



PRESBYTERIAN CHURCH OF TASMANIA

GUIDELINES

CANDIDATURE FOR THE MINISTRY

October 1994

PRESBYTERIAN CHURCH OF TASMANIA
Presbytery of Tasmania
Guidelines - Candidature for the Ministry

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1. PRELIMINARY

1.2 Review and Approval of Guidelines (at end of document)

1.3 Distribution of Guidelines (at end of document)

1.4 DEFINITIONS

"Candidature", as understood in Guidelines covers the entire range from initial inquiry to actual training. "Presbytery" is intended to refer to the Presbytery of Tasmania. Where the word is used in reference to a Presbytery in the State of training, it is usually associated with the appropriate adjective, e.g. "Victorian". In Subsection 6.2 which is a document of the Victorian Church, the word refers to the relevant Presbytery in Victoria.

1.5 REFERENCES

Guidelines is intended to be in harmony with the Tasmanian Code. Where discrepancies are discovered they should be reported in writing to the Convener, Candidature Committee of the Presbytery of Tasmania.

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2 SCOPE AND POLICY

2.1 SCOPE

This document is "Guidelines - Candidature for the Ministry" (herein referred to as "Guidelines") of the Presbytery of Tasmania. Guidelines sets out the Presbytery's policies for the implementation of a documented quality system. It also identifies the procedures adopted by Presbytery to ensure that appropriate quality is achieved in all its association with candidates for the Ministry.

A copy of Guidelines is distributed to key officers of Presbytery and Sessions, as listed in Subsection 1.3, who are responsible for ensuring that all concerned members are aware of, and follow the procedures described in this document.

It is emphasised that Guidelines is the key reference document for the Presbytery's procedures for processing applicants/candidates for the Ministry, and is kept up to date as approved changes occur. All elders are encouraged to have an overall understanding of the document in this critical area of activity of training of the future Ministers of the Gospel.

2.2 POLICY

It is the policy of the Presbytery to ensure that the procedures set out in Guidelines are followed correctly, and that deviations from the procedures are rare and exceptional, requiring special approval of Presbytery. By following Guidelines, a framework of practice is established which should ensure that the concerns and aspirations of the candidate in particular and the wider Church in general are protected in the best possible way.

3. APPLICANT / CANDIDATE

3.1 CHURCH MEMBERSHIP

Candidature for the Ministry of the Presbyterian Church of Australia is open only to men who are full members of the Church in good standing, and who have had their name on the Members Roll of a particular congregation for at least six months. Although the regulations require a minimum of six months membership the Presbytery considers that a substantially longer period of at least two years is preferable.

3.2 CHURCH ACTIVITIES AND OFFICES

It would normally be expected that a Candidate for the Ministry would have a record of service within and without the congregation in which he has his membership. This service may have been in one or more of the following areas:

- preaching and the conduct of public worship
- public speaking
- youth leadership in the Sunday School, PFA etc.
- membership of the Kirk Session
- membership of the Board of Management
- activity in areas such as Gideons International, Bible Society, Scripture Union
- other areas of Church activity which would have involved organising and administrative ability and the use of inter-personal skills.

3. APPLICANT / CANDIDATE

3.3 CHARACTER

It is important that candidates for the Ministry be men of good character, held in high esteem both in the Church and in the Community. Traits of character that would normally be expected are as follows:

- honesty with a high level of integrity
- reliability
- friendliness with an ability to relate to people
- firmness of opinion without being arrogant or overbearing
- ability to value and listen to other opinions, to seek and receive advice
- ability to work as part of a team.

A written reference from his present employer will be required as part of the assessment of the Candidate.

3.4 SCRIPTURAL KNOWLEDGE

The Candidate is expected to have a sound Scriptural knowledge, as the Holy Scriptures of the Old and New Testaments is the Word of God and is the only rule to direct us how we may glorify and enjoy God. He should be informed and able to answer questions on the basis of the Scriptures on the following matters:

- the Person of Christ, His life, death and ministry
- the Resurrection and Ascension of our Lord
- the Atonement in the Old and New Testaments
- Propitiation and Forgiveness
- Justification
- Grace
- the work of the Holy Spirit
- the Church
- the Apostles Creed
- the Westminster Confession of Faith

Suggested questions relating to the above subjects are contained in Pro Forma 7.2

3. APPLICANT/CANDIDATE

3.5 THE CALL

The conviction that God has called the Candidate to the Ministry of the Word and Sacraments is crucial for a Candidate for the Ministry. The call of God should be paramount in his consideration of his future in the Ministry. If the Candidate is married, it is of great importance just how his wife appreciates and participates in the Candidate's conviction of call. Nevertheless, however intense may be the Candidate's conviction of call, he is to appreciate that it is still subjective, grows from his inner relationship with God, and must be open to assessment by the appropriate courts and bodies of the Church. He is to expect to be asked intimate questions about his call in the normal testing and assessment of his call by the Session, Presbytery and Theological College. He would be expected to be able, given the personal nature of a call of God, to make rational and coherent explanations about his call.

3.6 PRACTICAL ISSUES

There are practical issues which concern the Candidate's material welfare and which must receive careful, realistic consideration. Some of these issues are as follows:

- his health should be reasonably robust and a medical report from an approved medical examiner will be required
- his plans for financing himself during the course, especially in the case of a married man. Sources of funds which may be available to the Candidate are:
 - his own savings, assets and vacation employment
 - bursaries provided through the Theological Education Committee
 - the Candidate's family, home church and Presbytery
 - his wife's gainful employment as far as possible, in the case of a married candidate
 - income from a small church which may be available for selected candidates
- arrangements for the care and education of older dependent children who may have to remain in Tasmania to continue studies or apprenticeships.

3.7 PROCEDURES TO BE FOLLOWED BY CANDIDATES

The following steps are seen as the normal procedures for a member when making an application for training to be a Minister of Word and Sacraments of the Presbyterian Church of Australia:

3. APPLICANT / CANDIDATE

- 1 discussion with the Minister of the Church in which he had his membership. The Minister will arrange to give him a copy of the brochure - "Candidate for the Ministry"
- 2 letter of application to the Session Clerk, asking to be considered as a candidate. This letter of application should be submitted at least 12 months prior to the proposed entry to Theological College, thus ensuring adequate time for processing and a period of probation in Tasmania
- 3 interview by the Session, reference letter from the member's present employer should be brought to the interview
- 4 if the Session is supportive, the Candidate shall be required to submit to the Session Clerk -
 - i) a completed Application Form - see 7. Pro Formas
 - ii) a Medical Examination Report completed by a qualified medical practitioner - see 7 Pro Formas
 - iii) a typed 1000 word essay entitled "My Call to the Ministry"
- 5 Session Clerk will forward the necessary paperwork to Clerk of Presbytery
- 6 Convener of the Candidature Committee will contact the Candidate and arrange a mutually acceptable time for him to be interviewed by the Committee. For the information of the Candidate, this Committee consists of an Elder and two Ministers, one of whom is his own Minister
- 7 following submission of the Committee's report to Presbytery the Presbytery may (but not necessarily) interview the Candidate as a Presbytery in whole
- 8 if the Presbytery is supportive and approves his application all necessary documentation will be forwarded to the Convener, Theological Education Committee of the Victorian Church, who will contact the Candidate in due course, and arrange for further action in his training

3.8 PROCEDURES IN THE EVENT OF NON-ACCEPTANCE

If, following interview, the Session does not approve his application, the Candidate may:

- ask the Session Clerk or Minister to arrange post-interview counselling
- ask that the application be forwarded to Presbytery for their review and decision

Presbytery may or may not accept the application for review. If Presbytery reviews the application and does not approve, the matter is at an end.

