



## APPLICATION TO CANDIDATE for a Specified Ministry

**APPLICANT'S NAME** \_\_\_\_\_

**MINISTRY APPLIED FOR**

Ministry of Deacon

Ministry of the Word

CONTENTS	PAGE
The Application Process	2, 3
Confidentiality Statement	4
Applicant's Identifying Information	5
Personal Details and Referees	6
Educational and Employment Background	7, 8
Church and Community Involvement	9
Leisure Activities and Financial Matters	10
Applicant's Personal Reflection (Instructions for preparing)	11
Applicant's Declaration	12

### CHECKLIST (refer to pages 2 and 3)

#### Before submitting an application to Candidate for a Specified Ministry:

- Applicant to send page 5 & 6 of Candidate Application to Secretary of Selection Panel to arrange a Selection Panel date
- Applicant to meet with their Minister or other appropriate member of the ministerial team to discuss their application
- Applicant to meet with their Church Council to discuss their application

#### Additional documentation to submit with the application:

- 500 word statement on applicant's aims and learning outcomes having done a Period of Discernment
- Report from applicant's Period of Discernment Mentor
- 2000 word Personal Reflection from applicant (see page 11)
- Copies of University or other Adult Education academic records
- Letter for National Criminal History Record complete with UCA Reference ID no.

#### Documentation submitted directly to the Secretary of the Selection Panel:

- Reference from your Minister sent directly to Secretary of the Selection Panel
- Reference from your Church Council sent directly to Secretary of the Selection Panel
- Reference from your Church Referee sent directly to Secretary of the Selection Panel
- Reference from your other Referee sent directly to Secretary of the Selection Panel
- Report from the Psychologist sent directly to Secretary of the Selection Panel
- Medical Assessment report sent directly to the Secretary of the Selection Panel

# **THE APPLICATION PROCESS FOR CANDIDATES**

**(Refer to UCA Regulations 2.1.1 to 2.2.14 and 2.13.1 to 2.13.4)**

## **A. THE APPLICANT'S RESPONSIBILITIES:**

1. Liaise with the Secretary of the Selection Panel to book a place with a Selection Panel and promptly send a copy of page 5 & 6 to formally register your placement.
2. Complete pages 1 and 5 -12 of this application and attach a picture of yourself to page 1. Attach a copy of the Statement of Participation in the Period of Discernment, a report from your mentor and 500 words on the aims and learning outcomes of your PoD, no later than *6 weeks* prior to the Selection Panel meeting.
3. Meet with your minister or other appropriate member of the ministerial team.
4. Meet with your Church Council to discuss your application and discern together character, calling and potential for ministry.
5. Arrange an examination with a Synod appointed doctor.
6. Meet with the Synod appointed Psychologist for a psychological assessment once the Secretary of the Selection Panel has notified the Psychologist of your application.

## **B. THE MINISTER'S RESPONSIBILITIES:**

1. Interview the applicant, giving consideration to areas covered in Regulation 2.2.7 and any Leadership Development Council guidelines.
2. Prepare a report on the applicant, including the applicant's character, calling and potential for ministry.
3. Advise the applicant in person of the contents of your report.
4. Forward the report directly and without delay to the Secretary
5. of the Selection Panel.
6. Advise the Mission Network of the applicant's application to candidate.

## **C. THE CHURCH COUNCIL'S RESPONSIBILITIES:**

1. Meet with the applicant to discern together the applicant's character, calling and potential for ministry.
2. Forward a written report from the Church Council directly to the Secretary of the Selection Panel promptly.

## **D. THE MISSION NETWORK'S RESPONSIBILITIES (OPTIONAL):**

1. May prepare a written report on the applicant, should the network so choose, and forward directly to the Secretary of the Selection Panel.

## **E. THE SELECTION PANEL'S RESPONSIBILITIES:**

1. Receive and acknowledge receipt of the completed application by writing to the applicant.
2. Obtain references from referees nominated by applicant.
3. Arrange any additional medical and psychological assessments as required. Seek further information and other examinations as considered necessary. Call for additional references as may be required.
4. Receive the report from the Synod's Medical Assessor and Psychologist.

5. Interview the applicant, giving consideration to areas covered in Regulation 2.2.11, and any Leadership Development Council guidelines.
6. Prepare a report and determination of the application (Reg. 2.2.12).
7. Advise the applicant in person of the contents of the Panel's report and determination.
8. Inform the Leadership Development Council in writing of the findings of the Selection Panel.
9. Send all the applications and attachments, with your determination, to the Secretary of the Leadership Development Council marked "CONFIDENTIAL".

