

THE CHURCH
OF ENGLAND

Archbishops' Council

Ministry Division

Candidates Panel

and

Research Degrees Panel

September 2013

Table of Contents

| | |
|--|----|
| THE CANDIDATES PANEL | 2 |
| a) Introduction | 2 |
| i) The Purpose of the Candidates Panel | 2 |
| ii) The Terms of Reference of the Candidates Panel | 2 |
| iii) Bringing cases to the Candidates Panel | 2 |
| iv) Practical arrangements for the Candidates Panel | 3 |
| v) Conveying the advice of the Candidates Panel | 3 |
| b) Cases which need to be referred to the Candidates Panel | 3 |
| i) Transfer between categories or focuses of ministry for all candidates during IME 1-7 | 3 |
| ii) Ministers of other Churches as well as Priests from other Anglican Provinces. | 4 |
| iii) Ordinands resuming training after formal withdrawal (more than 3 months). | 4 |
| iv) All cases of an extension of training (apart from first degrees). | 5 |
| v) Candidates wishing to study for a first degree outside Approved Training Pathways ('Gathered Field'). | 5 |
| vi) Other training pathways outside Validated Training Pathways. | 6 |
| vii) Candidates who have completed training but are not yet ordained. | 6 |
| viii) Candidates from the Church of Ireland, Church in Wales and other Anglican Provinces (not the SEC). | 6 |
| ix) Candidates with a Pre-Theological Education Conditional Recommendation. | 7 |
| x) Candidates attending a BAP after the cut-off date to begin training in forthcoming academic year. | 7 |
| c) Cases which do not need to be referred to the Candidates Panel | 8 |
| i) Overseas placement. | 8 |
| ii) Overseas study. | 8 |
| iii) Transfer of candidates from Scottish to English dioceses. | 8 |
| iv) Candidates over 55. | 9 |
| v) Candidates independently funding a third year of training. | 9 |
| vi) Change of college or course. | 9 |
| vii) Change of focus of Ministry. | 9 |
| d) Appeals Procedure | 9 |
| i) Grounds for Appeal | 9 |
| ii) Procedure | 9 |
| THE RESEARCH DEGREES PANEL | 11 |
| a) Introduction | 11 |
| b) Cases | 11 |
| i) Assessing RDP cases | 11 |
| ii) Financial support for the candidate | 12 |
| iii) Timetable for RDP cases | 12 |
| iv) Bringing cases to the RDP | 12 |
| v) Monitoring the progress of RDP candidates | 13 |
| Appendix I: Proforma for Submission to the Candidates Panel | 14 |
| Appendix II: Ministers of other Churches, as well as Priests from other Anglican Provinces | 16 |
| Appendix III: Potential Theological Educators and the 'Gathered Field' | 19 |
| Appendix IV: Research Degrees Application Form | 21 |
| Appendix V: Planning your Research and Applying for Funding at Doctoral Level | 24 |

The Candidates Panel

a) Introduction

i) The Purpose of the Candidates Panel

- (1) The Candidates Panel is an extension of the selection process and reviews a range of candidates' cases. See below for a full list of cases which are referred to the Panel.
- (2) The Panel is advisory although its recommendations provide access to Central Church Funds for training exceptions. Its decisions, as at a Bishops' Advisory Panel, are usually unanimous.
- (3) It meets five times each year (see <http://www.cofe-ministry.org.uk/cpdates> for dates and deadlines) and comprises experienced Bishops' Advisers, the Senior Selection Secretary and Selection Secretaries.

ii) The Terms of Reference of the Candidates Panel

- (1) To advise Bishops on the appropriateness of **candidates for ordained ministry** wishing to:
 - train outside Bishops' Regulations
 - move to a new focus of ministry
 - resume training after a period of withdrawal
- (2) To advise Bishops on the appropriateness of **those ordained** wishing to:
 - transfer to a new category of ministry
 - move to a new focus of ministry
- (3) To advise Bishops on the appropriateness of ministers of other churches, and ordinands from other Anglican provinces, wishing to transfer to ministry in the Church of England.
- (4) To advise Bishops on any candidates referred to the Panel with regard to their vocation, training or suitability for ordination.

iii) Bringing cases to the Candidates Panel

- (1) The Panel will consider a case at the request of a diocese. If a training institution considers there are reasons for a candidate's case to come to the Candidates Panel, they should first of all be in touch with the DDO, and if in agreement, the DDO will submit the case to the Candidates Panel.
- (2) There will be financial and deployment implications for bringing a case to the Panel, and the Bishop should be alerted to these by the DDO.
- (3) The DDO and, where relevant, the principal of the training institution, should provide their reflection on the candidate's case for the Panel's consideration (please see paperwork required, outlined below). When the Panel considers a case the candidate is usually interviewed by Panel members in the weeks leading up to a meeting. The Panel's advice is then communicated by the Selection Secretary to the Sponsoring Bishop in the form of a report.

iv) Practical arrangements for the Candidates Panel

- (1) When a DDO is aware that a candidate's case needs to be reviewed by the Panel, the proforma for Candidates Panel submissions should be completed and returned to the Senior Selection Secretary (see Appendix I or <http://www.cofe-ministry.org.uk/cproforma>).
- (2) Wherever possible, the candidate's original Selection Secretary will deal with the application. Alternatively, the Selection Secretary who has inherited the case will do so.
- (3) The case must be submitted six weeks before a Panel meeting to arrange the necessary interviews and organise all the paperwork.
- (4) Early contact with Ministry Division is strongly advised in order to decide at which meeting a candidate's case should be considered.

v) Conveying the advice of the Candidates Panel

- (1) After the Candidates Panel has reviewed a case, the Selection Secretary will write to the candidate's Bishop informing him of the Panel's advice. Copies of that letter will be sent to the DDO and, when appropriate, to the training institution's principal. Bishops are asked to forward to the Selection Secretary a copy of their letter to the candidate to keep the Ministry Division's file complete.

b) Cases which need to be referred to the Candidates Panel

The following cases are required to be referred to the Candidates Panel.

i) Transfer between categories or focuses of ministry for all candidates during IME 1-7

(after which candidates may be reviewed by a Diocesan Discernment Panel or, if the Bishop wishes, may be referred to the Candidates Panel):

- (a) Accredited Lay Minister to Deacon (Distinctive) or Priest;
- (b) Deacon (Distinctive) to Priest;
- (c) OLM (or Locally Deployable) to Assistant Minister;
- (d) OLM (or Locally Deployable) or Assistant Minister to Incumbent.

