

# National Association of Congregational Christian Churches



8473 S. Howell Avenue – PO Box 288 – Oak Creek, WI 53154-0288  
(414) 764-1620 – (800) 262-1620 – FAX (414) 764-0319 - [naccc@naccc.org](mailto:naccc@naccc.org) – [www.naccc.org](http://www.naccc.org)

## NACCC Disclosure Protocol and Policy Summary for Churches

The National Association of Congregational Christian Churches (NACCC) exists to offer services to member churches. You must register a Church Information Form (CIF) with the NACCC to utilize the service that helps churches with ministerial vacancies find clergy interested in serving that church (ministerial search process). In support of this, the NACCC serves as a repository for Minister Disclosure Files. Ministers who wish to access the list of member churches who are looking for clergy to fill vacancies must file documents with the NACCC disclosing a minimum of verifiable information as set out in the NACCC Disclosure and Protocol Policy. A copy of this policy is available on the NACCC website or upon request from the office. Please read this policy carefully.

Minister Disclosure Files of those you have determined to be top candidates for your vacancy are open to your inspection upon request. The files will be provided to you electronically. Please note that these files are provided to you by the NACCC as a service. The NACCC does not verify the contents of the file but can advise you on how you may do that yourself and urges you to do so.

The Minister Disclosure File is a required disclosure for any minister engaging in the electronically administered search process through the NACCC. These files are administered professionally by Rev. Dr. Tom Richard, Executive Secretary, Rev. John Carson, Associate Executive Secretary and Susan Carson, Administrative Assistant. All questions concerning this policy should be directed to them. You may also call the NACCC office at 800.262.1620. Be advised that some ministers seeking consideration as a candidate for your church may choose to bypass the NACCC office and avoid filing a Minister Disclosure File. The NACCC can advise you on whether a candidate has a Minister Disclosure File at the NACCC office prior to your advancing interest in him or her.

Files, with the exception of the Background Check Release Form, will be shared electronically with interested churches. Churches will be urged to delete files of candidates in which there is no further interest and to retain the files of the person they choose to call as minister. In the interest of security, the Background Check Release Form will remain at the NACCC office. Information on the form will be submitted to IntelliCorp when requested by a search committee in the final stage of the search process.

Please do not hesitate to call us with your questions or concerns. May God bless you in your search process.