If Session approves, but Presbytery does not approve, the Candidate may ask the Convener of the Candidature Committee to arrange post-interview counselling. The matter is then at an end.

3. APPLICANT/CANDIDATE

3.9 ACTUAL TRAINING

The Candidate should be aware that an agreement exists between the General Assemblies of Victoria and Tasmania (known as the "Tasmanian Agreement") which controls the training of Candidates once they are approved by the Presbytery of Tasmania. There are no theological training facilities in Tasmania and the normal procedure is for training to be undertaken at:

**Presbyterian Theological College
684 Elgar Road
BOX HILL NORTH VIC 3129
Ph: 03 898 9384**

Enquiries by the Candidate for training in an alternate theological college, eg. New South Wales or Queensland, should be made with the respective Principals of those Colleges. The implications of training in an alternative college should be carefully considered by the Candidate before departing from the normal procedure.

The requirements of the course at the Presbyterian Theological College should be obtained directly from the Principal of the College, who will take into account the Candidate's academic qualifications and educational standard.

During his training, each Candidate is required to supply to the Presbytery having jurisdiction for the time being an annual report on his progress, academic and otherwise. A copy of each annual report shall be sent by the Candidate to the Tasmanian convener, Theological Education Committee.

The Candidate may, at his own request in writing, withdraw from the Candidature.

The Presbytery may for sufficient reasons remove the name of a Candidate from its roll and care, but it must notify the Candidate in writing of such proposed action and of the reasons for it.

3.10 COMPLETION OF TRAINING

On completion of the Candidate's Theological course, the Presbytery appoints trials for licence to be held and when all requirements have been satisfactorily fulfilled, proceeds to licence him to preach the Gospel and grant him an attested Extract Minute of his Licence in the prescribed form. His name is placed on the Presbytery Roll as a Licentiate.

A Licentiate is usually directed to an Exit Appointment and becomes eligible for a Call.

4 SESSION

4.1 ENCOURAGEMENT TO MEMBERS

Being established in the local church, the Kirk Session is well-equipped for the vital task of screening and assessing prospective candidates for the Ministry who are members of that church. In general, Sessions should be encouraging the members of their congregations to discover and develop their God-given gifts for ministry of some description within and without the local church. Where a member may exhibit gifts of spiritual leadership and service, it would be very appropriate for the Session to give encouragement and to suggest that he consider the matter of the Ministry in a careful and prayerful way.

4.2 APPLICATION PAPERWORK

When a member makes enquiries of Session regarding candidature, the Session Clerk or Minister should give him a copy of the brochure, "Candidate for the Ministry", that is available from the Victorian College.

With continued interest and enquiry by the member:

- 1) The Session Clerk should obtain from the Convener of the Candidature Committee of Presbytery the necessary forms etc.
- 2) The Candidate should complete the prescribed forms and pass them to the Session Clerk, together with his formal letter of application.

4.3 ASSESSMENT OF CANDIDATE

Despite the large amount of knowledge which Session would have concerning the member's standing in the community and congregation, it would normally be expected that Session would formally interview the Candidate to make their assessment of suitability. It would not be unusual for Session to so meet with the Candidate on additional occasions and the assessment process should normally take some period of time.

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In the assessment process, Session should satisfy itself on the following matters:

- 1) the Christian character and convictions of the Candidate and of his wife if married
- 2) the Christian ordering of their home and family life
- 3) the Candidate's length of membership in the Presbyterian Church. The regulations require at least 6 months membership but Presbytery considers that a longer period of say two years minimum is normally necessary for satisfactory assessment
- 4) the Candidate's history of service within the Church, and the outcomes in terms of church growth and development that have resulted from such service
- 5) the gifts which the Candidate may possess including
 - preaching and/or public speaking
 - youth leadership or other office bearing
 - people skills and general standing in the congregation
 - management skills
- 6) his sense of divine call to the work of the Ministry
- 7) practical aspects bearing on the Candidate:
 - home and family background
 - his standing and good reputation in the community at large
 - present health
 - financial circumstances
 - work adjustments that may be necessary

4.4 ACTION FOLLOWING ASSESSMENT

If Session does not wish to support the member's application, the member should be informed as soon as possible. If the member so desires, a further meeting with Session can be arranged during which the grounds of Session's non-support may be supplied to him. Session is to be prayerful and compassionate throughout such proceedings so that the member is not unduly discouraged but positively encouraged to explore further avenues of service.

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4. SESSION

When Session does not support the member's application, Session should notify Presbytery of the application received and of Session's subsequent action. If Session resolves to support the member's application for candidature the resolution should be minuted in the Session Minute Book, duly moved and seconded.

The Session should then ask the Candidate to complete an Application Form, to tender a Medical Examination Report carried out by a certified medical practitioner and submit a typed 1,000 word essay entitled "My Call to the Ministry." These matters need not be considered by Session but should be forwarded to the Presbytery Clerk - see 3) under.

The Session Clerk should then send to the Presbytery Clerk the following documentation:

- 1) Letter of application by the candidate (original)
- 2) Confidential Personal Report by Session
- 3) The originals of
 - i) Application Form
 - ii) Medical Examination Report
 - iii) 1,000 word essay

4.5 PRAYERFULNESS OF SESSION

Session should pray for, support and encourage members of their congregations who are in training. Session should take an active interest in the allocations of funds from the Outreach Budget of the Church to provide financial assistance to the Candidate. Such assistance also provides encouragement to the Candidate, out of all proportion to the amount involved.

5 PRESBYTERY

5.1 ESTABLISHMENT OF CANDIDATURE COMMITTEE

Presbytery shall establish a Presbytery Candidature Committee as a standing committee of Presbytery. Even while there are no applications to consider and no candidates to oversee, there is a continuing role for such a committee to help raise the awareness amongst the congregations of the need to have men consider a call to the Ministry.

The functions of such a Committee would be:

1. taking a primary role in contact with applicants for the Ministry making arrangements for preaching assessment appointments, undertaking the interview of candidates and making recommendations to Presbytery (see 5.4)
2. undertaking post-interview counselling as required
3. maintaining an ongoing role of liaison with candidates in training
4. arranging open communications between the congregations and the Theological College by having numbers of staff or students visit the Presbytery for preaching and/or teaching seminars.
5. ensuring that Presbytery has a supply of the pro formas listed in Section 7 to be supplied directly upon request.

The standing Candidate Committee shall consist of one Minister and one Elder of the Presbytery. The ministerial member shall act as convener of the Committee.