(1) Notes:

- (i) If a Bishop wishes to offer a stipendiary post to someone who has been exercising a ministry without stipend, the diocese must contact the Pensions Board about the proposed transfer.
- (ii) In the case of those transferring to incumbent focus of ministry during training, the DRACSC Secretary needs to be notified by 1 January of the year preceding that in which they will be seeking a title post, so as to be included in the allocation exercise for stipendiary title posts. If the decision is made after this date, the diocese will need to be in a position to provide a title post for that candidate in addition to taking up their own allocation.
- (iii) Candidates **over the age of 55** transferring to focus of ministry as incumbent should have a stipendiary post provided by the sponsoring diocese, and the paperwork should indicate that a stipendiary post has been earmarked for the candidate.

(2) Paperwork: The following paperwork is required for candidates transferring category or focus of ministry:

- Proforma
- Supportive Statement from DDO
- Candidate's previous Registration Form (New Registration Form if post-ordination)
- Candidate's Rationale
- Bishops' Advisory Panel Report
- Report from training institution
- Three References (Incumbent, Lay & Occupation)
- Candidates Panel Data Protection Form

ii) Ministers of other Churches as well as Priests from other Anglican Provinces.

These cases are handled in Ministry Division by the Senior Selection Secretary. Below is some information for guidance, but for further details, please see Appendix II.

(1) Procedure for the Candidates Panel:

- (a)** Ministers from other churches are interviewed by three members of the Candidates Panel. Each interviewer is assigned a specific Adviser category for interview – Vocational, Pastoral and Educational.
- (b)** The question is normally; 'May this minister be prepared for ordination in the Church of England?' or in the case of Roman Catholic priests or priests from overseas, 'May this priest be licensed to exercise his ministry in the Church of England?' A subsidiary question is usually, 'If so what training is required?'

(2) Paperwork: The following paperwork is required for candidates from other churches or Provinces:

- Proforma
- Full Sponsoring Papers from DDO
- Registration Form
- Candidate's Rationale (which needs to include – Why ordained ministry? Why the Church of England?)
- Four references (incumbent, lay, occupational, educational)
- Reference from current denominational officials (or Provincial Anglican officials)
- Ethnic Monitoring Form
- Candidates Panel Data Protection Form

iii) Ordinands resuming training after formal withdrawal (more than 3 months).

(1) Paperwork: the following paperwork is required for ordinands who wish to resume training after formal withdrawal:

- Proforma
- Supportive Statement from DDO
- Statement from principal of training institution
- Candidate's previous Registration Form
- Candidate's Rationale
- Bishops' Advisory Panel Report Candidates Panel Data Protection Form
- [Two References (Incumbent & Lay) sometimes required depending on length of withdrawal. Please contact Senior Selection Secretary.]

Maternity Leave is not considered formal withdrawal but the diocese should inform Ministry Division at the beginning and end of leave.

iv) All cases of an extension of training (apart from first degrees).

This may be for pastoral & personal reasons or for educational and formational reasons

(1) Paperwork: the following paperwork is required for candidates seeking an extension of training:

- Proforma
- Supportive Statement from DDO
- Candidate's previous Registration Form
- Candidate's Rationale
- Bishops' Advisory Panel Report
- Report from training institution principal, including training proposal.
- Candidates Panel Data Protection Form
- If the withdrawal has been for medical reasons, a medical report, and/or discussions with the Senior Medical Adviser may be required.

v) Candidates wishing to study for a first degree outside Approved Training Pathways ('Gathered Field').

(1) Procedure:

Each candidate will be seen by a panel of three made up of three members of the Candidates Panel. Candidates will be asked to give a presentation on a topic of their own choosing for up to five minutes, and will then be questioned by the Panel for five minutes on their presentation. The candidate is then interviewed by the Panel, on the basis of his/her paperwork and submitted coursework or book review, who will then make a recommendation to the full Candidates Panel.

For full details of the 'Gathered Field' and information on 'Potential Theological Educators' please see Appendix III.

(2) Paperwork: the following paperwork is required for candidates wishing to study for a first degree outside Validated Training Pathways (Gathered Field):

- Pro-forma;
- a supportive statement from the DDO outlining the reasons for the application in the light of the category of 'Potential Theological Educator' and a clear indication of the costs involved;
- Candidates' previous Registration Form;
- Candidate's rationale for the proposed course;
- Bishops' Advisory Panel Report;
- Candidate's academic transcript;
- Statement from training institution Principal including a report about the programme of the candidate's training, with particular reference to the arrangement for, and balance between, ministerial formation and academic study;
- Academic reference (if the candidate has not recently been involved in academic work, a reference which can comment on intellectual ability and potential);
- A recent essay from their coursework (for candidates already in training), or, (for candidates not yet in training) a book review of a book chosen by the Chair of the interviewing panel.

- Candidates Panel Data Protection Form

vi) Other training pathways outside Approved Training Pathways.

(1) **Paperwork:** the following paperwork is required for candidates hoping to train outside Validated Training Pathways:

- Proforma
- Supportive Statement from DDO
- Registration Form
- Candidate's Rationale
- Bishops' Advisory Panel Report
- Statement from training institution principal
- Training proposal, including cost of proposal.
- Candidates Panel Data Protection Form

vii) Candidates who have completed training but are not yet ordained.

(1) **Procedure:**

- This covers candidates who successfully completed their training, the training institution recommended him/her for ordination, but the candidate decided not to be ordained for more than 15 months after completing training.
- The candidate should be referred to the Candidates Panel by their original sponsoring diocese (even if the diocese has no intention of offering the candidate a title post).
- The Candidates Panel will assess the candidate under the learning outcomes for candidates completing IME 1-3.
- If the Candidates Panel agrees to the candidate's suitability for ordination (but the original sponsoring diocese is not in a position to offer a title post), the candidate should be treated as a 'released candidate' and should fall under the aegis of his or her former training institution. The Principal should then help the candidate seek a title post as for other 'released candidates'.

