



Ministries Committee Assessment Board

Resolution

Mission Council, acting on behalf of General Assembly, adopts the process for medical and psychological screening of candidates for the ministry as set out below, with immediate effect.

Phase of training and/or calling
Pre-Training & Training
<p>Stage 1 – Candidate Application</p> <p>Candidate makes an application to be accepted for training.</p>
<p>Stage 2 – Candidating Process</p> <p>Candidate goes through the Candidating Process. Includes interviews by local church and synod, along with the completion of some reflective work and, for candidates for the Ministry of Word and Sacraments, leading worship.</p>
<p>Stage 3 – Assembly Assessment Conference</p> <p>Candidate attends an Assembly Assessment Conference which includes interviews with assessors (who ultimately make the decision to accept or not), an Education & Learning panel (who decide on length and nature of training), and a Personal Development Officer, which includes a group exercise and a one-to-one interview, (whose role is to provide support/information for the assessors but has no decision-making function.)</p>
<p>Stage 4 – Offer & Pre-training Screening</p> <p>The Candidate is accepted and provided with a written offer of training subject to medical and psychological screening.</p> <p>The Secretary for Ministries will provide InterHealth with an outline of the expected training programme for this candidate (including expected duration, schedule of study, i.e. at home, evenings, full time, residential, etc).</p> <p>The Candidate completes a Pre-Training Health Screening Form which is returned to InterHealth. Further consultation between the Candidate and InterHealth will occur in following up pre-existing health conditions. For Pre-Training Health Screening, a fitness for training certificate, with any recommendations for reasonable adjustment, will be provided.</p> <p>The Candidate is requested to book and undertake a Psychological Clearance Appointment at InterHealth. For Psychological Clearance purposes, a report will be provided to the Secretary for Ministries giving an opinion on the individual’s psychological wellbeing at the date of the appointment, and advising on any areas of risk affecting the individual’s ability to fulfil their training. In the case of any uncertainty the Assessment Board would need to evaluate the report and make a decision.</p>
<p>Stage 5 – Training confirmation & commencement</p> <p>The Secretary for Ministries confirms the offer to the candidate of the training post. The candidate commences their training. Subject to the United Reformed Church Assessment Board approval, in their last year they seek a call to ministry from a church/pastorate.</p>

Upon ordination or acceptance of a call

Stage 6 – Acceptance of a call

A trainee has sought a call from a church and has been successful in identifying a role for their future ministry. The trainee is provided with a written offer of a ministry position subject to satisfactory medical clearance.

Stage 7 – Pre-Ministry Screening / Pre-Employment screening

A full medical with InterHealth is required. A report on fitness for ministry as well as any reasonable adjustments for the role are provided.

Phase of training and/or calling	Additional Notes pertaining including Equality Act 2010 requirements
Pre-training & Training	
<p>Stage 1 – Candidate Application Candidate makes an application to be trained.</p>	<p>No medical forms are filled in at this time. The Equality Act 2010 requires that any screening can only be undertaken after a person has received an offer of employment. In this case it would pertain to a written offer of training or ministry.</p>
<p>Stage 2 – Candidating Process Candidate goes through the Candidating Process - includes interviews by local church and synod, along with completion of some reflective work and leading worship.</p>	
<p>Stage 3 – Assembly Assessment Conference Candidate attends Assembly Assessment Conference which includes interviews by assessors (who ultimately make the decision to accept or not), Education & Learning panel (who decide on length and nature of training), {and with a Personal Development Officer (which includes a group exercise and a one-to-one interview) whose role is to provide support/information for the assessors but has no decision-making function.}</p>	
<p>Stage 4 – Offer & Pre-training Screening The Candidate is accepted and provided with a written offer of training subject to medical & psychological screening.</p> <p>URC will provide InterHealth with an outline of the expected training programme for this candidate (including expected duration, schedule of study, i.e. at home, evenings, full time, residential etc).</p> <p>The Candidate completes a Pre-Training Health Screening Form which is returned to InterHealth. Further consultation between the Candidate and InterHealth will occur in following up pre-existing health conditions. For Pre-Training Health Screening, a fitness for training certificate with any recommendations for reasonable adjustment will be provided.</p> <p>The Candidate is requested to book and undertake a Psychological Clearance Appointment at InterHealth. Please see the additional protocols and service descriptions provided. For Psychological Clearance purposes, a report will be provided to URC giving an opinion on the individuals psychological wellbeing at the date of the appointment, and advising on any areas of risk affecting the individuals’ ability to fulfil their training.</p>	<p>As above, a written offer must be provided to be in line with new legislation.</p> <p>Code of conducts and general training outlines would be helpful.</p> <p>From our experience, we anticipate that approximately 30% of forms will need additional follow up in the form of telephone consultations with our OH team.</p> <p>Please note that a key requirement of the Equality Act is for the employing organisation to be able to thoroughly justify that their health screening processes are “reasonable”.</p>

<p>Stage 5 – Training confirmation & commencement URC offer the candidate the training post. The candidate commences their training. Subject to URC approval, in their last year they seek a call to ministry from a church.</p>	
<p>Upon ordination or acceptance of a call</p>	
<p>Stage 6 – Acceptance of a call A trainee has sought a call from a church and has been successful in identifying a role for their future ministry. The trainee is provided with a written offer of a ministry position subject to satisfactory medical clearance.</p>	
<p>Stage 7 – Pre-Ministry Screening / Pre-Employment screening A full medical with InterHealth is required. A report on fitness for ministry as well as any reasonable adjustments for the role are provided.</p>	<p>This medical sets the pace for proactive ministerial care and wellbeing throughout the life of the minister.</p>