



The Uniting Church in Australia
QUEENSLAND SYNOD

SYNOD SELECTION PANEL

Information for

PRESBYTERY PASTORAL RELATIONS COMMITTEE

March 2022

for processing applicants for
the specified ministries of the
word and deacon

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Contact: Queensland Synod office, phone 07 3377 9777 or email: ssp@ucaqld.com.au



What's in this kit?

In this kit you will find the necessary forms to help you process applicants for specified ministries. Please copy or scan the documents as you need. It is very important that presbyteries and applicants follow the process accurately. If the required steps are not followed, an applicant's selection process may be delayed.

Material to be given to applicant

This kit contains information which presbyteries should give to each applicant. The applicant should receive:

- Letter from presbytery (letter template 1, page 15)
- Application to candidate for a specified ministry form
- Handbook Information for Applicants.

What does the applicant need to submit?

The applicant is responsible for ensuring that the following documents are attached to their application form before it is given to the presbytery:

- Certified copies of all tertiary qualifications. Where an applicant does not have tertiary qualifications, then a copy of the record of the highest level of education achieved should be certified. (Certification must be by a Justice of the Peace or Commissioner for Declarations)
- Statement of their personal reflections on ministry
- Statement on the Uniting Church in Australia Code of Ethics and Ministry Practice
- Period of Discernment: statement of participation from their presbytery and their POD Learning Agreement.
- Federal police check (available by application to a local police station)
- Recent photo.

What does the presbytery need to submit?

The presbytery is responsible for ensuring that the following documents are obtained and attached to the application form before it is sent to the Synod Selection Panel secretariat:

- Report from the applicant's minister
- Church council comments
- Report of the presbytery after interviewing the applicant.

Please also refer to the application process sheets and the notes on page 2 of the application form.

Presbyteries will be advised in November each year of the Synod selection day dates for the following year. Please contact Qld Synod 07 3377 9777, ssp@ucaqld.com.au, if you have any questions.

A note about period of discernment:

Presbyteries should ensure that during their period of discernment (POD), intending candidates demonstrate (i) sufficient variety of ministry experience, including outside their home church, and (ii) an ability to successfully complete bachelor level studies. These are important considerations when the selection panel is discerning an applicant's capacity and call for ministry. For this reason, the Synod Selection Panel needs to see the learning agreement which formed the basis of the applicant's POD.

Definitions

Applicant: A person who has applied to become a candidate for the ordained ministry of minister of the word or ministry of deacon.

BCF (Board of Christian Formation): The body appointed by the Queensland Synod to oversee the process of the Synod Selection Panel and the progress of candidates for specified ministries and assesses their readiness for ordination. It assumes the responsibilities of the Ministerial Education Board (Reg 3.7.4.3). The BCF By-laws are part of the consolidated Queensland Synod By-laws available at ucaqld.com.au/administration/governance/governing-rules

Call to ministry: The call of God for the church, and individuals comprising it, to use their gifts and graces, talents and skills in the service of others as part of their worship and active discipleship. In a more specific sense, it is the call of God of an individual to a particular use of their gifts, talents and skills or to a particular vocation. All Christian people are called to ministry. The Synod Selection Panel shares in the responsibility of discerning whether people may be called to ordained ministry.

Candidate: Someone preparing for ordained ministry as a Minister of the Word or Deacon, whose application for candidature has been approved in accordance with Uniting Church in Australia Regulations.

Formation: The intentional process by which a person develops their understandings, gifts, graces and skills in preparation for ministry (both lay and ordained).

Interview team: A sub-group of the Synod Selection Panel, formed for the purpose of interviewing applicants on Synod selection day. Normally an interview team consists of three people and an applicant is interviewed by three different teams, each with a different focus.

Minister/ministry agent: In this booklet, it means Minister of the Word or Deacon.

Period of discernment: A period during which a person will engage with the church to explore a call to ministry.

Presbytery support person: This person is appointed by the relevant presbytery to accompany an applicant through the interview process on selection day. Each applicant would have their own presbytery support person.

Student: A person undertaking a course of study in a theological college. The term 'student' does not carry any necessary implication of subsequent candidature for ministry.