(2) **Paperwork:** the following paperwork is required for candidates who have completed training but are not yet ordained:

- Proforma
- Supportive Statement from DDO
- Registration Form
- Candidate's Rationale
- Bishops' Advisory Panel Report
- Statement from training institution principal
- Four References: Incumbent, lay, occupational and educational.
- Candidates Panel Data Protection Form

viii) Candidates from the Church of Ireland, the Church in Wales and other Anglican Provinces (but not the Scottish Episcopal Church).

(1) **Procedure:** Candidates who have been through a Selection process in their own Province and were recommended, should seek the sponsorship of an English Bishop who would present them to the Candidates Panel. All other candidates should attend a Bishops' Advisory Panel in the usual way.

- (2) **Paperwork:** the following paperwork will be required for candidates from the Church of Ireland, the Church in Wales and other Anglican Provinces (but not the Scottish Episcopal Church):

- Proforma
- Full Sponsoring Papers
- Registration Form
- Candidate's Rationale (which needs to include: Why ordained ministry? Why the Church of England?)
- Four references (incumbent, lay, occupation, education)
- Reference from current Provincial Anglican officials
- (Indication of any training completed, if applicable.)
- Candidates Panel Data Protection Form

ix) Candidates with a Pre-Theological Education Conditional Recommendation.

- (1) **Procedure:** Candidates who were conditionally recommended at their Bishops' Advisory Panel to undertake a course of pre-theological education will be assessed by the Candidates Panel when they have completed the set requirements.

- (2) **Paperwork:** The following paperwork will be required for candidates with a pre-theological education conditional recommendation:

- Proforma
- Supportive Statement from DDO
- Registration Form
- Candidate's Rationale
- Bishops' Advisory Panel Report
- Any reports from those who have worked with or mentored the candidate
- Evidence chosen by the candidate from his or her PTE file.
- Candidates Panel Data Protection Form

x) Candidates attending a Bishops' Advisory Panel after the cut-off date but who wish to begin training in the forthcoming academic year.

The cut-off date is **31 May** (unless otherwise advised).

- (1) **Procedure:** Candidates who attend a Bishops' Advisory Panel after the cut-off date but who wish to start training (with the support of their sponsoring diocese) in the forthcoming academic year may appeal to the Candidates Panel.

- The appeal is made by the DDO on behalf of the candidate, with supporting statements from the candidate's prospective training institution. Grounds for appeal would normally be circumstances beyond the candidate's control: for example, he or she was due to attend an earlier Bishops' Advisory Panel, but was unable to because of illness or some other such emergency or crisis.
- Due attention will be given to the pastoral and financial issues of each case.
- Cases will usually be heard at the July Candidates Panel meeting.

However, in the light of having to keep within the limited Vote 1 budget resulting in a cap on numbers in training, should all training places be already filled, then this

procedure cannot be followed. Please check with the Senior Selection Secretary before proceeding.

(2) **Paperwork:** The following paperwork will be required for candidates attending a Bishops' Advisory Panel after the cut-off date but who wish to begin training in the forthcoming academic year:

- Proforma
- Supportive Statement from DDO
- Registration Form
- Candidate's Rationale
- Bishops' Advisory Panel Report
- Supporting statement from the candidate's prospective training institution.
- Statement from the Secretary to the Finance Panel on the financial implications.
- Candidates Panel Data Protection Form

c) Cases which do not need to be referred to the Candidates Panel

i) Overseas placement.

(1) Background

It can be very beneficial for some candidates to undertake a placement overseas as part of their ordination training. Sometimes this can be a placement in addition to the standard range of placements. In some circumstances it may be appropriate for an overseas placement to replace a normal parochial placement, for example where a candidate already has extensive experience of parochial ministry in the Church of England. However, it needs to be borne in mind that in all cases candidates' training must prepare them adequately for ordained ministry within the Church of England.

(2) Procedure

Where candidates undertake overseas placements in addition to the normal programme approved by the Ministry Division, there should be consultation between the training institution and the sponsoring diocese. Where candidates undertake such placements in place of ordinary parochial placements, this is at the discretion of the candidate's bishop, who in turn may ask for the advice of the Candidates Panel. Where finance from Ministry Division is requested, an application should be made to the Candidates Panel.

ii) Overseas study.

As with overseas placements, it will sometimes be beneficial for a candidate to study overseas as part of their preparation for ordination. Ministry Division offers scholarships for candidates to attend the ecumenical graduate school at Bossey, Switzerland (under the auspices of the WCC) and; for male candidates, to the Venerable English College in Rome or to study in Germany (Meissen Agreement). Further details can be obtained from the Training Pathways Adviser. Training institutions may also want to propose study abroad. The process will be the same as for placements overseas.

iii) Transfer of candidates from Scottish to English dioceses.

The transfer of candidates from Scottish to English diocese needs to be agreed by the bishops concerned and Ministry Division should be informed. In the case of candidates who will be seeking a stipendiary title post, the Secretary for DRACSC should also be informed

iv) Candidates over 55.

To be agreed by the bishop, unless extra funding is involved in the training proposal, in which case it should be referred to the Candidates Panel. The Pathways Adviser should be asked to comment.

v) Candidates independently funding a third year of training.

To be agreed by the bishop.

vi) Change of college or course.

Occasionally candidates will wish to change their place of training. The transfer should be agreed by the diocese, in consultation with the training institutions and the Senior Selection Secretary. However, the bishop may choose to seek the advice of the Candidates Panel about the transfer.

vii) Change of focus of Ministry.

(1) General

With the advent of the single ordained ministry category, Bishops' Advisers will be assessing candidates in the light of the intended focus of ministry at the point of ordination. As indicated earlier, any change during IME 1-7 must come to the Candidates Panel. However, were there to be a change in focus **beyond IME 1-7** Diocesan Discernment Panels may be set up to advise the Bishop on its appropriateness. However, the Bishop may still seek the advice of the Candidates Panel.

(2) Change of focus to Chaplaincy ministries

Ministers not receiving a stipend who are seeking employment in prison, hospital or school chaplaincy do not normally need to go through the discernment process of the Candidates Panel to change their focus of ministry. It is envisaged that they will have been judged to be suitable for the post, alongside other applicants. However, the licensing bishop may choose to seek the advice of the Candidates Panel.

d) Appeals Procedure

i) Grounds for Appeal

An appeal against the decision of the Candidates Panel should only be considered if there has been a failure at the level of process (e.g. there was incomplete paperwork received for a candidate, and so the Panel had insufficient evidence to base its judgement). The appeal process is not for appealing against (properly arrived at) decisions of the Panel.

ii) Procedure

The appeal would come in the first instance to the Chairman of the Candidates Panel, who would discuss it with the Director of Ministry (as an objective person who is not a member of the Candidates Panel).

