

Bishops' Advisory Panel on selection for training for ordained ministry

CONFIDENTIAL

SPONSORING PAPERS – Part One

*To be completed by the DDO using the reference numbers in “notes for DDOs.” PLEASE DO NOT USE BLOCK CAPITALS except at the start of Proper Names etc. Items marked * are required and forms will be returned if any of these are not completed.*

1) Candidate's name:

*Title	Click here to enter text.
*First Name	Click here to enter text.
Other Forename(s)	Click here to enter text.
*Surname	Click here to enter text.
Preferred First Name	Click here to enter text.
Preferred Surname	Click here to enter text.
Previous Surname	Click here to enter text.

2) *Gender: Choose an item.

3) Address for invitation:

*Line 1	Click here to enter text.
*Line 2	Click here to enter text.
Line 3	Click here to enter text.
Line 4	Click here to enter text.
*Postcode	Click here to enter text.

4) *Email address: Click here to enter text.

5) Telephone home: Click here to enter text.

Telephone mobile: Click here to enter text.

6) *Ministry for which candidate is sponsored Choose item.

(Please also see [Discerning the Diaconate Guidelines.](#))

*At this stage it is envisaged that this candidate has the potential to exercise ministry as an: Choose an item.

A candidate with potential for ministry with incumbent responsibilities

This would be a candidate who has the potential to exercise ministry as an incumbent. The candidate could be widely deployable within the diocese and, if he or she moved from the diocese, could be readily deployable in another diocese. This would mean that he or she would have to fulfil all the Criteria for Selection and fulfil the additional elements for those with potential for ministry with incumbent responsibilities.

An assistant minister candidate

This would be a candidate who in the DDO's view would be unlikely to exercise ministry at incumbent level but would rather be in a supportive ministry. The candidate could be widely deployable within the diocese and, if he or she moved from the diocese, could be readily deployable in another diocese. This would mean that he or she would have to fulfil all the Criteria for Selection.

An ordained local minister (or locally deployable) candidate (Please also see [Ordained Local Minister Guidelines](#))

This would be an OLM candidate (or a locally deployable candidate in dioceses which do not have an OLM Scheme) and would normally train on an OLM Scheme. He or she (in the DDO's view) would exercise ministry as an assistant in a local team ministry. The candidate would not usually be widely deployable throughout the diocese but rather would have his or her ministry restricted to a particular geographical area (whether the area of the parish or the deanery) as decided by the bishop. It would be expected that there would be support for their future ministry from their incumbent and PCC (and this would be reflected in the diocesan sponsoring papers prepared for a Bishops' Advisory Panel). He or she would have to fulfil all the Criteria for Selection but two of the Criteria would be applied differently namely:

Criterion B (Ministry in the Church of England)

There will be greater emphasis upon knowledge and experience of the local church rather than the wider Church.

Criterion F (Leadership and Collaboration)

There will be greater emphasis upon collaboration and working as a member of a team rather than primary or sole responsibility leadership.

7) *National Insurance Number: Click here to enter text.

8) *Date of Birth (type dd/mm/yyyy): Click here to enter a date.

9) *The candidate's status is: Choose an item.

10) *Is an Archbishop's faculty required? Choose an item.

If so has it been received? Choose an item.

- *An Archbishop's faculty is required before ordination if a candidate or spouse has a partner from a previous marriage who is still living. (Please note that, if a person has been divorced more than once and is not currently married, and both [or more] previous spouses are still living, a Canon C4 Faculty will still be required.) For pastoral reasons, the Provincial Registrars recommend that if a Faculty is required the process should be completed before a candidate attends a Bishops' Advisory Panel. The ONLY exception to this is when there is a Vacancy in See. Since only a diocesan bishop can petition for a C4 Faculty, the work in the diocese should be done so that the Petition is ready but it will be necessary to wait for a new diocesan bishop to petition the Archbishop regarding the faculty.*
- *Faculty regulations do not apply to candidates from the Scottish Episcopal Church.*
- *If there are any questions around the CanonC4 Faculty or delays in the process, the DDO should contact the Head of Formation.*
- *If the Canon C4 Faculty is not received by six weeks before the BAP, the candidate will need to be withdrawn.*

11) Name of Spouse or Civil Partner (if applicable): [Click here to enter text.](#)

12) *Sponsoring Bishop:

13) *Does the candidate have the potential to minister as any of the following:

- | | |
|----------------------------------|----------------------|
| an ordained pioneer minister | No (click to change) |
| a minister in secular employment | No (click to change) |
| a theological educator | No (click to change) |

An ordained pioneer minister candidate

This would be a candidate who in the view of the Pioneer Panel has the potential to exercise pioneering ministry in a fresh expression of church.

