PROCEDURES FOR THE APPLICATION AND APPROVAL OF SPECIAL CATEGORY MINISTRY POSTS

It should be noted that these applications are for POSTS and not for MINISTERS.

•   In response to an enquiry from a Synod regarding a possible Special Category Post the Administrator will ask for a broad description of the nature of the intended ministry and whether it is full-time or part-time. Enquiries may be received direct from an Applicant Group ("A.G"), in which case it should already have obtained broad support from the Synod.

•   The Administrator will then send an Application Form to the Synod or A.G. This form sets out the criteria for SCM posts as agreed by General Assembly and also Guidelines for the visit which will be necessary.

•   When the completed Application Form is returned it will be considered by the Ministries Accreditation Sub-Committee ("the Committee") or by the Officers if there are time problems. If it fits broadly within the criteria, two visitors will be appointed, one of whom will normally be a member of the Committee and another who will have a particular interest in or some experience of the type of the intended ministry.

•   The visit will be arranged by one of the visitors according to the Guidelines and the Administrator will be informed of the date. It is essential that both the Synod and all parties involved locally are represented on this occasion.

•   After the visit the visitors will write a report for the Committee. This will be sent initially to the A.G. for factual correction. The report and the detailed Application Form will then be considered by the Committee and a decision made.

•   The Administrator will write to the A.G and the appropriate person in the Synod conveying the decision.