If the Chairman of the Candidates Panel and the Director of Ministry both agree that there are grounds for an appeal, the Chairman of the Panel would invite a different set of interviewers from the original set to conduct further interviews. They would report back to the Candidates Panel who would decide on the matter and this judgement would be final.

The decision of the Candidates Panel would be sent to the bishop who initiated the appeal by the Chairman of the Panel.

The Research Degrees Panel

a) Introduction

The Research Degrees Panel (RDP) functions separately from the Candidates Panel. It handles the cases of candidates who wish to undertake post-graduate research degrees (e.g. MPhil, PhD) or post-graduate degrees which are a preparation for research (e.g. MA in Theological Research).

The RDP has two main functions. Firstly, it advises the Church on the cases of candidates who wish to undertake research as an integral part of training for ordination. (This type of training would otherwise fall outside Approved Training Pathways.) Secondly, the RDP allocates its budget to enable candidates to undertake research degrees while in training.

b) Cases

i) Assessing RDP cases

In assessing candidates the criteria for potential theological educators will be applied (see criteria outlined on in Appendix III). General guidance is provided here and should be read in conjunction with filling out the specific RDP application form. In particular, this will mean that the following will be held in consideration:

(1) Personal potential and aptitude

- Applicants should be of proven academic ability shown either in an upper second or first class degree (in any subject) or attainment of this standard on a degree course while in initial theological training. Applicants who failed to achieve a 2:1 may be considered by the Panel, provided written evidence from a university or other comparable institution confirms their overall academic ability.
- Applicants should have the potential to gain appropriate educational skills and academic qualifications, as well as the capacity to communicate knowledge effectively and in the light of the practice of the Church's ministry. They must demonstrate potential to be able theological teachers and trainers.

(2) Research proposal

- The topic for post-graduate research will need to be coherent in itself. The application should indicate whether the proposed university has accepted the proposal and the student, and must include an academic reference to comment on the student's potential and on the contribution that the proposed research will make.
- All subjects in theology can be considered. The Panel particularly welcomes proposals for research into topics which have a direct relevance to the curriculum taught in ministerial training and in those subject areas where it is most difficult to make appointments. It particularly welcomes applications from groups currently under-represented on staff (e.g. women and minority ethnic students).

(3) Preparation for ministry

- It is essential that the post-graduate research is part of an overall plan for ministerial training and formation. The normal requirements of training for ordination must be fulfilled.

- In cases where full-time theological research is envisaged, it will be necessary to explain how, and at what stages, the ordinand will be taking part in the life and programme of the college or course.

ii) Financial support for the candidate

Church funds for the financial support of candidates are limited. In this situation candidates must apply to other sources of funding available to them. Although it is very competitive, well qualified candidates must apply to the Arts and Humanities Research Council (formerly the British Academy) for government funding for research degrees via their own universities. Private or local trust funds should also be considered. Ministry Division may be able to offer advice on other sources of funding. Where candidates can support themselves financially (for this additional element of training) this is welcomed by, and can be taken into account by, the Panel. However, it will still need to assure itself that such candidates meet the criteria as potential theological educators. Finally, the papers from the diocese must show that it has worked through the financial implications of the application with the candidate, for example, whether it is prepared to support the candidate's family financially for the additional period of training.

iii) Timetable for RDP cases

Candidates will normally be considered as a gathered field in late May each year. Applications should be sent to Ministry Division preferably by the end of March and by mid-April at the latest. (Where candidates are going to a Bishops' Advisory Panel after May, cases can be handled after that date but otherwise all candidates' cases will be considered together.) A timetable will normally be sent out each year. Dioceses and principals are encouraged to investigate the possibility of further study for appropriate students early enough to shape a coherent programme of ministerial training for the candidate and to avoid difficulties over finding a title if the application for extension to training is not successful.

iv) Bringing cases to the RDP

Candidates who are put forward for consideration under this policy need to be sponsored by their diocese in the usual way (cf. Candidates Panel cases), though colleges and courses may wish to advise and discuss possible plans for an extension of training with the diocese when a potential candidate emerges during training.

(1) Procedure

- In broad terms the process for applying to the RDP is very similar to Candidates Panel cases. However, the specific RDP application form (see Appendix IV or <http://www.cofe-ministry.org.uk/rdpproforma>) must be used to ensure that the Panel has the basic information that it requires.
- The application form asks the diocese, candidate and training institution to agree the basic points of the application which forms Section A. It will therefore be necessary for there to be liaison between the three parties early on in the process. The application form then asks each party particular questions and/or to provide supporting documentation. Directions for the application are given in the application form. Appendix V provides useful information for the candidate in terms of planning the researching and applying for funding at doctoral level.
- The candidate is interviewed, normally by one member of the RDP.
- The RDP consider the applications as a gathered field usually in May.

- The advice of the RDP is sent to the Bishop, with a copy to the training institution principal, by a letter written by the Selection Secretary concerned.

v) Monitoring the progress of RDP candidates

The Ministry Division will monitor the progress of candidates reading for research degrees. A report will be requested both from the candidate's academic supervisor and from his/her college or course principal. These reports will be reviewed at the meeting of the Panel. The RDP reserves the right to end funding if satisfactory progress is not being made.

Appendix I: Proforma for Submission to the Candidates Panel

The deadline for the submission of papers to the Candidates Panel is six weeks before the date of the Panel. For Panel dates and specific deadlines please see: www.cofe-ministry.org.uk/cpdates. If you have any questions about the process of the Candidates Panel, please call the Senior Selection Secretary or a Selection Secretary.

