



**Understanding the Process Leading to
Standing as a Minister in the Christian Church (Disciples
of Christ) in the Southwest by way of:**

- **Ordination**
- **Recognition of Ordination and Transfer of Standing**
- **Mutual Recognition in the Southwest and Reconciliation of Ordained Ministers (for United Church of Christ Clergy Only)**

Regional Committee on Ministry

The Process Leading to Ordination

The Regional Committee on Ministry [RCOM] acts on behalf of The Christian Church (Disciples of Christ) in the Southwest [CCSW] in matters pertaining to ministers. We welcome you to the ordination process. The following pages will provide an overview of what will be expected of you and what you may expect from the process, which will usually span three years. Please be assured that the Regional Committee on Ministry and the Regional Office are here to support you and assist you on your journey, **but please understand clearly that YOU are responsible for this process.** Following guidelines and meeting requirements for growth or documentation, communicating changes to the Regional Office in writing, and meeting all deadlines are imperative to simplifying the complexity and ensuring the success of this process.

The Regional Committee on Ministry [RCOM] meets three times a year, generally during the third full week of January, April and September. RCOM policy for interview appointments does not allow scheduling in back to back sessions unless specifically requested by the committee. Appointments are filled on a "First Come, First Serve" basis, prioritized according to dates established by Regional Office receipt of complete paperwork packets. Limited appointments are available for each session. Once a session is filled, the names of the candidates next in line will be placed into the following session.

Paperwork is required of Candidate in each step of the process. It is imperative that all materials required for your next interview be received in "one complete paperwork packet." It is the RCOM's policy that your completed paperwork must be in the Regional Office at least 60 days prior to a session to be considered eligible. Although we do not guarantee any specific appointments, consideration may be given to any scheduling preferences, which are put in writing and included in your paperwork packet. (Example: No Tuesday appointment before 3:30 p.m.) Once the Agenda is set, changes are rare due to printed and distributed information to all candidates as well as RCOM members.

Where to Begin:

I. The Regional Minister will direct the Applicant to an Area Minister.

Area Ministers serve as representatives for the Regional Minister to help Candidates initiate the ordination process. The Candidate will contact the Area Minister to schedule an Introductory Interview at which time a Regional Committee on Ministry (RCOM) Paperwork Packet will be provided. This packet will include the following:

- Form: Personal Data
- Form: Application for Candidacy for the Order of Ministry
- Form: CCSW Personal Disclosure
- Form: Area Minister Introductory Memo
- Booklet: Policies and Criteria (CCSW Edition)
- Pamphlet: My Ministerial Code of Ethics
- Understanding the Process Leading to Ordination

2. Completed Forms are to be returned to the Area Minister

Once these forms are returned to the Area Minister, the Area Minister will authorize your application, staple all forms together and send them to the Regional Office as one complete paperwork packet.

3. Once paperwork packet of complete materials for an Initial Interview is received from the Area Office a candidate will be scheduled for the next available appointment.

Notification of specific time and date of individual appointments will be sent approximately 3-4 weeks prior to the session along with a request for confirmation. If confirmation of your attendance is not made in a timely manner the interview time may be forfeited.

4. After the Initial Interview with RCOM

Candidate will receive a letter confirming the actions taken by the full Regional Committee on Ministry in writing. A copy will also be sent to a candidates Area Minister and the chair of a candidates Area Committee on Ministry. (Note: Subcommittee recommendations are subject to full committee actions.) This letter will also advise Candidate of all requirements and paperwork packet deadlines which must be met before returning for the next interview. If you proceed to an Intermediate Interview, see *Material Required for an Intermediate Interview* form, which will be included with your letter.

All Materials are to be assembled by the Applicant and mailed as a "COMPLETE PAPERWORK PACKET" in one envelope. (Except for references)

**Regional Committee on Ministry
Christian Church in the Southwest
P.O. Box 1689
Fort Worth, Texas 76101**

Only complete sets will be accepted.

KEEP A COPY OF ALL DOCUMENTS FOR YOUR OWN PERSONAL RECORDS.

5. When the Regional Office receives complete materials required for an Intermediate Interview, a candidate will be scheduled for the next available appointment.

