



Universal Church of the Master

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Transfer of Ordained Ministerial Standing to UCM

The Universal Church of the Master was founded in 1908, and since its beginnings our UCM ministers have been training and preparing new candidates for the ministry. Our teachings are diverse and seek to promote basic Christian principles as set forth in the *Holy Bible*, *The Aquarian Gospel of Jesus Christ*, and other sacred writings and teachings from the world community of religions. To provide a common foundation for our ministers, each candidate for the ministry is required to study and pass an examination on the contents of each of our two textbooks written by the late Rev. Dr. B.J. Fitzgerald, who served with distinction as the 2nd President of our church for over thirty-five years, until his transition in 1967. Ministers transferring from other denominations are also required to pass these same two examinations in addition to taking a certified course on the History, Culture, Polity, and Spiritual Principles of the Universal Church of the Master so that they too will be able to share in this common foundation.

A. GENERAL INSTRUCTIONS

1. All correspondence between student and headquarters should be transmitted through the sponsoring minister. This procedure eliminates confusion and duplication of correspondence. The student file number assigned to the student-candidate should appear on all correspondence.
2. Ministers seeking transfer into UCM as an ordained minister must have been fully ordained in their previous denomination. A minister who has not received full ordination does not qualify for this process.

B. REGISTRATION AS A TRANSFER CANDIDATE

- **STEP 1 REQUEST BY THE SPONSOR**

To register as a transfer candidate, the candidate must have an Ordained UCM minister in good standing as a sponsor. The sponsor writes to headquarters advising that he or she is sponsoring the transfer candidate for ministry credentials from the Universal Church of the Master. The letter must include the candidate's full name, street address, and telephone number.

- **STEP 2 EVALUATION**

Upon receipt of the sponsor's request, a file is opened for the candidate. Headquarters then returns to the candidate (through the sponsor) an Application for Membership Form, to be completed by the candidate.

The Candidate then prepares and obtains the following items to be sent to Headquarters:

- (a) The completed Application for Membership.
- (b) A complete resume to include:
 - (1) Formal Academic Education
 - (2) All Religious and Ministerial Training;
 - (3) Other significant training, studies, workshops, seminars, etc.;
 - (4) All employment and work experience;
 - (5) All ministerial experience;
 - (6) A self-appraisal of his/her spiritual gifts;

(c) A Faith journey paper to include: a comprehensive statement of the candidate's sense of call to the ministry, including why he or she desires to transfer to UCM.

(d) Two character references attesting to the candidate's character, suitability, and sense of call to the ministry. These letters must be from two persons who have known the candidate for at least five years, be addressed to the UCM Board of Trustees, include the reference writer's full name, address, and telephone number and clearly state in what capacity the writer has known the candidate.

(d) Copies of the minister's ordination credentials/certificates and sufficient information about the former church or denomination that explains their history, background, purpose and address.

(e) Original Transcripts from all seminary studies, colleges, schools and training programs. These transcripts may be mailed directly to UCM Headquarters by the school or if issued to the candidate in an original sealed envelope.

(f) A statement or letter from the minister's most recent appropriate denominational judicatory representative or immediate supervisor describing the ministerial standing of the minister with his/her denomination and an assessment of the minister's work in the denomination.

(e) LIVE SCAN Criminal background check obtained from a local provider.

(f) Authorization/Release of records for search of Civil and Criminal Records including Sexual Misconduct. (Form Included in the UCM Application)

(g) The Evaluation Processing fee in the correct amount. (Headquarters will list the amount on the application). *Processing fee is assessed to cover the cost of background & credit check and other administrative costs and is nonrefundable regardless of outcome.*

Upon receipt of the above Application and supporting documents, the UCM Board of Trustees will begin to evaluate the candidate's file and begin to process the criminal background and credit check. If necessary, the President or a representative of the Board of Trustees will contact the candidate for an interview.

