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### Attachments required

- Resume
- Certified copies of proof-of-identity documents
- Certified copies of ordination and proof-of-identity documents
- Certified copies of education certificates and academic record
- Letter of good standing
- Mentors statement/report
- Statement of understanding of the polity of the church
- Statement of Code of Ethics and Ministry Practice
- Qld Police National Police Check

## Application to reception of ministers committee

Attach  
recent  
photo

Applicant's name: \_\_\_\_\_

| Office use only (To be completed by Reception of Ministers Committee) |  |   |   |   |                |                                      |
|---|--|---|---|---|----------------|--------------------------------------|
| Check list item:  | Application and documents received by Reception of Ministers Committee | Report from the Pastoral Relations Committee received | Blue card/police check received and validated | Referee screening questionnaires received | Interview date | Determination advised in writing to: |
| Date  |  |   |   |   |                |                                      |



## Application process guidelines

This application process is to be used to apply for ministry with the Uniting Church in Australia, Queensland Synod.

Each part of the application process should be completed with prayerful 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 discernment.

It is expected that the application process will be completed in an open and honest manner. It is therefore essential that confidentiality be observed by all who have a part to play in completing the process. This includes the applicant, referees, and members of the councils of the church.

## Confidentiality

The selection process requires you to undergo background checks which require close scrutiny of your work/ministry history, a working with children check and/or criminal history check(s) and referee checks to ensure that you are suitable for selection for placement.

This application form contains questions about personal and sensitive information. If you would like to discuss these questions please call the associate general secretary of the Synod on 07 3377 9822 or 61 7 3377 9822 if calling from overseas. Your referees will be required to complete a referee screening questionnaire and answer questions within their knowledge about you.

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” to progress your application. This means that confidential testimonials, statements and information made in reports, references, interviews, etc. during the application process will be made known only to those directly involved in the process, and not to any persons or bodies external to the process.

Each person providing a report is responsible for sharing their report with you promptly and in a caring and constructive way (preferably face-to-face) regarding the report’s content, references and recommendations made about you. At every stage of the process you should be in a position to correct errors of a factual nature to progress your application.

To preserve confidentiality and to comply with privacy requirements, the original application, reports, etc. are to be sent to the secretary of the Reception of Ministers Committee marked “CONFIDENTIAL” for safe-keeping in accordance with the Uniting Church in Australia Queensland Synod privacy policy. This policy can be viewed at [www.ucaqld.com.au/administration/policies](http://www.ucaqld.com.au/administration/policies)

## The applicant

1. Use this form if you are a minister of another denomination applying to serve in a placement or applying for admission as a minister from another denomination. (See Regulation 2.5.1.)
2. Complete the application form and attach a current photo to page 1.
3. For your application to be considered, you must attach all of the required documents.
4. If you are an overseas applicant and your academic record is not in English, proof of your educational history and qualifications must be translated and certified.
5. Attach your resume. The resume needs to show your full ministry and/or work history including dates (years and months); education attained and contact details of those who you reported to in either employment or placement.
6. Send your completed application to the secretary of the Reception of Ministers Committee, GPO Box 674, Brisbane, Qld 4001.

### 1 How to have a document certified

Photocopy the original document. Take the original and the photocopy to a person authorised to certify documents in your state/country (e.g. solicitor, Justice of the Peace, Commissioner for Declarations or Notary Public).

The official must make the following statement **on every page of the documents to be certified**: “I have sighted the original document and certify this to be a true copy of the original.”

The official’s name and contact details and their certification qualification including any registration number if applicable, should be clearly indicated. Scanned documents, photocopies and faxes of certified copies are not acceptable.

### 2 Statutory declaration

A statutory declaration is a legal document. Supplying false information is an offence which can result in imprisonment and/or a fine. A Justice of the Peace is an acceptable witness for a statutory declaration in any Australian state or territory in which he/she is registered to act as a Justice of the Peace. Applicants who submit this form while interstate or overseas may have their documents certified by a similarly authorised person in that state, territory or country.

### 3 Applicant details

#### Ordination or commissioning

Attach a certified copy of your certificate of ordination.



## 4 Personal details

### Residency status

Supply certified copies of identification documents as follows:

1. Australian citizens are to attach one of the following:
  - Copy of a current Australian passport with photograph and personal details;
  - Full Australian birth certificate or birth extract; or
  - Copy of proof of Australian citizenship.
2. Permanent residents are to attach:
  - Copy of a current overseas passport with a current Australian permanent resident visa.
3. Temporary residents are to attach:
  - Copy of a current overseas passport with a current Australian temporary resident visa.
4. Overseas applicants:  
Copy of a current passport with photograph and personal details for you, copy of a current passport/s for those who would be accompanying you.

