



# Candidacy Pathways

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MANITOU CONFERENCE



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THE UNITED CHURCH OF CANADA**

# Manitou Conference Candidacy Pathways Handbook

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*A New Look at Accompanying those Exploring and Preparing for Order of Ministry*

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## **Candidacy Pathway:**

### **What is the pilot?**

In the spring of 2011, an invitation from National Office went out to all the Conferences, asking for help with the Candidacy Pathway Pilot Project that would be testing a new way of doing the Presbytery and Conference work with Education and Students. The goal of the project is to streamline the process for students in the Commissioned and Ordained streams of ministry. Streamlining includes moving from as many as four Presbytery/Conference interview teams to one, reducing the paperwork, establishing psychological and vocational testing as needed, and creating consistent and on-going support for students throughout the process. The process for Designated Lay Ministers remains at the Presbytery Level, except for initial readiness interviews which would be done by the new created "Candidacy Assessment Team". (note that as of GC42 August 2015, the DLM requirements may be shifted and included in Candidacy Pathways). The Pilot Project was planned to run for five years.

### **What is the Candidacy Pathway?**

This is a new way of dealing with students in the ordered streams of ministry (diaconal and ordained). It is an exploration of how to make the process more flexible, adaptable and exploratory for those discerning and preparing for ordered ministry, while also providing support and accountability of the wider church.

### **Why are we doing this?**

In the context of a changing church, it is important to find ways of preparing and equipping people for ordered ministry that takes into account the realities both the needs of the church and people's lives.

Currently, The United Church needs more ministry personnel, particularly in contexts like Manitou Conference. It is expected that this new process will encourage people to try theological education and consider a ministry vocation without some of the former process requirements that tended to lengthen the timeline.

The purpose of the Candidacy pathway is to streamline the processes towards Candidacy. We have been chosen as one of three test Conferences to try out the program for a five year trial. The other two test Conferences are BC and Bay of Quinte. There are four overall goals:

- To eliminate the front end barriers that may stop people from pursuing a vocation. To that end, applicants no longer need to be members of The United Church to begin the process or to do discernment.
- To streamline the work and cut out the duplication. We note this in particular in the elimination of multiple forms and in the groups doing interviewing. In the old process, three groups would interview: Conference Interview Board, Education and Students, and MPESI. With the Candidacy Pathway, the interview process will be done by the Conference Assessment Team and the team will interview throughout a candidate's journey.
- To strengthen the support offered by E and S committees.
- To be able to seek outside professional evaluation of an applicant early on in the process. We will be sending applicants to Elliot and Clark in Toronto. This testing will be paid by General Council while we are in the pilot program.

***Candidacy Pathways therefore changes some of the former requirements***

- ❖ Interested people will no longer be required to be members of The United Church of Canada for 24 months. They do not need to be members at this preliminary inquiry stage.
- ❖ There is no longer a requirement for a year-long discernment process.
- ❖ This process will reinstate psychological testing, and train people in honest, helpful evaluation and interview techniques.

***What is the relationship between DLM (Designated Lay Ministers) and Candidacy Pathways?***

The process will not change for Designated Lay Ministers, as they serve in Presbytery accountable appointments. *(It is expected that this may change with proposals going to GC42 August 2015).*

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## What is the process?

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### *Hearing a Call to Ministry?*

- ❖ Begin with a conversation about your sense of call to ministry with someone in your home congregation, often this will be the minister serving the church, or a respected leader in the faith community. He/she should be able to tell you about the Education & Students Committee in your presbytery. It is the presbytery that has the responsibility of putting the first steps of your exploration of ministry in motion.
- ❖ The Presbytery Education & Student's committee will create a Circle of Accompaniment that will walk with you through the process. This Circle will be made up of Education & Student's committee members and people from your home congregation. The role of the Circle is to support and care for you, now known as the applicant, throughout the process. The Circle has no evaluative role in your process. They are a support group.
- ❖ The Circle will help you, the applicant, prepare for their first Candidacy Assessment Team meeting. It is expected that this will take no more than two or three months.
- ❖ During this initial stage, you will be asked to fill out an information form and obtain, at your own expense, a current Level 2, Vulnerable Sector Police Records Check. The Police Records Check will be viewed by two members of the Candidacy Assessment Team.
- ❖ The Manitou Conference Personnel Minister will set up the Candidacy Assessment Team (CAT) interview, when there is indication through the completion of forms that you are ready.
- ❖ At the initial interview, the CAT will be looking for suitability and promise. If they see that the applicant possesses these qualities, the applicant will be referred for psychological and vocational testing.
- ❖ The psychological report is forwarded to the CAT. The team then reviews the report and meets again with you, the applicant. At this point, there are three options that could be presented to you: 1. you could be made a candidate for ministry; 2. you could be referred for other work and told to come back to CAT, or 3. you could be encouraged to pursue other forms of ministry involvement.

- ❖ CAT will inform the Presbytery when an applicant is to become a candidate. A motion is made at Presbytery.