Synod Selection Panel: Each panel comprises nine persons, and a Synod selection day will involve one, two or three panels operating concurrently, depending on the number of applicants being considered.

Synod Selection Panel secretariat: The group of three persons appointed by the BCF to oversee and manage the selection process. Members of the secretariat guide and assist the panel, but are not members of the panel.

Key responsibilities

Synod Selection Panel

Purpose:

To assess applicants seeking to become candidates for ministry and to advise presbytery of the Synod Selection Panel's recommendations with respect to each applicant.

Responsibilities:

A. Assessing applicants

In considering each application, the panel meets with each of the applicants to consider, among other things:

- spiritual maturity and motivation
- capacities and assessed potential for leadership
- ability and assessed potential to fulfil the requirements of the course of studies (where applicable) and the responsibilities of the specified ministry
- the most appropriate vocational direction in accordance to the applicant's gifts character and personality.

B. Determination regarding applicants

The Synod Selection Panel shall determine each application and shall indicate, giving reasons and voting figures, whether it recommends:

- acceptance of the applicant as a candidate for the ministry applied for, with or without any conditions attached to that acceptance
- deferral of the application, with or without any recommended conditions attached to subsequent reapplication
- acceptance of the applicant for a form of ministry other than that which the application was made
- encouragement of the applicant to continue to exercise a ministry as a lay member of the church but rejection of the applicant to service in one of the specified ministries
- where the applicant is accepted, specify the ministry for which the applicant is accepted and, if appropriate, specify any conditions and/or recommendations relative to the candidature for ministry applied for and refer the candidate to the Board of Christian Formation.

C. Reporting regarding applicants

This is done by the secretariat on behalf of the panel.

The secretariat

The secretariat facilitates and guides the selection panel process through the following tasks:

1. Facilitate the nomination of prospective members of the Synod Selection Panel and recommends to the Board of Christian Formation the appointment of panel members.
2. Provide training for panel members through provision of materials and training days.

3. In preparation for the Synod selection day, the secretariat gathers the necessary information which includes:
 - ensuring all relevant documents for each applicant are available to the panel
 - arranging for psychological assessments and other assessments as may be otherwise required or requested
 - seeking such further information as considered necessary.
4. Make all the required arrangements for the Synod selection days, and guide and support the process and the panel members during these days.
5. On behalf of the panel, inform each applicant, their presbytery support person and their presbytery of the panel's decision as soon as practicable, by phone if possible, followed by written letter with copies to BCF and Trinity College Queensland.

A note about presbytery representatives

The Regulations (2.3.2.4.a) require that presbyteries which have an applicant proceeding through the selection day need to appoint a representative to that Synod Selection Panel.

The Synod Selection Panel secretariat tries to ensure that each panel comprises members from each of the presbyteries. Rather than ask presbyteries to appoint an additional representative when they have an applicant being considered, the relevant presbyteries will be asked that the person from their presbytery chosen to sit on that panel also be their nominated representative under the terms of that Regulation.

From Period of Discernment to Synod Selection Panel

Here is an outline of the sequences of steps to be followed by the applicant and the presbytery.

- 1** Person completed Period of Discernment and indicates to their minister they wish to proceed to make an application to candidate for a specified ministry.
- 2**
 - 2.1** Minister advises presbytery or the designated presbytery committee.
 - 2.2** Presbytery secretary is contacted.
 - 2.3** Person is given, by presbytery secretary or the designated presbytery contact person:
 - 2.3.1** Application form
 - 2.3.2** Letter advising person of process and requirements
 - 2.3.3** Handbook for Applicants and Support Persons
- 3** Person (now referred to as the applicant) fills in application form and returns and other required documents to the presbytery designated contact person.
- 4**
 - 4.1** Presbytery contacts the applicant's minister to ask for a report.
 - 4.2** Presbytery contacts the applicant's church council to ask for a comment.
 - 4.3** Presbytery sends a copy of page 5 of the application form to the Synod Selection Panel secretariat. (This is the page containing the applicant's details.) This assists the panel in anticipating the possible number of applicants at the next selection day.
- 5** Presbytery interviews the applicant and makes a recommendation. If the applicant is recommended to Synod Selection Panel, then go to step 6.
- 6** Synod Selection Panel Secretariat sends to the applicant:
 - 6.1** Dates for psychological test
 - 6.2** Dates of Synod selection day
- 7**
 - 7.1** Presbytery secretary of designated presbytery contact person forwards the completed application form, with all attachments, to the Synod selection Panel Secretariat prior to the deadline for the next selection day.
 - 7.2** Presbytery appoints their support person for their applicant. Secretariat is advised of these appointments. (See note about presbytery representatives on page 7)
 - 7.3** Presbytery sends to applicant's support person a copy of the Handbook for Applicants and Support Persons and advises them of the date of the Selection Day.
- 8** The applicant, the presbytery representative and the presbytery support person attend Synod selection day for applicant to meet the selection panel, share their call to ministry, and meet with the three interview teams.