A minister in secular employment candidate

This would be a candidate who in the DDO's view has the potential to exercise a clear and defined ministry in their workplace, which would normally be negotiated and agreed with their employer. Evidence of this in the form of a letter from the employer should form part of the candidate's paperwork for the BAP. He or she could be widely deployable within the diocese and, if he or she moved from the diocese, could be readily deployable in another diocese. In a church context, he or she would normally be an assistant minister. This would mean that he or she would have to fulfil all the Criteria for Selection and Advisers would wish to explore under Criterion A (Vocation) and under Criterion B (Ministry in the Church of England) whether their understanding of their vocation and ministry was realistic given their work context. (Please also see [Minister in Secular Employment Guidelines](#).)

A theological educator candidate

This focus of ministry is important in determining training pathways: the length and content of a candidate's theological training. A potential theological educator should possess:

- *The intellectual and academic ability to study and teach theology in a college, course or college of higher education or in a comparable church or diocesan post.*
- *An ability in, or the potential to acquire, adult education and communication skills.*
- *An ability in, or potential to engage in, the training of ordinands and others.*

Potential theological educators would normally undertake a theological degree (either as a first degree or as a research degree) as part of their training. The suitability of those who are seen as potential theological educators and are over 32 years of age would be assessed by the Candidates' Panel, as at present. DDOs may wish to identify a candidate as a potential theological educator and ask the Advisers at a Bishops' Advisory Panel for their assessment. However, it is important to emphasise that while Advisers would be free to comment on a candidate's suitability as a potential theological educator, it would be a matter for the Candidates' Panel (in the case of those over 32) to make the final judgement and to allocate funding. Candidates who wish to undertake a research degree during training will need the approval of the Research Degrees Panel.

14) *Contact DDO name: [Click here to enter text.](#)

15) *Date of Baptism (type dd/mm/yyyy): [Click here to enter a date.](#)

16) *Date of Confirmation (type dd/mm/yyyy): [Click here to enter a date.](#)

Check that the candidate has been confirmed in the Church of England; and if not that the confirmation was undertaken by a Bishop through the laying on of hands. However, for candidates confirmed in the Roman Catholic Church, they would need only to be received into the Church of England.

17) *Highest Academic Qualification: [Choose an item.](#)

If there is little evidence of a candidate's quality of mind from academic qualifications it might be helpful for the candidate to undertake the on-line Ability Tests well before the Panel. Contact the Ministry Division about this.

18) *Give the current or most recent job title of the candidate (15 words max):
[Click here to enter text.](#)

19) *Has the candidate completed a Statement of Financial Position Form?

[No \(click to change\)](#)

Candidates must have completed a Statement of Financial Position before attending a Bishops' Advisory Panel. The Ministry Division does not need to receive a copy of the form, but does need to be informed that the Diocese has received it.

20) *Have you received a copy of the candidate's Confidential Declaration – Protection of Children, Young People and Vulnerable Adults Form?

[No \(click to change\)](#)

The House of Bishops has decided that candidates must have completed a Confidential Declaration, i.e. self-disclosure on the basis of a standard form. Should any issues emerge please follow these up with the candidate and advise Ministry Division if necessary. The Ministry Division does not need to receive a copy of the form, but does need to be informed that the Diocese has received it.

21) *Have you received a copy of the candidate's DBS Enhanced Disclosure Certificate? No (click to change)

*Candidates must have received a DBS Enhanced Disclosure before attending a Bishops' Advisory Panel. The Ministry Division does not need to receive a copy of the form, but does need to be informed that clearance has been received. **If not received by six weeks before the BAP, the candidate will have to be withdrawn.***

22) *Has the candidate provided the Diocese with a full CV, details of any experience of work with children, young people and vulnerable adults, and an explanation of any gaps in employment as required in the Safeguarding Guidelines Relating to Safer Recruitment? No (click to change)