Notification and confirmation will be handled as previously stated. (See 3)

6. After an Intermediate Interview with RCOM

Candidate will receive a letter confirming the actions taken by the full Regional Committee on Ministry. (Note: Sub-committee recommendations are subject to full committee actions.) This letter will also advise Candidate of all requirements and paperwork packet deadlines which must be met before returning for the next interview.

It is not uncommon for RCOM to request additional Intermediate Interviews (such as a 2nd, 3rd, etc.) If additional Intermediate Interviews are required, the process of this step will repeat accordingly.

If proceeding to an Ordination Interview, see *Materials Required for an Ordination Interview form* along with a pamphlet, "Interview Questions for Candidates Seeking Ordination" which will be included with the letter a candidate receives.

7. Once a paperwork packet of complete materials (with exception of references) for an Ordination Interview is received from the Candidate, a candidate will be scheduled for the next available appointment.

Notification and confirmation will be handled as previously stated. (See 3)

Please be aware that it is not unusual for RCOM to require an additional Ordination Interview. When an additional Ordination Interview is required, the Candidate will only submit paperwork specified by the RCOM for this additional interview. When such paperwork is received in the Regional Office, the interview will be scheduled as stated above. (See 3)

8. Upon RCOM approval for Ordination

- Coordinate the date of your Ordination Service with the Regional Minister (at least two months prior)
- Confirm the date of your Ordination Service with the Congregation
- Review materials for planning an ordination, including examples of services at :
<http://www.homelandministries.org/Ministers/MinistryGuidelines/Ordination.htm>
- Mail your Ordination Service invitation and bulletin/program to the Regional Minister

Your Ordination Certificate, a copy of a letter to the congregation, a *Policies and Criteria* and *My Ministerial Code of Ethics* will be prepared by the Regional Office and presented to the Candidate at their Ordination Service by Regional Minister/Regional Staff Representative.

Understanding the Process for Recognition of Ordination and Transfer of Standing

Welcome to the process to have your ordination from another denomination recognized and transfer your standing to the Christian Church (Disciples of Christ). The following pages will provide an overview of what will be expected of you and what you may expect from the process, which will normally require at least a year. Please be assured that the Regional Committee on Ministry and the Regional Office are here to support you and assist you on your journey, but please understand clearly that YOU are responsible for this process. Following guidelines for meeting requirements for growth or documentation, communicating informational changes to the Regional Office in writing, and meeting all deadlines are imperative to simplifying the complexity and success of this process.

The Regional Committee on Ministry meets three times a year, generally during the third full week of January, April and September. RCOM policy for interview appointments does not allow scheduling in back-to-back sessions, unless specifically requested by the committee. Appointments are filled on a "First come; First serve" basis, prioritized according to dates established by Regional Office receipt of "complete paperwork packets". A limited number of appointments are available each session. Once a session is filled, the names of the candidates next in line will be placed on the following session.

Paperwork is required of Candidate throughout each step of the process. It is imperative that all materials required for your next interview be received in "one complete paperwork packet." It is the RCOM's policy that your completed paperwork must be in the Regional Office at least 60 days prior to a session to be considered eligible- Consideration may be given to any scheduling preferences, which are put in writing and included in your paperwork packet. (Example: No Tuesday appointment before 3:30 p.m.) Once the Agenda is set, changes are rare due to printed and distributed information to all candidates as well as RCOM members.

I. The Regional Minister will direct the Candidate to an Area Minister

Area Ministers serve as representatives for the Regional Minister to help Candidates initiate the process of recognition of ordination and transfer of standing. The Candidate will contact the Area Minister to schedule an Introductory Interview at which time a Regional Committee on Ministry (RCOM) Paperwork Packet will be provided. This packet will include the following:

- Form: Personal Data
- Form: Application for Recognition of Ordination and Transfer of Standing
- Form: CCSW Personal Disclosure
- Form: Area Minister Introductory Memo

- Booklet: Policies and Criteria (CCSW Edition)
- Pamphlet: My Ministerial Code of Ethics
- Understanding the Process for Recognition of Ordination and Transfer of Standing

2. These initial Completed Forms are to be returned to the Area Minister

Once these forms are returned to the Area Minister, the Area Minister will authorize your application, staple all forms together and send them to the Regional Office as one complete paperwork packet.

3. Once paperwork packet of complete materials is received in the Regional Office from the Area Office, a review of the paperwork will be scheduled for the next available appointment with RCOM.