NOTE: A medical examination will only be required (at Synod's expense) after an applicant has been accepted as a candidate. No medical examination is needed prior to synod selection day. Applicants are required, as part of the application to complete health disclosure section.

Flow chart

This flow chart indicates the steps with reference to the Regulation 2.3.2 (2015). The numbering of the steps is different from the previous page, but the overall process outline is the same.

- 1** After completing a Period of Discernment, the person and the church begin to discern a call to the ordained ministry. 2.3.1 (a)
- 2** Decision conveyed to presbytery, in writing, through the minister of the congregation in which the applicant holds membership. 2.3.2.2(a)
- 3** The Presbytery determines:
The applicant is, and for the 12 months prior to making an application has been, a confirmed member of the Uniting Church in Australia (unless the presbytery decides that exceptional circumstances exist). 2.3.2.1 (a)(i) 2.3.2.1 (b)

The applicant is suitable in character, personality and spiritual maturity and has the capacity to exercise the responsibilities of the specified ministry for which the application is made. 2.3.2.1(a)(ii)

The applicant has engaged satisfactorily in the Period of Discernment and has received a statement of participation in the Period of Discernment from a presbytery. 2.3.2.1(a)(iii)

The applicant has completed the final years of secondary school at a level sufficient to secure entrance to a degree course in an Australian university. (Reg 2.3.2.1 (c) allows for some variation to this requirement, if necessary.) 2.3.2.1(c)(i)
- 4** Presbytery requests:
 - a)** a confidential report from the appropriate minister
 - b)** a comment from the relevant church council
 - c)** a comment from nominated referees and other persons as it sees fit. 2.3.2.3
- 5** Presbytery, or designated committee of presbytery, interviews applicant and shall have regard to :
 - a)** The nature of the services to be performed within the ministry for which the application is made
 - b)** the present qualifications and apparent potential of the applicant
 - c)** the spiritual maturity and motivations of the applicant
 - d)** the applicant's personality and character. 2.3.2.3(b)
- 6** Presbytery, or designated committee of presbytery, may conduct such tests or call for other information as it may require, or as may be required by the selection panel and 2.3.2.3 (a) (iv)

Prepare a report and recommendation to the selection panel 2.3.2.3 (a) (v)
- 7** Presbytery may either:
 - a)** commend applicant to Synod Selection Panel
 - b)** defer commending the applicant to the Synod Selection Panel
 - c)** reject application.

A two thirds majority of members present shall be required to commend the applicant to the selection panel as suitable for candidature. 2.3.2.3 (b)

