**RECEPTION APPLICATION**

Please read the Reception Process Guidelines before completing this form

Please complete all sections of this application form, including Schedule 1 (police check form).

Information is collected in accordance with the Privacy Act 2020 for the purpose of administering the application process and subsequent engagement as a minister for successful applicants. Information is held by PCANZ and can be accessed and corrected by contacting us.

**Section One: Personal information**

|  |  |
| --- | --- |
| Title |  |
| Surname/Family Name |  |
| Christian/given Names |  |
| Preferred Name |  |
| Street Address |  |
| Suburb |  |
| City / Post Code |  |
| Home Telephone |  |
| Office Telephone |  |
| Mobile  |  |
| Email |  |

|  |  |
| --- | --- |
| Date of Birth |  |
| Place of Birth |  |
| Marital Status |  |
| Partner’s Name |  |
| New Zealand Citizen (Y/N) |  |
| New Zealand Permanent Resident (Y/N) |  |

**Please attach:**

* Copy of the photo page of your passport.
* For non-New Zealand applicants, proof of New Zealand residency.

**Section Two: Ordination and ministry training**

**1. Ordination details:**

|  |  |
| --- | --- |
| Date of Ordination |  |
| Place of Ordination |  |
| Church of Ordination |  |

**Please attach:**

* A current letter from your Church confirming your date of ordination and good standing with your Church and that you have not been the subject of disciplinary action by that Church.

**2. Theological study**

Give details of all theological qualifications you hold.

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| --- | --- | --- | --- |
| Qualification | Date | Institution | City & Country |
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**Please attach:**

* Official academic transcripts for the qualifications above
* Photocopies of certificates of qualifications awarded, certified by a justice of the peace

**3. Ministry formation training**

Give details of any other ministry formation training or experience including dates and names of training providers/institutions in addition to qualifications above.

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**Section Three: Record of ministerial service**

Give details of all ministry appointments you have held (include lay appointments prior to ordination.

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| --- | --- | --- | --- |
| Dates | Position | Organisation | Key tasks/responsibilities |
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**Section Four: Referees**

Please give three referees who can give evaluative comments on your skills and capabilities as a minister. Please include one referee from a parish of the Presbyterian Church of Aotearoa New Zealand.

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| **Referee 1** |
| Name |  |
| Position |  |
| Organisation/Affiliation |  |
| Street Address |  |
| Suburb |  |
| City / Post Code |  |
| Home Telephone |  |
| Office Telephone |  |
| Mobile  |  |
| Email |  |

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| --- |
| **Referee 2** |
| Name |  |
| Position |  |
| Organisation/Affiliation |  |
| Street Address |  |
| Suburb |  |
| City / Post Code |  |
| Home Telephone |  |
| Office Telephone |  |
| Mobile  |  |
| Email |  |

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| --- |
| **Referee 3** |
| Name |  |
| Position |  |
| Organisation/Affiliation |  |
| Street Address |  |
| Suburb |  |
| City / Post Code |  |
| Home Telephone |  |
| Office Telephone |  |
| Mobile  |  |
| Email |  |

**Please also attach a letter from your local PCANZ presbytery confirming support for your application for Reception.**

**Section Five:** **Membership requirement**

All applicants must have been a member of a church of the Presbyterian Church of Aotearoa New Zealand for at least 12 consecutive months before applying for reception.

Applicants from overseas may be able to take up a stated supply position to fulfil the membership criteria.

This requirement can be fulfilled by membership or active participation in a co-operating venture church where the Presbyterian Church of Aotearoa New Zealand is a partner.

Applicants may request an exemption to this requirement. The Leadership sub-committee is responsible for the granting of exemptions.

**Please select one of the following:**

* Attach confirmation that you have been a member of a parish of the Presbyterian Church of Aotearoa New Zealand for 12 consecutive months.
* Request an exemption citing your reasons below and attaching any supporting documentation from the church body calling you (including the presbytery if the call is to a church).

**I am requesting an exemption from the membership requirement for the following reasons:**

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*For office use: Personnel Workgroup recommendations to Leadership sub-committee*

**Section Six:** **Ministry questionnaire**

The information you provide in response to this questionnaire will help the Personnel Workgroup and the Knox Centre for Ministry and Leadership to identify possible placements suitable for you, and the types of learning experiences that might assist your transition into the ministry of the Presbyterian Church in the event your application is successful.

