Flow chart for the candidating process from the meeting with the Moderator TAKES <u>AT LEAST</u> SIX MONTHS WITHOUT COMPLICATIONS

Candidate meets Moderator - NOT LESS THAN SIX MONTHS BEFORE AN ASSESSMENT CONFERENCE

Candidate does not meet the pre-assessment criteria. Moderator, with Synod Ministries Committee, Candidating Officer and candidate, work on the timetable in order for the criteria to be fulfilled. **This may take two years.** *Advice to be sought from Ministries and Education and Learning Secretaries*

All pre-assessment criteria in place, candidate can proceed Candidating officer informed, timetable worked out with Ministries office, Synod and candidate. Ministries office asked to provisionally pencil in attendance at an assessment conference. Candidate given application form

Arrangements made for the candidate to;
shadow a minister or CRCW, conduct an assessed services or visit a CRCW post , write reflective accounts on Church meeting, shadowing a minister or a visit to CRCW post and if possible a Synod meeting,
Depending on the dates of meetings this part of the procedure could take at least 4months.
Candidating Secretary receives the candidates application form and personal references

Church meeting interview and decision -HELD NOT LESS THAN 14 WEEKS BEFORE ASSESSMENT CONFERENCE

Decision not to proceed. Minister and Elders need to debrief and help candidate explore vocation in a different way

Decision to recommend. Send decision to local Interview on behalf of Synod. Send decision next day or asap

Local Interview on behalf of Synod (where held). -HELD NOT LESS THAN 13 WEEKS BEFORE THE ASSESSMENT CONFERENCE AND NOT LESS THAN 1 WEEK AFTER CHURCH MEETING IN ORDER FOR ALL PAPERWORK TO BE SENT TO INTERVIWERS.
Send report to the Synod next day or a.s.a.p.

Synod interview - requires application form, references, note of decisions, assessed service reflective accounts. ALLOW 1 WEEK TO DISTRIBUTE PAPERS AFTER RECEIVING REPORT FROM LOCAL INTERVIEW AND HOLD THE INTERVIEW NOT LATER THAN 12 WEEKS BEFORE ASSESSMENT CONFERENCE

Decision not to recommend. Candidate needs to be debriefed and helped to explore vocation in a different way. Ministries Office informed that the candidature has come to an end.

Decision to recommend. Synod Candidating Officer notifies Ministries office immediately so that candidates can be given **1month** notice of attendance at Assessment Conference with travel details etc.
Candidates papers sent to ministries office at least **10 weeks** before Conference. Papers now include vocational report to Assessors.

Assessment Conference. After the Conference members of the Assessment board will meet the candidate at the relevant Synod office on a date previously agreed with Synod and Candidate, **within 8 - 12 days** after the Conference.

Decision not to send for training, the candidate may appeal against process or reapply after 2 years

Decision yes, candidate is offered a training place subject to completion of the required medical and psychological screenings.

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