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## *When does a candidate begin their schooling?*

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There are more than one pathway to earning the educational requirements for ordered ministry. Those seeking ordination will generally work towards a Master of Divinity. The M.Div. is a three year full time program, though many students will take part time studies and lengthen the time to complete the academic degree. The Atlantic School of Theology offers a distance program that combines academic study with serving a pastoral charge. This distance program is a five year pathway to completing the degree.

Those preparing for diaconal ministry will take their course through the Centre for Christian Studies.

4-year Diploma in Diaconal Ministries: Studies in Transformation and Action is an intensive community-based program which enables students to remain in their resident location while completing the requirements for diaconal or lay ministry.

To earn a Diploma in Diaconal Ministries you will need to complete the following:

- The 2-week Leadership Development Module (pre-requisite)
- 3 Theme Years
  - Pastoral Care
  - Social Ministry
  - Educational Ministry
- 8 External Courses through other theological schools or universities
- The Integrating Year, including a Global Perspectives Experience

For the **ordination stream where the academic degree is to be completed:**

- the candidate will receive their Master of Divinity degree and testamur.
- The candidate will be interviewed by the CAT, in order to assess their readiness to begin a student appointment.
- The candidate will work in a pastoral charge, half to full time, for two years as a Student Supply.
- The Student Supply minister will meet with an Educational Supervisor. A pastoral charge supervisor will be appointed to attend Board/Council meetings with the Student Supply minister. The Student Supply will meet with a peer learning group for two years.
- At the end of the two year appointment, the Student Supply minister will meet with the CAT, and assessed for ordination.

For the **ordination stream where the academic degree is interwoven with practice of ministry** (AST Summer Distance Program)

- The candidate will be interviewed by the CAT, in order to assess their readiness to begin a student appointment.
- The candidate will be appointed as student supply to a pastoral charge that has been approved as a learning site, the appointment is generally half time while enrolled in the "in ministry" program
- The Student Supply minister will meet with an Educational Supervisor. A pastoral charge supervisor will be appointed to attend Board/Council meetings with the Student Supply minister. The Student Supply will also have a Lay Learning Supervision Team .
- In the final year of the program the Student Supply minister will meet with the CAT, and be assessed for ordination. CAT will take the recommendation to MPESI for action? (does it have to go back to their presbytery??)
- Once recommended for ordination, the student supply is free to seek their own provisional call/appointment or negotiate a call to continue in their Student Supply appointment as ordained ministry personnel.

For the **diaconal stream**, the candidate will study for four years at the Centre for Christian Studies, and have annual interviews with CAT. In the final year of their schooling, they will be assessed for commissioning by CAT.

**Who are on the Manitou Conference Candidacy Pathway committees:**

**Conference Assessment Team:** Rich McCallum, Maxine Bridges, Brenda Lumsden (DLM), The Rev. Dr. Judith Visser, Linda Sarginson, The Rev. Dr. Ted Harrison.

**Original Evaluation Team:** The Rev. Joan Smith, Maxine McVey, Rich McCallum, The Rev. Kathleen McCallum, Linda Craig (The role of the evaluation team is to oversee the Candidacy Pathway process in Manitou Conference, and offer feedback and evaluation to General Council.)

**Staff Support:** The Rev. Lillian Roberts (Conference Personnel Minister, 705-474-3350, ex 201 [lillian@manitouconference.ca](mailto:lillian@manitouconference.ca) )

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## *Candidacy Pathways Process Information*

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(as agreed to by Candidacy Pathway Evaluation Team, December 11, 2012)

1. The applicant writes to the Presbytery Education and Students' Chair, or the Conference Personnel Minister, expressing interest in entering the Candidacy Pathway process.
2. This letter is forwarded to the Conference Personnel Minister
3. The Conference Personnel Minister sends the applicant Intake Information Form (MTU-CP-1) and invites them to get a Level 2, Vulnerable Sector Police Records Check (at their own expense). The form and the Police Records Check, Level 2, are to be returned to the Conference Personnel Minister.
4. Form MTU-CP-2 verifying receipt of the Police Records Check will be viewed by two members of the Conference Assessment Team.
5. The Presbytery Education and Students' committee chair will be contacted. A Circle of Accompaniment will be set up by the presbytery committee. The Circle will be made up of representatives named by the presbytery E and S committee and people from the applicant's home congregation or context.
6. The Circle of Accompaniment will meet with the applicant in order to prepare the person for the Conference Assessment Team's first meeting. It is expected that this process will take no more than two or three months.
7. The Conference Personnel Minister informs the Candidacy Assessment Team that an interview is needed. The interview is set up by the Personnel Minister.
8. The applicant meets with the Candidacy Assessment Team. If the team sees promise and suitability for ministry, the applicant will be referred to Elliot and Clarke for Vocational Assessment.
9. The applicant will attend Vocational Assessment. A report will be prepared by Elliot and Clarke and forwarded to the Candidacy Assessment Team.
10. The Candidacy Assessment Team will meet again with the applicant, and either make the applicant a candidate, refer the applicant for further work, or encourage them in other forms of ministry involvement.
11. If the applicant is made a candidate, the Presbytery is informed and a motion is put through the Presbytery's minutes.

If the applicant becomes a candidate, the interviews will follow the format established by the Candidacy Assessment Team. There is the expectation of an annual interview until the process is completed.