- 8** When the presbytery resolves to commend the applicant to the selection panel, it shall forward to the secretariat of the Synod Selection Panel its report and resolutions, together with other reports, references and information conveyed to it. 2.3.2.3(c)
- 9** Synod Selection Panel secretariat:
- a) advises Synod general secretary of application
 - b) confirms with applicant the dates of Synod Selection Day
 - c) arranges with applicant to undergo medical and psychological tests as prescribed by the Board of Christian Formation, and receives these reports in a timely manner. (See note about medical tests on page 5.) 2.3.2.4(b)(i)
 - d) arranges Synod Selection Panel. Each panel will consist of nine members. The panel will be formed into three interview teams. A representative from the applicant's presbytery will be a member of the panel. 2.3.2.4(a)
 - e) provides Synod Selection Panel members with all relevant documents. 2.3.2.4
- 10** The Synod Selection Panel shall meet with the applicant. 2.3.2.4(b)(iii)
- 11** In considering the application, the Synod Selection Panel shall have regard, among other things, to the:
- spiritual maturity and motivation of the applicant;
 - capacity and assessed potential for leadership;
 - ability and assessed potential for applicant to fulfil the requirements of the course of studies and the specific responsibilities of the specified ministry;
 - appropriate vocational direction in accordance with the applicant's gifts; and
 - character and personality of the applicant. 2.3.2.4(c)
- 12** The selection panel determines the application by:
- acceptance of the applicant for the ministry applied for, with or without any conditions attached to that acceptance; or
 - deferral of the application, with or without any conditions which must be satisfied before further consideration of the application; or
 - acceptance of the applicant for a form of ministry other than that for which application was made; or
 - encouragement of the applicant to continue to exercise a ministry as a lay member of the church, but rejection of the application to serve in one of the specified ministries. 2.3.2.4(d)
- 13** The resolution of the Synod Selection Panel accepting an applicant shall:
- specify the ministry for which the applicant is accepted;
 - specify any conditions (if appropriate) which may be attached to the acceptance; and
 - make recommendations relative to the candidature. 2.3.2.4(e)
- 14** The Synod selection secretariat advises:
- applicant
 - presbytery
 - General Secretary of Synod
 - Board of Christian Formation
 - Trinity College Queensland (if successful)
- of the decision of the Synod Selection Panel.
- 15** Application is lodged with secretary of Synod. (All copies of the application used by the Synod Selection Panel are shredded.)

The Synod Selection Day

Example program

The selection day will run as follows. Further explanations of some segments are given below.

Venue: Uniting Church Centre, 60 Bayliss St, Auchenflower, QLD 4066

Time	Duration (minutes)	Panel members	Applicants & Presbytery Support Persons
9.00 am	5	Gathering, opening prayer (only for interview panel)	
9.05 am	45	Panel are constituted and preview the applications which they will consider.	9.30 am
9.30 am			Arrival in separate room, briefing by secretariat member
9.50 am	15	Worship and introductions	
10.05 am	25	Panel gathers with applicants for conversations about sharing/exploring their call	
10.30 am	20	Morning Tea	
10.50 am	30	Preparation of interview teams	Continue with morning tea, wait in ante-room
11.20 am	45	Interview round #1	
12.05pm	25	Reflect/assess/prepare	Rest/reflect with support person
12.30 pm	30	Lunch	
1.00 pm	45	Interview round #2	
1.45 pm	10	Reflect/assess/prepare	Rest/reflect with support person
1.55pm	45	Interview round #3	
2.40 pm	5	Interviews conclude, people gather in chapel	
2.45pm	15	Continuation of worship, including Holy Communion. Sending out of applicants.	
3.00 pm	15	Interview teams meet separately for assessment	Presbytery support persons wait
3.15 pm	1 hr 45 mins	Panel meets for assessment and completion of reports. Afternoon tea is provided.	Presbytery support persons are invited to sit in on deliberations about their applicant.
5.00 pm		Conclusion. Secretariat informs applicants and presbytery support persons of decisions by phone.	

1 Constituting the selection panel
Panel members need to ensure they arrive no later than 9:00 am to share in the brief time of combined prayer. Then each panel meets separately and:

- Elects a chairperson for the day.
- Discusses the applications they have to consider. They share any questions they have of applicants on the basis of the written materials and psych reports and then determine which sub-panel will ask about each of those questions.

A member of the secretariat will be available at this time, to support the process and to answer any specific questions about the psych report.

During this time, the applicants and presbytery support persons arrive and are met by the members of the secretariat, who brief them on the nature of the day and the program and discuss some of the expectations.

2 Welcoming applicants and worshipping together
The applicants and presbytery support persons are welcomed. There is a brief time of worship followed by introductions.