**F. THE CANCELLATION POLICY**

1. A minimum of 6 weeks is required to cancel a place on a Selection Panel.

## **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 essential therefore that confidentiality be observed by everyone who has a part in the process. This includes the applicant, minister, referees, members of the Church Council, the Presbytery and the 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.

The applicant should also be in a position to correct errors of a factual nature immediately.

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 in the selection process.

To preserve confidentiality, any copies of documents must be destroyed immediately after use, and the original application, reports etc. sent to the Secretary of Leadership Development Council for safe-keeping.

Any departure from these principles due to exceptional circumstances must be approved by the Chairperson of the Leadership Development Council.

UNITING CHURCH IN AUSTRALIA  
PRESBYTERY AND SYNOD OF SOUTH AUSTRALIA

**APPLICATION TO CANDIDATE**  
for a Specified Ministry

**APPLICANT'S IDENTIFYING INFORMATION**

**Contact details** (Please type or use a black pen and print in block letters)

Surname: _____		Title: _____
Christian names: _____		
Usually known as: _____		
Address: _____		
_____		Postcode: _____
Contact numbers: Home ( ) _____	Mobile _____	
Work (if available) ( ) _____	Fax _____	
Email _____		

**Membership**

(you must be a current registered confirmed member of a Uniting Church for at least 12 months)

UCA Membership:	Confirmed <input type="checkbox"/>	Date: _____
Currently held at (Congregation) _____		
Congregation of current involvement (if different): _____		
Associated Mission Network _____		
Minister's Name _____		
Church Council Chairperson's Name _____		
Any other church involvement in the past 2 years (with dates): _____		
_____		
_____		

**Prior applications to candidate**

Details of any previous applications to candidate for a Specified Ministry of the UCA: _____ _____
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**Ministry applied for:**

Ministry of Deacon

Ministry of the Word

**A. PERSONAL DETAILS**

Date of birth: \_\_\_\_\_

Name of spouse or partner: \_\_\_\_\_

Your country of citizenship: \_\_\_\_\_

Your first language: \_\_\_\_\_

Other languages spoken: \_\_\_\_\_

**Details of people significantly affected by your application:**

Name	Relationship	Age (of children only)

**B. REFEREES**

Provide the names and addresses of two referees from whom the Selection Panel will seek references. Referee 1 should be a person from within the Church, who is not your Minister, and Referee 2 should be a person *either* from your recent work, education, *or* from your community involvement.

Church Referee:

1. Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Other Referee:

2. Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

**C. EDUCATIONAL BACKGROUND**

**Secondary Education**

Highest level completed: _____	Year: _____
Subjects: _____	

**Tertiary Education**

<p>Are you qualified for entrance to Tertiary Education? Yes / No.</p> <p>Name of University: _____</p> <p>If not, what action, if any, is being taken to meet these requirements?</p>          
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**List tertiary courses completed or being taken:**

Institution	Course	Period	Awards or Credits gained

**\*\* Attach statement of academic record.**

**1. Other education, including professional and technical qualifications**

Institution	Course	Period	Awards or Credits gained

**\*\* Attach copies of relevant certificates.**

**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

**1. What feelings do you have about your present work?**

**E. CHURCH ACTIVITIES** (including other denominations)

**1. Current**

**2. Past**

**F. COMMUNITY ACTIVITIES**

**G. LEISURE ACTIVITIES**

[Empty response area for Leisure Activities]

**H. ANY OTHER RELEVANT INTERESTS/EXPERIENCES**

[Empty response area for Any Other Relevant Interests/Experiences]

**I. FINANCIAL MATTERS**

What are your thoughts, plans, questions, etc., regarding your anticipated financial situation during your preparation for ministry?

[Empty response area for Financial Matters]

## APPLICANT'S PERSONAL REFLECTION

Attach a statement **of no more than 2000 words** describing the following considerations:

*(This is a separate and more broadly based reflection, covering your whole Christian story, rather than the statement already prepared for your Period of Discernment which was focussed more narrowly on your learning processes and outcomes during the discernment period. Your completed portfolio should also be taken to interviews for reference.)*

- 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) that have assisted in developing your understandings.
- What you see as the positive aspects of the Basis of Union, and areas that create 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.

## 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 discipline of the Uniting Church in Australia as set out in the Basis of Union and as defined by the Assembly.
2. In particular, I accept the UCA's teaching;  
  
concerning baptism of infants, including that a person can be baptised only once; and,  
  
concerning the ordination of women. I would be prepared to accept a woman as a colleague in ministry, and/or be subject to the authority of a woman.
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 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 that I will be ordained or commissioned, nor given a placement;
9. I agree to maintain the confidentiality of the selection process (refer page 4);
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: \_\_\_\_\_