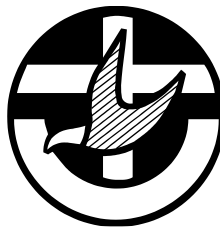


Application to Candidate

2018 edition



A resource for applicants for the
specified ministries of
Minister of the Word
or Deacon

Produced by
Commission for Education for Discipleship and Leadership,
Presbytery of WA,
Uniting Church in Australia

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THE APPLICATION PROCESS TO CANDIDATE FOR ORDAINED MINISTRIES

(Refer to UCA Regulations 2.3.1 to 2.3.2.7)

A. THE APPLICANT:

- I. Applicant completes a Period of Discernment (Regulation 2.3.1). Through Period of Discernment, applicant and their mentor discern a call to ordained ministry in the Uniting Church.
- II. Applicant completes Application Form (pages 6-12) and attaches a photo to page 6. They also need to attach
 - Copy of Certificate of Completion of the Period of Discernment (See Reg 2.3.2.1(a) (iii))
 - Copy of the applicant's Portfolio Statement— usually a five page statement.
 - Evidence that they are a confirmed member of the Uniting Church. (See Reg 2.3.2.1(a) (i))
 - Evidence of visa status and IELTS assessment, if applicable.
 - Evidence of educational attainments. (See Reg 2.3.2.1 (c))
 - Personal reflection and statement on Code of Ethics (see page 13)
 - Signed declaration (page 14)
- III. Forward the application with these attachments to the Chair of the Candidates for Ministries Commission (CMC) of the Presbytery of WA, through the Minister of the congregation where you are a confirmed member, or if no minister is in placement, forward the application direct to CMC. (2.3.2.2 (a))
- IV Application needs to be forwarded to CMC in June 30 of each year.

B. THE MINISTER:

- I. Forward the application to the Chair of CMC **promptly**.
- II. Interview the applicant, giving consideration to areas covered in Regulation 2.3.2.1 (a) (ii)
- III. Prepare a confidential report on the applicant, giving consideration to areas covered in Regulation 2.3.2.1 (a) (ii) .
- IV. Advise the applicant in person of the contents of your report.
- V. Forward your confidential report to the Chair of CMC as soon as possible.

C. THE CANDIDATES FOR MINISTRIES COMMISSION:

- I. Receive and acknowledge receipt of the completed application, with attached documents.
- II. Request a confidential report from the Minister of the applicant's congregation, or if no Minister in placement, from another appropriate Minister. (Reg 2.3.2.3 (a))
- III. Seek comment from the relevant Church Council. (Reg 2.3.2.3 (a))
- IV. Obtain references from referees nominated by applicant, using attached "request form" (see page 15) (Reg 2.3.2.3 (a))
- V. After review of all the above documents, interview the applicant, giving consideration to areas covered in Regulation 2.3.2.3 (b).

- VI. Call for additional references or tests and other information as may be required. (Reg 2.3.2.3 (a))
- VII. Prepare a report and recommendation (where the application is to be commended to the Synod Selection Panel) or determination (where the application is deferred or rejected). (Reg 2.3.2.3 (b)).
- VIII. Advise the applicant in person of the contents of your report and recommendation or determination.
- IX. Where the applicant is commended, forward the application, with all accompanying documents and references, and your recommendations to the Synod Selection Panel through the PA to the Principal of PTH, prior to the deadline for the Panel meeting.

D. THE SYNOD SELECTION PANEL:

- I. Receive the application and all attachments from CMC.
- II. Arrange psychological assessment of the applicant and present report to Selection Panel members. (Reg 2.3.2.4 (b))
- III. Seek further information and other examination as considered necessary. (Reg 2.3.2.4 (b)) This will include asking the applicant to produce a National Police Clearance and a current Working with Children Card.
- IV. Invite applicant to participate in the Selection Panel. The Selection Panel usually meets in October of each year. The applicant is expected to participate in all activities that the Panel organises which usually cover an evening and a day (usually Friday evening and Saturday).
- V. The Selection Panel conducts interviews of the applicant and organises other activities. The Selection Panel gives consideration to areas covered in Regulations 2.3.2.4 (c), and following the policy and procedures of Selection Panel as adopted by CEDAL.
- VI. Prepares a report and determination of the applicant in accordance with Regulation 2.3.2.4 (d)
- VII. The Chair of the Selection Panel and the Chair of CMC advise the applicant in person of the contents of the report and determination. The applicant may bring a support person of their own choosing to this meeting.
- VIII. Inform CMC in writing of the determination.
- IX. Inform CEDAL in writing of the determination
- X. If the applicant has been accepted, a master copy of the application and attachments, with the determination, will be retained by the PA to the Principal of PTH marked "CONFIDENTIAL".