If you have at any time in the past changed your name attach proof of your name change by way of a certified copy deed poll, marriage certificate or statutory declaration.

If your name appears differently in various documents, provide an original statutory declaration stating how all those combinations of names refer to you.

### Level of English proficiency

1. If English is not your first language, provide details of your level of proficiency in written and spoken English.
2. Provide details of your English competency test score or rank your level of English proficiency using one of the following scores: HIGH, MODERATE or LOW.

## 5 Educational history and qualifications

Provide your educational history but only provide certified copies of your **theological qualifications**:

1. **Theological education**
  - An academic record showing subjects and results and proof of completion and award.
2. **Other tertiary education qualification**
  - Provide details in the prescribed section of the form.
3. **Other post-graduate qualifications and/or professional affiliations**
  - Provide details in the prescribed section of the form.

## 6 Character checks

Provide a letter of good standing from the leader of the denomination from which you come which must include comments about your character as well as the following:

- your ordination;
- whether you have ever been the subject of any discipline proceedings; and
- your suitability to work with children.

- Queensland legislation requires you to hold a “Working with children check” (Blue card) issued by the Public Safety Business Agency. You are also required to hold a current Blue Card at the time of your application. Use the Blue Card Business (BCB) application form, listing the Queensland Synod and general secretary as religious representatives in Part A. The correct form with accurate details is available from the Child Safe Church website at [ucaqld.com.au/wp-content/uploads/2014/07/PSBA12797-BCB\\_Application-Form\\_P4\\_BCBUCAQ](http://ucaqld.com.au/wp-content/uploads/2014/07/PSBA12797-BCB_Application-Form_P4_BCBUCAQ). If your Blue card is due to expire within the 16-week renewal period, you will be required to apply for another Blue card and pay the fee.
- Applicants who have lived overseas for 12 months or more within the last ten years will need to provide a suitable overseas criminal history check from each country they have resided in for 12 months or longer. If the document is in a language other than English you will need to provide an official translation.
- The overseas criminal history clearance certificate/s must cover the entire time you lived in the/or each country after the age of 16 years.
- Procedures for obtaining overseas criminal history clearance certificates vary between countries. The requirements for overseas criminal history clearance certificates are available at [immi.gov.au/Help/Pages/character-police/requirements.aspx](http://immi.gov.au/Help/Pages/character-police/requirements.aspx).

## 7 Previous ministry experience

Provide details of your ministry experience in the Uniting Church Australia or other denomination/s.

## 8 Referees

Provide the names, addresses, email addresses and telephone numbers of four referees from whom references will be sought by the Reception of Ministers Committee. Your referees are NOT to be:

- members of your immediate/extended family (including spouses, partners and in-laws);

or

- anyone residing or who has resided at the same residence as you.

Two referees are to be as follows:

- One referee from your previous denomination, and one referee from within the Uniting Church in Australia.
- These written references are to be completed as general character references.

All four referees are required to complete a referee screening questionnaire and return it to the secretary of the Reception of Ministers Committee, GPO Box 674, Brisbane Qld 4001.

All referees may be required to elaborate on their written reference. A telephone number and email address for each referee is also required.



## Applicant's declaration

### Part 1 commitment to Ministry

1. You are required to answer each question with one response.
2. If you answer "No" to a question, provide the question number and an explanation to support your answer on page 14.

### Part 2 Personal Conduct

1. If you answer "Yes" to questions relating to personal conduct, you will not necessarily be excluded from the selection process, however, the selection process may require you to provide further documentation.
2. The word "charged" or "charges" means any allegations made in writing and known to you or any allegation made to a court, disciplinary body, employer or church in Australia or in any other country.

## Notes for the Reception of Ministers Committee

1. Receive the application and seek approval from the Assembly of the applicant's ordination and qualifications for the Uniting Church in Australia.
2. Request a confidential report from the Presbytery Pastoral Relations Committee, if applicable.