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## *Suggested Questions for Conference Assessment Team Interviews*

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### Basic Concepts Underlying Assessment Interviews

Note: this is a combination of ideas for the various sources given to the CAT. Each heading is followed by a number of items that elaborate the basic concept.

1. Spirituality
  - 1.a. Healthy awareness of God's presence.
  - 1.b. Ability to connect faith and daily life.
  - 1.c. Commitment to deepening devotional life and to gospel living.
  - 1.d. Growth in faith.
2. Learning
  - 2.a. Ability for academic scholarship.
  - 2.b. Commitment to life-long learning.
  - 2.c. Ability to integrate new ideas, skills, and behaviours into ministry.
  - 2.d. Ability for critical thinking and dialogue.
  - 2.e. Ability to articulate beliefs.
  - 2.f. Ability to enable rich conversations.
3. Mission
  - 3.a. Shows passion for:
    3. Being part of God's mission in the world.
    3. Bringing "good news" to others.
    3. Helping others to deepen their faith.
  - 3.b. Shows commitment to:
    3. Serving others.
    3. Working for justice.
    3. Caring for creation.



4. Self-awareness
  - 4.a. Realistic view of own strengths and limitations.
  - 4.b. Commitment to personal growth and development including critical self-reflection and feedback.
  - 4.c. Ability to form and foster healthy relationships with individuals and within groups.
  - 4.d. Ability to maintain professional boundaries.
  - 4.e. Demonstrates grace under pressure.
5. Community
  - 5.a. Deep commitment to community.
  - 5.b. Relates to others in a mature and caring way; shows listening and communication skills.
  - 5.c. Perceptive understanding of relationships and group dynamics.
  - 5.d. Works in and with teams collaboratively and effectively.
  - 5.e. Responds to and manages conflict constructively.
  - 5.f. Awareness of contemporary social culture and of global multicultural and intercultural knowledge, particularly regarding respect and appreciation for traditions of non-Christian faiths and practices.
  - 5.g. Leadership and management skills re: responsibility, decision making, conflict management, organization; leads with authority, humility, and grace.
6. United Church Polity
  - 6.a. Shows awareness of and appreciation for United Church polity and administrative structure.

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## *Initial Assessment Interview*

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### Purpose of Interview:

#### 1<sup>st</sup>: Identify Promise and Suitability

- Person:
  - Has a clear sense of call to ministry.
  - Possesses basic gifts, skills, and character traits of minister.
  - Shows some ability in articulating and demonstrating gifts and skills.
  - Has potential for further learning, both academically and experientially.
- Role of CAT
  - Help person clarify specific nature of call.
  - Provide vocational assessment tools as needed.
  - Select appropriate candidates for various forms of ministry.
  - Support and encourage candidates.

#### Options at First Stage:

1. See suitability and promise. The person will be sent to Elliot and Clark in Toronto for assessment. When the report is made available from Elliot and Clarke, the Conference Assessment Team will meet with the applicant again to explore the report, and have a further in-depth interview. The applicant may be made a candidate at this time.
2. Can say “We see promise, but you need to do X and come back in a while.”
3. We could ask the applicant to meet with their Circle of Accompaniment for a year to clarify their goals, or work at articulating their beliefs.
4. Say no. For those who do not demonstrate promise or suitability, the challenge is to support them. What other ministry might you do? Affirm their life vocations. How could you live out your current ministry? How can we help you? What will it mean when you go back to your home congregation? Would you like us to call your minister? Give applicants suggestions for the future.

## Suggested Questions for first interview

Note: Questions can also be given as written assignments.

### 1<sup>st</sup> Stage (Assessing potential and suitability)

**Process at this stage: To hear the applicant's story (family of origin, place in the family, relationships, current family)**

**+Written submissions needed before the interview:**

**+A prepared autobiography (1 page)**

**+A detailed account of the applicant's spiritual journey, including its joys and challenges, a brief description of what excites, and frightens, the person about serving the church (1 page)**

#### 1. Spirituality

- 1.1. What excites you about the church? What causes you apprehension?
- 1.2. What Biblical character, image, or story do you identify with at this point in your faith journey? Provide details as to why.
- 1.3. How do you nurture your spiritual life?
- 1.4. What sustains you in times of difficulty?
- 1.5. What is the significance of Jesus Christ to you?
- 1.6. Why do you feel called to this particular stream of ministry?
- 1.7. What is your understanding of God and the Holy Spirit?
- 1.8. What is your understanding of the ministry of pastoral care, service, and Christian education?
- 1.9. How has your personal Christian life developed over the years to bring you to this time? How do you sense God's call to ministry in your story?
- 1.10. We are all in ministry in the world. What difference does becoming a candidate make to your ministry?
- 1.11. How does your faith influence your lifestyle?
- 1.12. What is your understanding of your sense of call, and how are the various streams of ministry practiced in The United Church of Canada?

#### 2. Learning

- 2.1. Describe your academic history.
- 2.2. What helps you believe that you can be successful in the required academic program? Do you have doubts about being able to complete the academic program?
- 2.3. What computer skills do you have?

#### 3. Mission

- 3.1. What gifts do you bring to ministry?