CONFIDENTIALITY

In the Application and Selection Process

The purpose of the selection process for persons applying to candidate for Specified Ministries of the Uniting Church is to discern the will of God for each person in fulfilling their ministry.

Each part of the process should be undertaken with prayer and careful consideration of the gifts and graces of the applicant and the needs of the church. For the applicant especially it should be a time of growth and discovery.

It is expected that all participants in the selection process will be open and honest. It is therefore essential that confidentiality be observed by all who have a part in the process. This includes the applicant, his/her Minister, referees, and members of the Church Council, Candidates for Ministries Commission and Synod Selection Panel.

Confidentiality is observed when statements (written and oral) are made on the clear understanding that they will be shared only with those who “need to know”, and not with others. This means that statements and information made in reports, references, interviews, etc. during the selection process will be made known only to those directly involved in the process, and not to any persons or bodies external to that process.

It does not mean, however, that statements and information will be kept secret from other participants in the selection process, including the applicant. At all times the applicant should be made aware promptly and in a caring and constructive way (preferably face to face) of the contents of reports, references, and recommendations made about them. Each reporting body is responsible for sharing its report with the applicant.

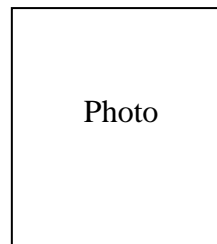
At every stage of the process the applicant should be in a position to correct errors of a factual nature immediately and effectively.

It is also expected that the applicant will respect the confidential nature of the material they receive, and is not permitted to share the contents of reports with anyone other than their mentor.

To preserve confidentiality, all copies of documents will be destroyed except that one master copy of the application for those who are accepted for candidature, will be retained by CEDAL marked “CONFIDENTIAL”

Any departure from these principles due to exceptional circumstances must be approved by the Chairperson of the Commission on Education for Discipleship and Leadership.

*The Uniting Church in Australia,
Presbytery/Synod of WA*



APPLICATION TO CANDIDATE
for a Specified Ministry

APPLICANT'S NAME: _____

MINISTRY APPLIED FOR: Deacon
 Minister of the Word

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Attachments: (to be finalised by CMC on behalf of Presbytery)

- Evidence of Confirmation
- Education Certificates (Certified Copies)
- Evidence of visa status and IELTS assessment, if applicable
- Applicant's Personal Reflection and Statement on Code of Ethics and Ministry Practice
- Signed Declaration
- Statement of Completion of Period of Discernment
- Period of Discernment Portfolio Statement
- 3 References
- Minister's Report
- Church Council comments
- Other Reports and Information

TO BE COMPLETED BY

(A) PRESBYTERY	DATE
Application received by Chair of Candidates for Ministry Commission	__/__/__
Chair of CMC informs PA to Principal of receipt of application.	__/__/__
Minister's report received by Chair of Candidates for Ministry Commission	__/__/__
Church Council comments received by Chair of Candidates for Ministry Commission	__/__/__
References received by Chair of Candidates for Ministry Commission	__/__/__
Candidates for Ministries Commission interviews applicant and makes determination	__/__/__

(B) SYNOD SELECTION PANEL

Application and documents received by Selection Panel from CMC	__/__/__
Selection Panel makes decision on application	__/__/__
Selection Panel advises CMC in writing of determination	__/__/__
Master copy of documents retained by CEDAL marked CONFIDENTIAL	__/__/__

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A. PERSONAL DETAILS

Date of birth: ____/____/____

Residency Status: Australian Citizen:
Other: Give details _____

If not an Australian citizen, please provide evidence of visa status.

Your first language: _____

Other languages spoken: _____

If from a Culturally and Linguistically Diverse background, please attach copy of your IELTS assessment.

Details of people significantly affected by your application:

Name	Relationship	Age (of children)

B. REFEREES

Provide the names and addresses of three referees from whom references will be sought by the Presbytery. At least one referee should be a person from within the Church (who is not your Minister), and at least one should be from a person from your recent work, education, or community involvement.