3. Interview the applicant with consideration being given to the attributes listed in Regulation 2.5.2.
4. Request the applicant's referees to complete the referee screening questionnaire and return it in the enclosed stamped and addressed envelope directly to the secretary of the Reception of Ministers Committee.
5. Determine in accordance with regulation 2.5.1 the applicant is:
  - a) suitable to serve as a minister in the Uniting Church in Australia; or
  - b) still in need of further studies that may need to be undertaken in order to be received as a minister in the Uniting Church in Australia.
6. Advise the applicant in person and in writing of the decision of the Reception of Ministers Committee.
7. Request the applicant to arrange a Blue card/police check if not already provided.
8. Inform the Placements Committee in writing of your determination.
9. Inform the Presbytery in writing of the determination.
10. Send the original application and attachments, with your determination, to the general secretary of Synod marked "CONFIDENTIAL"



## Applicant details (Please type or use a black pen and print in block letters)

|   |             |
|---|-------------|
| Title:  | First name: |
| Surname/family name:                                      |             |
| Previous names (e.g. maiden name or other known as name): |             |
| Preferred name:   |             |

|   |           |
|---|-----------|
| <b>Address</b>  |           |
| Current street address:   | Postcode: |
| If length of time at current address is less than two years provide previous address. | Postcode: |

|                        |                      |
|------------------------|----------------------|
| <b>Contact numbers</b> |                      |
| Home:                  | Work (if available): |
| Mobile phone:          | Fax:                 |
| Email:                 |                      |

|  |
|--|
| <b>Ordination details</b>                            |
| Ordination date to ministry of another denomination: |
| Full name of your ordination church:                 |
| Country of ordination:                               |

## Personal details Remember to attach your resume to the application

|                          |              |       |
|--------------------------|--------------|-------|
| Date of birth:           |              |       |
| Country of birth:        |              |       |
| City/town of birth:      |              |       |
| Driver's licence number: | Expiry date: | Type: |

**Residency status**

Australian citizen     
  Permanent resident visa     
  Temporary resident visa     
  Other, give details  
(see application process guidelines)

**Level of English proficiency**

Is English your first language?  Yes  No

If "no", provide details of your English competency test score or rank your level of English proficiency.

**English competency test score**

Speaking:  High  Moderate  Low

Writing:  High  Moderate  Low



Other spoken languages:

Other written languages:

**Details of all persons who will be accompanying you**

| Name | Relationship | Age (of children) |
|------|--------------|-------------------|
|      |              |                   |
|      |              |                   |
|      |              |                   |
|      |              |                   |

**Educational history and qualifications**

Provide your educational history and certified copies of your **theological education and training**.

**Theological Education and Training**

| Institution and address | Qualification/course | Period and date completed | Awards or credits gained |
|-------------------------|----------------------|---------------------------|--------------------------|
|                         |                      |                           |                          |
|                         |                      |                           |                          |
|                         |                      |                           |                          |
|                         |                      |                           |                          |

*(See application process guidelines)*

- I have attended Polity, Ethos and Ethics of the UCA.  Yes  No
- I have attended Code of Ethics training.  Yes  No
- I have attended a Uniting Church sacraments course.  Yes  No

If No the requirement must be completed by\_\_\_\_\_.

**Continuing education in ministry**

| Institution and address | Qualification/course | Period and date completed | Awards or credits gained |
|-------------------------|----------------------|---------------------------|--------------------------|
|                         |                      |                           |                          |
|                         |                      |                           |                          |
|                         |                      |                           |                          |



**Other qualifications**

List higher education courses completed or currently being undertaken (apart from theological studies):

| Institution and address | Qualification/course | Period and date completed | Awards or credits gained |
|-------------------------|----------------------|---------------------------|--------------------------|
|                         |                      |                           |                          |
|                         |                      |                           |                          |
|                         |                      |                           |                          |
|                         |                      |                           |                          |
|                         |                      |                           |                          |
|                         |                      |                           |                          |
|                         |                      |                           |                          |

**Character checks**

I have a current "Working with children check" (Blue card)  Yes  No

|         |              |
|---------|--------------|
| Number: | Expiry date: |
| Type:   | Employer:    |

I have applied for an overseas national police certificate from the following country/countries:

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

I attach national police certificates from the following country/countries:

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

**Previous Ministry experience**

| Position | Terms of placement<br>(full-time/part-time and<br>time in placement) | Experience |
|----------|--|------------|
|          |  |            |
|          |  |            |
|          |  |            |
|          |  |            |
|          |  |            |



## Referees

### Referee 1

Name:

|        |         |
|--------|---------|
| Phone: | Mobile: |
|--------|---------|

Email:

Church/organisation:

|          |           |
|----------|-----------|
| Address: | Postcode: |
|----------|-----------|

### Referee 2

Name:

|        |         |
|--------|---------|
| Phone: | Mobile: |
|--------|---------|

Email:

Church/organisation:

|          |           |
|----------|-----------|
| Address: | Postcode: |
|----------|-----------|

### Referee 3

Name:

|        |         |
|--------|---------|
| Phone: | Mobile: |
|--------|---------|

Email:

Church/organisation:

|          |           |
|----------|-----------|
| Address: | Postcode: |
|----------|-----------|

### Referee 4

Name:

|        |         |
|--------|---------|
| Phone: | Mobile: |
|--------|---------|

Email:

Church/organisation:

|          |           |
|----------|-----------|
| Address: | Postcode: |
|----------|-----------|





## Applicant's personal reflection

Tell us about your capacity to exercise a ministry with the Uniting Church in Australia.