1. Details of Candidate:

| | | |
|---|------------|---------------|
| Name | | |
| Original Category of Sponsorship | | Date of Panel |
| Contact Details | Address | |
| | email: | |
| | 'phone: H: | W: M: |
| Training Institution if applicable | | |

2. Sponsoring Diocese

| | | |
|--------------------------|--------|---------|
| Diocese | | |
| Sponsoring Bishop | | |
| Contact DDO | email: | 'phone: |

3. Question to the Panel

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4. Training Proposal and Costs

Where relevant, please provide a full account of training undertaken so far and detailed proposals for the future. Please list the modules or courses already taken on a separate sheet and outline below the proposal for the future. Please also indicate estimated costs of any training under the categories outlined below.

| |
|--|
| |
| <ul style="list-style-type: none"> • Estimated College/Course tuition costs and University fees : • Expected Ministry Division personal grant : • Expected diocesan maintenance grant : • Have any applications been made for funding from other sources? If so, please give details. <p style="text-align: center;"><i>If you need help with this, contact the Grants Officer in Ministry Division (mark.hodge@c-of-e.org.uk)</i></p> |

5. Additional Paperwork

| | | | |
|---|--|--|--|
| <p>Each case being considered by the Candidates Panel requires :</p> <ul style="list-style-type: none"> • a completed copy of this proforma • a supporting statement from the DDO. • a rationale from the candidate • a Candidates Panel Data Protection form <p>In addition, each case requires the following paperwork from the diocese (by category of case):</p> | | <p>i) Transfer between categories or focuses of ministry for all candidates during IME 1-7:</p> <ul style="list-style-type: none"> • Previous Registration Form (new RF if already ordained) • BAP Report • Training institution report • Three References (Incumbent, Lay & Occupation) see handbook for guidance. | <p>ii) Ministers of other Churches and Priests from other Anglican Provinces:</p> <ul style="list-style-type: none"> • Registration Form • Four references (incumbent, lay, occupational, educational) • Reference from current denomination officials or Provincial Anglican officials. • DDO Supporting statement will be full Sponsoring Papers. • Ethnic Monitoring Form |
| <p>iii) Resuming training after formal withdrawal (3 months or more):</p> <ul style="list-style-type: none"> • Previous Registration Form • BAP Report • Statement from training institution principal • References (Incumbent & Lay) See handbook for guidance | <p>iv) All cases of an Extension of training (apart from first degrees):</p> <ul style="list-style-type: none"> • Previous Registration Form • BAP Report • Training institution principal report, including training proposal. | <p>v) 'Gathered Field': 1st degree outside validated training pathways:</p> <ul style="list-style-type: none"> • Previous Registration Form • BAP Report • Statement from training institution principal • Academic Reference (see handbook for guidance) • Candidate's Academic Transcript • A sample of candidate's work (see handbook for guidance) – essay if in training; book review if not in training • Candidate will be required to do a presentation (see handbook for guidance. | <p>vi) Other training pathways outside validated training pathways:</p> <ul style="list-style-type: none"> • Registration Form • BAP Report • Statement from training institution principal • Training proposal, including cost of proposal. |
| <p>vii) Candidates who have completed training but not yet ordained:</p> <ul style="list-style-type: none"> • Registration Form • BAP Report • Statement from training institution principal • Four references (incumbent, lay, occupational, educational) | <p>viii) Candidates from the Church in Ireland, Church of Wales and Other Anglican Provinces (not Scotland):</p> <ul style="list-style-type: none"> • Registration Form • Four references (incumbent, lay, occupational, educational) • Reference from current Provincial Anglican officials • (Indication of any training completed, if applicable.) | <p>ix) Candidates with a Pre-theological Education Conditional Recommendation:</p> <ul style="list-style-type: none"> • Registration Form • BAP Report • Any reports from those who have worked with or mentored the candidate • Evidence chosen by the candidate from his or her PTE file. | <p>x) Candidates attending a BAP after the cut-off but who wish to begin training in the upcoming academic year:</p> <ul style="list-style-type: none"> • Registration Form • BAP Report • Supporting statement from the candidate's prospective training institution. • Statement from the Secretary to the Finance Panel on the financial implications. |
| <p>Please indicate below the category of your question and list the paperwork which you have submitted.</p> <p>Please also indicate if any paperwork is missing and when it can be expected to arrive at Ministry Division:</p> | | | |
| <p>Category :</p> | | <p>Missing Paperwork :</p> | |
| <p>Paperwork Submitted :</p> | | <p>Date this is expected to arrive at Ministry Division:</p> | |

Signature of DDO.....Date.....

Appendix II: Ministers of other Churches, as well as Priests from other Anglican Provinces

Please see main document for basic information. For further details, see below.

1) Categories.

Ministers of other Churches fall into **four categories**:

- a) Those whose *orders are recognised*. Clergy from these Churches may minister in the Church of England under the Overseas Clergy Measure 1967, after the advice of the Candidates Panel. They include:
 - i) Roman Catholic priests
 - ii) Orthodox priests
 - iii) Priests from the Porvoo churches (in the case of Priests from Porvoo Churches in Sweden and Norway who have been ordained by women bishops, the advice of the Legal Unit ought to be sought before proceeding. This will remain the case until the debate within the CofE about women in the Episcopate is resolved).
 - iv) Old Catholics, with whom we are in full communion under the Bonn Agreement.
- b) Those with whom the *Church of England has Meissen-style agreements*:
 - i) The Evangelical Church in Germany (Meissen Agreement)
 - ii) The French Protestant Churches (Reuilly Agreement)
 - iii) The Moravian Church in Great Britain (Fetter Lane Agreement)
- c) *Churches Together in Britain and Ireland* (CTBI [formally known first as British Council of Churches and then as the Council of Churches for Britain and Ireland]) member churches. The current list of CTBI members (as stated in the current edition of The Church of England Yearbook, under Churches Together in Britain and Ireland), can be found at the end of this Appendix.
- d) *Ministers of other Free Churches and ministers no longer on their church's ministerial list* will normally attend a Bishops' Advisory Panel. However, the Bishops have given the Candidates Panel discretion in the case of ministers outside of CTBI membership as to whether it is appropriate to consider their cases rather than require them to go to a Bishops' Advisory Panel. Please consult the Senior Selection Secretary.

2) Notes relating to these categories:

- a) In the case of those who would not need to be ordained, for example a Roman Catholic priest, wishing to exercise his ministry in the Church of England, the Candidates Panel will also advise the Bishop on the candidate's acceptability and on what training would be appropriate.
- b) The Bishops agreed in 1989 that no minister of a member church of the (then) British Council of Churches or an associate member of that Body should be sent to a Bishops' Advisory Panel if they are seeking ordination in the Church of England. These candidates must be referred to the Bishop who will normally seek the advice of the Candidates Panel.