Name:	Phone: ()
Address:	
Postcode:	
Name:	Phone: ()
Address:	
Postcode:	
Name	Phone: ()
Address:	
Postcode	

C. EDUCATIONAL BACKGROUND

1. Secondary Education

Level completed -----

School-----

Year:-----

Subjects:

Attach statement of academic record.

2. Tertiary Education

Are you qualified for entrance to Tertiary Education? Yes No

Name of University: _____

If not, what action, if any, is being taken to meet this requirement:

**List tertiary courses completed or being taken:
(other than theological)**

Institution	Course	Period	Awards or Credits gained

Attach statement of academic record.

3. Other Education, including professional and technical qualifications

Institution	Course	Period	Awards or Credits gained

Attach copies of relevant certificates.

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4. Theological Education

Institution	Course	Period	Awards or Credits gained

Attach copies of relevant certificates.

D. EMPLOYMENT BACKGROUND

(details for the last 10 years)

Period	Employer	Position and Duties

What feelings do you have about your present work?

APPLICANT'S PERSONAL REFLECTION

Attach a statement of no more than 2000 words describing the following. This may be based upon a statement already prepared for your Period of Discernment.

Your completed Period of Discernment portfolio should also be attached.

- how your faith has developed, and the significant events in your spiritual journey;
- your primary understandings about God, Jesus Christ, the church, and living out your faith in the world;
- the influences and resources (people, books, experiences, etc) which have assisted in developing your understandings;
- what you see as the positive aspects of the Basis of Union, and areas that provide uncertainty or questions for you;
- your understanding of the ministry to which you feel called, the reasons and circumstances surrounding your decision to apply, and the reactions of others to your decision;
- the doubts and struggles that have been part of your Christian journey and application to candidate.

Attach a second statement of no more than 200 words on your understanding of The Code of Ethics and Ministry Practice.

APPLICANT'S DECLARATION

I, _____
(Full Name)

declare the following:

1. I accept Jesus Christ as Lord;
2. Within the limits of my knowledge, I accept the doctrine and disciplines of the Uniting Church in Australia as set out in the Basis of Union and as defined by the Assembly.
3. (a) I accept the teachings of the Uniting Church in Australia concerning Baptism of infants, as embodied and reflected in the Basis of Union, the Constitution, and the Regulations of the Uniting Church in Australia and relevant decisions of the Assemblies of 1982, 1985 and 1988.

Yes No
- (b) I am personally willing to baptise infants.

Yes No
- (c) I accept the Uniting Church in Australia's teaching that a person can be baptised only once, and must not be knowingly rebaptised.

Yes No
- (d) I adhere to the teaching of the Uniting Church in Australia concerning the ordination of women.

Yes No
- (e) I am prepared to accept either a man or a woman as a colleague in ministry and/or be subject to the authority of such person.

Yes No
- (f) I am prepared to accept a person of different ethnic origin and cultural background as a colleague in ministry and/or be subject to the authority of such a person.

Yes No
- (f) I am prepared to accept the guidance, direction, and discipline of the Uniting Church and its appointed agencies during my period of training

Yes No
4. If accepted as a candidate, I will undertake such preparation for the ministry as may be determined by the relevant authorities of the Church;
5. During the period of my candidature, I will recognise the pastoral oversight of the Presbytery and the continuing review of my call to ministry;
6. I have read, and accept, the Code of Ethics and Ministry Practice for Ministers of the Uniting Church;
7. It is my intention to serve the Church in the ministry for which I have applied;
8. I understand that on completion of my studies there is no guarantee I will be ordained, nor given a placement;
9. I agree to maintain the confidentiality of the selection process (refer page 5);
10. I agree to the Church obtaining any additional information about myself necessary to the determination of this application, including the release of information from police records;
11. To the best of my knowledge, the information I have supplied in this application is true and correct.

Signature

Date

(Reference Request - on Presbytery Letterhead)

Dear

Could you please provide for The Uniting Church in Australia - Presbytery of WA the following insights into [insert name of applicant]?

As you are aware, [insert name of applicant] has applied for acceptance into the ministry of Minister of the Word/Deacon and she/he has named you as a referee. It would help the Presbytery and the Synod Selection Panel greatly if you could share these insights into:

1. How do you perceive as a
2. What is your perception of in terms of his/her ability to work with others?
3. How have you experienced her/his organisational abilities?
4. What is your perception of his/her leadership ability and his/her ability as a team member? Can you give any illustrations of their leadership and teamwork?
5. Could you comment on her/his development of faith?
6. What is your opinion of apparent potential?
7. Could you make some comment on his/her spiritual maturity and development?