- 3.2. What excites you about ministry? What causes you apprehension?
4. Self-awareness
- 4.1. How do you handle stress in your life? (Give an example.)
  - 4.2. What gives you joy in life? What gives you satisfaction?
  - 4.3. Describe an experience of grief or loss in your life and how you handled it.
  - 4.4. Give an example of receiving care from others.
  - 4.5. How do you deal with conflict? What is your usual inclination?
  - 4.6. How do you organize your time? How do you recognize your limits? Give an example of "saying no" instead of taking on too much. Give an example of a time when you were so caught up in the needs of others that you didn't take care of your own needs. What would you do differently when this happens again?
  - 4.7. What gives you energy? What takes away your energy?
  - 4.8. What gifts do you bring to ministry?
  - 4.9. What did you learn about yourself during the discernment process?
  - 4.10. How do you plan to finance your education over the coming years?
  - 4.11. Do you have limitations that would affect your ability to complete the intern requirement?
  - 4.12. Do you have limitations that would affect your ability to be placed on a pastoral charge after finishing your studies?
5. Community
- 5.1. Give an example of what you do in a one-to-one situation and in a group setting? How are you different? How are you the same?
  - 5.2. What support do you have with your family, with your friends, and with your community?
  - 5.3. What did you learn about ministry while engaged in an intentional personal discernment process?
6. United Church Polity
- 6.1. How do you see yourself living out your call within the United Church?
  - 6.2. What experience do you have with the United Church (worship, committee work, etc.)
  - 6.3. What is your understanding of the process for becoming a minister?

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## 2<sup>nd</sup> Stage (Assessing growth and development) Annual Interview

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**Process at this stage: building on prior interviews; following up on established goals or named issues; celebrating growth.**

**Preparation for the interview:**

Invite the candidate to make a presentation to the group on a theological theme (could be a lecture, a sermon, a children's story)

Present a case study (given to the person before the interview), with your answer reflecting the ethos and doctrine of The United Church of Canada:

- A person in the coffee room at school challenges your belief...
- Do you baptize a dying baby?
- You meet a friend on the street and he tells you his mom just died. What wisdom does your faith offer you so that you can help your grieving friend?
- You read a news report that a Canadian mining company is using questionable exploration practices. You want to tell your church about this issue.
- You have been sitting in church. The woman in front of you has been crying throughout the service...

\*For this and all subsequent interviews, each candidate will be asked at the beginning of the interview: What are your questions for us today? (Do not leave this piece to the end, when the candidate is exhausted.)

1. Spirituality

1.1. Tell us your understanding of (creed, song of faith, Biblical passage).

1.2. Ask candidate to do a presentation on a theological theme (lecture, sermon, children's story).

1.3. How would you characterize your theology at this time?

1.4. Has your sense of call been confirmed? Has it been unsettled?

1.5. Where do you see your need to learn and grow in your preparation for ministry?

1.6. What is your current understanding of the Trinity? of salvation? of grace? How have your views changed over the past while?

2. Learning

2.1. What have you been doing to make yourself a better minister (at school, in community)? What do you need to do to become a better minister?

2.2. What course has strengthened you the most so far? What course has challenged you the most?

3. Mission

3.1. What excites you about the possibility of being ordained/commissioned?

3.2. According to the Ethical Standards and Practice document, (section on Worship) please comment on the following areas:

How do you "lead and enable the exploration and celebration of God's presence"?

How do you "inspire, strengthen and challenge the people of God"?

How might you “help the community recognize God’s presence in the church and the world”?

How does a worship leader “relate the good news of our faith to everyday experience”?

How does a worship leader “heighten awareness of world events and invite appropriate responses”?

How does a worship leader “encourage the exercise of faithful stewardship”?

3.3. According to the Ethical Standards and Practice document, (section on Community Outreach and Social Justice) please comment on the following areas:

How do you “engage people with a vision of gospel that recognizes and responds to needs beyond their own”?

How do you “encourage and support the development and pursuit of social justice and outreach programs”?

How do you “encourage the support of the Mission and Service Fund”?

What do you do to “facilitate knowledge about outreach projects and activities of the United Church”?

What are some ways you might “encourage people to know and understand United Church policies as they apply to social justice issues”?

4. Self-awareness

4.1. Are there challenges in your family life as you pursue your studies? How is your family coping with the demands on your time and energy?

4.2. How are you handling your finances? Would a workshop on budgeting be a help?

4.3. In your preparation so far, what has surprised you?

4.4. How do you receive/seek feedback?

4.5. What is your preferred style of leadership?

5. Community

5.1. Give candidate a case study and ask them what how they would respond (e.g. person at school challenges their belief; parents ask you to baptize a dying baby; response to a friend who tells you a parent just died; you want to tell your church about a Canadian company that uses questionable practices; a person in front of you at church has been crying for a prolonged time).

