



December 5, 2007

Dear Colleagues,

Over the last two years, we have evaluated the clergy licensure process for those individuals living outside the United States and Canada (where we have operating organizations).

We wish to respond to some concerns expressed by some clergy who feel that the licensure fee is excessive or inappropriate outside the U.S. and Canada. These concerns are based, in part, on the reality that clergy in other cultures are not required to license in the same way as U.S. and Canadian clergy. In response to those concerns, we have innovated the following structure for clergy licensing renewal outside the U.S. and Canada.

Licenses will continue to be issued on an annual basis to those clergy demonstrating an ongoing Active, Authorized and Accountable (Triple AAA) ministry ([http://www.mcccchurch.org/AM/Template.cfm?Section=For\\_Clergy](http://www.mcccchurch.org/AM/Template.cfm?Section=For_Clergy)). These will be issued without fee upon receipt of the completed 2007 Clergy Renewal Packet. The primary purpose of this license is to demonstrate service in a Triple AAA ministry outside the U.S. and Canada. Further, this license ensures documentation of service and continuing education involvement for MCC clergy.

We are asking clergy outside the U.S. and Canada to make an annual voluntary contribution of the equivalent of \$150 (US), all funds of which will be used to partially subsidize the cost of the REVM programs designed to foster the cultivation of indigenous clergy. We want to support development of clergy who will serve current and future generations of MCC'ers. These funds can be sent to the same account that local church tithes are submitted to. Please mark them "Voluntary Clergy REVM Contribution."

Contributions from the UK and Europe should be deposited in the same way as their tithes. Tessa Lee ([tessalee@mcccchurch.net](mailto:tessalee@mcccchurch.net)) in the office of the Region 4 Elder is the person to contact for further details.

Contributions from Australia should be deposited in the same way as their tithes. Paul Pryor ([paulp5@tpq.com.au](mailto:paulp5@tpq.com.au)) at MCC Good Shepherd is the person to contact for further details.

Contributions from New Zealand should be deposited in the same way as their tithes. Rev. Leigh Neighbor ([revleigh@clear.net.nz](mailto:revleigh@clear.net.nz)) at MCC Auckland is the person to contact for further details.

Contributions from Africa should be deposited in the same way as their tithes. Robert Bayer at Good Hope MCC in Cape Town is the person to contact for further details.

Contributions from Central and South America should be retained in the local bank account in the same fashion as the tithes are currently handled.

For contributions from other sources, please contact [ConnieMeadows@MCCchurch.net](mailto:ConnieMeadows@MCCchurch.net) for instructions.

Please remember that our Clergy Manual stipulates that if you do not return your Clergy Status Form by January 1, 2008, you may be considered de facto resigned. If you intend to resign, please send a letter of resignation to Ritchie Crownfield at [RitchieCrownfield@mccChurch.net](mailto:RitchieCrownfield@mccChurch.net) or 678-905-1969 to set a telephone appointment with Rev. Elder Jim Mitulski immediately if you need special consideration.

Thank you for your ongoing support of Metropolitan Community Church and its programs.

Peace,

A handwritten signature in cursive script that reads "Cynndria H. Love, Ed.D.".

Rev. Dr. Cindi Love  
Executive Director

# MCC Clergy Status Form - Information Sheet

## Who signs my status form?

The certifying person is someone who can verify the ministry that you've done in the past year.

Senior Pastor (active or on sabbatical)	Clerk of the Board of Directors
Associate, Assistant and Staff Clergy (including retired clergy)	Senior Pastor (if position is vacant, clerk of the Board of Directors)
Chaplains	Immediate Supervisor
Clergy between AAA ministries	Rev. Robert Griffin or Rev. Elder Jim Mitulski
Clergy on Leave of Absence	Rev. Robert Griffin or Rev. Elder Jim Mitulski
Clergy serving in Regional Ministries	Regional Elder
Clergy serving in Fellowship Ministries	Immediate Supervisor
Regional Elder	Moderator
Vice Moderator	Moderator
Moderator	Executive Director

## How do I show what I've done for continuing education?

Continuing education is completed on the honor system ... simply fill out the attached form, listing at least 9 hours of course time. No certificates or proof is needed. If you need help finding opportunities for continuing education for the future, please feel free to contact the Rev. Robert Griffin or Rev. Elder Jim Mitulski; either will be glad to talk with you about some ideas and help you find what you are looking to learn or experience.