I look forward to hearing from you. It would be great if you can reply by [insert date reference required by]

Your sincerely,

CONFIDENTIAL

PRESBYTERY REPORT (refer Regulation 2.3.2.3)

Application processed by the Candidates for Ministries Commission of the Presbytery of WA on _____/_____/_____

After due consideration CMC –

(a) commends the applicant to the Synod Selection Panel (Note that a two-thirds majority of members present is required to commend the applicant);

OR

(b) determines that the commendation be deferred;

OR

(c) determines that the application be rejected.

VOTING		
For	Against	Abstain
(a)		
(b)		
(c)		

Significant comments supporting the commendation or determination.

The applicant has been made aware of the above commendation/determination and comments.

Signature of Chairperson of CMC

Date

SYNOD SELECTION PANEL PROCESS

Prior to Selection Panel

Prior to the Selection Panel meeting, applicants will be asked to undertake a psychological assessment with a qualified psychologist. The report will be made available to the Selection Panel member- if the applicant has any queries about the report they can contact the psychologist. Costs of the psychological assessment are covered by CEDAL. Applicants will be asked to provide a copy of a National Police Clearance and a current Working with Children card, at their own cost. Applicants will also be provided with a copy of an article by Thomas Oden on "The Call to Ministry" which they are asked to read and reflect on. Applicants are also advised to make an appointment to speak with the Principal of PTH in order to better understand what will be required of them in the formation program, including academic studies.

Membership

The Synod Selection Panel is appointed by CEDAL and normally includes 7 people. It includes people with experience of ministry in congregational and non-congregational settings, theological grounding within the UCA tradition, understanding of the future needs of the church, and deep prayerfulness and wisdom needed for the process of discernment. It aims to include a balance of lay and ordained, male and female and will include at least one Deacon and one Minister of the Word.

Purpose of Selection Panel

The purpose of the Selection Panel is to assess the applicant according to Regulation 2.3.2.4 (c) and to make a decision about the application in accord with Regulation 2.3.2.4 (d)

Selection Panel Meeting

The Selection Panel usually meets over a weekend in October. Normally the Panel begins its work on Friday evening and works all day Saturday. The applicant is expected to attend the Friday evening session and also on Saturday morning, at least until lunchtime. The applicant will be informed of the venue and times they are expected to be present.

What happens at Selection Panel?

On the Friday evening (or at another time if more appropriate) the applicants meet together with the Panel members for worship and a shared meal. After the meal the applicants will engage in a group work activity with a trained group leader for about 1 hour. After the group work exercise, applicants are free to go home. Partners of applicants may, but are not required to attend, the Friday night activities.

On Saturday morning, applicants will participate in three interviews. In each case there will be two interviewers with each interviewer assessing a different aspect. Each interview will be for 50 minutes, with a 10 minute break between interviews. The topics covered in the interviews will include the following

- Understanding of ordained ministry
- Vocation/Motivation
- Ability to undertake ordained ministry
- Ability to undertake the course of studies
- Spiritual maturity
- Character and personality.

After the interviews the applicants share in lunch with the Panel members and are then free to go home. After the interviews the Selection Panel meets to discuss the material you have provided and their interviews with you. They seek to discern prayerfully your gifts and abilities and whether God is calling you to an ordained ministry within the Uniting Church.

Decision of the Selection Panel

The Selection Panel can make one of the following decisions about the application

1. Acceptance of the applicant for the ministry applied for, with or without conditions.
2. Deferral of the application, with or without conditions which must be satisfied before the application can be considered again.
3. Acceptance of the applicant for a ministry other than the one applied for.
4. Encouragement of the applicant to continue in lay ministry, but rejection of the application to serve in an ordained ministry.

The decision of the Selection Panel will be given to the applicant in writing and in person by the Chair of the Selection Panel and the Chair of the Candidates Commission at a time to be agreed upon, within 7 days of the Selection Panel meeting. The applicant may bring a support person of their choice to this meeting (partner, friend, minister, mentor).

Appeal against the decision of the Selection Panel

An applicant may appeal against the decision of the Selection Panel but only on the grounds that correct procedures were not followed. The appeal must be lodged within 14 days of receipt of the decision.

Approved by Commission on Education for Discipleship and Leadership at its
meeting on June 5 2014