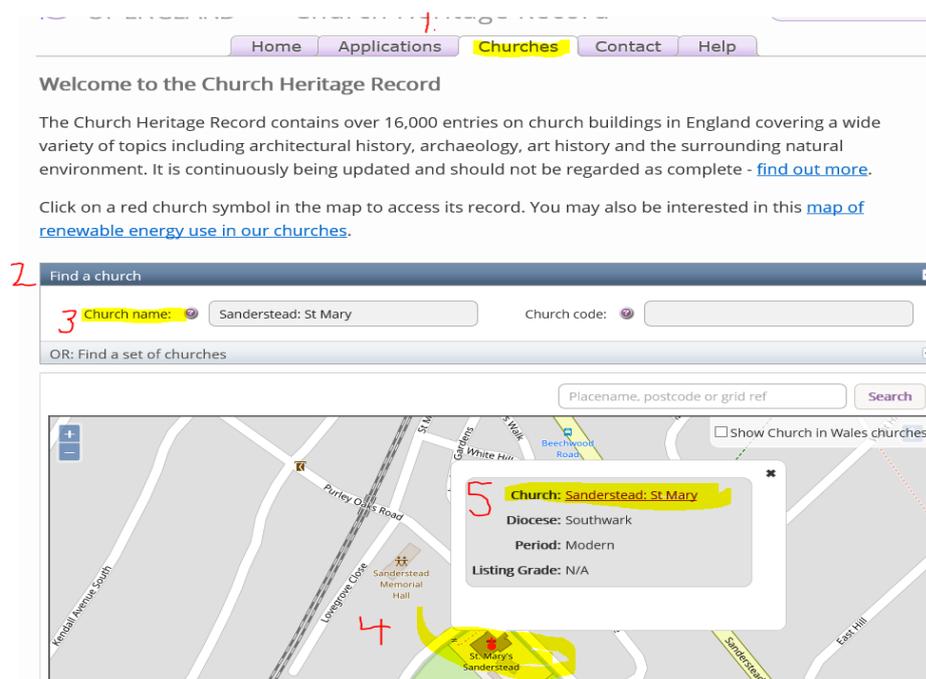
As part of the safeguarding procedures, a candidate must provide this information to the Diocese. Should any issues emerge please follow these up with the candidate and advise Ministry Division if necessary. The Ministry Division does not need to receive a copy of the form, but does need to be informed that the Diocese has received it.

23) *Candidate's current Church (6 digit Church Number): Enter number.
(See [Faculty Online](#) to find Church Number)

OR other text instead of a home Church [Click here to enter text.](#)

Instructions for the Faculty Online facilities:

(Read in conjunction with screen shots below.) Click on the Faculty Online link above, then click on the 'Churches' tab (1). In the 'Find a Church Box' (2) enter all or part of the church's name (including the Parish and/or dedication) (3) to find a specific church record. After you type three or more letters you will be shown a list of matches. Choose the church you are looking for and it will then appear on the map below (4). Click on the church on the map (4), then click on the name of the church in the balloon (5). This will take you to a new screen with details of the church, including its number (6). Enter this number at 23 above.



Core Details **Location** Building Interior Churchyard Significance Forum Audit

Sanderstead: St Mary

Name:  Sanderstead: St Mary

Record Type:  Church

 Church code:  637104

Diocese:  Southwark

Archdeaconry:  Croydon

Parish:  Sanderstead

24) Other Church that helped nurture vocation (if applicable):

If Church of England give Church Number Enter number.

If not Church of England, or if there is no Church Number, enter name of Church here: [Click here to enter text.](#)

25) *Is it envisaged at this stage that this candidate will be seeking a stipendiary title post at the point of ordination? Choose an item.

For strategic planning, the Ministry Division needs to know the number of stipendiary posts that will be required in any given year.

26) Give details of any previous Selection Conference or Bishops' Advisory Panel:

[Click here to enter text.](#)

Give the dates of any previous Selection Conference or Bishops' Advisory Panel that the candidate has attended.

27) *Does the candidate have any disability that will need special requirements during the Bishops' Advisory Panel? No (click to change)

If "Yes", give details here: [Click here to enter text.](#)

Indicate if there is any disability we should know about at this stage (e.g. dyslexic condition, hearing or sight impairment, wheelchair user) that might require special arrangements at the Panel.

28) Preferred dates for a Bishops' Advisory Panel: [Click here to enter text.](#)

If there are dates that are preferred or dates to be avoided, please give it here rather than in any accompanying email. However, we cannot guarantee a particular date or venue.

29) In addition to the Sponsoring Bishop and Contact DDO who should receive copies of the panel report? [Click here to enter text.](#)

*It is important to name **all** recipients of the report. If being copied to a bishop, please give the Bishop's title, e.g. Bishop of xxxx. Copy recipients should only be relevant Bishops and DDOs/ADDOs.*

Please email this form to: sponsoring.papers@churchofengland.org with **Name of the Candidate** as the **Subject**

SPONSORING PAPERS PART 2

30) What is the current status of the following:

Has the candidate completed a Statement of Financial Position Form?

