometimes take up to a month. To begin the process through Oxford: go to www.oxforddoc.com. Click on the “Candidate Registration” tab, enter client number **983** and position code **1**, and follow the prompts from there.

In order to facilitate the **ecclesial background check**, please share the name, title, and email address of the staff person in the judicatory where you have ministerial standing (or your denominational equivalency). The Conference will use this information to ensure that you are in good standing with your denomination of origin.

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