All future materials are to be assembled by the Applicant and mailed as a "COMPLETE PAPERWORK PACKET" in one envelope.
(Except for references)

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Christian Church in the Southwest
P.O. Box 1689
Fort Worth, Texas 76101**

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4. After the RCOM Review of Paperwork

Candidate will receive a letter confirming the actions taken by the Regional Committee on Ministry and any additional requirements, as well as paperwork deadlines which must be met before Candidate is eligible to personally attend a Recognition of Ordination and Transfer of Standing Interview: Sub-committee Interview.

When the Regional Office receives complete materials required for a Recognition of Ordination and Transfer of Standing: Sub-committee Interview

The Regional Office will send notification of receipt to the Candidate, acknowledging eligibility to attend a designated RCOM session for a personal interview with the RCOM Sub-committee. Notification of specific time and date of individual appointments will be sent approximately 3-4 weeks prior to the

session requesting confirmation. If confirmation of attendance is not made in a timely manner, the interview may be forfeited.

5. After the Recognition of Ordination and Transfer of Standing Subcommittee Interview

Candidate will receive a letter confirming the actions taken by the Regional Committee on Ministry and FORM: *Material Required for a Recognition of Ordination and Transfer of Standing: Full Committee Interview*, advising Candidate of additional requirements and paperwork deadlines.

6. When all requirements are met for a Recognition of Ordination and Transfer of Standing Full Committee Interview

Acknowledgement of receipt, notification and confirmation of specific appointment will be handled in the same manner above. (See 4)

(It is not uncommon for RCOM to require additional interviews. If additional interviews are required, the process of this step will repeat.)

7. After Recognition of Ordination and Transfer of Standing Full Committee Interview

Candidate will receive a letter confirming the actions taken by the Regional Committee on Ministry in writing. If standing is granted, you will also find enclosed a Ministerial Relocation form that must be returned to the CCSW Regional Office for authorization, requiring all information necessary for entry into the CCSW and Disciples Home Missions Database/Yearbook programs.

8. When Standing is granted

A letter granting standing in the Christian Church in the Southwest will be sent to Disciples Home Missions along with the Ministerial Relocation form you have filled out and returned to the Regional Office.

The Process Leading to Ordained Ministerial Partnership Standing for Ordained United Church of Christ Clergy

Welcome to the Christian Church (Disciples of Christ) in the Southwest. As a United Church of Christ Minister, you are already our Ordained Ministerial Partner. You may receive Ordained Ministerial Partner Standing (recognition granted to an ordained minister with ordained ministerial standing in the United Church of Christ who has a call to perform duties and exercises the prerogatives of ordained ministry) in a Christian Church (Disciples of Christ) setting.

Ordained Ministerial Partner Standing requires:

- A. An Interview with your Area Minister
- B. At that interview, you will receive
 - Form: Personal Data
 - Form: CCSW Personal Disclosure
 - Form: Area Minister Introductory Memo
 - Booklet: Policies and Criteria
 - Pamphlet: My Ministerial Code of Ethics
- C. Upon completion of the above forms, please return these forms to your Area Minister. Please also attach:
 - Letter from your congregation/setting for ministry indicating its support for your standing
 - Letter from your UCC Conference Minister indicating your good standing within the appropriate conference/association
 - Evidence of your knowledge and appreciation for the history, polity, and practices of the Christian Church (Disciples of Christ)
 - Evidence of your completion of a Christian Church (Disciples of Christ) in the Southwest approved Sexual Misconduct Policy Workshop

Your Area Minister will forward your packet to the Regional Committee on Ministry.

The Regional Committee on Ministry will respond to your request at the next regular session.



PERSONAL DATA

Area : _____

(PLEASE USE DARK BLUE OR BLACK INK)

DATE _____

Last Name _____ First Name: _____ MI /Maiden _____

Date of Birth _____ E-mail _____

Local Address _____ Phone _____

City, State _____ Zip _____ Cell Phone _____

Current Congregational Affiliation _____ Phone _____

Current Church Address _____

City, State, Zip _____

Home Congregation _____ Phone _____

Address _____

City, State, Zip _____

I am/have: (Check appropriate box)

An Ordained Minister _____ Year Ordained _____
Denomination

Entering Seminary Enrolled in Seminary: Permanent Address _____

(Seminary Name) _____ Expected completion (mo./yr) _____

Completed Seminary: (Year) _____ M Div Th.M MRE D. Min Other

Have been a Licensed Minister in another region: _____ Region

I am: (Check appropriate box)

A Licensed Minister in CCSW

Applying through _____ Area for license in CCSW.