- **STEP 3 FIRST NOTIFICATION**

When the evaluation is complete the candidate and the Sponsoring Minister will receive notification of either: 1) The application was not accepted or 2) The application received a favorable review.

If the application is not accepted, the evaluation processing fee is retained to cover administrative costs.

If the application has received a favorable review, the transfer candidate would then study and pass exams on the denominational textbooks: *A New Text of Spiritual Philosophy and Religion* and *Minister's Guide and Service Book* by The Rev. Dr. B.J. Fitzgerald.

- **STEP 4 APPLICATION FOR PROBATIONARY STATUS**

Upon passing the examinations, the candidate's sponsor will be sent the Licentiate Minister Application form, the sponsoring minister's evaluation form and two endorsing UCM minister's recommendation forms.

(a) The sponsoring minister then sends to headquarters the following:

(1) The Application for Licentiate Minister completed and signed by the student.

(2) A passport sized photograph of the transfer candidate;

(2) The Sponsoring Minister's Evaluation Form, completed by the sponsor, evaluating and attesting to the student's spiritual gifts, qualifications and readiness for the ministry.

(3) Two completed UCM Minister Recommendation forms.

(4) The Licentiate Minister processing fee in the correct amount. (Headquarters will list the amount on the application).

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(5) A signed and written statement from the minister indicating understanding, acceptance and willingness to support, teach, and maintain the Purpose, Objectives, Principles, Tenets, and Polity of the Universal Church of the Master and to abide by the UCM Ministerial Code of Ethics.

Upon receipt and favorable evaluation of all of the items listed above, a probationary Licentiate Minister certificate is issued and sent to the sponsor for presentation to the candidate.

During this probationary time of Licentiate ministry the transfer candidate may, with the oversight and support of his or her sponsoring minister, perform all the activities approved for ordained UCM ministers.

- **STEP 5 CLEARING PROBATIONARY STATUS**

Initial Probationary Status is for six months and can be renewed at the discretion of the Board of Trustees, the sponsoring minister, or the candidate depending on individual need and progress.

During this probationary time of Licentiate Ministry the candidate will complete the following:

(a) To enroll, attend, and pass a certified course on the History, Culture, Polity, and Spiritual Principles of the Universal Church of the Master. This course is not usually taught by the Sponsoring Minister but is a UCM Board of Trustees Course. The candidate may contact UCM Headquarters to get information on the schedule, location, and tuition of this course.

(c) Complete a paper on the UCM Spiritual Principles. The complete instructions and format will be issued to the transfer candidate.

(d) Complete a sermon/reflection paper, reflecting back on the probationary time of UCM ministry. The complete instructions and format will be issued to the transfer candidate.

The results of the class and the papers are to be sent to the UCM Board of Trustees no later than 30 days before the candidate's application for ordained standing.

- **STEP 6 ORDAINED MINISTERIAL STANDING**

Upon favorable receipt of the results of step 5 the candidate's sponsor will be sent the Ordained Minister Application form, the sponsoring minister's evaluation form and two endorsing UCM minister's recommendation forms. The sponsor then sends to headquarters the following items:

(1) The Application for Ordained Minister completed and signed by the student.

(2) The Sponsoring Minister's Final Evaluation Form, completed by the sponsor, evaluating and attesting to the candidate's Spiritual growth and enculturation into UCM Ministry, any areas of strength and weakness, and any other documentation that may be helpful in the final evaluation.

(3) The Ordained Minister processing fee in the correct amount. (Headquarters will list the amount on the application).

Upon receipt and favorable evaluation of all of the items listed above, the Ordained Minister certificate is issued and sent to the sponsor for presentation to the candidate. Since the candidate is already ordained, a full ordination ceremony is not required. However, if the sponsor and candidate wish to have a ceremony, "The Reception of New Members" in the *Minister's Guide and Service Book* by the Rev. Dr. B.J. Fitzgerald is appropriate.