5.2 MAINTENANCE OF SUPPLY OF PRO FORMAS

It is important that copies of the pro formas listed in Section 7 be available directly on request. The pro formas in use should be up-to-date editions. Responsibility for the supply of pro formas belongs to the Candidate Committee - see Subsection 5.1

Forms, together with this Manual are available at www.pctas.org.au

5 PRESBYTERY

5.3 REQUIRED DOCUMENTATION

In order for the candidate to be assessed by Presbytery, it will be necessary for certain documentation to have been lodged with the Presbytery:

1. completed application form
2. confidential personal report by Session and extract minute
3. confidential personal report by Supervising Minister
4. candidates letter of application (original)
5. medical examination report
6. candidates typed 1,000 word essay on "My Call to the Ministry"

5.4 INTERVIEW OF CANDIDATE

The Candidate will normally be interviewed by the Candidature Committee which will include the Candidate's own Minister. In the event that the Candidate comes from the congregation of the ministerial member of the Candidature Committee, Presbytery shall appoint another of its members to raise the Committee to three in number. The points on which the Committee needs to draw firm conclusions in its assessment of the Candidate are as follows:

1. the Candidate's Christian character and conviction and his sense of divine call
2. his satisfactory length of membership in, and length of service to, the Presbyterian Church
3. his ability in preaching and public speaking
4. his capacity for making acceptable contacts with people
5. his conduct of himself during the interview, and his ability to answer questions clearly
6. his plans for financing himself during the course of study, especially in the case of a married man
7. his general health, including a medical report from an approved medical examiner

A menu of possible questions for Interview is included in Section 7 - Pro Formas. The Menu is not intended to be complete but to provide a range of questions on the points for assessment.

At the discretion of the Interview Committee, the wife of the Candidate should be interviewed regarding:

- a) her Christian faith
- b) her support of the Candidate
- c) her willingness to take part as a member of any church the Candidate may minister in

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The Committee shall bear in mind the seriousness of the recommendation it is required to make to Presbytery about the suitability of the Candidate for training for the Ministry and its bearing on the welfare of the Candidate and the whole Church and shall exercise every care in its deliberations. The Committee is urged not to proceed with undue haste at this stage as it prayerfully works its way through the interview process.

As part of the interview process, the Committee may require the Candidate to conduct a service or preach the sermon at a nominated church. In this case, Presbytery shall be notified of its actions so that as many of its members as possible may avail themselves of this opportunity to hear the Candidate.

Following the interview process, the Committee shall report to Presbytery. Presbytery should then come to a decision on whether the Candidate should proceed to training or not. Of course, Presbytery may wish to interview the Candidate as a Presbytery whole. When advising the date for the Whole Presbytery interview the Candidate should also be advised of those points on which further elucidation is required.

5.5 ACTION SUBSEQUENT TO INTERVIEW

If Presbytery decides to proceed no further at this stage, the candidate should be notified accordingly in writing together with reasons for Presbytery's decision. If he so desires, the Candidate may approach the Convener of the Committee for post-interview counseling, which the Convener should arrange as a Committee activity.

If Presbytery decides to approve the application the Candidate and his Minister should be advised immediately in writing. In addition the following documentation must be forwarded to the Secretary of the Victorian Theological Education Committee:

1. completed application form and typed essay;
2. confidential personal report by Session;
3. medical examination report.
4. extract minute from the Candidate's Session;
5. confidential preaching assessment by Candidature Committee
6. confidential personal report by Candidature Committee/Presbytery as a whole.
7. covering letter from Moderator of Presbytery

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5 PRESBYTERY

8. extract minute of Presbytery recommending the Candidate to the Victorian Theological Education Committee;
Presbytery should place the approved Candidate on probation for the remainder of his time in Tasmania before entering Theological College, and should require reports from his Minister to each Presbytery meeting. Further stages of the Candidate's progress in his training comes under the jurisdiction of the:

"Theological Education Committee Tasmanian Agreement"
See Subsection 6.1

5.6 CONTINUING PASTORAL CARE

Although the Candidate, under the T.E.C. Tasmanian Agreement , would on moving to Victoria transfer his membership to a Victorian congregation and come under the jurisdiction of a Victorian Presbytery and the Victorian T.E.C., it is important for Presbytery to maintain continuing pastoral care of the Candidate. This can be difficult to do effectively from a distance, but the following ways should be explored and, as appropriate, followed:

1. prayer by Presbytery
2. letters of encouragement and support from the Candidature Committee
3. direct the Candidate to supply annually, through the Convener of the Theological Education Committee, a copy of his annual report to the Victorian Presbytery having jurisdiction for the time being.
4. Candidature Committee to avail itself of the opportunities presented by the Candidate's holidays in Tasmania to meet with the Candidate, enquire of his progress and to encourage him in his studies.
5. encourage Tasmanian Sessions to offer vacation preaching supply and accommodation to the Candidate.

6 THEOLOGICAL COLLEGE

6.1 TASMANIAN AGREEMENT

As there are no facilities in Tasmania for the training of Candidates for the Ministry of the Word and Sacraments, an agreement has been made between the General Assemblies of Victoria and Tasmania (known as the "Tasmanian Agreement") which controls the training of Candidates once they are approved by the Presbytery of Tasmania. The "Tasmanian Agreement" with the Victorian Church (Victoria B.B. 1988 Min. 93 (5) is as follows:

TASMANIAN AGREEMENT

1. It would be a matter of policy that Tasmania would retain its present right and procedure in the Presbytery's acceptance and the Tasmanian T.E.C.'s recommendation of grading the applicant.
2. Tasmanian candidates would be referred to the Victorian Presbyterian Theological College.
3. On entering the College, a Tasmanian candidate would transfer his membership to a Victorian congregation, and come under the jurisdiction of a Victorian Presbytery and the Victorian T.E.C. as a previously accepted candidate embarking on his first year of study.
4. Tasmanian candidates would be eligible for bursary assistance on the same basis as Victorian candidates.
5. Tasmania would offer some assistance with the removal expenses of the candidate to Melbourne, the balance being met by the candidate himself.
6. Tasmania would make an annual book grant to the referred candidate/s and an annual donation to the College's theological library.
7. The home (sending) Church, as well as other congregations of the Presbyterian Church of Tasmania, would be encouraged to financially support the College Bursary Fund a sum equivalent to the level of fees paid by a full-time private student enrolled at the Presbyterian Theological College, Melbourne.

6 THEOLOGICAL COLLEGE

8. Tasmanian candidates would be licensed and given an exit-appointment in Victoria, but would retain the right to request the Service of Licensing to be conducted by the Presbytery of Tasmania (on behalf of the Victorian Presbytery concerned), the candidate or the Presbytery of Tasmania bearing the travelling costs involved in such a case.
9.
 - a) The Victorian Home Missions Committee, while not guaranteeing an appointment, would look favourably on a request from the Presbytery of Tasmania for an exit-appointment;
 - b) The appointee need not necessarily be a candidate who originated from Tasmania;
 - c) The cost of removal expenses for an exit-appointee to a Tasmanian congregation would be borne by the congregation and/or the Presbytery of Tasmania.

