

**SAMPLE LETTER FROM CONFERENCES TO
INSTITUTIONS ON SPECIAL MISSION RELATIONSHIPS**

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 “Special Mission Relationships” with institutions that do not have their corporate home office within the Conference but have, or desire to develop, missional relationships with congregations 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 and a “Special Mission Relationship” with the *(name of Conference)* under the Conference Policy. Therefore, we write to ask you to provide the following information to the Conference:

- A letter to the Conference indicating that *(name of institution)* wishes to continue or initiate a “Special Mission Relationship” with the *(name of Conference)* as defined in the “Policy, Requirements and Expectations for Covenantal Inclusion of Health and Human Service Institutions in the Life of 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 and listed in the UCC Yearbook.

The *(name of Conference)* would like to take action on its Special Mission Relationships with health and human service institutions at its Board of Directors meeting 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)