

User's Guide to completing the AUCCIIM DataBase Application

Welcome to the Association of UCC Intentional Interim Minister's (AUCCIIM) DataBase.

This database is designed to simplify the lives of Judicatory Placement personnel and members of AUCCIIM in search of another assignment.

Interims who are members of IMN but not AUCCIIM and former members of AUCCIIM are being given the chance to complete the attached questionnaire and pay their dues for the May 2008- May 2009 year and be listed in the database.

Your membership lasts from annual meeting to annual meeting, normally May to May. Your visibility on this database lasts the same amount of time. If your membership lapses, so does your information in the database.

Dues: Basic Membership \$30; Sustaining Membership \$50.

Mail Dues to : AUCCIIM, % Rev Dr Norman Bendroth, 72 Beech Ave, Melrose MA 02176

The information in the database will be available to other denominations if you have indicated a willingness to serve an Interim Assignment outside of the UCC. Similarly, members of other denominations may elect to become members of AUCCIIM and be listed in this database.

The information contained in your copy of the database reflects the information we have on you from AUCCIIM and/or IMN Membership information. Unfortunately, this information is often obsolete. For you and the placement folks to get the most out of the database, **your information has to be current! You are responsible for the accuracy of your data, especially the contact data!!!** We can't help place you if we can't find you.

[For an independent view of why you should not use auto-responders, especially those who require the sender to jump through challenge/response hoops, go to

<http://www.spamcop.net/fom-serve/cache/329.html#CR>

The recipient you exclude might be the one wanting to offer you a job but you won't

The Form!

Preferred Contact Data: is just that. What title, name, phone number, addresses, etc. you want us and the judicatories to use in contacting you **now**. Two months from now, who knows? It may change. Also, please let us know if you prefer to be contacted via email or USPS for written communications. If you would like your picture included in the listing and the Directory, upload a digital picture of yourself to the website

- **Preferred Phone:** We ask for the type of phone as that may influence when people choose to call a specific type of number.
- **Preferred Contact Method:** Do you want written correspondence sent via USPS or via email? Speaking of email, no email address? Get one, you can't update your data without one as that becomes your identifier.

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• Year of Last Criminal Background Check and Opt into Published Directory:

Required entries. We also ask you for the **year** of your last UCC Criminal Background Check and whether or not you want to be listed in the annual directory. These are crucial. The CBC for placement personnel and the opt into the directory for the annual meeting and the judicatory types who frequent them. If left blank on your form, some judicatories will not consider you. Then again, As an interim, if the congregation really wants you t have a background check, they can pay or reimburse you for it.

Other Contact Information: We ask for your Other contact information. For Cell Phone, List the primary cell phone you use. Did we mention it is important that placement people be able to get in touch with you?

Legal Stuff: Please list your legal name if it differs from your **Preferred** names. This helps avoid confusion.

Personal Information (Optional): AUCCIIM doesn't ask for your age, the name of your Spouse/Partner/Significant Other (SPSO) or their age. Should you choose to list your Birthday and/or SPSO's, it will not be in the directory until you ask that it be included. Someone might send a Birthday card, maybe.

Home Address: If your preferred contact info is your home info, you can leave the corresponding fields blank.

Permanent Contact Information: You took a long vacation and someone really wants your skills. You aren't at home, your cell phone got lost, you haven't checked email, your current congregation doesn't know where you are either. Is there a place where we might be able to reach you or someone who could reach you? Enter that information here.

IMN/AUCCIIM Information: IMN and AUCCIIM like to know these things, Placement folks and prospective congregations might like to know some of the info as well.

- Who trained you in Interim Ministry? It isn't always IMN!
- When were you trained (last level only) and
- what level IMN Designation/standing do you have? (None, completed fundamentals, IIM/IMN, PTS, PTS Faculty, or Retired). Leave this blank and the value "None" will be assigned.
- Did you pay your IMN dues this year and are a current member of IMN? We will note the last five or so years of paid membership. Do you pay dues only when it is time for a new assignment?
- Annual Meetings attended tells us and placement folks if you keep your skills up and how often some of us have seen you.

Right now, I get to fill in the AUCCIIM info. Let me know:

- How long have you been a member of AUCCIIM and at what level?
- What years have you paid your dues? (This is for AUCCIIM information - How good of a job are we doing getting you back year after year?)
- The Date your your dues were paid - helps us track who is a current member.

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- Have you served AUCCIIM in an office or special committee? If so, in what capacity and when does your term expire?

Currently Serving: Which Judicatory, Congregation or Special Ministry do you serve and related contact info. We ask if you are serving in a Judicatory position because there is a need for Trained Intentional Interims at the Judicatory level. Not Judicatory but would consider it? - Choose "Interested" as your entry

Ministerial Information: While some, if not all of this information is on the PLL Database, Having it here may speed Judicatory assessment of their interest in you. Especially of interest is your **Current Denomination, Dual Standing, Willing to Serve** (in a DoC/FoA setting).

Home Congregation: Helps us get voice without vote at General Synod.

Your Availability: Keep this information up-to-date!!!

- When will you be available?
- **Emergency/Short term/Crisis Intervention:** Look for a new certification in the next year or two. Not for the faint of heart or the inexperienced. Let us know if you are capable, interested, or no way.
- **For those who need to differentiate among the types of Interim Ministry, especially, full vs part-time, we offer three choices. These could involve a different availability date so we list it.**
 - Transition Ministers are Interim Ministers with PTS standing or IMN standing with experience to help a congregation transition into what can be.
 - Sustaining Interim is a placement that includes those just beginning to explore Interim Ministry along with those who have the basic level of training with or without experience.
 - Consulting Interims are those experienced Interims who can help other congregations in a consulting role but they are **not** the Interim Minister!
 - We list six general regions for your consideration
 - Along with the often nagging question in the minds of Placement personnel, "Are you **willing to relocate?**"

Home Stretch!

Special Training: Got it? Check it! Got it but don't see it? List it under notes while I figure out how to add it to the list.

Language Skills: List the languages you speak, write, and/or understand besides English.

Special Skills (Experience): Been through a few battles and lived to tell about it even though they didn't teach you that skill in Seminary or IMN? Tell us about it/them!

Notes: Have something else you'd like to say? Here is the place!

Places Served: Give us the highlights, lowlights, and places you've served in the last five years or so. We may not win every interim but we can learn from them.