****

**Ministerial Leadership Information Form (MLI)**

**A Checklist for Pastors**

**¾ STAGE ONE – INQUIRY**

**WHAT YOU NEED TO DO:**

* Complete the inquiry form found at <http://mennoniteusa.org/resource/ministerial-inquiry-form/>.

**RESPONSE from MC USA** *(see contact info at the bottom of the page)*

* **Rachel Ringenberg Miller**, Denominational Minister of Ministerial Leadership, will call you to discuss further steps. Assuming you are ready to proceed, Rachel will send you the MLI form link and instructions.

**¾ STAGE TWO – MLI SUBMISSION**

**WHAT YOU NEED TO DO:**

* Complete your MLI. Take your time to consider your answers. A thoughtful MLI submission often takes a few weeks. If you have questions or technical problems, contact Rod Hollinger-Janzen, Administrative Assistant for the Church Vitality Dept. (RodHJ@mennoniteusa.org )
* When you submit your MLI form, Rachel and Rod will receive a notification and the completed form.

**RESPONSE from MC USA** **– WE WILL:**

* Review and save your MLI to the office files.
* Collect the four references
* Send you an invoice via PayPal for the processing fee.
* Send you an MLI Submission letter and any additional background check information.

**¾ STAGE THREE – THE DETAILS**

**WHAT YOU NEED TO DO:**

* Complete and submit the Background Authorization form
* Make payment via PayPal
* Contact your references to confirm they received the form. Encourage them to reply promptly.

**RESPONSE from the MC USA Office – WE WILL:**

* Send your information to a company that runs background checks for us. It takes a few days until we receive the final report. (Some states, such as Virginia, take up to three weeks.)
* Collect and summarize your references.

**¾ FINAL STAGE**

After you submit your MLI, it usually takes about 2-3 weeks to complete your file with background report and all your references. When our office has received your

1. MLI form
2. “clear” background report
3. payment
4. four references

**WE WILL:**

* Send your MLI and Reference Summary to the conference offices that you have named or that have requested your file.
* At your request, add your name and information to the National Register which is shared with MC USA conference ministers (and MC Canada regional church offices, if requested).
* Send you an email reporting the completion and distribution of your MLI file.

I am in the office **Monday through Friday, 9am-4pm Eastern** (except when traveling)

**Phone:** 574-523-3010 (direct) or 1-866-866-2872 ext. 23010 (toll free)

**Rachel Ringenberg Miller**: RachelRM@mennoniteusa.org