



**The United Church of Canada  
L'Église Unie du Canada**

Ministry Vocations, Human Resources Unit  
3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

## **Procedures for the Conference Interview Board**

**Always check the United Church website ([www.united-church.ca](http://www.united-church.ca)) for the most up-to-date forms and guidelines.**

### **Purpose of the Conference Interview Board**

The Conference Interview Board (CIB) exists “to assist Inquirers and others referred to it in assessing their vocational goals and/or general suitability for membership in the Order of Ministry; and (b) to assist Presbyteries or other referring bodies in determining the suitability of those referred to it to function as Ministry Personnel in the United Church” (*The Manual, 2010*, section 457).

Policies related to the Conference Interview Board are found in *The Manual, 2010*, sections 455–458. The CIB is independent from other interview groups and committees that relate to inquirers and candidates.

The CIB is responsible for setting up a standard procedure for assessment and supportive measures if required for

- inquirers seeking candidacy for ordered ministry(diaconal and ordained), including Shorter Course applicants, or status as a designated lay minister
- those seeking readmission to Order of Ministry in The United Church of Canada
- those seeking admission to the Order of Ministry from another denomination
- those from other denominations seeking appointment as ordained or diaconal supply

The CIB’s role is also to *give advice* to the Presbytery/District Education and Students Committee concerning candidacy and status. This advice may be in the following areas:

- suitability for ordered ministry
- capacity and appropriateness for a particular educational program
- readiness for appointment

The CIB should schedule interviews at least quarterly or more often, according to the needs of the Conference and presbytery/district.

## Interview Process

1. The person to be interviewed may be asked to submit information in addition to what is received from presbytery.
2. An inquirer is accompanied by the discernment committee representative from the Presbytery/District E&S Committee.
3. Before the interview, CIB members read through and discuss the information form as well as the documents already received.
4. The interviews may be conducted by the whole CIB or by a team of no fewer than three people.
5. The interview team asks questions about the individual's gifts for ministry; excitement about faith; ways of dealing with stress, anger, and loss; and ability to give and receive care from others. (See **CAN 233: Interviewing Inquirers, Candidates, and Designated Lay Ministers** for sample questions.)
6. The role of the accompanying person is that of silent observer.

## Concluding the Process

1. The interview team (if used) discusses the interview. Then the CIB as a whole decides whether to
  - recommend candidacy, status, or readiness for appointment
  - recommend with suggestions or conditions
  - not recommend
2. The recommendation is communicated verbally to the individual (with the accompanying person present). Where specific suggestions or conditions are indicated, a second interview in a year's time is advised.
3. (*For inquirers*) The CIB completes **CAN 203** or **DLM 503**, "Action of Conference Interview Board," and returns it, along with its recommendations, to the Presbytery/District E&S Committee. Copies are kept as indicated on the form.
4. (*For applicants for admission*) The CIB completes **ADM 306** and forwards it, along with its recommendations, to the Conference Executive. Copies are kept as indicated on the form.
5. (*For applicants for re-admission*) The CIB completes **ADM 306** and forwards it, along with its recommendations, to the Presbytery/District E&S Committee. Copies are kept as indicated on the form.