List of CTBI Members
(from the 2013 Church of England Yearbook)

- Antiochian Orthodox Church
 - Baptist Union of Great Britain
 - Catholic Bishops' Conference of England and Wales
 - Catholic Bishops' Conference of Scotland
 - Church in Wales
 - Church of England
 - Church of God of Prophecy
 - Church of Ireland
 - Church of Scotland
 - Congregational Federation
 - Coptic Orthodox Church
 - Council of Oriental Orthodox Churches
 - German-Speaking Congregation
 - Independent Methodist Churches
 - International Ministerial Council of Great Britain
 - Joint Council for Anglo and African-Caribbean Churches
 - Lutheran Council of Great Britain
 - Mar Thomas Church
 - Methodist Church
 - Methodist Church in Ireland
 - Moravian Church
 - New Testament Assembly
 - New Testament Church of God
 - Oecumenical Patriarchate (Archdiocese of Thyateira and Great Britain)
 - Presbyterian Church of Wales
 - Religious Society of Friends
 - Religious Society of Friends in Ireland
 - Russian Orthodox Church (Ecumenical Patriarchate)
 - Salvation Army
 - Scottish Episcopal Church
 - Trans-Atlantic and Pacific Alliance of Churches
 - Undeb yr Annibynwyr Cymraeg/Union of Welsh Independents
 - United Free Church of Scotland
 - United Reformed Church
- Associate Member:*
- Roman Catholic Church of Ireland

(1) Contact with candidate's current church

When a minister from another church is seeking to exercise ordained ministry in the Church of England, it is recommended that before presenting the case to the Candidates Panel, the diocese establishes links with the relevant authorities in the candidate's current church. The Panel will need to receive formal references from the authorities in the church concerned. As such a formal request can put a minister in a very difficult position with his/her own denominational authorities, it is far better if some informal but thorough enquiries can be made about him/her at a local level first.

(2) Preparation of the Candidate

There is a proper ecumenical courtesy to recognise the ministry of those who have already been called to minister in another part of the Christian Church. However, at the same time there is a need to recognise that this is a serious process of discernment to see if that ministry should be exercised in the Church of England. The balance between welcome, affirmation and distinction and discernment is an important one. Both elements need due emphasis in personal dealings with the individual and throughout the process. The *following guidelines* have been drawn up to help assess and prepare such candidates:

- Careful preparation needs to be given at every stage of the preparation and assessment process. The diocese needs to take the process at least as seriously as sending a candidate to a BAP.
- There is a need for consistency across dioceses, not least because candidates tend to move around dioceses if they find that progress is slow or not successful in one.

- While extending due courtesy to Ministers of other Churches they should not be given premature assurances of a positive outcome by the process of discernment by Bishops, DDOs or Ministry Division.
- Candidates need to be helped by the diocese to see that it is important for the wider Church of England, through Ministry Division, to be involved in the discernment process, while respecting the Bishop's ultimate right to decide at the end.
- Candidates need to be challenged early on in the process to think through the theological, pastoral and practical issues for the sake of their future ministries and so that they come to interview well prepared. This calls for careful preparation by the DDOs. Failure to do this is likely to disadvantage the candidate.
- Candidates will need to be received into the Church of England in accordance with Canon B28. For the purpose of paragraph 2 of this Canon, presbyteral confirmation in the Roman Catholic Church or Orthodox Chrismation should be regarded as amounting to Episcopal confirmation. Others, e.g. those from Free Churches, will need to be received into the Church of England by the rite of confirmation.

Appendix III: Potential Theological Educators and the ‘Gathered Field’

1) Background:

- a) The House of Bishops agreed in June 1990 that the then Advisory Board of Ministry (ABM) should operate an active policy to discover future theological educators among candidates in training for ministry, who might potentially serve on, for example, the staff of theological Colleges and Courses.
- b) In 1994 ABM agreed a revised form of wording to indicate where candidates might work in the future - see the understanding of the term ‘Potential Theological Educator’ below.
- c) Ministry Division has a budget agreed annually to cover the additional costs involved in extending the length of training and funding the expense of a) studying for a first degree in theology outside of Approved Pathways; and b) research degrees (see also Research Degrees Panel on page 10) for the candidates chosen for these opportunities.

2) ‘Theological Educator’:

- a) The understanding of the category of potential theological educator reflects the changing patterns of theological education and continuing education. This includes the increase in the number of part-time teaching and tutorial posts, and the increased demand for theologically well-educated staff in diocesan training and ministry posts.
- b) A Potential Theological Educator should possess:
 - i) 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.
 - ii) Ability in, or the potential to acquire, *adult education and communication skills*.
 - iii) Ability in, or potential to engage in, the *training of ordinands and others*.

3) The ‘Gathered Field’:

- a) Requests for candidates considered as potential theological educators to undertake a first degree which will lengthen their training, are considered as a ‘gathered field’ each year at the July meeting of the Candidates Panel.
- b) Full documentation needs to be provided to make the case for the candidate as a potential theological educator. This includes paperwork from the diocese and training institution, and should include details of the proposed course and clear reasons why the degree course is regarded as appropriate

4) Finance

- a) A budget will be determined each year for candidates to undertake such degree courses. As the number of suitable candidates applying for an extra year in training on these grounds often exceeds available funding, other sources of income should also be explored.
- b) Where candidates can support themselves financially (for this additional element of training) this is welcomed by, and can be taken into account by, the Panel.
- c) Finally, the papers from the diocese must show that it has worked through the financial implications of the application with the candidate, for example, whether it is prepared to support the candidate's family financially for the additional period of training.

5) Procedure

The procedure for the consideration of Gathered Field cases is as follows:

- a) The Bishop requests advice from the Candidates Panel and supplies paperwork
- b) Each candidate will be seen by a panel made up of three members of the Candidates Panel. Candidates will be asked to give a presentation on a topic of their own choosing for up to five minutes, and will then be questioned by the panel for five minutes on their presentation.
- c) The candidate is then interviewed by the Panel, on the basis of his/her paperwork, who will then make a recommendation to the full Candidates Panel.

Appendix IV: RESEARCH DEGREES PANEL APPLICATION FORM

revised Sept 2012

This form gives the headings to be used in making applications to the RDP.