A United Church of Christ Minister seeking Ordained Ministerial Partner Standing.

Seeking Recognition of Ordination and Transfer of Standing from _____
Denomination

{Please provide materials listed on *Application for Recognition of Ordination and Transfer of Standing Checklist*}

Seeking Ordination

Seeking Reinstatement of Standing: Unrelated to Sexual Misconduct As a result of sexual misconduct



Application for Candidacy for Ordination

Name of Applicant: _____

- I hereby apply to become a candidate for ordination into the ministry of the Gospel of Jesus Christ with standing in the Christian Church (Disciples of Christ.)
- I have received, read, and agree to comply with Policies and Criteria for the Order of Ministry in the Christian Church (Disciples of Christ) in the Southwest (<http://www.ccsw.org/downloads/policiesandcriteria2002.pdf>) including *Clergy Sexual Misconduct Policy and Procedure for Response*, and My Code of Ethics (<http://www.homeland.org/Ministers/MinistryGuidelines/ethics.htm>).

Date _____ Applicant's Signature _____

NOTE: UPON COMPLETING THE ABOVE PORTION, SUBMIT THIS DOCUMENT TO THE OFFICIAL BOARD OF YOUR SPONSORING CONGREGATION FOR ITS ACTION BELOW AND HAVE THIS FORM RETURNED TO YOU FOR INCLUSION IN THE PAPERWORK PACKET WHICH YOU WILL RETURN TO YOUR AREA OFFICE.

The Official Board of _____ Christian Church located in _____ has, in action on _____, considered the desire of the applicant to apply for candidacy for ordination and voted on behalf of this congregation to give our *acceptance, approval, and support* to this applicant. The applicant is an active member of _____ Christian Church (Disciples of Christ.)

Date _____ Signed _____
Chairperson

NOTE TO APPLICANT: UPON COMPLETION OF THIS DOCUMENT, PLEASE RETURN THIS FORM, INTRODUCTORY MEMO, PERSONAL DATA FORM, AND THE CCSW BACKGROUND CHECK AND RELEASE FORM TO YOUR AREA MINISTER FOR AREA CERTIFICATION. YOUR AREA MINISTER MUST FORWARD ALL COMPLETED FORMS TO THE REGIONAL OFFICE BEFORE YOUR PROCESS MAY BEGIN.

Date _____ Signed _____
Area Minister

Area in the CCSW



INTRODUCTORY MEMO

AREA/REGIONAL MINISTER

Last Name _____ First Name: _____ Maiden/MI _____

Staff Use Only

Area/Regional Minister Introductory Interview: _____ Date: _____

Print Name _____

Interviewed By _____ (Signature)
Regional/Area Minister

Brief Introduction of the Applicant:

General Impression of Applicant:

Any Concerns of the Applicant or Special Gifts which we should be aware:

CCSW PERSONAL DISCLOSURE FORM

This form will become part of your permanent record in the Christian Church (Disciples of Christ) in the Southwest. Truthful answers are required. False or misleading responses may be grounds for a finding of ministerial misconduct.

Name [print legibly or type]: _____
Last Name First Name Middle/Maiden Name

Other names by which I have been known: _____

Circle One

Yes / No Have you ever had your standing in the Christian Church (Disciples of Christ) *terminated* or *suspended*?

Yes / No Have you ever *resigned* or *voluntarily relinquished* your standing in the Christian Church (Disciples of Christ)?

Yes / No Have you ever had your standing *reinstated* in the Christian Church (Disciples of Christ)?

Yes / No Are you currently the subject of disciplinary proceedings in the Christian Church (Disciples of Christ)?

Yes / No Have you ever been subject to disciplinary proceedings of another denomination or church body in which you were accused of personal misbehavior or misconduct?

Yes / No At any time in the last ten years has your driver's license been suspended or revoked?

Yes / No Have you ever been convicted or pled *nolo contendere* to a criminal charge involving sexual conduct?

Yes / No Have you ever been convicted of or pled *nolo contendere* to a felony?

Yes / No Have you ever been accused of sexual misconduct (e.g. sexual assault, sexual harassment, sexual exploitation) in any previous employment, as a volunteer, by criminal authorities or in any other context?