No (click to change)

Have you received a copy of the candidate's Confidential Declaration – Protection of Children, Young People and Vulnerable Adults Form?

No (click to change)

Have you received a copy of the candidate's DBS Enhanced Disclosure Certificate?

No (click to change)

Has the candidate provided the Diocese with a full CV, details of any experience of work with children, young people and vulnerable adults, and an explanation of any gaps in employment as required in the Safeguarding Guidelines Relating to Safer Recruitment?

No (click to change)

If required, has an Archbishops' Faculty been received?

Choose an item.

*Since there have often been changes between submitting the Part 1 Sponsoring Papers and the Part 2 Sponsoring Papers, DDOs are asked to confirm that the financial check, the Canon C4 faculty process (where necessary) and the three Safeguarding checks have been satisfactorily completed. **Please note that if the DBS enhanced disclosure is outstanding or the Canon C4 faculty is outstanding at the 6 the six week deadline it will not be possible for the candidate to attend a BAP.***

In the Part 2 Sponsoring Papers the DDO is invited to reflect on each of the Criteria for Selection and to indicate the degree to which – in the DDO's view – the candidate does or does not meet that Criterion. The Criteria are grouped according to the areas covered by each of the three Bishops' Advisers. The notes under the Criteria are offered as guidance to the DDO and are not prescriptive. DDOs should feel free to address the issues in whatever way they wish. Please do not quote from the Registration Form or References.

It would be helpful if the DDO can offer evidence for his/ her view, through relating relevant aspects of the candidate's previous experience; through evidence offered by those who know the candidate well; or through the candidate's own words, written or spoken in interview. Where the DDO has concerns about whether a candidate meets any particular Criterion, it will be helpful to articulate those concerns and to indicate whether he/she believes the candidate has the potential to grow in that area of their life or experience.

If a particular focus or pattern of ministry is proposed for a candidate (e.g. potential theological educator), please ensure that the case for this is argued throughout the Sponsoring Papers and reiterated in the Concluding remarks.

As a guide, the Sponsoring Papers should be in the range of 2000 - 2250 words, but DDOs should feel free to exceed this if necessary.

31) Personal history including occupational pattern

DDOs should offer an outline summary of the candidate's background and life story with particular reference to significant and formative events and their effect on shaping the life and faith of the candidate. They should bear in mind that the detail of the candidate's personal history will appear in other documentation, such as the candidate's Registration

Form. This section should also comment on the candidate's occupational pattern. Have there been any significant shifts in career and if so why?

32) Criteria to be explored by the Vocational Adviser

Vocation

DDOs should reflect on the candidate's vocational journey.

How did it start and what have been the catalysts? Why is the candidate coming forward now? Five areas at least will need to be covered:

- *the candidate's internal sense of call;*
- *the extent to which the candidate's call has been recognised and affirmed by others;*
- *how informed the call is in terms of the candidate's understanding of ordained ministry (this might include relevant reading);*
- *how realistic the call is in terms of the candidate's ability, given the kind of person they are, to fulfil their vocation?*
- *how obedient do you find the candidate to be with regard to the disciplines of the Church?*

Ministry within the Church of England

DDOs should reflect on the candidate's experience of the Church of England.

Which church do they attend now? What kinds of churches (denomination, style and tradition) have they experienced? How well does the candidate understand the Church of England? Can the candidate reflect on different models of mission and ministry that they have experienced? Do you believe that the candidate will be loyal to the Church of England? Do they understand what it means to exercise public representative ministry as an ordained person? DDOs always need to include within the Sponsoring Papers at this section the sentence: 'X has read the Five Guiding Principles and I have discussed them with him/her and s/he has indicated that s/he assents to all of them'.

Spirituality

DDOs should reflect on the candidate's spiritual discipline and how it affects their lives.

Do they have a developed pattern of private and corporate prayer? How do they experience the presence of God? Who and what have been formative and influential in the candidate's spiritual development? Do they reflect on their spiritual life with a mentor, soul friend or spiritual director? What use do they make of Anglican resources to support their spirituality?

33) Criteria to be explored by the Pastoral Adviser

Personality and Character

DDOs should provide a portrait of the candidate as a person.

