



## Southwest Association

### ***Policy Regarding the Transfer of Ministerial Standing*** (adopted Sep. 12, 2013)

Believing that truthful and honest sharing of appropriate factual information, with the appropriate people at the appropriate time, is essential for the health and well-being of the whole church, the Division of Church and Ministry of the Southwest Association of the Wisconsin Conference of the United Church of Christ hereby establishes the following policy for the transfer of Ministerial Standing.

#### **Transfers In:**

1. A minister wishing to have her/his standing transferred to the Southwest Association shall meet with the Division of Church and Ministry for the purpose of getting acquainted, sharing mutual expectations, and formally requesting a transfer of authorization.
2. The request for transfer of standing shall include a signed "Release of Information" form granting permission for the Association where authorization currently is held to share with the Division of Church and Ministry information from its Committee on Ministry files regarding the minister.
3. If the Division of Church and Ministry concurs with the request of the minister, it will forward a copy of the signed "Release of Information" form to the Committee on Ministry where the minister currently enjoys standing, and request that a letter of transfer be sent, along with copies of all pertinent documents regarding the minister.
4. The transfer of standing will not be accepted until such sharing of information has occurred, or the sending Association affirms that there is nothing in its Church and Ministry files which calls into question the minister's fitness for ministry (as defined in Manual for Ministry).
5. Once the transfer of standing has been granted, the minister, the Wisconsin Conference, and the national offices of the United Church of Christ will be informed.

#### **Transfers Out**

1. Upon receipt of a request for transfer of standing from the Committee on Ministry of another Association, the Division of Church and Ministry will take formal action to grant (or not) the transfer.
2. If a transfer of standing is granted, it will be accompanied by copies of pertinent information in the minister's file, whether or not a signed "Release of Information" form has been received, with the original files being maintained by the Division of Church and Ministry in perpetuity.
3. The minister will be notified when the Division of Church and Ministry has granted the transfer and forwarded the material.
4. The transfer will be considered complete when the receiving Association forwards the appropriate documentation, and the minister, the Wisconsin Conference, and the national offices of the United Church of Christ are notified.

The normative practice will be for the Associate Conference Minister assigned to the Southwest Association -- on behalf of the Division of Church and Ministry -- to prepare and send all communication.