5.2. What church activities are giving you life/encouraging you? What church activities are challenging you?

5.3. Where are you finding support in your journey? Are you experiencing discouragement?

5.4. In what ways have you been able to give expression of your faith through social action?

6. United Church Polity

6.1. What are you learning about the ethos and doctrine of the United Church?

6.2. What does it mean to you to be in essential agreement with the Basis of Union?

6.3. Are there parts of the Basis of Union that you have difficulty with at this time?

- 6.4. What is easy for you to accept about United Church doctrine and beliefs? What is hard for you to accept?
- 6.5. What is your understanding of the candidacy process at this time?
- 6.6. Are you aware of The United Church's Ethical Standards and Practice? What is a grey area for you? What concerns do you have?
- 6.7. Diaconal Stream (an on-going question for each annual interview) How are you developing your skills and understanding of your vocational call to education, service and pastoral care? The reality for most diaconal ministers is that they will serve as the only staff of a pastoral charge. How are you equipping yourself for this role as weekly worship leader and preacher?
- 6.8. Ordained Stream: Your vocational call is to word, sacrament and pastoral care. How will you address the educational needs of your congregation?
- 6.9. What are some possible gaps in the training for the stream of ministry you have chosen? How are you going to address those gaps?
- 6.10. What is your understanding of our Sexual Abuse Prevention and Response Policy? Have you read the document?

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*3<sup>rd</sup> Stage: Assessing Readiness to Begin Student Supply  
(Ordination stream only)*

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**Preparation for the interview:**

+Prepare a presentation about a theological issue that puzzles you.

1. Spirituality (questions from 2nd interview are relevant here too)
  - 1.1. Give student the task of doing a presentation on a theological issue that puzzles him/her.
  - 1.2. How do you characterize your theology at this time?
  - 1.3. Describe your faith journey at this time.
  - 1.4. How do you go about putting a worship service together?
  - 1.5. Where do you start when preparing a sermon? Why?
  - 1.6. In what ways can you see administration as a sacred aspect of ministry?
  - 1.7. What is your understanding of the role of scripture in the life of the church?
  - 1.8. How does your theology and understanding of ministry address concerns regarding (sexism, aging, Third World, peacemaking, Aboriginal rights, environmental issues, death and dying, abortion, liberation struggles, employment/unemployment, marriage, sexual ethics, sexual orientation, sexual abuse/harassment)?
  - 1.9. What do you understand as the differences between personal devotions and corporate worship? How will you live out your understanding?
  - 1.10. What is your present understanding of the Trinity, salvation, and grace? How has this changed over the past few years?

2. Learning
  - 2.1. Describe a typical week for a minister in a pastoral charge?
  - 2.2. What courses have taught you the most about yourself and your style of ministry?
  - 2.3. What are your learning goals for the internship?
  
3. Mission
  - 3.1. What do you see as your mission for the upcoming student placement?
  - 3.2. According to the Ethical Standards and Practice document, (section on Worship) please comment on the following areas:
 

How do you “lead and enable the exploration and celebration of God’s presence”?

How do you ”inspire, strengthen and challenge the people of God”?

How might you “help the community recognize God’s presence in the church and the world”?

How does a worship leader “relate the good news of our faith to everyday experience”?

How does a worship leader “heighten awareness of world events and invite appropriate responses”?

How does a worship leader “encourage the exercise of faithful stewardship”?
  - 3.3. According to the Ethical Standards and Practice document, (section on Community Outreach and Social Justice) please comment on the following areas:
 

How do you “engage people with a vision of gospel that recognizes and responds to needs beyond their own”?

How do you “encourage and support the development and pursuit of social justice and outreach programs”?

How do you “encourage the support of the Mission and Service Fund”?

What do you do to “facilitate knowledge about outreach projects and activities of the United Church”?

What are some ways you might “encourage people to know and understand United Church policies as they apply to social justice issues”?
  
4. Self-awareness
  - 4.1. Share with us an experience you have had with dying and death. How might your experience influence your pastoral care to people who are dying and to grieving families?
  - 4.2. What do you feel ready for?
  - 4.3. When did you feel “talked down to” in a sermon? How does that experience influence your ministry?
  - 4.4. How do you prioritize demands on your time and energy?
  - 4.5. How do think you will react to being the minister in a small town where the congregation is everywhere?
  - 4.6. How will your daily life change when you are appointed to a pastoral charge?
  - 4.7. What is your style for developing a personal support system?



- 4.8. How do you think your understanding of personal and professional boundaries will affect your ministry?
  - 4.9. What excites you as you look forward? What frightens you?
  - 4.10. In what areas will you need to ask for help?
  - 4.11. What have you developed to help you cope with stress?
  - 4.12. Are there any limiting conditions that affect your participation in internship?
  - 4.13. How will you create a personal life in the midst of the demands of ministry?
  - 4.14. How are you coping financially? Do you need help?
5. Community
    - 5.1. After a pastoral visit, what questions might you reflect on to assess your ministry.
    - 5.2. A parishioner invites you to their home and tells you they have been diagnosed with cancer. How would you respond? What would you be careful not to say?
    - 5.3. What could be the worst thing that could happen in the next two years?
    - 5.4. How would you deal with someone who says your sermon or your answer to a question of concern is patronizing?
    - 5.5. How would you do if the congregation had different ideas than you regarding use of your time on the pastoral charge?
    - 5.6. How do you foster collegiality? How do you work in a team?
    - 5.7. What do you anticipate will be part of pastoral administration?
    - 5.8. How do you see yourself relating to the ecumenical church?
    - 5.9. How do you see yourself relating to people of other faiths?
  6. United Church Polity
    - 6.1. What does it mean to be accountable to presbytery?
    - 6.2. Describe your understanding of the sacraments?
    - 6.3. Describe your understanding of the various expressions of ministry in the United Church?
    - 6.4. What is your understanding of the candidacy process at this time?