What are their strengths and weaknesses? How self-aware, stable, mature and self-confident are they? What is their capacity for self-development? Do they have sufficient resilience and robustness to cope with the demands and pressures of ministry?

Relationships

DDOs should reflect on the relationships that are important to the candidate.

What kind of relationships do they need to sustain them in ministry? How supportive are the family, friends and (if relevant) spouse of the candidate's vocation? Are they able to reflect on how their relationships might change after ordination? Are they able to sustain professional and pastoral relationships and understand the need for and importance of appropriate boundaries? Is the candidate able to understand and be sensitive to people whose social, cultural or racial identities are different from their own?

DDOs will need to discuss *Issues in Human Sexuality* with the candidate and be satisfied that the candidate understands that he or she, if recommended for training, would be expected to live within these guidelines. DDOs always need to include within the Sponsoring Papers at

this section the sentence: ‘I have discussed *Issues in Human Sexuality* with X and he/ she is content to live within these guidelines.’

DDOs also need to discuss *Promoting a Safer Church* with the candidate and be satisfied that they have read, understood and are committed to this policy. DDOs always need to include within Sponsoring Papers at this section the sentence: “I have discussed *Promoting a Safer Church* with X and can confirm that he/she has read, understood and is committed to this policy.”

Leadership and Collaboration

DDOs should reflect on evidence of a candidate’s experience or potential in the area of leadership and collaboration.

What is the candidate’s preferred leadership style? Can the candidate motivate and work alongside others? What evidence is there that the candidate is sufficiently robust and resilient in leadership? If the candidate is young, what evidence is there that they have potential in leadership? If sponsored as an incumbent, what is the evidence that they can lead creatively and lead teams?

34) Criteria to be explored by the Educational Adviser

Faith

DDOs should reflect on the candidate’s sense of faith.

How and when did the candidate’s personal faith become important to them? Does the candidate have the ability to understand their faith and communicate it attractively? Do they have an understanding of and can they reflect on the faith of the Church? What is the heart of their faith: the good news they would wish to share with others? Does the candidate respect others whose faith is expressed in different terms (theologically or in worship)?

Mission and Evangelism

DDOs should reflect upon the candidate’s sense of mission and evangelism.

How does the candidate understand mission and evangelism? What is the candidate’s commitment to mission and evangelism? How well developed are the candidate’s communication skills? Can they enable others in mission / evangelism? Does the call to mission permeate the candidate’s thinking, prayer and action? If sponsored as an incumbent, what evidence is there of their ability to exercise mission-shaped ministry at a strategic level?

Quality of Mind

DDOs should reflect on the intellectual ability of the candidate.

Does the candidate have a quick and lively mind that can make interesting connections, not least between faith and life? Does the candidate have an open and enquiring mind? Is the candidate able to reflect carefully and respectfully on issues with which he or she might not agree? What evidence is there of academic achievement? What theological reading has the candidate undertaken? Is the candidate able to translate learning into lived faith? Could the candidate cope with and benefit from theological training and are they genuinely open to it and to formation for ministry? If sponsored as an incumbent, what evidence is there of their ability to be an articulate public apologist for Christian faith in the public arena?

35) Concluding remarks

In this final section, DDOs should:

- i) offer a clear indication of the diocese’s support of (or concerns in relation to) the candidate and should include any salient comments from the Bishop or diocesan panel;*
- ii) indicate any areas concerning which the Bishop particularly seeks the view of the Advisers;*

- iii) *identify the particular gift(s) a candidate may bring to the Church and why this is important (especially if the candidate is being sponsored with a particular focus of ministry in mind);*
- iv) *reflect on the candidate's potential and how you might see his/her ministry developing in the future*

Enclosed:

- **A Passport Photograph**
- **Candidate's Registration Form**
- **Candidate's Written Reflection**
- **Incumbent Reference**
- **Lay Reference**
- **Occupational Reference**
- **Educational Reference**
- **Additional Reference (if relevant)**
- **Candidate Formation Plan**
- **Ethnic Diversity Form**

Additional papers for OLM candidates:

- **Parish Profile**
- **PCC resolution**
- **Draft working agreement**

Signed:

Diocesan Director of Ordinands

Date

Name:

Address:

Telephone :

email:

(The above information will enable Panel Secretaries to contact DDOs while at the Bishops' Advisory Panel, if necessary.)

CANDIDATE'S DECLARATION

I have read these Sponsoring Papers and understand that they will be submitted for my Bishops' Advisory Panel.

Signed:

Candidate

Date