



## **CCMA Ministerial Standing Reference Guide** **Important Documents & Information**

This reference guide contains important information that will help you prepare to renew your Ministerial Standing with the Christian Church (Disciples of Christ) of Mid-America for the calendar year in which Standing is being acknowledged. Please note that the Mid-America Region uses JotForm to help you complete online forms with ease. Should you prefer printed forms be mailed to you, please contact your Ministry Associate in the Springfield Regional Office by phone at (417) 865-0850 or by email at [sgf@ccmadisciples.org](mailto:sgf@ccmadisciples.org). Thank you so much for all that you do in ministry!

### **ANNUAL STANDING FORMS**

There are two forms that the Mid-America Region uses to renew Ministerial Standing for the calendar year in which Standing is being acknowledged. Please plan to complete both forms by the annual deadline of **January 15<sup>th</sup>**. Annual Standing Forms include:

#### **1. Standing Renewal Report Form**

This form is used to indicate your intention to renew ministerial standing with the Mid-America Region for the calendar year in which Standing is being acknowledged. Please complete the online form here: [Standing Renewal Report Form](#).

#### **2. Continuing Education Report Form**

This form is used to document all of the CE credit hours you earned during the previous calendar year for which Standing is being acknowledged. The Mid-America Region's annual CE requirement is a minimum of 15 credit hours. Please complete the online form here: [Continuing Education Report Form](#).

For opportunities to earn CE credit hours, please visit the Mid-America Regional Website's Continuing Education Page for resources and events: [Continuing Education — The Christian Church \(Disciples of Christ\) of Mid-America \(mid-americanadisciples.org\)](#).

### **MINISTERIAL TRAININGS**

In addition to annual standing forms, there are two trainings that the Mid-America Region requires Ministers to refresh every three years. Please note that you will document your most recently-completed trainings in the Continuing Education Report Form. You will also be able to upload your Certificate of Completion for each training within the online form. All Certificates are stored in your clergy file. Required Ministerial Trainings include:

#### **1. Boundaries Training (BT)**

For more information, please visit the Mid-America Regional Website's BT Page: [Boundary Training — The Christian Church \(Disciples of Christ\) of Mid-America \(mid-americanadisciples.org\)](#).

#### **2. Anti-Racism/Pro-Reconciliation (ARPR) Training**

For more information, please visit the Mid-America Regional Website's ARPR Page: [Anti-Racism/Pro-Reconciling Justice Ministries Training — The Christian Church \(Disciples of Christ\) of Mid-America \(mid-americanadisciples.org\)](#).



### CCMA MINISTERIAL STANDING CARD

Receiving your annual CCMA Ministerial Standing Card is contingent upon completion of all annual standing requirements, as listed out below:

1. Continuing Education (CE) Report Form.
2. Standing Renewal (SR) Report Form.
3. Boundary Training (BT) completed/refreshed within the last three years.
4. Anti-Racism/Pro-Reconciliation (ARPR) Training completed/refreshed within the last three years.

### GOOD TO KNOW

**Ministerial Changes:** Documenting changes in your Ministerial Employment helps the Mid-America Regional Office ensure your clergy records remain current. Anytime there is a change in your ministerial employment or you transfer to another ministerial site (including when you retire), the Mid-America Region asks that you please complete the [Ministry Change Form](#).

**The Regional Newsletter:** The CCMA Regional Newsletter [Update](#) is published weekly and contains important information about upcoming BT & ARPR Trainings; as well as courses, workshops, and other events for obtaining Continuing Education credit hours. CE resources can also be found on the [Continuing Education](#) page of the Regional website. Please sign up to receive the Regional Newsletter [HERE](#).

**Questions:** Please remit questions to your Ministry Associate in the Springfield Regional Office of the Christian Church (Disciples of Christ) of Mid-America.

*Phone:* (417) 865-0850

*Email:* [sgf@ccmadisciples.org](mailto:sgf@ccmadisciples.org)

*Website:* [The Christian Church \(Disciples of Christ\) of Mid-America \(mid-america-disciples.org\)](http://The Christian Church (Disciples of Christ) of Mid-America (mid-america-disciples.org))