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*4<sup>th</sup> Stage: After First Year of Appointment (Ordination stream only)*

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**Process: check-in to assess progress; celebrate growth; identify any areas requiring growth prior to ordination**

**Prior to the interview:**

Verbal and written evaluations from the educational supervisor and the pastoral charge supervisor will be required.

Verbal feedback will be obtained from the Board/Council Chair and the M and P Chair.

1. Spirituality
  - 1.1. Characterize your theology at this time.
  - 1.2. What is your sense of the role of minister as pastor, priest, and prophet?
  - 1.3. What do you find God is doing in and through the church you serve?
  - 1.4. How has your sense of call been confirmed over the past year? How has it been unsettled?
2. Learning
  - 2.1. Where do you see your need to learn and grow in your preparation for ministry?
  - 2.2. How are you meeting your learning goals?
3. Mission
  - 3.1. What is the mission of the church you are serving?
  - 3.2. How has your personal mission changed over this year?
  - 3.3. Tell us about the context of your ministry? How does this change the message you present?
4. Self-awareness
  - 4.1. How do you offer your gifts and abilities to the church?
  - 4.2. How have you been managing time during the internship?
  - 4.3. Do you have any concerns about the experience so far?
  - 4.4. Describe one important thing you discovered about yourself as a minister during the internship?
  - 4.5. Which church activities are giving your life? Which are wearing you down?
  - 4.6. How are you coping financially? Do you need help?
5. Community
  - 5.1. How do you live with the tension between your personal goals for the church and the reality of a congregation's life and history?
  - 5.2. What supports have you developed for yourself?
  - 5.3. How has your understanding of personal and professional boundaries affected your ministry?
6. United Church Polity
  - 6.1. Are you involved in presbytery work? How has this experience changed your understanding of United Church polity?
  - 6.2. What is your understanding of the candidacy process at this time?
  - 6.3. Ordained Stream: How are you developing your skills and understanding about your vocational call to the ministry of word, sacrament and pastoral care?
  - 6.4. Diaconal Stream: How are you developing your skills and understanding about your vocational call to the diaconal ministry of education, service, social justice, and pastoral care?

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## *5<sup>th</sup> Stage: Assess Readiness for Ordination/Commissioning*

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Note: Use Learning Outcomes as aid in assessing development.

**Written submissions required prior to the interview:**

1. What does “essential agreement with the Basis of Union” mean? (1 page)
  2. What does accountability to Presbytery mean? (1 page)
  3. Which theological issue is most critical to you now? (1 page)
  4. Looking back over your years of preparation, what surprises particularly stand out about how you have developed? (1 page)
- 
1. Spirituality
    - 1.1. How have you grown theologically over the past years?
    - 1.2. Are you facing any critical theological issues at this time?
    - 1.3. What sustains your faith and spiritual life?
    - 1.4. How do you receive ministry from others?
    - 1.5. In terms of the Exodus story, where do you see the United Church now? Where do you see yourself?
    - 1.6. Describe your theology of ministry at this time?
    - 1.7. Which theological issue is most critical to you now?
  2. Learning
    - 2.1. In what areas will you seek continuing education?
    - 2.2. What three books will you absolutely need on your first pastoral charge?
  3. Mission
    - 3.1. Describe your sense of personal mission at this time.
  4. Self-awareness
    - 4.1. Tell us about significant people who have challenged you on your faith journey. What have you learned through the experiences?
    - 4.2. What is your style of ministry?
    - 4.3. Looking back over your years of preparation, what surprises particularly stand out about how you have developed?
    - 4.4. Where will you need to ask for help?
    - 4.5. In what areas of ministry, do you expect you might have difficulty?
    - 4.6. How do you know when you are reaching your limit of stress? What do you then do? What helps you cope with stress?
    - 4.7. What are your plans for the settlement process?
    - 4.8. How have you grown personally in the past year?

- 4.9. In what areas of ministry, do you expect you might have difficulty sharing with the laity of your congregation?
  - 4.10. What is your understanding of appropriate personal and professional boundaries? (Ethical Standards and Practice document) How do you articulate your sense of boundaries?
  - 4.11. When do you refer? (What are your limitations?)
  - 4.12. What is the understanding of your vocation? How will you honour your vocational call to diaconal/ordained ministry?
  - 4.13. Who might you need to ask for help?
  - 4.14. How do you maintain your clarity in light of pressures/competing demands?
5. Community
    - 5.1. What supports do you have to help you settle on your first pastoral charge?
    - 5.2. Who will you ask for help?
6. United Church Polity
    - 6.1. If you could throw out something from the United Church, what would it be?
    - 6.2. Are you in essential agreement with the Basis of Union?
    - 6.3. Are you willing to abide by the polity of the United Church?
    - 6.4. Are you willing to be accountable to presbytery?
    - 6.5. What does "covenant" mean to you?
    - 6.6. Where does your sense of scriptures, your experience of faith, and your experience of the church bring you into tension with the United Church?
    - 6.7. What do you find God is doing in and through the United Church?
    - 6.8. What does it mean to be subject to the discipline and oversight of the United Church?