Tell us about your experience as a leader or in other roles within the Uniting Church or another denomination.



Tell us about your sense of call and what has led you to make this application.

Tell us about your spiritual maturity, experience, gifts and graces for ministry.



## Applicant declaration

This section is in 2 parts. The first set of questions relate to your commitment to ministry within the Uniting Church in Australia and the second set of questions relate to your personal conduct.

### Part 1: Commitment to ministry

1. I accept Jesus Christ as Lord.
2. 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.
3. I attach a statement of no more than 200 words on my understanding of the polity of the Uniting Church in Australia.  
 Yes  No
4. 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  
I am personally willing to baptise infants.  
 Yes  No  
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  
I adhere to the teaching of the Uniting Church in Australia concerning the ordination of women and men.  
 Yes  No  
I am prepared to work with and support women and men as colleagues of equal standing in ministry and shall accept the guidance and direction of those who have been given authority over me by the Church.  
 Yes  No
5. I have attended the Code of Ethics and Ministry Practice training and attach a statement of no more than 200 words on my understanding of the Code of Ethics and Ministry Practice, the discipline of the Church and its application to the ministry of pastor for which I have applied.  
 Yes  No
6. It is my intention to serve the Church in the ministry for which I have applied.  
 Yes  No
7. If my application is accepted, I will undertake ongoing preparation and continuing education for the ministry as may be determined by the relevant authorities of the Church.  
 Yes  No
8. If my application is accepted and I am appointed to a placement, I will continue developing my ministry by participating in continuing education for ministry.  
 Yes  No

9. I accept that on completion of a placement I may not receive or be given another placement.  
 Yes  No
10. I recognise that I am accountable to the Presbytery which has pastoral oversight in matters of faith and discipline and to the appointing body for the exercise of my ministry.  
 Yes  No
11. I will maintain a prayerful life.  
 Yes  No
12. I acknowledge and accept the guidance, oversight, direction, and discipline of the Presbytery.  
 Yes  No
13. I acknowledge and agree to be subject to the Church constitution, regulations, policies, rules, procedures, standing orders and by-laws including the Code of Ethics and Ministry Practice and agree to be subject to the authority, standards and decisions of the Church.  
 Yes  No
14. In my life and work within the Church I will be guided by the Basis of Union, and will submit myself to the Church's discipline. If I am subjected to proceedings, findings, directions or decisions made by an authorised person or body of the Church, I will abide by such proceedings, findings, directions or decisions as required.  
 Yes  No

### Part 2: Personal conduct

1. Do you have any health problem(s) or other issues (such as caring for parent, spouse, child; commitments to other organisations; need for particular services other than health services) which may impact on your ability to work with the Church?  
 Yes  No
2. Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or in any other country?  
 Yes  No
3. Have you ever been asked to resign or had your employment terminated (a redundancy is not applicable here) by an employer or any church body?  
 Yes  No
4. Have you ever engaged in any behaviour past or present (including through the use of technology) that has resulted in allegations being made against you of exploiting or abusing other people physically, mentally, emotionally, spiritually or financially?  
 Yes  No