**6.2 GUIDANCE FOR PRESBYTERIES IN THE PROCESS OF
ACCEPTANCE AND OVERSIGHT OF CANDIDATES FOR THE
MINISTRY.**

In the light of the "Tasmanian Agreement" with the Victorian General Assembly, it would be useful to include in Guidelines, a copy of the document produced by the Victorian Theological College to provide guidance for Presbyteries, with the title of this subsection. The document also includes:

- i) Regulations for Theological Education Committee
- ii) General Information on Bursaries for Students commencing courses after 1st January 1992.
- iii) GAA College Committee Regulations 1991.

A study of these documents will provide a good background to the processes of candidature in the Victorian Church.

**GUIDANCE FOR PRESBYTERIES IN THE PROCESS OF ACCEPTANCE AND
OVERSIGHT OF CANDIDATES FOR THE MINISTRY
(VICTORIAN ASSEMBLY RECOMMENDATIONS)**

According to the Code it is the Presbytery's responsibility to accept an applicant as a Candidate for the Ministry. In arriving at this decision the Presbytery does not work in isolation but engages in a co-operative consultation process with the applicant, the Theological Education Committee and the Principal of the College. This is clearly reflected in the TEC regulations, clause 5.

Most Presbyteries are infrequently engaged in this interview and assessment process and so find difficulty with the somewhat unfamiliar expectations of the regulations. A Presbytery is called on once in every five / six years to engage in this process, during which time several changes have occurred in the ministerial membership of the court.

For this reason the collective wisdom of the Assembly's TEC is sought - a committee which is regularly engaged in this process each year, and is therefore expected to have developed some expertise in the area of testing, interviewing and assessing of applicants. This is why clause 5(c) of the regulations stresses that the Presbytery ought to follow the recommendation of the TEC.

The following is the suggested procedure for a Presbytery to adopt

A. PRIOR TO RECEIVING AN APPLICATION

1. Establish a Presbytery Students' Committee as a standing committee of Presbytery. Even while there are no applications to consider and no candidates to oversee, there is an ongoing role for such a committee to help raise the awareness of the need to have men called into and training for the Ministry. This committee could arrange for open communication between the parishes and the College and for members of staff or students to visit the Presbytery for preaching and / or teaching seminars.
2. Ensure Presbytery has a supply of the current the application Form and the current medical examination form.(part of this Manual)

B. WHEN AN INQUIRY IS MADE

1. The applicant should be encouraged to seek the advice of the Principal of the Theological College: with regard to his application. . The Convener of the Students' Committee should be available to guide the applicant in completing the forms.
2. A Presbytery determines its own method of interviewing, either by the full Presbytery or by a committee which should have associated with it the applicant's own minister. The Presbytery should have before it the following documents when it comes to consider an application.
 - a) Completed application form and typed essay.
 - b) Letter of recommendation by the applicant's minister supporting the application.
 - c) Extract minute from the Session of the congregation in which the applicant is a member also supporting the application.
3. The points on which the Presbytery needs to be satisfied before approving the application are set out in regulation 5(2)(b).

Presbytery is urged to proceed without undue haste at this stage as it prayerfully engages in the interview process. The Presbytery (or the Committee appointed for this task) would be wise to pause between interviews in order to ascertain such matters as listed in the regulations, e.g.:

- a) the applicant's Christian character
- b) his ability in preaching
- c) his capacity for making acceptable contacts with people.

4. Following this interview process, Presbytery should then come to a decision. If it approves the application it forwards to the TEC Secretary the following documents:-

- (a) Completed application form and typed essay.
- (b) Letter of recommendation by the applicant's minister supporting the application.
- (c) Extract minute from the Session of the congregation in which the applicant is a member also supporting the application.
- (d) Extract minute of the Presbytery recommending the applicant to the Theological Education Committee.
- (e) In addition, the applicant should forward the completed certificate of health from the medical referee directly to the Secretary.

5. At a subsequent meeting of Presbytery, after receiving a reply from the Theological Education Committee, Presbytery ought to follow the recommendation of this committee. For successful applications this would mean Presbytery accepting the applicant as a Candidate on probation.

The conditions of this probationary period are outlined in the regulations 5(4).

6. The Theological Education Committee makes a recommendation to the GAA College Committee in respect to the grading of the student in the light of the GAA Regulations. Prior to entry into the Theological College course an examination in Scripture Knowledge and the Westminster Confession of Faith must be completed to the satisfaction of the College Committee.

7. After one year of probation the Presbytery may come to a final decision to accept a candidate [see Regulation 5(4)].

8. Continuous oversight and encouragement" of a candidate is the Presbytery's responsibility. At least once each year a student must appear in person before the Presbytery or its Student Committee [see Regulation 5(5)].

9. At the end of his course of training, upon request of the student, the Presbytery appoints trials for licence. If satisfactory, the Presbytery proceeds to license the student and provides him with an extract minute. Should a licentiate transfer to the bounds of another presbytery he is to be provided with a presbyterial certificate.

N.B. The Principal of the College, the Convener or Secretary of the Theological Education Committee will give advice or help in any matter affecting an application or continuing oversight

REGULATIONS FOR VICTORIAN THEOLOGICAL EDUCATION COMMITTEE

TITLE

1. There shall be a committee of the General Assembly entitled the Theological Education Committee.

MEMBERSHIP

2. The Committee shall consist of:
 - (a) Seven (7) members, including a convener, appointed by the Assembly;
 - (b) The Principal of the Theological Hall; and
 - (c) A representative of the Theological Hall Faculty.

DUTIES

3. The duties of the committee shall be
 - (a) To discharge its duties and responsibilities as specified in these regulations;
 - (b) To be responsible for the direction of all candidates for the ministry at all stages of their training;
 - (c) To have the general management of the business affairs of the Theological Hall;
 - (d) To determine and administer bursary assistance to candidates; and
 - (e) To report for the decision of the Assembly upon all matters relating to the appointment and retirement of the Principal, professors and other full-time teachers in the Theological Hall.

VISITATION

4. (1) During his term of office the Moderator of the Presbyterian Church of Victoria shall conduct a formal visitation of the Theological Hall.
 - (2) The visitation shall take place on a suitable date to be arranged by the Committee in consultation with the Faculty and the Moderator may request not more than two members of the committee to take part in the visitation.
 - (3) In the course of the visitation the Moderator shall convey a message from the Assembly and the Church, and conference shall be held with the faculty and with the students on any matters requiring special consideration. Prior to such conference the faculty and the students shall be invited to notify the Moderator of any such matters, and he may prepare questions to be submitted to them.
 - (4) A report of this visitation shall be submitted to the following Assembly.