Notes:

- i) *Discussion needs to take place between candidate, the diocese and training institution before Section A can be completed as an agreed statement.*
- ii) *It is important that all the paperwork is forwarded to the Ministry Division in good time. A timetable for applications is issued each year.*

NEW

- iii) *Guidance on drawing up applications for doctorates is now provided – see separate paper on the website.*
- iv) *The candidate's consent for data held for the purpose of this application.*

Name of candidate:

Present address, telephone number and e-mail address for contact:

Sponsoring Diocese:

Theological College/Course:

SECTION A: AGREED STATEMENT BY CANDIDATE, DDO AND TRAINING INSTITUTION

- i) **What degree is being applied for, and through what institution? (e.g. Nottingham MPhil., Cambridge Ph.D, Middlesex MA)**
- ii) **What is the minimum period of registration for the proposed degree?**
- iii) **What is the actual proposed period of study? (Give no. of years and start and end dates)**
- iv) **Is the proposed period of study to be full or part time?**
- v) **Is it intended that the candidate should continue work on the degree after ordination?**
 - a. **If so, does the candidate have the backing of the sponsoring/ordaining bishop for this?**
 - b. **Or if the candidate is to be released, does the candidate understand that continuation of the degree is subject to the agreement of the ordaining bishop and any IME 4-7 requirements?**
- vi) **What is the length of the research thesis to be written for the degree?**
- vii) **If the proposed degree is a master's degree (MA, MPhil., etc.), does it involve a taught as well as a research component?**

- viii) **If so, what percentage of the final assessment of the degree is formed by the research component?**
- ix) **What is the title/area of the research project to be undertaken?**
- x) **Has a formal application to the relevant university already been made? With what outcome?**
- xi) **Who is the candidate's proposed supervisor?**

SECTION B. SUPPORTING PAPERS TO BE PROVIDED BY CANDIDATE, DIOCESE AND TRAINING INSTITUTION

B1. BY THE CANDIDATE

- i) **please give brief details of your CV for the period since you filled your registration form for your selection conference**
- ii) **an academic transcript of results of previous degree(s);**
- iii) **a rationale for the proposed research;**
- iv) **an example of the candidate's work;**
- v) **declaration re personal data:**
Ministry Division will use the personal information which we hold about you (supplied by you, your sponsoring diocese, your referees, your training institution) to enable you to be assessed by the Research Degrees Panel and, where appropriate, to assist in making arrangements for your training and financial support.

We will share your information as necessary with members and staff of the Panel, with your sponsoring diocese and with any training institution related to this request.

I agree that Ministry Division may use my personal information as described above.

Signed:

Date:

B2 BY THE DIOCESE

- i) **a statement from the DDO outlining the reasons for the application in the light of the category 'Potential Theological Educator' and of the candidate's intended future ministry;**

- ii) **a statement of the costs involved; funding (e.g., Arts and Humanities Research Council; trust funds; self-funding);**
- iii) **statement on applications to other possible sources;**
- iv) **a note on the funding being requested from the Ministry Division;**
- v) **will maintenance be provided by diocesan support and if so at what level.**

B3 *BY THE TRAINING INSTITUTION*

- i) **proposals regarding the candidate's programme of training with particular reference to the relationship of ministerial formation and academic study;**
- ii) **a statement about the candidate in the light of the category of Potential Theological Educator and in terms of future ministry**
- iii) **academic reference: a statement from the candidate's academic supervisor in the academy (or other competent person, where the supervisor is not known); this should address the importance of the research to be undertaken and the potential of the candidate.**

Please return the completed application to: The Selection Secretary, Ministry Division, Church House, Great Smith Street, London, SW1P 3AZ

Appendix V: Planning Your Research and Applying for Funding at Doctoral Level

What is ‘research’?

Academics talk about ‘research’ quite obsessively. But what do we mean by ‘research’? In some way, all academic activity, from school to university, concerns research in the form of discovery. School children conduct research when they investigate and uncover something that is new to them. This kind of research involves (to use the current jargon) ‘knowledge transfer’. In other words, extant knowledge is transferred to the learner when he or she discovers something new in an independent fashion.

Every piece of academic work therefore concerns ‘knowledge transfer’. In higher education, and particularly at Masters level and above, we are more clearly concerned with knowledge generation. This kind of research is not only concerned with appropriating to oneself knowledge that is already available, or conveying to others extant knowledge; the kind of research involved in doctoral work entails, in some way, the creation of new knowledge by using a critical and systematic form of enquiry. In the context of the humanities, ‘knowledge’ is a broad term which does not refer merely to the uncovering of new ‘facts’ (e.g. the dating of a text). Knowledge generation can also refer to a development in appreciation, understanding *or* interpretation.

Finding a Topic

Many prospective doctoral students have a very vague idea of the area they plan to research. In many ways, this is appropriate and understandable: if research is to be original in some way, it is impossible to tell in advance and in any detail which lines of enquiry will prove important and fruitful. However, research must be planned. Before you write a proposal and apply for funding, you must spend some time in the library exploring potential topics and *thinking* about your research. The topic is unlikely to pop into your head over lunch in a ready-made form.

The first question is, what kind of topic are you looking for? Broadly speaking, the topic needs to fit the following criteria:

- You must be able to treat it adequately in single thesis of 80000-100000 words;
- You must be able to complete it in a given time frame (usually 3-4 years);
- It must be practically and financially viable (e.g. will you need to travel in order to explore an archive? Are the primary sources readily available?);
- It must be focussed. Points of focus could be:
 - A particular concept (e.g. virtue; illumination; governance of the Church);
 - A particular figure or group of figures;
 - A particular archive or document;
 - The history of a particular location (e.g. a parish or village);
 - A certain historical period;
 - An aspect of a theologian’s or philosopher’s thought;
 - An aspect of Biblical history or interpretation;
 - A school of Biblical Studies;
 - In practical theology, a particular ecclesial phenomenon restricted to a certain time or place (e.g. hospital chaplaincy with special attention to the spiritual care of children).

Sometimes, you will be able to find a very clear topic by combining some of these criteria, for example by studying a particular concept within a certain historical period (e.g. the concept of illumination in twelfth century theology).