## What about conference attendance?

We hope that you find MCC conferences important opportunities for learning, fellowship and worship and that you'll attend because you want to, but we do not require conference attendance as we did years ago.

## Retired Clergy Filing Fee

The regular fees do not apply to Retired MCC clergy. If you are a retired clergy person and wish to maintain your license to practice, your voluntary Clergy Status Form filing fee is **US \$50.00**.

**Please send Forms to:**

**Metropolitan Community Churches**

**Office of Leadership Development**

**PO Box 1374**

**Abilene, TX 79604**

**When will I get my Clergy ID Card?**

If you submit your form **post-marked by December 31, 2007**, we will mail the cards to you in January 2008.

## **Metropolitan Community Churches – 2007 Certificate of Clergy Status**

Please complete and return original to the MCC Office of Clergy Development, no later than **DECEMBER 31, 2007**. This form certifies your ministry for the past year; **please keep a copy for your records**.

If this is your first year in ministry, please contact Ritchie Crownfield at 678-905-1969 to complete the **Certificate of First Year of Clergy Status**.

### **Section 1: Contact information**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **Province** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**(Optional) Sexual Orientation:** \_\_\_\_\_

**(Optional) Gender Identification:** \_\_\_\_\_

**(Optional) Race:** \_\_\_\_\_

**Section 2: Ministry Activity**

**1. Year of Ordination** \_\_\_\_\_

**2. Year began working as an MCC Pastor (paid or not paid)** \_\_\_\_\_

**3. Hours worked per week** \_\_\_\_\_

**You must complete at least 625 hours per year (approximately 12 hours per week)**

**4. Active member of which MCC:** \_\_\_\_\_

**5. Ministry Performed at:** \_\_\_\_\_

**Position / Title:** \_\_\_\_\_

**6. Date Hired:** \_\_\_\_\_ **Date Ended if applicable:** \_\_\_\_\_

**Section 3: Education Completed**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Section 4: Certification**

I certify that the clergy person filling this form did serve in the indicated authorized ministry and invested the number of hours indicated. (For appropriate certifying person, see information sheet).

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Signature of Certifying person: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 5: Clergy Certification**

I declare that the information in this form concerning my status, the position held, and the hours per week is true and accurate. Should I furnish any false information, I hereby agree that such shall constitute cause for disciplinary action, including suspension or revocation of any credentials in the UFMCC.

Signature of Clergyperson: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 6:**

PLEASE ANSWER THE FOLLOWING QUESTIONS:

My responses to the below questions are previously on record.    No            Yes

These responses are the same as my last report; there are no changes to my answers.

No            Yes

**If the answer is YES to both of the above questions, you may skip the remaining questions and continue to section 7.**

1. Have you ever been refused a professional license?    No            Yes
2. Have you ever been charged with or convicted of a felony or misdemeanor other than minor traffic violations?    No            Yes
3. Have you now or ever had problems with the use of alcohol, stimulants, or habit-forming drugs?    No            Yes
4. Have your debts been or are they now unmanageable?    No            Yes
5. Have you previously applied for and been turned down for Licensing/Credentialing within the UFMCC?    No            Yes

If yes, when and where?

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6. Have you ever been the subject of disciplinary action by an employer or licensing organization alleging sexual or ethical misconduct?    No            Yes
7. Have you ever been the subject of ecclesiastical discipline by a church or denomination?    No            Yes

If your answer to any of the above questions is in the affirmative, please provide details on a separate attached sheet. **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 pastor within the Fellowship. You also understand and agree that you will be subject to an immediate defacto removal of your license/credentials if it is later determined that your answer to any of the above questions was false.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 7**

### **Discipline of UFMCC Clergy Code of Conduct**

The UFMCC Bylaws, Article IV.B.1.d. state:

**DISCIPLINE:** The UFMCC will not condone disloyalty, unbecoming conduct, or dereliction of duty. Procedures for discipline shall be developed by the Board of Elders. These procedures shall be included as an addendum to the UFMCC Bylaws.