For any "YES" response above, please describe the facts and circumstances. Use additional paper and staple to this form.

Date: _____

Signature

RELEASE FOR BACKGROUND CHECK AND DISCLOSURE

Because I am seeking standing as a minister of the gospel in the Christian Church (Disciples of Christ) of the Southwest, I **authorize** the Christian Church (Disciples of Christ) in the Southwest or its agents, successors, and assigns, including any congregation who may be considering me for employment (hereafter whether jointly or severally "the Church"), to receive from any prior employer, public agency, or agency in which I was a volunteer, any information, opinion, evaluation or appraisal about me that might otherwise be confidential or private. I **release** any prior employer, public agency, or agency in which I was a volunteer from any liability or claim I might otherwise have because of the disclosure of any such information to the Church. I **authorize** the Church to disclose and use such information as it deems necessary or advisable in its sole discretion.

Date: _____

Signature: _____

Social Security Number: _____

Office Use Only

Area Minister Certification

To the best of my knowledge, the information provided by the signatory of the Personal Disclosure Form, above, is true and correct.

Date: _____

Area Minister

Area of the Christian Church (Disciples of Christ) in the Southwest



Material Required for Intermediate Interview CCSW Regional Committee on the Ministry

For an Intermediate Interview with the Regional Committee on Ministry:

1. Write a theological reflection paper in preparation for the interview. In a well-written essay, 3-5 pages, double-spaced, please address the following:
 - Describe your faith journey
 - Demonstrate your theological understanding of the church
 - Demonstrate your theological understanding of ministry

**Print your name and date submitted on each page of your essay.
A title page is not necessary.**

2. Please provide documentation of any specific requirements that were indicated in your RCOM letter confirming Committee action during your previous interview.

*All required materials must be mailed in **one envelope**:*

**Regional Committee on Ministry
CCSW Regional Office
P.O. Box 1689
Fort Worth, TX 76101**

Paperwork deadline is 60 days prior to RCOM sessions. Failure to meet the deadline could result in delaying your Interview until a later date.

Application for Ordination

P.O. Box 1689, Fort Worth, TX 76101



Phone: 817.926.4687 Fax: 817.926.5121

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

On the basis of information presented below and in related documents, I request that my application for ordination be authorized.

I. Personal Information:

A. Local congregational membership:

B Current service (office, etc.) in what congregation:

II. Ordination Details:

The ecclesiastical act of ordination appropriately occurs after graduation from seminary. The policy of the church is that an ATS Master of Divinity Degree ordinarily is a prerequisite to ordination.

A. Date of graduation _____

B. When do you want to be ordained?
(to be scheduled with the Regional Minister)

Approximate or Exact Date

C. Where do you want to be ordained?

Name of Church

City, State

D. Whom would you like as a presiding minister? _____

E. What congregation will sponsor your ordination?

Name of Church

City, State

Date _____

Signed _____

Applicant

Written suggestions for planning an ordination, including examples of services can be found online at
<http://www.homelandministries.org/Ministers/MinistryGuidelines/Ordination.htm>



Materials Required for Ordination Interview CCSW Regional Committee on Ministry

Name _____ Date _____

THIS INFORMATION SHOULD BE MAILED TO: CCSW, P.O. BOX 1689, FORT WORTH, TX 76101

_____ **Completed *Application for Ordination* (Form Enclosed)**

_____ **Letter from Congregation (listed on the *Application for Ordination*) stating its willingness to sponsor your ordination.**

_____ **One of the following:**

- A. **Transcript from an ATS-accredited seminary demonstrating your achievement of Master of Divinity degree or equivalent, OR**
- B. **Letter from the ATS-accredited seminary you attend stating the anticipated date of graduation with a Master of Divinity degree or equivalent, OR**
- C. **Official documentation that other education approved by RCOM is (or is about to be) completed.**

_____ **Documentation of completion of an approved course in Disciples History & Polity**

_____ **Documentation of completion of an approved Clergy Sexual Misconduct Prevention Course**

_____ **A Theological Reflection Paper (5 to 7 pages, double-spaced) demonstrating your knowledge of:**

- * **The Christian Faith**
- * **The nature and work of the church**
- * **The representative ministry of Jesus Christ**
- * **The office of ordained ministry**

(Please print your name and date submitted on each page. A title page is not necessary.)