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## *Interview Norms, Manitou Conference Assessment Team*

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### **Before an interview:**

#### Team Lead:

One member of the Conference Assessment Team (CAT) will be designated as team lead. This person will contact the applicant's Circle of Accountability (Presbytery Education and Students' Committee), to see if there are any questions/concerns the Circle would like included in the interview.

The team lead will facilitate the interview by:

- welcoming the applicant/candidate,
- offering introductions,
- acting as time keeper,
- reviewing the format/ "our map for the day",
- reminding the applicant/candidate that committee members may be writing notes throughout the interview,
- reminding the applicant/candidate that the role of the CAT is to seek dialogue. The role of the Conference Assessment Team is to challenge, evaluate and learn about the applicant/candidate.
- ending the interview,
- co-ordinating the feedback session,
- presenting the feedback to the applicant/candidate

#### Preparation:

CAT members will come prepared for the interview, having read the material before the meeting.

CAT members will meet before each interview for planning the time with the applicant/candidate.

Interview norms will be sent to all applicants/candidates in advance of their meeting.

Possible questions will be sent to all applicants/candidates before the meeting.

#### Norms:

Confidentiality will be honoured.

A minimum of three members are needed for each interview.

When an Interim Minister or a Designated Lay Minister is to be interviewed, the committee will seek an outside IM or DLM, if a CAT member with these specific qualifications is not available.

## **During the interview:**

### Setting:

The interview will take place in a comfortable space. Water, tissues, and a plant will be present.

Space will be set aside for the applicant/candidate to wait before the interview and during deliberations.

### Timing:

Typically, interviews last two hours. The applicant/candidate will meet with the CAT for approximately 90 minutes, at which point, the applicant/candidate will be asked to leave. Assessments can take about 30 minutes. The applicant/candidate and their accompanist will be asked back into the room, as the final decision is conveyed.

In some cases, the applicant/candidate may be called back in to help clarify additional questions posed by team members.

### The Accompanist:

An accompanist, chosen by the applicant/candidate can be present.

The accompanist is a person of trust. This person might be someone from the Circle of Accompaniment or a colleague. The accompanist will not be a member of the applicant/candidate's family.

The accompanist acts as a silent observer of the interview.

When the interview with the applicant/candidate is completed, the accompanist will be asked to stay with the CAT for a few moments. The accompanist will be asked if the interview was fair and if the team were able to see the real person. The accompanist will be excused and can wait with the applicant/candidate until a decision is reached by the CAT.

### Chaplain:

The Conference Personnel Minister will act as the chaplain for the interview.

The chaplain will meet with the applicant/candidate before the interview.

The chaplain will offer a brief time of worship once the group has gathered.

The chaplain will sit in the circle and be available to offer practical support to any member, if needed.

The chaplain will offer closing worship.

The chaplain will follow-up one week after the interview with the applicant/candidate, in order to hear about the person's experience of the interview. (Was it fair? How was the timing? Etc.) This information will be forwarded to the Candidacy Pathway Evaluation Team for the purpose of on-going evaluation of the Candidacy Pathway process.

### Notetaking:

Notetaking by the CAT is encouraged. A best practice will be that the member who asks the question, will not to take notes, but maintain eye contact with the applicant/candidate.

A sheet with key words outlining what the interviewers are looking for in the interview will be given to each CAT member.

### Conflict of Interest:

Members are encouraged to name potential conflicts of interests, be aware of over-lapping roles, and exercise discretion.

CAT members will not sit in on interviews with family members.

CAT members may sit in, but not participate in the actual interview, if the applicant/candidate is a member of their home congregation.

### **After the interview:**

#### Evaluation:

After each interview, the applicant/candidate will be asked by the chaplain how they experienced the interview. This information will be shared with the Candidacy Pathway Evaluation Team, who are tasked with evaluating this pilot project.

#### Reporting:

The applicant/candidate will receive a copy of the final report. The report will outline their strengths and growing edges, along with the committee's recommendation.

The decision will be sent to the Presbytery Education and Students' Committee by the Conference Personnel Minister.

The Conference Personnel Minister will transit forms to Presbytery and for the final interview, to the Conference Executive.

#### Special Needs:

As an interview team, the CAT will familiarize themselves and learn about particular special needs and accommodation issues prior to interviews.

The CAT will accommodate special needs for interviews, as they are able.

Adapting strategies will be discussed as part of the interview.

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## *Circle of Accompaniment*

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It is the responsibility of the Presbytery Education and Students' Committee (or its equivalent) to create a Circle of Accompaniment to walk with the applicant. It will be comprised of appointees from the Presbytery Education and Students and people from the appointee's home congregation (or others as agreed to by the Presbytery Education and Students' Committee and the appointee). The Circle will be made up of equal representation from the student's home congregation and Presbytery, though not necessarily Presbyters. (May be former E and S members who no longer come to Presbytery, but enjoyed working with students.)