**Please attach your answers to the following questions:**

1. Write a brief historical account of your involvement in Christian ministry and leadership. Please include a chronological list of dates and responsibilities, in particular touching on any responsibilities you have had in the following areas: preaching, preparation and conduct of worship, pastoral care, faith-based mission engagements, Christian education and ministry management. Please comment on what you believe to be your most formative faith experiences in church and mission during your childhood, teen years, adulthood and, if applicable, during your ministry career.
2. What are your most significant leadership experiences within this history? What has been the relationship between your experiences and your sense of belonging in the church and your growth in spiritual maturity, theological development, leadership and mission involvement?
3. What are the two events that have shaped your ministry more than any other? How do you think of them in terms of where and what you are now?
4. If you were to identify significant experiences of wounding and healing in Christian life, church or ministry, what would these be? What effect have these had on you and your understanding of Christian ministry?
5. What have been the major developments in your ecclesiology over the past five years? How has this affected your understanding and practice of leadership?
6. What theologians and biblical passages have you interacted with the most to inform your practice of ministry and leadership?
7. Have you experienced, or are you experiencing a mental or physical health condition that affects your ability to perform the duties required of a ministerial position? Do you, because of a mental or physical health condition, require any additional support to perform the duties of a minister? If so, what support do you require? Does your spouse/family need to be in close proximity to any services, e.g. schools, particular employment, healthcare etc?
8. What experience do you have of “reflection-based supervision” (i.e. someone helping you to reflect on your practice and experiences in a work situation)? How would you assess your self-management habits and skills?
9. What do you consider are your greatest gifts and vocational strengths? What are growth areas for you? What is the *one* theological question or issue that is alive for you right now?
10. How would you describe your prayer experiences and practice? What form(s) does prayer take? Are there any other spiritual practices that have been, or are significant for you? Do you have experience of spiritual direction and/or prayer retreats?
11. What hopes and expectations do you have concerning ministry within the Presbyterian Church of Aotearoa New Zealand?

**Section Seven:** **Affirmations and acknowledgements**

Being a minister of the Presbyterian Church of Aotearoa New Zealand places a person in a position of trust. As part of your application you are required to make the following affirmations and give consents.

1. If received as a minister of the Presbyterian Church of Aotearoa New Zealand I will accept the authority and discipline of the Presbyterian Church of Aotearoa New Zealand, as exercised through the presbytery within whose bounds I work, and will uphold the polity, teaching and doctrine of the Presbyterian Church of Aotearoa New Zealand.
2. I am willing to sign the formula (see copy below).
3. I confirm that I have not been convicted of any criminal offence involving violence or sexual abuse nor been disciplined by my Church for any unethical or unprofessional behaviour.
4. I consent to the Personnel Workgroup seeking information about me from the referees whose names I have supplied and from representatives of employing bodies with whom I have worked and authorise the information sought to be released.
5. I consent to the Presbyterian Church undertaking a police check in New Zealand and have completed the police consent form (Schedule 1).
6. I confirm that, if invited, I will submit to an interview with the Personnel Workgroup and I will bear the costs associated with this interview.
7. I confirm that I will complete a psychometric test, to be arranged by the Personnel Workgroup. I understand that this report will be discussed with me by the psychologist before the report is sent to Personnel Workgroup in preparation for the interview.
8. I understand that, as a minister of the Presbyterian Church of Aotearoa New Zealand, I am required to join the Beneficiary Fund unless granted an exemption.

To the best of my knowledge the statements given are correct and I understand that if any false or misleading information is given or material fact suppressed my application will not be processed or if received my reception may be revoked.

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| --- | --- | --- | --- |
| Signed |  | Date |  |

# Formula for Ministers of the Presbyterian Church of Aotearoa New Zealand

*I believe in the Word of God in the Scriptures of the Old and New Testaments and the fundamental doctrines of Christian Faith contained in the Kupu Whakapono and Commentary, the Westminster Confession of Faith, and other subordinate standards of this Church. I accept that liberty of conviction is recognised in this Church but only on such points as do not enter into the fundamental doctrines of Christian faith contained in the Scriptures and subordinate standards. I acknowledge the Presbyterian government of this Church to be agreeable to the Word of God and promise to submit to it. I promise to observe the order and administration of public worship as allowed in this Church.*

A minister of the Presbyterian Church of Aotearoa New Zealand is required to sign this Formula each time he/she is inducted to a ministry position.

**Schedule 1: Police check**

This is required for required for all applicants.

**Applications from New Zealand residents:**

The police check Request and Consent form can be found on the PCANZ website:

<https://www.presbyterian.org.nz/for-parishes/calling-and-working-with-ministers/reception-calling-ministers-from-other>

Please ask your local presbytery or parish to complete and sign page 1 of the form. The applicant should complete and sign pages 2 & 3 (these must be dated within the three months prior to submitting the application). Please ensure a copy of your New Zealand driver’s licence is attached. If you do not have a NZ driver’s licence, please attach an alternative photo ID (eg passport, original birth certificate, etc.)

**Applicants from other countries:** please attach police clearance or report from your country of origin and any other countries in which you have resided.