3 Sharing of call
Each panel moves to a separate meeting area with their applicants and the presbytery support persons. Each applicant will be invited to present something about their faith journey and call to ministry for a maximum of five minutes. These presentations may be followed by some exploration of the stories shared. The purpose of this time is to allow all panel members to share a common experience and understanding of each applicant's call to ministry as a basis for the subsequent team interviews.

4 Morning tea break
The morning tea break allows all panel members to mix informally with all the applicants. Panel members may choose to spend more time with applicants whom they will be interviewing, but they should try to meet some of the other applicants as well.

5 Final preparation for individual applicant interviews
Following morning tea, the interview teams re-gather to briefly discuss any further issues about each applicant they will be meeting with, and the interview approach they will take (e.g. identifying key questions to ask the applicant, who will ask what questions, any issues of cultural sensitivity, etc.).

Meanwhile, the applicants meet with their presbytery support person.

6 Individual applicant interviews
Each interview team meets each applicant for one 45 minute period. Each interview team has a different focus for their questions (see next section on interview focus questions). If a panel has three applicants, each interview team will meet a different applicant for each of these time slots. If there fewer than three applicants, each interview team will have one or two 'spares' in these time slots.

7 Lunch break
It is not the intention that the interview process continues with applicants over lunch. Given the intensity of the rest of the day for panel mem and applicants, it is good to keep this break and conversations informal.

8 Worship with Holy Communion, and sending out of applicants
This concluding worship is really a continuation of opening worship. Everybody gathers for Holy Communion and prayer and sending out of the applicants. The applicants then leave. Presbytery support persons are asked to stay for the panel deliberations

9 Interview teams assessment
The interview teams meet separately to discuss their assessment of each applicant they have interviewed. They fill out a first draft of the Interview Report which will be presented to the panel. Presbytery support persons are not part of this discussion.

10 Panel meeting to assess the applicants

The three interview teams reconvene to form a whole panel, along with a member of the Secretariat. Each application is discussed in turn, starting with the interview teams presenting their comments and evaluation. This provides a basis for the panel's collective discussion and final decision. The presbytery support persons only attend the discussion about the applicant whom they are supporting: they can offer information and comment only if the panel asks, and they have no vote.

The panel have four options for each applicant.

- accept their nomination, with or without conditions,
- defer their nomination, with or without conditions,
- accept their nomination into a different ministry than that applied for,
- encourage them to continue in lay ministry, but reject their application.

The panel will make a summary statement of feedback and advice for each applicant.

If there are any conditions placed on either acceptance or deferral then the panel will specify what the applicant must do to satisfy those conditions, and how they will demonstrate that the conditions have been satisfied.

11 Concluding the panel meeting

The presbytery support person departs after their applicant has been voted upon. When all of the applicants have been assessed and voted upon, and all the presbytery support persons have left, the members of the panels and the secretariat debrief the proceedings of the day.

The secretariat undertakes the necessary communication.

Panel members leave any documents for the secretariat to destroy.

A note about appeals

The Regulations (2.3.2.5.a) allow for an applicant to appeal against a decision of the Synod Selection Panel "only on the grounds that correct procedures have not been followed in accordance with the Regulations".

For this reason, panel members should ensure that they are familiar with the Regulations' requirements for the process of decision-making.

Privacy

Privacy policy information for applicants

As an applicant for a specified ministry within the Uniting Church, you will be asked to supply information in a number of ways. The Synod's Board of Christian Formation recognises that an individual's privacy is very important to them and that individuals have a right to control their personal information. The board acknowledges that when an individual provides personal information about themselves to another party it is an act of trust. In response, the board takes the process of upholding an individual's privacy very seriously.

When people apply to be a candidate for a specified ministry, the Board of Christian Formation, through the Synod Selection Panel secretariat, collects the following information:

- your personal details
- your educational history
- your employment background
- your involvement in the life of the church and of the community
- your faith journey
- your sense of God's call
- your experience of the Period of Discernment
- your understanding of the Uniting Church and of ministry within the church.

We will also request information from the following people:

- your minister
- your church council
- your presbytery
- your referees.

In addition, you will be asked to make yourself available for:

- a psychological test
- a police check
- a medical test (if you are accepted as a candidate, with Synod paying the cost).

A report of the psychological test will be provided to the panel secretariat. You are required to forward a copy of your police check report to the panel secretariat.

