



The United Church of Canada
L'Église Unie du Canada
Ministry Vocations, Human Resources Unit
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Procedures for the Presbytery/District Education and Students Committee

Always check the United Church website (www.united-church.ca) for the most up-to-date forms and guidelines.

The Education and Students (E&S) Committee plays a central role in the candidacy and Designated Lay Ministry processes and is responsible for a number of reporting functions to presbytery/district, Conference, and the Human Resources Unit. The convenor of the committee sees that the processes are carried out and the requisite forms are kept up to date.

Discernment

1. When the E&S Committee receives form **DIS 201: Action Recognizing an Inquirer** from a session, church board, or church council, one or two representatives are appointed to a discernment committee. The committee completes **DIS 201** and distributes it as indicated on page 2 of the form. The 12 months of the discernment process begin on the date recorded by the E&S Committee.
2. The committee representatives to the discernment committee are responsible for calling the first meeting of the discernment committee and orienting the committee to its work. The handbook *Discerning a Call* provides guidelines for the functioning of the discernment committee.
3. The name of an inquirer in the discernment process is not reported to presbytery/district or Conference. This ensures confidentiality and honours the outcome of the discernment process, whether it is to proceed to ministry leadership or to continue in active lay leadership in a congregation.
4. When the discernment meetings have concluded and the session has recommended candidacy, the session sends the following to the E&S Committee:
 - **DIS 202(a): Report and Recommendation of Discernment Committee**
 - **CAN 203: Actions by Session and Presbytery/District Regarding Inquirers for Order of Ministry**
or
DLM 503: Actions by Session and Presbytery/District Regarding Applicants for Designated Lay Ministry
 - **CAN 202(b): Application to Be Received as a Candidate for Ordered Ministry**
or
DLM 502(b): Application for Appointment as a Designated Lay Minister

Note: If the session recommends the inquirer continue his or her lay ministry in the congregation, CAN 202(b) or DLM 502(b) will not be completed. The E&S committee should notify the Human Resources Unit for accurate recordkeeping.

5. The E&S Committee completes **CAN 203** or **DLM 503** (page 2) and sends the whole package to the Conference Interview Board (CIB). **CAN 200** or **DLM 500** record cards should be started at this point and kept up to date throughout the process. The E&S Committee may choose to interview the inquirer prior to the CIB and provide additional information or requests of the CIB. For example, if a candidate is considering the ministry-based education program, the E&S Committee will want to ask the CIB to assess the inquirer's capacity for ministry leadership in an appointment.

Candidacy for the Order of Ministry (ordained or diaconal)

For procedures related to Designated Lay Ministry, please see page 4.

1. Following the meeting with the CIB, the E&S Committee interviews the inquirer to determine suitability for candidacy. (See **CAN 233: Interviewing Inquirers, Candidates, and Designated Lay Ministers.**)
2. The E&S Committee recommends or does not recommend that presbytery/district grant candidacy for ordained or diaconal ministry.
3. The E&S Committee completes **CAN 203** (page 3) and distributes it as indicated on that page.
4. A current (dated within the previous six months) vulnerable sector (level 2) police records check must be seen by two members of the E&S Committee prior to the recommendation going to the presbytery/district. Thereafter, a current police records check is seen in the sixth year of candidacy.
5. If the presbytery/district names the inquirer suitable for candidacy, the E&S Committee completes **CAN 204: Initial Certification to School or Program** and sends it to the educational institution.

Annual Interviews

- The E&S Committee conducts an annual interview with each candidate and reports to presbytery. See **CAN 233** and **CAN 206: Annual Confirmation of Status by Presbytery/District.**
- The committee considers the candidate's **CAN 205: Candidate Self-Assessment Form** and the school report **CAN 217: Annual Theological School Report.**

Supervised Ministry Education (Internship)

- Supervised Ministry Education requirements for ordained ministry should be discussed and options considered. Refer to **SME 223: Process for Supervised Ministry Education** for more information.
- The E&S Committee must endorse the SME application, indicating recommendations about the form of the internship, supervision, and site preferences. If a candidate has three or more years of pastoral experience, two or more CPE/SPE units, or other comparable experience, the E&S Committee may waive four months of the internship requirement.

- If a candidate has five or more years of experience in a United Church ministry position, the E&S Committee may deem the internship requirement fulfilled.
- In the year following an internship, the E&S Committee reviews **SME 225: Internship Evaluation** and makes a decision on successful completion of the requirement. See *The Manual*, sections 024(d) and 722.

Readiness for Ordination or Commissioning to Diaconal Ministry

1. In the final year of the candidate's process and upon receipt of **CAN 209: Application for Ordination/Commissioning**, the E&S Committee examines each candidate for readiness for ordination/commissioning and completes **CAN 220: Summary Report for Final Interviews**.