ACCEPTANCE and OVERSIGHT of CANDIDATES for the MINISTRY

5. (1) Those contemplating the work of the ministry should notify their own minister and apply to the Clerk of their Presbytery, who shall guide them in their application. They shall also confer with the Principal at the Theological Hall.
 - (2) In considering the acceptance of candidates for the ministry, the Presbytery shall bear in mind the seriousness of the decision it is called on to make and its bearing on the welfare of the whole church, and shall exercise every care in the matter of his application. When a candidate applies to be accepted as a student for the ministry the Presbytery shall examine him in the terms of the following instructions:
 - (a) It shall instruct the student to appear in person before a duly convened meeting of the Presbytery's Students' Committee, or other Committee especially appointed for the purpose, his own minister being associated with the Committee if he is not a member.

- (b) By this means and by any other means it chooses to adopt the Presbytery shall satisfy itself as to the following points:
 - (i) The student's Christian character and conviction and his sense of divine call;
 - (ii) His satisfactory length of membership in and service to the Presbyterian Church;
 - (iii) His ability in preaching and public speaking;
 - (iv) His capacity for making acceptable contacts with people;
 - (v) his plans for financing himself during the course, especially in the case of a married man; and
 - (vi) his general health, including a medical report from an approved examiner .
- (3) If, after examination, the candidate's application is received, the Presbytery shall notify the Theological Education Committee, communicating full particulars of its enquiries, together with all relevant documents. The Theological Education Committee shall interview and test candidates for their fitness in all respects for the office of the ministry and report its recommendation to each candidate's Presbytery. The recommendation shall be followed unless for the gravest reasons the Presbytery decides otherwise.
- (4) On receiving the report of the Theological Education Committee the Presbytery shall come to a decision about the candidate, and if it judges him to be a satisfactory candidate shall admit him as a student on probation. A Presbytery shall not finally accept a candidate until:
 - (a) A period of probation, normally for one year, had been satisfactorily fulfilled;
 - (b) A report has been received from the Theological Education Committee concerning his progress in his studies; and
 - (c) In cases where either the Presbytery or the Theological Education Committee thinks it necessary, there shall be a personal interview by the Committee or its representatives and the Presbytery.
- (5) The Presbytery shall require each candidate under its oversight to present each year a certificate from the faculty that his year's work has been sustained. It shall also require the candidate to appear in person at least once a year before Presbytery or its Student Committee.

APPOINTMENT of LECTURERS and PROFESSORS

6. (1) Professors

- (a) There shall be a Nominating Committee consisting of the members of the Theological Education Committee and one representative from each Presbytery, of which the members of the Theological Education Committee shall be the Executive.
- (b) The Executive shall take steps to call for applications by advertisement.
- (c) The Nominating Committee shall consider the applications with a view to bringing a recommendation to the General Assembly to which all applications shall be submitted.
- (d) The General Assembly need not make an appointment from one of the applicants, and, if it considers it expedient, may offer the appointment to a person who has not made an application.
- (e) The General Assembly may, if it considers it expedient, proceed to election by ballot.

(2) Full-time Lecturers

- (a) There shall be a Nominating Committee consisting of the members of the Theological Education Committee.
- (b) The Nominating Committee shall take steps to call for applications by advertisement.

- (c) The Nominating Committee shall consider the applications with a view to bringing a recommendation to the General Assembly to which all applications shall be submitted.
- (d) The General Assembly need not make an appointment from one of the applicants, and, if it considers it expedient, may offer the appointment to a person who has not made application.
- (e) The General Assembly may, if it considers it expedient, proceed to election by ballot.

(3) Part-time Lecturers

The Faculty shall appoint such part-time Lecturers as shall be required

PRINCIPAL of THEOLOGICAL HALL

- 7.(1) Upon receipt of a recommendation from the Committee, the Assembly may appoint a Principal of the Theological Hall on such terms as it may see fit.
- (2) The Principal shall be a member of the teaching staff of the Theological Hall.
- (3) The Principal shall be paid such honorarium as shall be determined by the Assembly after report from the Committee.
- (4) The Principal shall have authority to reside over all meetings of the Theological Hall, and shall be responsible for the co-ordination of the work within the Hall. He shall represent the Hall to the Church and, as far as possible; he shall place the needs and claims of the Hall before the Church as a whole.
- (5) Upon receipt of a recommendation from the Committee, the Assembly may appoint a Vice-Principal of the Theological Hall, and he shall act as deputy to the Principal on such terms as it may see fit.

STUDY LEAVE

- 8. (a) Where study leave forms part of the terms of appointment of a professor or lecturer the committee shall be responsible for the administration of it.
- (b) All matters relative to salary and expenses shall be determined at the discretion of the Theological Education Committee in the light of the circumstances governing each particular case.

FACULTY

- 9. (1) The Faculty of the Theological Hall shall consist of the Principal, Professors, and Full-time Lecturers.
- (2) The Faculty shall be responsible to the Assembly for the work of the classes, the supervision and direction of studies, the maintenance of discipline, and the care of the Library within the Theological Hall.
- (3) The Faculty shall report annually to the Assembly by means of an addendum to the Theological Education Committee report.

VICTORIAN PRESBYTERIAN THEOLOGICAL COLLEGE

General Information on Bursaries for Students commencing courses after 1st January, 1992

The Theological Education Committee offers bursary assistance to needy students. The Committee has limited funds at its disposal, and sets out the following principles for the granting of bursaries:

- a. The primary purpose of bursaries is to assist theological students in their educational preparation for church ministry and to make possible the enrolment of promising candidates by providing assistance to students who demonstrate financial need.
- b. The total amount of financial assistance requested will not normally exceed 25% of the minimum stipend and will be limited to the amount needed.
- c. Financial need is defined as the difference between the total cost of attending the college as determined by the Financial Advisory Committee for each student, and the amount of the resources available to the student.

The Committee advises all applicants of the following information:

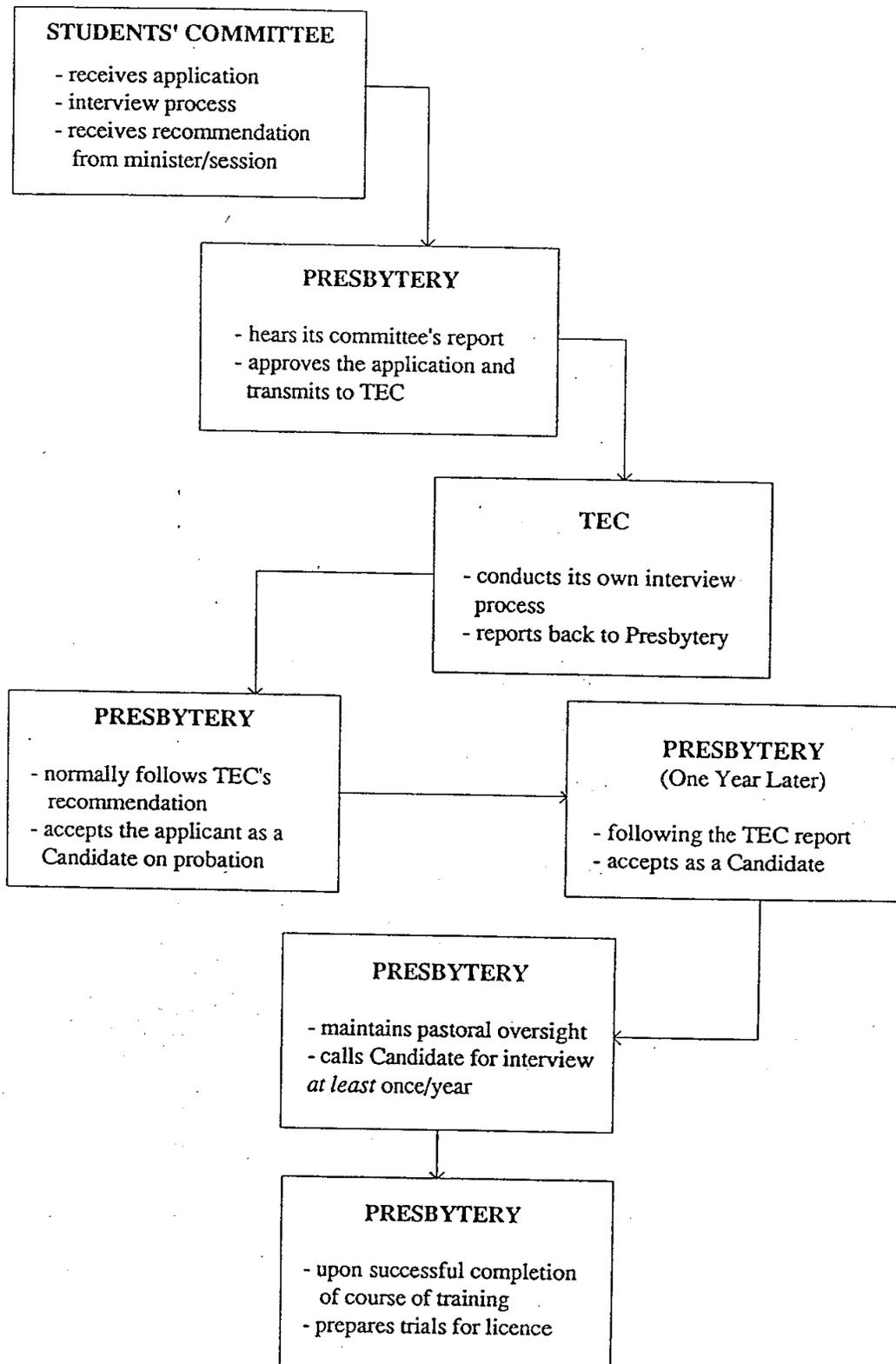
- d. The family of an unmarried student is requested to assist the student with his educational expenses where possible.
- e. The student is expected to provide a major share of his expenses through savings and other assets and through vacation employment. It is advisable that pending candidates look closely at their financial position prior to entering the college. For some students this could mean delaying entry until all debts have been discharged; mortgage repayments settled or refinanced or even the disposal of some assets.
- f. In the case of a married student with no children, the spouse is expected to be gainfully employed as far as it is possible. The spouse's total earnings are to be considered as part of the total family income.
- g. The student's home church and presbytery should assist with the costs of his preparation for the church's ministry in cases where the student demonstrates financial need.
- h. Financial assistance is granted on the basis of need on a year-to-year basis, with reapplication and review each year.
- i. All new applications as from 1992 will be limited to a bursary that will not normally exceed 25% of the minimum stipend. This will be subject to bursary funds being available and will also be subject to annual review.
- j. If candidates find extreme financial difficulties in their second or third year, applications can be made for low interest loans, to be repayable within 3 years after graduation, the interest rate being that charged by the Capital Fund. Candidates are well advised to talk to the Principal / Financial Committee, if financial difficulties are foreseen.

During the month of February the Financial Advisory Committee will meet all applicants to determine the bursary required. The bursary once awarded, will normally be granted for the 35 months of a student's training, subject to the provisions of clause 'b.'

All financial information received by the Committee will be treated with full confidence.

The Committee would like to extend to all students its compassionate concern for the coming year. It is our prayer that all your needs will be met.

This whole process may be outlined as follows:



GENERAL ASSEMBLY of AUSTRALIA COLLEGE COMMITTEE REGULATIONS (1994)

(1) ...' Composition of Committee

The College Committee shall consist of the conveners of the Theological Education Committees of the State Assemblies of Queensland, New South Wales, Victoria, Tasmania, South Australia and Western Australia, together with the full-time professors and lecturers at the Theological Colleges (or Halls) approved by the Assembly.

Admission to the Course of Training:

(2) The College Committee shall admit to the course of, training for the ministry applicants who

- (a) Have been accepted by a presbytery as candidates for the ministry and are recommended by the presbytery and the state committee responsible for theological education for admission to the course of training;
- (b) Submit adequate evidence that they have met the requirements specified in 3.
- (3) An applicant for candidature for the ministry shall be required to
 - (a) Have been a member in full communion of a congregation within the Presbyterian Church of Australia for at least six months prior to the date of application.
 - (b) Obtain a certificate from the presbytery of the congregation of which the applicant is a member stating that, after careful inquiry, the presbytery is convinced that the applicant's maturity, and personal and spiritual gifts are such as to fit the applicant for the work of the ministry.
- (4) Prior to admission to the course of training, each candidate
 - (a) shall have successfully completed
 - (i) Final year secondary school studies at a level that would qualify for admission to tertiary studies; or
 - (ii) If 30 years or over, an assessment set and marked by the College Committee;
 - (b) Shall be encouraged
 - (i) To complete a tertiary degree;
 - (ii) To gain experience in the workforce;
 - (c) shall demonstrate a basic knowledge of the Bible and of the Westminster Confession of Faith.

The Course of Training

- (5) The theological course shall extend over four academic years. The College Committee shall be empowered, on the recommendation of the Faculty, to give appropriate credit towards the course requirements for previous studies pursued by candidates provided that satisfactory evidence is forthcoming that such studies were of a nature and at a standard consistent with studies at the theological college (or hall).
- (6) The faculty shall include in the course of training the following subjects: English; History; Philosophy; Hebrew and Old Testament Exegesis; New Testament Greek and Exegesis; Apologetics; Church History; Systematic Theology; and Pastoral Theology and Training (including Presbyterian Polity).

The faculty shall prepare syllabi in these subjects and submit them to the College Committee for approval.

The faculty shall test candidates in these subjects at appropriate stages in their training by such means as examinations, critical exercises and theses.

The faculty may exempt candidates from Hebrew after the satisfactory

completion of one year's study, reporting such exemption to the College Committee, but shall require such candidates to complete Old Testament Exegesis as an alternative to Old Testament Exegesis from the Hebrew. The College Committee is empowered to give approval to extension courses and to distance education courses but not to correspondence courses.

- (7) (a) The faculty of each theological college (or hall) shall be responsible for assessing the progress of candidates and shall make annual reports to the College Committee on their progress;
- (b) The College Committee
 - (i) May, on academic grounds, remove a candidate from the course of training, on the advice of the state committee responsible for theological education after the state committee has consulted with the Presbytery concerned;
 - (ii) Shall, on other than academic grounds, remove a candidate from the course of training on the advice of the presbytery that that presbytery has terminated the candidature of the person concerned.
- (8) The faculty shall direct candidates in their course of training.