The information is gathered in order to assist the panel to discern the will of God for you as you seek to fulfil your ministry. 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 with the process and not to any persons or bodies external to that process. These statements and information will be processed by the members of the panel secretariat and will be copied for the members of the panel who will conduct your interview.

It is the responsibility of the reporting body to inform you, in a caring and constructive way, of the contents of reports, references and recommendations made about you.

If you wish to access any personal information held about you, or want to find out more about the board's privacy policy, please contact the Synod Selection Panel secretariat via the Synod office: 07 3377 9777 or email reception@ucaqld.com.au.

Information type	Source	Accessed by	Use	Applicant access	Storage and disposal
Application form	Applicant	Minister Presbytery PRC Synod Selection Panel	To discern God's call. To identify evidence of God being active in the applicant's life and of the applicant's attentiveness to God. To assess suitability for specified ministry. To identify gifts for ministry which are applicable to the specified ministry for which the person is applying. To inform further reporting.	Applicant completes and retains a copy	Original held by Secretary of Synod. Copies to panel members. Copies destroyed after interview.
Report from Minister	Applicant's Minister	Presbytery PRC Synod Selection Panel	To discern God's call. To identify evidence of God being active in the applicant's life and of the applicant's attentiveness to God. To assess suitability for specified ministry. To identify gifts for ministry which are applicable to the specified ministry for which the person is applying. To inform further reporting.	Minister advises the applicant in person of contents of report. Applicant can request a copy.	Original held by Secretary of Synod. Copies to panel members. Copies destroyed after interview.
Comment from Church Council	Applicant's Church Council	Presbytery PRC Synod Selection Panel	To discern God's call. To identify evidence of God being active in the applicant's life and of the applicant's attentiveness to God. To assess suitability for specified ministry. To identify gifts for ministry which are applicable to the specified ministry for which the person is applying. To inform further reporting.	Applicant may make a written request to the chairperson of Presbytery Pastoral Relations Committee.	Original held by Secretary of Synod. Copies to panel members. Copies destroyed after interview.

Information type	Source	Accessed by	Use	Applicant access	Storage and disposal
References	Applicant's Referees	Presbytery PRC Synod Selection Panel	To discern God's call. To identify evidence of God being active in the applicant's life and of the applicant's attentiveness to God. To assess suitability for specified ministry. To identify gifts for ministry which are applicable to the specified ministry for which the person is applying.	Applicant may make a written request to the office of The General Secretary of the Synod.	Original held by Secretary of Synod. Copies to panel members. Copies destroyed after interview.
Portfolio (PoD)	Applicant	Synod Selection Panel	To discern God's call. To identify evidence of God being active in the applicant's life and of the applicant's attentiveness to God. To identify gifts for ministry which are applicable to the specified ministry for which the person is applying. To inform further reporting.	Applicant retains own copy.	Copy held by Secretary of Synod. Copies to panel members. Copies destroyed after interviews.
Report from Presbytery	Presbytery	Synod Selection Panel	To discern God's call. To identify evidence of God being active in the applicant's life and of the applicant's attentiveness to God. To assess suitability for specified ministry. To identify gifts for ministry which are applicable to the specified ministry for which the person is applying. To inform further reporting.	Presbytery advises the applicant of contents of report. Applicant may make a written request to the Presbytery Chairperson to access report.	Original held by Secretary of Synod. Copies to panel members. Copies destroyed after interview.