CAN 209 is forwarded to presbytery/district for recommendation regarding ordination and commissioning.

2. When the candidate is recommended for ordination or commissioning, successful completion of the process is recognized and celebrated in a public meeting of the presbytery/district and ultimately at the Conference Celebration of Ministry service.

Withdrawal or Termination of Candidacy

1. The E&S Committee may receive a request from a candidate to withdraw from the process, or the committee may decide to terminate the candidacy.
2. When termination happens, the E&S Committee should ensure a clear understanding of the reasons and inform presbytery and the General Council Office of the termination.
3. **CAN 206: Annual Confirmation of Candidacy Status** is completed and distributed.

Appointment Process for Designated Lay Ministry

1. Following the meeting with the CIB, the E&S Committee interviews the inquirer to determine suitability for appointment as a designated lay minister. (See **CAN 233: Interviewing Inquirers, Candidates and Designated lay Ministers.**)
2. The E&S Committee recommends or does not recommend that presbytery/district name the inquirer as ready for appointment as a designated lay minister.
3. The E&S Committee completes **DLM 503** (page 3) and distributes it as indicated on that page.
4. A current (within the previous 6 months) Police Records Check, vulnerable sector level 2, must be seen by two members of the E&S committee prior to the recommendation going to the presbytery/district.
5. If the presbytery/district names the inquirer as ready for appointment the E&S Committee completes **DLM 504: Initial Certification to DLM Education Program** and sends it to the educational center. Admission to the DLM education program is a prerequisite for appointment.
6. When a presbytery appointment (minimum ½ time) has been obtained, the E&S Committee completes **DLM 503(b)** and distributes it as indicated. The appointment site and supervisor must be approved by the Conference Internship and Educational Supervision committee.

Continuing the Process

The E&S Committee continues its oversight of each applicant by means of the following:

- The annual interview and a subsequent report to presbytery/district, **DLM 506: Annual Confirmation of Designated Lay Minister Status by Presbytery/District.**

For the interview, the committee needs

- the annual report from the education centre **DLM 517: Annual Education Centre Report**
- **DLM 508: DLM Evaluation Report of Educational Supervision**
- **DLM 505: Applicant Self-Assessment Form**

Concluding the Process

1. The E&S Committee examines each applicant for readiness for recognition.
2. The applicant completes **DLM 509: Application to Be Recognized as a Designated Lay Minister.**
3. The E&S Committee completes **DLM 509** and distributes as indicated.

Other Presbytery/District E&S Committee Responsibilities

Student Supply and Candidate Supply Appointments

The E&S Committee works with the Presbytery/District Pastoral Relations Committees to ensure that approvals for appointment of candidates are made using **CAN 203(b): Approval of Appointment** so that correct and supportive procedures are in place. (See *The Manual*, section 001, Definitions.)

Candidates for the Shorter Course (*The Manual*, section 723)

The normal course of preparation for ordination includes a program leading to an undergraduate degree at a recognized university and a three-year course in theology, or a five-year ministry-based education program leading to the Master of Divinity degree.

The Shorter Course provides an option for a person who does not have a university degree and for whom it would be difficult to consider completing an undergraduate degree followed by a three-year course in theology.

- It consists of a minimum of one year of undergraduate studies (10 semester courses) at a recognized university and three years at a United Church theological college, and leads to ordination.
 - It is available to candidates who have been recommended to the Shorter Course by the Conference Interview Board and the Presbytery/District E&S Committee.
1. To apply for the Shorter Course, the candidate sends **SC 211: Application for Admission to the Shorter Course** with **CAN 202(b): Application to Be Received as a Candidate for the Order of Ministry** to the Presbytery E&S Committee, which asks the Conference Interview Board to meet with the candidate. Please check *The Manual*, section 723, for requirements to be fulfilled before applying.
 2. Following the meeting with the CIB, the E&S Committee interviews the candidate.
 3. If the E&S Committee is recommending the candidate, the committee completes **SC 212: Presbytery/District Recommendation re: Shorter Course Application** and sends it to the Human Resources Unit for approval to be admitted to the Shorter Course. Approval by HR does not ensure acceptance at a theological school.
Applications are processed by Human Resources within six to eight weeks of receipt.
 4. After reviewing the application, Human Resources responds in writing to the candidate, with a copy to the E&S Committee and the theological school.

Re-admission

1. The Presbytery/District E&S Committee receive the candidate's application form and arrange an interview with the Conference Interview Board.
2. After a successful meeting with the CIB, the candidate is interviewed by the E&S Committee.
3. After the candidate meets any conditions set by the committee, the committee completes **ADM 309(a): Intent to Recommend Re-admission of a Person to the Order of Ministry** and sends it to the Human Resources Unit by January 15.