



Admission of Ministers Committee

Purpose

To outline the steps to be completed for a minister of another denomination to be admitted as a Minister of the Uniting Church in Australia.

Scope

The process applies where a Minister of another denomination wishes to be admitted as a minister of the Uniting Church in Australia, through the Queensland Synod.

In this process it is the responsibility of the Assembly Admission of Ministers Committee to determine eligibility. It is the responsibility of the Synod Admission of Ministers Committee to determine suitability.

Process

1. A Minister from another denomination wishing to be considered for admission as a Minister of the Uniting Church will complete the prescribed application form (TOO_AM_001 Application-Reception of Minister) and Ministry Leader Profile (PC_TOO_001 Ministry Leadership Profile) and submit to the Secretary of the Reception of Ministers Committee.
2. After ensuring that all documentation is complete, the Secretary will present the Ministry Leadership Profile to the Placements Committee for discernment about a suitable placement for the Minister. The Placements Committee may choose to meet with the Minister prior to making any discernment. If the Placements Committee chooses to meet with the Minister, it will be the Minister's responsibility to pay all costs associated with attending this meeting.
3. The appropriate processes of the Placements Committee for filling a placement vacancy will be followed to result in a call being issued to the Minister to serve in an approved placement.
4. Any call to a placement will be conditional on the Minister being seconded to the Uniting Church by the Minister's current denomination.
5. Once a call has been issued and accepted, the Secretary of the Placements Committee will contact the Minister's denomination to obtain a letter of secondment and notification that the Minister remains in good standing. The Minister will not commence in the placement until this is received.
6. Once the Minister has been inducted, the Secretary of the Synod Admission of Ministers Committee will:
 - a. advise Trinity College Queensland of the application and ask the college to assess whether the applicant is required to undertake any ongoing education or formation (Regulation 2.5.1 (f)). The college will advise the Secretary when all education and formation requirements have been met in accordance with the



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- Assembly's standards for ministerial education and formation (Regulation 2.5.2 (c)(i)):
- b. contact the relevant Presbytery Minister and arrange for the Minister to receive mentoring for a period of twelve months (Regulation 2.5.1 (g)). The mentor and applicant are referred to the guidelines for Presbytery Mentors and applicants (AM_TOO_005);
 - c. contact the referees named in the application requesting them to complete a referee statement (AM_TOO_002 Referee Form)
 - d. contact the Assembly Admission of Ministers Committee seeking confirmation of the recognition of the Minister's ordination.
7. When the Secretary receives notification that the matters referred to in point 6 above has been addressed, the Secretary will forward the completed application to the Assembly Admission of Ministers Committee seeking confirmation of eligibility.
 8. After advice is received from the Assembly Admission of Ministers Committee that the minister is eligible, the Synod Committee for Reception of Ministers will meet with the applicant to consider the matters referred to in Regulation 2.5.2 (c).
 9. Having met with the Minister, the Synod Admission of Ministers Committee will determine a recommendation to make to the Synod Standing Committee (Regulation 2.5.2 (d)).
 10. The General Secretary will convey the decision of the Synod Standing Committee to the applicant within 14 days of the application (2.5.2 (d)).
 11. Where the applicant is successful in being admitted as a Minister of the Uniting Church, the Presbytery will arrange for a service of recognition (Regulation 2.5.2 (e)), using the Order of Service approved by the Assembly.
 12. Where the application is rejected the applicant may appeal the decision. The appeal is dealt with in accordance with Part 6 of the Regulations (Regulation 2.5.2 (f)). If there is no appeal, or it is rejected, the Presbytery will arrange for the Minister to conclude their placement

References and related documents

Uniting Church in Australia Regulations 2.5.1 – 2.5.3

Queensland Synod By-laws Q3.8

Steps in filling a congregational placement (PC_PRO_002)

Guidelines for the assessment of ministerial education and formation of applicants for admission of a minister from another denomination (Assembly AOM Committee 1 September 2013)

Recognised theological faculties/colleges and their denominations (Assembly AOM Committee December 2013)

Application-Reception of Minister (TOO_AM_001)

Ministry Leadership Profile (PC_TOO_001)

Referee Form (AM_TOO_002)

Guidelines for Presbytery Mentors (AM_TOO_005)



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Revisions and reviews

#	Date	Reason	Author/reviewer	Approved
1	9 Aug 2017	Review of existing process	D Fender, Associate General Secretary	Associate General Secretary