

Synod Candidating Secretary Role Description

This role relates to supporting those applying for training in Stipendiary and Non Stipendiary Ministry and Church Related Community Workers at every stage of the process.

*“General Assembly 2007 agreed that the formal assessment process will proceed as follows: **Church Meeting decision, Synod decision, the Assessment Board makes the final decisions about forwarding a candidate for training and the method of training taken after Assessment Conference interviews.**” (URC Ministries’ Dept. Guidelines Sept. 2007).*

Before a candidate applies: He/she visits the Moderator, who checks and ratifies the candidating criteria for i.e. age, membership of URC, educational background. If all seems in order the Moderator gives the candidate an application form and Ministries’ Department booklets about training and finance. The completed application form is sent to the Candidates’ Secretary. [NB. The Moderator needs to inform the candidate that required with the application form are 2 recent photographs and any nationality papers.] .

The Candidating Secretary does not sit on any of the interviewing or Assessing panels. Throughout the process C.S. keeps a running record of progress to ensure all requirements are met.

The process involved in the role is that the Candidating Secretary:

- writes to candidate explaining the entire procedure (and arranges to meet); sends candidate the medical forms, CRB application and Equal Opportunities’ form.
- Receives the application form, personal statement, medical report and criminal disclosure and checks fulfilment of criteria. *(Queries about educational requirements are discussed with the Education and Learning Committee. Queries about nationality or residency documents are raised with the Ministries’ Department.)*
- If the criteria have been fulfilled, requests two personal references, Minister’s and Church Meeting references.
- Contact Ministries Committee at Tavistock Place to give the candidate’s name for a provisional place at a future Assessment Conference.
- Arranges date, a church and 3 Assessors for an Assessed Service. Request and receive the report.
- Liaises with the relevant Area Synod Pastoral Committee Convenor to arrange an informal conversation which should include spouse if relevant. (Provides all relevant paperwork for those involved). Receives an informal report.
- Arranges Synod Interview time, date, venue and panel with reference to the Convenor of Development and Support. Panel usually Moderator, Convenor of Development and Support Committee, DSO and another. Provides all relevant paper work for the panel.
- Interview Panel will inform the candidates in person and forward a Report to the Candidating Secretary.
- If the Synod Interviewing Panel does not recommend a candidate to go forward the Candidating Secretary will inform the Development and Support Committee and the candidate’s minister/church about any recommendations from the Interview Panel concerning pastoral care or further experience for the candidate.

- If a positive recommendation the Candidating Secretary sends the Synod Report and paperwork to Ministries, Tavistock Place and confirms place on National Assessment Conference. **This must be done at least four weeks before the date of the relevant National Assessment Conference.**
- Arranges Post Assessment Conference Interview liaising with Ministries, Tavistock Place and candidate for appropriate date. Arranges venue, date, time and representatives from Synod to attend. Candidating Secretary can be one of these representatives.
- If the candidate **IS** accepted the Candidating Secretary:
 - informs Synod Moderator and interview team members.
 - sends a set of the candidate's papers to the DSO.
 - sends a set of the candidate's papers to the appropriate Resource Centre for Learning (RCL).
 - Informs the Student Care Officer and candidate's minister/church.
- If the candidate is **NOT** accepted the Candidating Secretary:
 - informs Synod Moderator and interview team members.
 - Informs the candidate's minister/church about any recommendations from the Assessment Conference concerning pastoral care or further experience for the candidate.
- Additional responsibilities:
 - Arranges paperwork and interviews for those wanting to transfer from Non Stipendiary to Stipendiary Ministry, as transfer from NSM to SM checklist.
 - Attends Development and Support Committee Meetings, supplying a report for each meeting.
 - Maintains a list of those willing to act as Synod assessors, adding to the list as required.
 - Ensures all documents are up-to-date as currently available from Ministries Committee.