

SAMPLE LETTER FROM CONFERENCES TO INSTITUTIONS ON RECOGNITION

Name of Institution CEO

Name of Institution

Address

Dear

In October 2002 the Executive Council of the United Church of Christ adopted a policy document entitled “Executive Council Policy on Covenantal Inclusion of Health and Human Service Institutions Within the United Church of Christ.” You are likely familiar with this policy since it has been widely distributed to UCC Conferences and Health and Human Service Institutions. The purpose of the Executive Council policy is to provide a framework for the covenantal inclusion of health and human service institutions within the fabric of the whole ministry of the UCC.

As part of the policy, each UCC Conference has been asked to develop its own particular policies and criteria for “Recognition” of institutions that have their corporate home office within the geographic boundaries of the conference. On *(date)* the *(name of Conference)* adopted the enclosed “Policy, Requirements, and Expectations for Covenantal Inclusions of Health and Human Service Ministries in the Life of the *(name of Conference)*.”

It is now necessary for the *(name of Conference)* to reaffirm and verify that *(name of institution)* meets the essential requirements for covenantal inclusion in the UCC under the Conference Policy. Therefore, we write to ask you to provide the following information to the Conference:

- A copy of *(name of institution)* Articles of Incorporation and Bylaws.
- A roster of the current members of the Board of Directors including a notation of those Board members who are members of UCC congregations within the *(name of Conference)*
- Verification that *(name of institution)* is a member in good standing of the Council for Health and Human Service Ministries of the United Church of Christ.
- Verification that *(name of institution)* has endorsed the “Mission Statement on Health and Human Service” of the UCC.
- Evidence of action by *(name of institution)* that it wishes to be a Recognized institution of the *(name of Conference)* as defined in the “Policy, Requirements and Expectations for Covenantal Inclusion of Health and Human Service Ministries in the life of the *(name of Conference)*.”

The (*name of Conference*) would like to affirm its Recognition of (*name of institution*) by action of its Board of Directors on (*date of Board meeting*). Therefore, we would request that the above information be received in our office not later than (*date*).

If you have any questions or concerns about the Conference policy or this process, please contact (*name and contact information*).

I look forward to the opportunity that this process affords to renew and revitalize our mutual ministry as a part of the United Church of Christ.

Sincerely,

(*Conference Minister*)

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