

## **Criminal Background Check For the Interim Ministry Profile**

By following the procedure below, authorized ministers who are seeking interim ministry in the New Hampshire Conference, United Church of Christ, can initiate a criminal background check through Oxford Document Management. **This procedure is only for those not completing a ministerial profile through the Profile Office at Parish Life and Leadership.** Ministers completing the ministerial profile should follow the instructions on the profile website at <https://profiles.ucc.org/>. Please contact Helen McGlashan at [hmcglashan@nhcucc.org](mailto:hmcglashan@nhcucc.org) 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 "New Hampshire Conference, UCC". The Position Code is "1".
4. Once the Conference name and address are confirmed on the next page, fill in the information to authorize the completion of the criminal background check.
5. At the end of the process, you will have to provide credit card information to pay the \$160 fee for the background check. The calling body should be asked to reimburse this expense.
6. The completed background check will be mailed to Helen McGlashan, Search and Call Coordinator. She will send a copy of the report to you and attach the report to your interim ministry profile
7. The Criminal Background Check (CBC) is valid for 18 months. After that time, another CBC will need to be done.