

# TRANSITION-Into-MINISTRY RESIDENCY

## Application Instructions

*To be considered as a candidate for the Transition-Into-Ministry Residency Program of Plymouth Congregational Church, please send the following documents by electronic submission or U.S. mail to the address below date stamped or postmarked no later than February 20.*

1. **Complete Application Questions:** See the Application Questions form for instructions.
2. **Your UCC Ministerial Profile:** To prepare a UCC Ministerial Profile online, go to [www.ucc.org](http://www.ucc.org) and follow the menu options: Ministries, profile software, ministers, and create an account. Once your profile is completed, including references, please request that your complete profile be sent to the Iowa Conference of the United Church of Christ for the attention of Plymouth Church. Please note that it takes the national office approximately two weeks after your profile is completed to process and send it. Please also be aware that some Associations of the United Church of Christ require students In Care to pass an ordination interview before granting permission to candidates to circulate a profile.
3. **OR, if you do not have a completed UCC Ministerial Profile, please send the following:**
  - a. **A current Resume.**
  - b. **A two-page single spaced Statement of Ministry.** You are free to shape this statement however you wish. You might include your call to ordained ministry, your spiritual or vocational pilgrimage, your theological orientation, your understanding of the purpose of the church, the role of the pastoral minister, and/or your style of leadership.
  - c. **Three Letters of Reference.** Ask three people to write a letter about your potential as a pastoral minister and as a Pastoral Resident. Have the letters sent directly to the attention of Frank Thomas, Pastoral Residency Coordinator, at the address below. Please use the Letters of Reference forms.
  - d. **Three Phone References.** Complete the form with the names and phone numbers of three other people, different from those in your Letters of Reference whom we may call to learn more about you.
4. If we call you for an interview, we will request that you send us a **sermon on audiotape or CD** or a **sermon manuscript** immediately, and we will ask you to complete a **Background Disclosure** form.

*If you have questions or need further information, contact Frank Thomas, Pastoral Residency Coordinator, at Plymouth Church at 515-255-3149, or email [fthomas@plymouthchurch.com](mailto:fthomas@plymouthchurch.com).*

**Plymouth United Church of Christ, 4126 Ingersoll Avenue, Des Moines, Iowa 50312**