Exit Regulations

- (9) The College Committee shall issue an exit certificate to a candidate when
 - (a) The candidate has been certified by the faculty as having completed the prescribed studies to the satisfaction of the faculty;
 - (b) The candidate has submitted one thesis during the final year of the theological course in the area of Bible Studies, such thesis to be supervised by an appropriate teacher in the theological college (or hall) and to be examined by an external examiner appointed by the College Committee.
- (10) The executive of the College Committee is empowered to deal with special cases, including a reduction in the requirements of the course, as they arise from time to time. If it departs from prescribed procedure in doing so, it shall report to the full committee.

Visitation of Theological Colleges

- (11) The College Committee shall arrange regular visitation to theological colleges (or halls) by visitors whom it appoints.

**PRESBYTERY OF TASMANIA
GUIDELINES -
CANDIDATURE FOR THE MINISTRY**

SECTION **7**
PAGE **7.1**
REVISION
DATE

7. PRO FORMAS

The Pro Formas as listed in the Contents are presented on the following pages

- 7.1 Confidential Personal Report by Session
- 7.2 Menu of possible questions for Interview
- 7.3 Application Form for Candidate Separate PDF file
- 7.4 Medical Examination Report on Candidate
- 7.5 Preaching Report by Candidature Committee
- 7.6 Confidential Interview Report by Candidature Committee / Presbytery as a Whole
- 7.7 Candidating for the Ministry - a Brochure
(available from Victorian College)

PRESBYTERIAN CHURCH OF TASMANIA PRO FORMA 7.1

CONFIDENTIAL PERSONAL REPORT

APPLICANT ASSESSMENT FORM

FOR USE BY SESSIONS

Name of Church

Name of Applicant

Date of Assessment

Please grade the applicant's performance using the following scale:

A - Very Good B - Good C - Average D - Fair E - Poor

<u>PERSONAL QUALITIES</u>	A	B	C	D	E
Punctuality					
Reliability					
Dress and Deportment					
Interest in the overall activities of the Church					
Empathy for the people of the Church --					
a) children					
b) teenagers					
c) young adults					
d) marrieds					
e) single people					
f) older people					
g) hospitalised people					
Ability to relate to people					
Sensitivity in perceiving the needs of others					
Evidence of prayer commitment for people					
Evidence of growth in personal spiritual life					
Willingness to seek and receive advice					
Evidence of leadership ability and initiative					
Ability to work as part of a team					
Evidence of effective functioning as husband and father					
(if relevant) in line with biblical teaching (eg. 1 Tim 3 : 4f)					

EXPERIENCE IN MINISTRY

YES NO Period of service

Participation in regular worship services

Preaching

Youth services

Youth work

Sunday School or Bible Class teaching

Member of Board of Management

Member of Session

Pastoral activities *(please describe briefly)*

Other *(please specify)*

Please enlarge on any of the above points, or add any other comments that might be relevant and helpful to the Presbytery in its assessment of this application

Report supplied by

Position

Address

Phone

Date

Signature

Please forward this report to the Clerk of Presbytery

PRESBYTERIAN CHURCH OF TASMANIA PRO FORMA 7.2

**MENU OF POSSIBLE QUESTIONS FOR INTERVIEW
TO BE ASKED OF THE CANDIDATE**

A. Spiritual Questions

1. Give an account of your life up to the time of your conversion.
2. How were you converted to Christ, and what was involved in that conversion?
3. What was the immediate outcome of your conversion?
4. Give account of your growth in grace.
5. Give an account of your service activities in the Church.
6. What do you understand by "witnessing for Christ?"
7. Why do you believe you are "called" to the Ministry of Word and Sacraments?
How does your wife (as applicable) relate to your call?
8. What is your devotional life like?
9. How do you cope with downturns in your life?
10. Tell us about the lowest spot in your life?

B. Biblical Questions

11. What do you understand about the inspiration of the Bible?
12. What do you believe about the Person of Christ:
 - i) Prophecy about Him
 - ii) The Virgin Birth
 - iii) His main purpose in coming into the World
 - iv) His deity
 - v) His miracles
 - vi) His sinlessness
 - vii) His manhood
 - viii) His death
 - ix) His Resurrection
 - x) His Ascension
 - xi) His Mediatorial office
 - xii) His Advocate office
 - xiii) His Second Coming

13. What do you believe about:

- i) Sin
- ii) Justification
- iii) Propitiation
- iv) Substitutionary atonement
- v) Forgiveness
- vi) Grace
- vii) Adoption
- viii) Physical death
- ix) Judgment

14. What is the ministry of reconciliation?

15. What do you understand is involved in the work of a Minister of the Gospel?

16. What is your position on the Charismatic Movement? Do you consider yourself as a charismatic Christian? Why or why not do you so regard yourself?

C. Situational Questions

17. What are the most significant books you have read recently?

How have they influenced you?

18. What financial resources do you have to enable you to cope with the course of training?

19. What activities will you have to engage in so that you will remain financially viable during your course of training?

20. Have you ever previously applied to be received as a Home Missionary or Candidate for the Ministry of the Presbyterian Church of Australia or any other Church?

21. What are your ambitions for the future?

22. How do you handle conflict with other people?

23. How do you deal with criticism?

24. What sort of person irritates you most?

25. Which bit of you would you like most to change?

26. What are your main likes and dislikes?

27. What do you do in your spare time?

28. What is the most difficult decision you have ever had to make?

29. How would you cope with working long and possibly irregular hours?

**PRESBYTERIAN CHURCH OF TASMANIA PRO FORMA 7.4
CANDIDATE FOR THE MINISTRY
MEDICAL EXAMINATION REPORT**

Questionnaire

(to be completed by the Candidate before they present themselves for examination)

Name

Address

Name and Address
of Family Doctor

1. Have you ever suffered from any physical or mental condition requiring attendance at hospital Yes*/No

2. Have you ever been rejected for, or lost employment on the grounds of being considered medically unfit Yes*/No

3. How long have you been under your family doctor's care?years

4. Have you consulted him on any occasion during the last three years Yes*/No

5. Have you any personal or family history of mental illness, tuberculosis, diabetes, heart disease, stroke or high blood pressure? Yes*/No

6. Have you had an X-ray examination during the last three years Yes*/No

7. Is there any other medical condition of which you are aware which might effect suitability for employment? Yes*/No

8. Are you currently on any medicines? Yes*/No

9. Is there anything in your past lifestyle that may put you at risk of H.I.V. (AIDS) ? Yes*/No

* If the answer to any of these questions is "yes"
please give further details below.

.....
.....
.....
.....

I certify that to the best of my knowledge the particulate given above are correct.

Date Signature

* NB Candidates will be expected to pass urine at the medical examination in a container provided by the examining doctor.

EXAMINING DOCTOR'S REPORT

Heightcm Weight (with/without clothes) kg

Blood Pressure/.....