Information type	Source	Accessed by	Use	Applicant access	Storage and disposal
Psychological Report	Psychologist nominated by Synod	Synod Selection Panel	<p>Used as one part of the process. May be used to raise questions to help identify any underlying problems (i.e. psychological problems which may be a barrier in future ministry) before continuing on the process.</p> <p>If the results indicate some psychopathology, it does not mean that the applicant will be rejected. It does mean that there may be more questions, further exploration, and possible referrals for extra support.</p>	Written report given to applicant by psychologist. Appointment to discuss the report must be made with the psychologist. Psychologist can deny access to report if there is a serious threat to the life or health of the client or any other individual or if it will have an unreasonable impact on the privacy of other persons.	<p>Original held by Secretary of Synod.</p> <p>Test materials and copy of report held by Psychologist in locked cabinet and then destroyed as per A.P.S. guidelines.</p> <p>Copies to panel members. Copies destroyed after interview.</p>
Police Report	Applicant	Synod Selection Panel	To assess applicant's history in relation to Police records and their suitability for ministry in accordance with the Regulations.	Applicant requests report from Qld Police Service and forwards to Panel	Copy held by Secretary of Synod. Copies to panel members. Copies destroyed after interviews.
Interview Team Report	Synod Interview Team	Synod Selection Panel Secretariat	To write letters informing of decision of Interview Team. Letters sent to Applicant, General Secretary, Presbytery Secretary and, if successful Trinity Theological College	Written application to Secretary of Synod	Original held by Secretary of Synod.

Template 1: Presbytery letter to applicant

Presbytery sends a letter such as this to an applicant who has indicated their desire to apply to candidate for ministry.

The Uniting Church in Australia, Queensland Synod

Board of Christian Formation

Presbytery of _____

[Presbytery details]

[date]

Dear

Thank you for informing us of your decision to begin the process of applying to candidate for ministry. We know that this is a very important decision and we will be praying for you as you journey through the process.

Please find attached the :

- Application to candidate for a specified ministry form

Please ensure that you attach the following documents to your application form before sending it to the presbytery:

- Certified copies of all tertiary qualifications. If you do not have tertiary qualifications, then a certified copy of the record of the highest level of education achieved should be attached. (Certified by a justice of the peace or commissioner for declarations)
- Personal reflections on ministry
- Statement on Code of Ethics and Ministry Practice
- Period of Discernment statement of participation
- Federal police check. You can request this from your local police station. It may take 2-4 weeks to be sent to you
- Recent photo of yourself.

Once the presbytery receives these documents we will arrange for you to be interviewed. May you experience God's grace during this time of preparation.

Our designated contact person is:

Ph: _____ Email: _____

Grace and peace,

[Could be signed by presbytery secretary / presbytery minister / PRC chairperson]

Template 2: Reference request

A letter such as this should go to the referees nominated by the applicant.

[Presbytery letterhead]

[date]

Dear

[Name of applicant] has applied for acceptance into the ministry of deacon/word and has named you as a referee. It would help the presbytery and the Synod Selection Panel greatly if you could respond briefly to the following questions, to help in determining whether [first name of applicant] is suitable for the ministry for which he/she has applied.

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

Thank you very much. I look forward to hearing from you. It would be most helpful if you could please reply by [insert date].

Your sincerely,

[Could be signed by presbytery secretary / presbytery minister / PRC chairperson]

The Synod Selection Day - Only 1 Applicant

Example program

The selection day will run as follows. Further explanations of some segments are given below.

Venue: Uniting Church Centre, 60 Bayliss St, Auchenflower Qld.

If only 1 applicant Program and Timings

TIME	DUR.	PANEL MEMBERS	APPLICANTS AND PRESBYTERY SUPPORT PERSONS
09:00	5	Gathering, opening prayer	9:15 Applicant and Support person arrive, briefing by Secretariat member
09:05	45	Panel is constituted and preview the application	
09:20			
09:20	15	Worship and introductions	
09:40	10	Panel gathers with applicant for conversation about sharing/exploring their call	
09:50	15	Morning tea	
10:05	30	Preparation of Interview Teams	Continue morning tea, wait in ante-room
10:30	45	Interview round #1	
11:15	5	Reflect / assess / prepare	Rest / reflect with support person
11:20	45	Interview round #2	
12:15	30	Lunch	
12:45	45	Interview round #3	
1:30	5	Interviews conclude, people gather in chapel	
1:40	15	Continuation of worship, including Holy Communion. Sending out of applicant.	
2:00	15	Interview teams meet separately for assessment	Presbytery Support Person waits
2:15	45	Panel meets for assessment and completion of reports. Afternoon tea is provided.	Presbytery Support Persons are invited to sit in on deliberations about their applicant
3:00		Conclusion. Secretariat informs applicant and Presbytery Support Person by phone of decision.	



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