_____ **A Complete Search and Call Packet**

Please note: This packet is processed by the Office of Search and Call in Indianapolis. This packet is completed entirely online. **The process can take up to 3-4 weeks** to have the information returned to our office. It is highly recommended that you plan to complete this information two months PRIOR to your ordination interview!

To begin this packet, please send an e-mail to the Regional office at ccsw@ccsw.org requesting to begin the SEARCH AND CALL PACKET and giving your current mailing address and e-mail. In this packet you will complete: 1) A Ministerial Profile, 2) Request 4 references (1 from your Area Minister), 3) Disclosure and Release Form, 4) Permission to Release Form. Once you have completed the paperwork and all your references are in, this paperwork will be sent electronically to the Region for your file.

Questions? Call the Regional Office at 817.926.4687 or e-mail: ccsw@ccsw.org.



Application for Recognition of Ordination and Transfer of Standing Checklist (Transfer from another Denomination)

THIS INFORMATION SHOULD BE MAILED TO: CCSW, P.O. Box 1689, FORT WORTH, TX 76101

_____ **Full list of secular and church employment including position, employer, address and dates.**

_____ **Full documentation of ordination/licensure/standing** in all previous denominations or faith traditions and copies or ordination certificates or licenses.

_____ **Official copy of transcript** for your Masters of Divinity degree from an A.T.S. accredited seminary. If you do not hold such a degree, please submit transcripts for all of your graduate theological education for evaluation. Your education must be equal to an A.T.S. M.Div. Please allow up to 8 weeks for your transcripts to be evaluated

_____ **Statement of grounds for desiring to leave** the ministry of your former denomination and attesting to your willingness to serve as a minister within the Christian Church (Disciples of Christ). (2-3 pages, double-spaced)

_____ Documentation of completion of an approved **Clergy Sexual Misconduct Prevention Course**

_____ **Letters of Endorsement from two ministers with standing** in the Christian Church (DOC)

_____ Name if endorsing minister _____ Name of endorsing minister

_____ **Statement (6 to 10 pages, double-spaced) demonstrating your under standing of:**

- 1) **The Christian Faith**
- 2) **The nature and work of the church**
- 3) **The representative ministry of Jesus Christ**

_____ **Letter from Judicatory official certifying your good standing** within the denomination from which transfer is sought. (In certain circumstances RCOM may act contingent upon receipt of this letter.) Note: If providing such a letter creates unreasonable hardship for the candidate, please request a deferral with explanation.

_____ **Letter from a congregation** recognized by the Christian Church (Disciples of Christ) in the Southwest Region demonstrating that you are in relationship with that congregation.

_____ **A Complete Search and Call Packet**

Please note: This packet is processed by the Office of Search and Call in Indianapolis. This packet is completed entirely online. **The process can take up to 3-4 weeks** to have the information returned to our office. It is highly recommended that you plan to complete this information two months PRIOR to your ordination interview!

To begin this packet, please send an e-mail to the Regional office at ccsw@ccsw.org requesting to begin the SEARCH AND CALL PACKET and giving your current mailing address and e-mail. In this packet you will complete: 1) A Ministerial Profile, 2) Request 4 references (1 from your Area Minister), 3) Disclosure and Release Form, 4) Permission to Release Form. Once you have completed the paperwork and all your references are in, this paperwork will be sent electronically to the Region for your file.

Questions? Call the Regional Office at 817.926.4687 or e-mail: ccsw@ccsw.org.



**Material Required for
Recognition of Ordination and Transfer of Standing:
Full Interview
(Transfer from Another Denomination)**

The following documentation must be provided before you become eligible
for an interview with the full Committee.

- _____ Documentation of completion of approved Disciples History and Polity course.
- _____ Essay: My identity, the identity of the Christian Church (Disciples of Christ), and how we will do ministry together (3-5 pages)
- _____ Additional requirements which were indicated in the letter you received following your Sub-committee Interview

*Reference Forms are to be mailed directly from your references to the regional office.
All other completed materials must be mailed in **one envelope**.*

**To: Regional Committee on Ministry, CCSW Regional Office,
P.O. Box 1689, Fort Worth, TX 76101.**

*All materials must be received at least 60 days prior to an RCOM session.
Failure to meet the deadline could result in delaying your Ordination Interview.*