Vision	(a) without glasses	R	6/	L	6/
	(b) with glasses				
	if worn	R	6/	L	6/
	(c) Colour vision				
	Normal/Abnormal				

Ears, Nose and Throat		Normal	Abnormal
Hearing (method used)		Normal	Abnormal
Respiratory System		Normal	Abnormal
Cardio-Vascular System	Normal	Abnormal	
Digestive System	Normal	Abnormal	
Genito Urinary System		Normal	Abnormal
Locomotion		Normal	Abnormal
Skin		Normal	Abnormal
Is there any evidence of Hernia?	No	Yes	
Is there any evidence of Varicose Veins?	No	Yes	
Is there any physical deformity		No	Yes
Is there any evidence of Glycosuria	No	Yes	
Is there any evidence of Albuminuria?		No	Yes
Are there any lymph glands present?		No	Yes

Chest Report based on Spirometry Test:

Date

Details and Comments

In my opinion the candidate is fit/unfit for employment in the capacity which he has applied.

Signature Date

Qualifications Official Appointment

This Report and Questionnaire to be returned to the Session Clerk of the Candidate's Church

PRESBYTERIAN CHURCH OF TASMANIA

AUTHORITY TO RELEASE MEDICAL INFORMATION

I, hereby authorise my family doctor, Dr.
..... to provide information on my medical history
and current state of health to the medical officer appointed by the
Presbyterian Church of Tasmania.

I understand that this information is to be used in assessing my suitability
for the Ministry, and for this use alone.

.....
signed

.....
witness

.....
Date

PRESBYTERIAN CHURCH OF TASMANIA PRO FORMA 7.5

**CONFIDENTIAL PERSONAL REPORT
CANDIDATE PREACHING REPORT
FOR USE BY CANDIDATURE COMMITTEE**

Name of Church(es)

Name of Candidate

Date(s) of Assessment

Please grade the Candidate's performance using the following scale:

A - Very Good B - Good C - Average D - Fair E - Weak

	A	B	C	D	E
THE SERVICE AS A WHOLE					
Leadership in worship					
Cohesion and continuity					
Clarity of speech					
Behaviour in the pulpit					
Length of the Service					
MINISTRY OF THE WORD					
Evidence of thorough preparation					
Power or authority in the sermon					
Evidence of appreciation of people's needs and responses					
Preaching is Biblical and accurate					
Easily understandable, using appropriate language					
Applies the message to people's life situations					
Maintains interest					
Use of voice					
Use of time available					
Relevance of prayers to People's circumstances					
Use of real life illustrations					
Relevance of the message to the congregation					
CHILDREN'S ADDRESS (where applicable)					
Capture and retention of children's interest					
Length to age of children					
Appropriateness of address and language					
GENERAL					
General appearance and demeanor					
Punctuality - ahead of set time					
Ability to relate to people after the Service					
Overall impression on the congregation					

Please enlarge on any of the above points, or add any other comments that may be relevant and helpful to the assessment of the Candidate's effectiveness in his conduct of worship. Special comment on any points which were graded with a D or E. Separate attachment please.

Please remember that it is a Candidate who is being assessed, not an experienced Minister of the Word.

Candidature Committee:

Name

Name

Name

Signature

Signature

Signature

Date

Date

Date

This report should be retained by the Convener of the Candidature Committee and submitted to Presbytery at the appropriate time.

PRESBYTERIAN CHURCH OF TASMANIA PRO FORMA 7.6

PRESBYTERY OF TASMANIA

CONFIDENTIAL INTERVIEW REPORT

APPLICANT ASSESSMENT FORM

for use by Presbytery Candidature Committee

Name of Church

Name of Applicant

Date of Assessment

Please grade the Applicant's performance using the following scale:

A - Very good B- Good C- Average D - Fair E - Poor

ATTRIBUTES	A	B	C	D	E
1. PREPARATION FOR INTERVIEW					
Knowledge of Minister's Work					
Knowledge of Presbyterian Church					
2. PERSONAL PRESENTATION					
Personal appearance					
Standard of dress					
Open and frank manner					
Eye contact throughout interview					
Stance and mannerisms					
Coping - calm, relaxed, attentive					
Takes time to think through answers					
3. INTERVIEW					
clarity of response					
addressed the question					
concise					
clearly spoken					
Handling of unexpected questions					
Behaviour under close questioning					
Response to Biblical questions					
Response to spiritual questions					
Response to situational questions					
How did the applicant rate for					
drive					
motivation					
personality					
communicating skills					
listening skills					
energy					
confidence					
dedication					
sincerity					

Please enlarge on any of the above points, particularly those of low rating, or add any other comments that might be relevant and helpful to the Presbytery in its assessment of this application.

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Candidature Committee:

Name	Name	Name
Signature	Signature	Signature
Date	Date	Date

This Interview Report should be retained by the Convenor of the Candidature Committee and submitted to Presbytery at the appropriate time.

"ADDITIONAL INFORMATION" HAS BEEN ATTACHED TO THIS REPORT AND INCLUDES THE RECOMMENDATION BY THE CANDIDATURE COMMITTEE.

1. PRELIMINARY

1.2 REVIEW AND APPROVAL GUIDELINES

Document Compilation

Compiled by Elder Ivan Gaggin

Committee Convener

..... .. Oct 1994..

SIGNATURE.

Document Review

Reviewed by Rev David Jones

Committee Member

----- -- Oct 1994--

SIGNATURE

Document Approved

Approved by:

Presbytery Moderator
Rt Rev T Penning

----- --- Oct 1994---
SIGNATURE

1.3 DISTRIBUTION OF GUIDELINES

Guidelines is a controlled document. The procedure for issue of the document is designed to ensure that the location of all official copies is known, and to ensure that revisions that may be made from time to time are incorporated into each copy without delay.

The issue of all copies of Guidelines and subsequent revisions shall be the responsibility of the Convener, Candidature Committee. That officer shall maintain a Register recording the holders of "Guidelines - Candidature for the Ministry", and details of despatch of revisions.

PRESBYTERY OF TASMANIA SECTION 1
PAGE 1.3
GUIDELINES REVISION 0
CANDIDATURE FOR THE MINISTRY DATE

1. PRELIMINARY

DISTRIBUTION LIST

Copy No.	Designated Holder
1	Moderator of Presbytery
2	Clerk of Presbytery
3	Unallocated to Presbytery Clerk
4	Convener, Candidature Committee
5	Member, Candidature Committee
6	Minister, St John's Hobart
7	Session Clerk, St John's Hobart
8	Minister, Rokeby
9	Session Clerk, Rokeby
10	Minister, Scottsdale
11	Session Clerk, Scottsdale
12	Minister, St Andrew's Launceston
13	Session Clerk "
14	Ministry "
15	Ministry "
16	Minister, Riverside/Glengarry/Winkleigh
17	Session Clerk "
18	Minister, Sidmouth/West Tamar
19	Session Clerk, Sidmouth
20	Minister, Devonport
21	Session Clerk, Devonport
22	Elder, Mole Creek
23	Minister, Ulverstone
24	Session Clerk, Ulverstone
25	Minister, Stanley/Rocky Cape
26	Session Clerk, Stanley
27	Unallocated
28	Unallocated
29	Unallocated
30	Unallocated