

Procedure for Appointing Graduating Candidates

Introduction:

The Code (6.5 (b)) provides that when licensed by the Presbytery each graduating candidate passes to the direction of the Committee on Ministry Resourcing for appointment of up to one year to a ministry position which the Presbytery and the Committee on Ministry Resourcing consider a good prospect of an ongoing Ministry Call or appointment. These notes define the procedure to be followed by students and churches to facilitate the making of those appointments.

Philosophy:

The Committee is eager to maximise “best fit” appointments between congregations and graduating candidates and their families to enhance the potential for relational, joyful ministry. Therefore, the Committee values the informed involvement of Presbyteries, congregations and student candidates in discerning the best placement.

Limitation:

A congregation may wish to express an interest in a particular graduating candidate and the candidate may wish to express an interest in a particular congregation. The Committee welcomes such input. **However, in order for the Committee to make optimal appointments for all parties, congregations and student candidates must neither seek commitments from, nor give commitments to, one another. This limitation is imposed for several reasons.** Some student candidate’s families might have special needs (e.g., medical needs which restrict their availability to certain areas). Equally, candidates will likely not be aware of all of the congregations seeking appointments and might be unreasonably restricted when assessing their options. All relevant factors need to be considered, and this cannot be done except with comprehensive knowledge of the needs of congregations and students.

Process:

In outlining the following process, the Committee affirms the dignity of both student candidates and congregations. For that reason, it will not initiate or knowingly allow procedures that are unfair or undignified, including competitive preaching.

The placement process will begin with the Director writing to all student candidates in their fourth year, to all vacant charges, and to all presbyteries seeking a relevant profile from each final year student candidate and each interested congregation or pastoral charge. A template for that profile is found at: <https://www.pcq.org.au/assembly-ministry-resourcing.php>. All final-year student candidates (and their wives, if married) will then attend a dinner with the Committee. At that dinner the appointment process is explained, and students and their wives are able to meet members of the Committee. The same process applies to candidates for the order of deaconess (and their husbands, if married.)

Profiles of students and congregations should be received by the Director by the second Monday in May (see the timeline below) so that they may be distributed, as appropriate, to the students, congregations and to CMR members.

At its June meeting the Committee will consider each of the congregational profiles and may assign relative priorities to them. These priorities, if assigned, will be reported to the students, each of whom (with their spouse, if married) will be **interviewed by the members of the CMR Executive before the end of June**. In association with that interview, graduating students will have an opportunity to express and explain their appointment preferences. While the Committee will fully consider student preferences, it cannot guarantee that students will eventually be assigned to their preferred placement. After due consideration, the Committee will recommend that particular students contact a particular congregation. At that time, the student profiles will be provided to the relevant congregations. Churches which will not be involved in these “first-round” discussions will be informed of this fact before the end of June.

Discussions between the parties will follow and the Committee, through the Director, will be informed of their progress.

If both parties agree to proceed with an appointment, the Committee will confirm that appointment as soon as possible.

If the discussions indicate that the student and congregation are not suited to each other the Director may ask the student to contact a different congregation until a satisfactory appointment may be made. This process may make

it apparent that there is no suitable appointment at that time. This process does not give licence for congregations or students to compete with one another. Nor will students be permitted to reject a proposed appointment until they (and their family, if applicable) have spent at least one Sunday and/or several days learning about the congregation on site. This would include time spent with the Session, Committee of Management, leaders of the congregation, some members of the Presbytery, etc.

The aim of this process is to have harmonious appointments made as early in the year as possible. Ideally, the process should be completed by October.

Note: before this process can be completed students must have completed the **PresSafe Selection Process**, including having obtained a positive **Working with Children Check**.

Profiles:

Students will be asked to provide a personal profile. This will be made available to any congregation to which they might be recommended. Go to the CMR webpage [pcq.org.au/assembly-ministry-resourcing.php] and download the Graduating Students sample profile to edit.

Congregations will be asked to provide a profile of the congregation and its environment. Go to the CMR webpage [pcq.org.au/assembly-ministry-resourcing.php] and download the Congregation Profile sample profile to edit. Each congregational profile must:

- Identify the congregation/s seeking an appointee
- Identify the ministry location
- List congregational aspirations in ministry and expectations of a graduating student
- State any other information that might interest a prospective minister or deaconess.
- Include extract minutes of the congregation and the Presbytery endorsing the application
- Include a copy of the financial return from the previous year
- Include any MSFS approved by the CMR and the Presbytery within the previous twelve months.

Questions:

Please contact the Director of Ministry Resourcing with any questions or assistance in process:

Email	stuart@pcq.org.au	Website	pcq.org.au/assembly-ministry-resourcing.php
Phone	07 31063266	Mobile	0407408067
Mail	PO Box 510, Spring Hill QLD 4000 Australia		

Summary Timeline for Exit Appointment process:

First Quarter of the Previous Year

- Director organises a meeting with all third-year students informing them of the process of Exit Appointments. Ideally this meeting will involve some Executive committee members.

Final Year

- March Director writes to all graduating students and vacant congregations seeking expressions of interest and profiles.
- Director writes to all presbyteries informing them of the appointment process and seeking their support for those congregations that might wish to receive a graduating student.
- April Congregational applications submitted to presbyteries for approval
- May 1st wk Dinner for graduating students and their wives, hosted by the Committee on Ministry Resourcing.
- May 3rd wk Lodgement date for profiles for students, congregations, Presbytery report on the applying congregations, as well as the candidate's Presbytery report and CTM report.
- May 3rd wk All profiles sent to Committee members. Appropriate congregational profiles and sheet for non-binding preferences sent to graduating students.
- June 1st wk Committee considers congregational profiles and may assign priorities.
- June 1st wk Prioritisation (if it has occurred) of congregational profiles reported to graduating students.
- June 3rd wk Graduating students and their wives are interviewed by the Committee, non-binding preferences are lodged and recommendations are made for discussions between students and congregations.
- June 4th wk Students and churches informed of first-round discussions.
- July Graduating students initiate discussions with congregations.
- Aug - Oct Appointments confirmed by Committee when agreements are reported.
- Nov 3rd wk Process completed wherever possible.