## Applicant declaration continued ...

5. Have you ever had any allegations made against you of bullying?
- Bullying is considered repeated unwelcome and unsolicited behaviour towards a person who considers it offensive, intimidating, humiliating or threatening and which a reasonable person, having regard to all the circumstances, would consider to be offensive, humiliating, intimidating or threatening.<sup>1</sup>*
- Yes  No
6. Have you ever had any disciplinary action taken against you by any church, professional organisation or community association, employer, educational institution or other body?
- Yes  No
7. Have you ever been the subject of any disciplinary matter by any of the bodies mentioned in the question above?
- Yes  No
8. Have you ever been charged with a criminal offence in Australia or in any other country?
- Yes  No
9. Have you ever been convicted of a criminal offence in Australia or in any other country?
- Yes  No
10. Have you ever been charged with a criminal offence in Australia or in any other country which was subsequently withdrawn or of which you were acquitted?
- Yes  No
11. Have you ever been the subject of a court order in Australia or in any other country?
- Yes  No
12. Have you ever been charged with any offence in Australia or in any other country that is incomplete or awaiting legal action, or are you aware of any investigation into your affairs that has the potential to lead to such charges?
- Yes  No
13. Have you ever been the subject of any allegation of an incident relating to sexual misconduct?
- Sexual misconduct means one or more of the following:
- Sexual harassment: any unwelcome sexual advance, or unwelcome request for sexual favours to a person, or engagement in other unwelcome conduct of a sexual nature in relation to that person, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the person complaining would be offended, humiliated or intimidated;*
- Sexual assault: any unwelcome sexual behaviour that may occur along a continuum from verbal insult to sexual intercourse, that makes a person threatened or afraid;*

- Sexual conduct prohibited by criminal law;*
- Sexualisation of a pastoral relationship: any interaction, consensual or otherwise, in which the Minister engages in sexualised behaviour with or towards a person with whom he or she is in a pastoral relationship, which is in breach of the Code of Ethics.<sup>2</sup>*
- Yes  No
14. Have you ever been the subject of any allegation of an incident relating to verbal or physical harassment?
- Yes  No
15. Have you ever had an apprehended violence court order, order for protection or the like issued against you as a result of allegations of domestic violence, abuse, unauthorised surveillance, harassment or stalking?
- Yes  No
16. Do you have a history of alcohol abuse?
- Yes  No
17. Do you have a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?
- Yes  No
18. Do you have a history of problem gambling?
- Yes  No
19. Have you ever been charged with a traffic offence which required you to attend court?
- Yes  No
20. Have you ever had a licence to own firearms refused or revoked?
- Yes  No
21. Have you ever had a child or dependent young person in your care (as a parent or in any other capacity) removed from your care, or been the subject of a risk assessment by the authorities?
- Yes  No
22. Have you ever been charged with misappropriating funds, or otherwise breaching fiduciary duties in any capacity? A fiduciary duty is a duty placed upon a person of utmost trust; to act in good faith, not to use any power for an improper purpose and to avoid a conflict of interest when discharging their duties managing and protecting property or money.
- Yes  No
23. Have you ever attempted to use or used internet facilities (church provided or not) or any computing or software equipment, resources, licence, account or system in any inappropriate way or in violation of any law or regulation of Australia, its states or territories or any other nation?
- Yes  No

1 Uniting Church in Australia Code of Ethics and Ministry Practice Approved Twelfth Assembly July 2009, effective January 2010, section 3.6 (c)

2 Uniting Church in Australia Regulations 2012, Regulation 5.6.2.



## Applicant declaration continued ...

Add any additional information here

Question number:

Answer:

Question number:

Answer:

Question number:

Answer:

Question number:

Answer:

Question number:

Answer:

Question number:

Answer:

Question number:

Answer:



## Applicant declaration continued ...

I have read and understood this application form and the application guidelines and the contents of this completed application form are true and correct. I declare that my responses to the questions contained in the Application Declaration are true and correct.

I understand that any material misstatement in or omission from this application may render me unfit to hold a placement in the Church or to remain in employment with the Church.

I consent to the Church using personal information contained in this application for any current or future purpose connected with my placement or employment with the Church.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1867.

|  |      |
|--|------|
| Signed ( <i>Signature of applicant</i> ) |      |
| Declared at ( <i>Location</i> )          | Date |

|  |
|--|
| Before me ( <i>Signature of witness</i> )                    |
| Name of witness  |
| ( <i>Justice of the Peace/Commissioner of Declarations</i> ) |

## Authorisation and release

1. I authorise the Church to conduct inquiries with organisations including but not limited to using the information I have provided in this application form about my suitability to serve the church. I authorise the officers or contacted persons of any such organisation to disclose anything they consider relevant to obtaining any information about me to determine this application, including the release of information from police records.
2. I understand the Church will ask my referees whether to the best of their knowledge I have engaged in any conduct that is relevant to the assessment of my suitability to undertake ministry in the Church. I authorise my referees to provide information relevant to the Church.
3. I further agree to release from liability or damages the Church and its agents who conduct and participate in any such review or inquiry and those individuals and organisations (including my former denomination) or their agent(s) who provide information about me during these inquiries, only to the extent that such information is released without malicious intent.

|        |      |
|--------|------|
| Signed | Date |
|--------|------|

PRINT

RESET FORM

SAVE