

Procedure for Ministerial Criminal Background Check for Purposes other than Completing a Ministerial Profile

By following the procedure below authorized ministers in the Connecticut Conference can initiate completion of the criminal background check through Oxford Document Management. **This procedure is only for those not completing a ministerial profile through the Parish Life and Leadership profiles office.** Ministers completing the ministerial profile should follow the instructions on the profile website at <https://profiles.ucc.org/>. Contact Ron Brown, Associate Conference Minister for Clergy Concerns at ronb@ctucc.org or 860.761.7107 with any questions.

Procedure:

1. Go to the UCC part of the Oxford Documents Management website at <https://www.oxforddoc.com/UCC/>
2. On the upper right side of the page is a box that says:



Click there.

3. On the next page is a “Lookup Table.” Pull down the list and choose “Connecticut Conference, UCC.”
4. Once the Conference name and address are confirmed on the next page, the minister will need to fill in the information to authorize the completion of the criminal background check.
5. At the end of the process the minister will have to provide credit card information to pay the \$140 fee for the background check. The church who requested the criminal background check should reimburse the minister for this expense.
6. The completed background check will be mailed to Ron Brown, Associate Conference Minister for Clergy Concerns. He will send a copy to the minister who should review it to ensure that it is accurate and to the designated person at the church who requested it marked “personal and confidential.” A copy will also be placed in the minister’s permanent file.