The purpose of the Circle of Accompaniment is to provide a safe place where applicants can talk freely about their experiences of faith- their struggles, hopes, dreams, challenges. The goal of the Circle is to help students to grow. We are all working together to support the student's growth. The role of the Circle is supportive; there is no need to evaluate; there are no forms to complete. Though you will be asked before each of the applicant's interviews, if there are any concerns you wish to share with the interview team.

One member of the Conference Assessment Team will contact a representative from the Circle before every interview. They will make contact via phone. The Conference Board will be seeking answers to three questions:

1. How has the year gone?
2. What areas of growth have you noted?
3. Are there any concerns/difficulties you are noting?

Students will be informed that this information sharing is taking place for the sake of transparency. A guiding principle is that there will be no surprises to the applicant.

There is no prescribed meeting schedule for the Circle of Accompaniment. At minimum it must meet with the applicant prior to every annual review. It is likely that the Circle will meet with the applicant more frequently in the beginning of the process, offering support and helping prepare the applicant for the first interview with the Conference Assessment Team. . The Circle will continue to have regular contact with students throughout their process, using face to face meetings, conference calls, or Skype.

This is a place where applicants should feel free to share their journey including their questions and doubts. The conversations that are held within the Circle of Accompaniment are to be confidential- that will foster a sense of freedom and safety for not only for the applicant but for all members of the Circle.

The members of the Circle also have a more informal role... support- phone calls to the applicant to see how things are going, emails, cards, prayer!! Tell him/her



you are praying for him/her. And celebrate with him/her- after a good interview, have a party, send him/her a card. Celebrate.

### **Role of the Circle of Accompaniment with CAT Interview**

One person from the Circle will accompany the applicant to each of her/his interviews. This person goes as a support person, a silent observer, may be asked some questions by the interview team... (like are we seeing the true applicant as the Circle has experienced him/her?)

### **Resources for the work of the Circle of Accompaniment**

Because this is a new process, there are no handbooks. The Chair of the Presbytery Education and Students' Committee and the Conference Personnel Minister are available to offer support and advice and locate resources that may be needed by the Circle.





The United Church of Canada  
L'Église Unie du Canada  
Ministry Vocation, Human Resources Unit  
3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

## Intake Information: MTU-CP-1

### Individual's Contact Information

\_\_\_\_\_  
First Name Middle Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City Province Postal Code

\_\_\_\_\_  
Home Phone Other Phone

\_\_\_\_\_  
Email

**Name of Faith Community/Mentor** \_\_\_\_\_

**Relationship of Applicant to Faith Community/Mentor** \_\_\_\_\_

**Relationship to The United Church of Canada** \_\_\_\_\_  
(date of membership if you are a member)

**Please forward the completed form along with a current Level 2 (Vulnerable Sector) Police Records Check to:**

**Conference Personnel Minister  
Manitou Conference  
The United Church of Canada  
319 McKenzie Avenue  
North Bay, ON P1B 7E3**

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The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act (2000, c.5)*.





The United Church of Canada  
 L'Église Unie du Canada  
 Ministry Vocation, Human Resources Unit  
 3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

**Application for:**  **Ordination**  **Commissioning** **MTU-CP-3**

**Candidate**

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

1. I expect to have fulfilled the requirements of the United Church for:  
 ordination  commissioning by \_\_\_\_\_ (date)
2. As a candidate from \_\_\_\_\_ Presbytery/District  
 I hereby request to be ordained/commissioned by Manitou Conference at its next session.
3. As an ordinand/commission and, I have read and agree to the policies outlined in sections 26, 28, 29, 30, 443 and 713 of *The Manual, 2010*, of The United Church of Canada.
4. Date of completion of Theological School \_\_\_\_\_  
*(Please attach a copy of your testamur)*

\_\_\_\_\_ Candidate \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

**Conference Assessment Team Action**

The Manitou Conference Assessment Team which has completed its examination of the above candidate, and

recommends  does not recommend

this Candidate for

ordination  commissioning

to the Conference at its next session.

\_\_\_\_\_ Member of the Conference Assessment Team \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

**Proof of Current Police Records Check**

A current vulnerable sector (level 2) police records check has been seen by members of the Presbytery/District Education and Students Committee.

Date of the Query \_\_\_\_\_

\_\_\_\_\_  
Conference Assessment Team \_\_\_\_\_ Date

\_\_\_\_\_  
Conference Assessment Team \_\_\_\_\_ Date

**Executive Action**

The Executive of Manitou Conference approves the application of:

\_\_\_\_\_ for  ordination  commissioning  
at the next meeting of Manitou Conference.

\_\_\_\_\_  
Conference President \_\_\_\_\_ Date

\_\_\_\_\_  
Executive Secretary \_\_\_\_\_ Date

**Distribution**  
*Presbytery/District makes two copies and distributes as follows:*

- Originals** to Ministry Vocation – United Church of Canada
- One copy to the Conference Personnel Minister (c/o 319 McKenzie Ave., North Bay, ON P1B 7E3)
- One copy to the Candidate
- One copy to the Presbytery/District Education and Students Committee file
- One copy to Presbytery Secretary

**Please note: This form must be received by the Executive Secretary of Manitou Conference by January 15.**