**NOTE:** This document strives to positively articulate ethical guidelines for professional spiritual leadership in MCC. Ideally, the language in the MCC bylaws will be modified to be in alignment with this document; however, until so modified, this document provides strategies for avoiding “disloyalty, unbecoming conduct, or dereliction of duty.”

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

#### **Introduction & Intent**

We are a beloved community of justice, compassion and reconciliation. We also seek to be a community of accountability and restoration. As part of our call to ministry and community, we call ourselves to the highest level of professional ethics. We strive to hold each other in graceful accountability to authentic, integrated and embodied ministry with one another and with and among our people. The purpose of this code of conduct is to articulate our vision of ethical behavior so that we might speak with moral authority and live with a shared relational harmony, to establish a set of guidelines for such professional ethical and authentic behavior within the context of MCC, and to encourage us to live out our wholeness in an integrated way.

This document will be used to hold ourselves accountable to each other and to a ministry of integrity. When we fall short, we provide 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 will result in a judiciary process, the end result of which may be suspension, and/or loss of licensure. 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 rather than retributive justice.

## **Guidelines for Professional Ethics**

- **Honesty.** We 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.** Because we 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 wellbeing 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.** We 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. We strive to ensure that our words and deeds do not directly lead to physical, psychological, spiritual, or ritual abuse.
- **Responsible Fiscal Management.** We 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.** We affirm sexuality as a gift from God and strive to honor this gift by conducting our own lives with responsible, sexual ethics. See Sexual Misconduct Policy.
- **Responsible Use of Pastoral Authority.** As professional ministers, we strive to use our pastoral 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. We 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 clergy, 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. For example, we do not engage in any type of psychological counseling for which we are not licensed as required by applicable civil laws and do not hold appropriate credentials (UFMCC clergy credentials do not license one to do such counseling.)

- Exercise of Professional Etiquette in Collegial Relationships. We 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.

- Commitment to Addiction Recovery. We 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. We will participate and encourage our churches to participate regularly in MCC Regional 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 JudeoChristian 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 extends beyond traditional heterosexual responses to embrace 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 could 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
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. Using one's position, whether clergy or lay, for sexual exploitation is sexual misconduct. Sexual exploitation is the development of, or the attempts 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. Such relationships are to be entered into with those which there is no direct supervision or individual spiritual counseling. Such relationships are to be entered into with extreme caution and a spirit of discernment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 8: Continuing Education**

Please return this form, along with your completed status form. You may include any workshop, class, conference or other educational program on any subject as continuing education. A total of 9 hours of continuing education per year is required per the MCC Clergy Manual. No certificates or proof of attendance are needed to support the information provided. Use back of this page or additional sheets as needed.

**Title of workshop or course:** \_\_\_\_\_

School / Organization / Presenter: \_\_\_\_\_

Location of workshop or course: \_\_\_\_\_

Number of qualifying hours \_\_\_\_\_ Would you recommend this to others? \_\_\_\_\_

Comments (Optional) \_\_\_\_\_

\_\_\_\_\_

**Title of workshop or course:** \_\_\_\_\_

School / Organization / Presenter: \_\_\_\_\_

Location of workshop or course: \_\_\_\_\_

Number of qualifying hours \_\_\_\_\_ Would you recommend this to others? \_\_\_\_\_

Comments (Optional) \_\_\_\_\_

\_\_\_\_\_

**Title of workshop or course:** \_\_\_\_\_

School / Organization / Presenter: \_\_\_\_\_

Location of workshop or course: \_\_\_\_\_

Number of qualifying hours \_\_\_\_\_ Would you recommend this to others? \_\_\_\_\_

Comments (Optional) \_\_\_\_\_

\_\_\_\_\_