- Most importantly, it must interest you and build on your existing knowledge. The research must also be within your capabilities. If you have an existing skill (for example, if you have certain skills in qualitative research, or fluency in a foreign language), can your research exploit that

skill? On the other hand, will your proposed topic of research require you to acquire a new skill (e.g. a language (particularly ancient languages) or knowledge of statistical analysis)? If so, in your 'Case for Support' you should give a very clear account of how you plan to acquire this skill in the section headed 'Preparation and Previous Skills'.

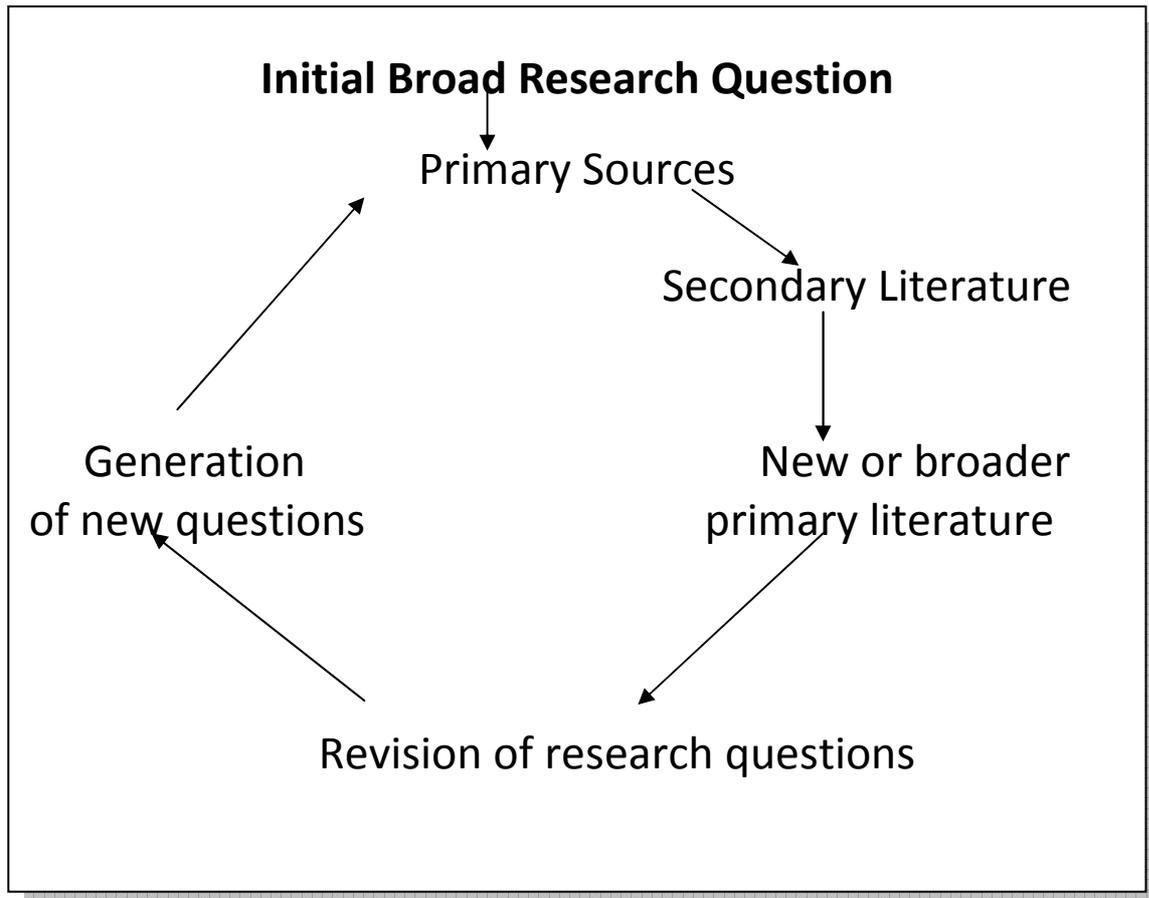
There are a number of further ways in which you can identify a topic:

- Look at recently published articles and see if you can identify trends. For example, has there been a rash of articles on Christology or a particular historical figure?. Having done this, look for any obvious gaps and avoid areas which have been well researched (or even over-researched) in the recent literature.
- When you are looking at published material from the past, are there any areas of research which have been tentatively explored but not followed up? Could you exploit any of these areas?
- Are you aware of a particularly useful archive or set of historical documents that could be the focus of research? For example, does a local cathedral, church or religious community have an archive? Bear in mind that the archives of very prominent religious institutions have often been well mined (many cathedrals, for example, have their own historians), but parish or local churches can be treasure houses of fascinating and undiscovered history.

It is vital that you consider *why* your research topic is important and suitable. For example, if you would like to research the thought of a little-known figure in the English Reformation, you should not simply state that 'he's little-known and therefore needs researching'. Some more significant reasons are required. For example, this figure may have left a particularly detailed diary, or had unexplored links to important political figures of the period. Simply saying 'we don't know about this, so I'll find out' is not quite enough. You should give some sense of why we would want to know about your chosen topic.

The Process of Research

As you prepare your research topic, it's worth thinking about the process of doing doctoral research. Where does it begin and how does it evolve? A good research project will go through significant periods of change and refinement. What particularly characterises research at doctoral level is the ability to mould research questions and maybe even generate new research questions. The following diagram illustrates how this process might develop.



Of course, research is never as neat as any diagram might suggest. The key point, however, is that a researcher does not merely approach material looking for answers to a given question (as an undergraduate might), but takes a more ‘conversational’ approach. An initial research question (a hypothesis, if you like) is addressed to the material, but the material must be allowed to alter and refine that question. Good research in the humanities so often revolves around asking the right question and pinpointing the key issues.

The ‘conversation’ which lies at the heart of good research must be undertaken not only with the primary material (for example, the archive, documents or core foundational texts) but also with the secondary literature (for example, writings about such archives, documents or core foundational texts). Why? Because you must be able to situate your own research within the wider field of extant scholarship so that you can demonstrate your contribution to learning. This is particularly important at doctoral level.

With all this in mind, your research proposal may mention where you will commence your research. Can you identify a set of manageable primary sources? Most importantly, what are your initial research questions? What are you trying to discover and how will you begin your investigations? A proposal might include up to five initial research questions.

The Research Proposal/ Case for Support

This should be completed in no more than two sides of A4 with the following headings.

Project Title

Simply provide the provisional title of the project. This should be as concise and informative as possible.

Research Project

The student should give a synopsis of their proposed research project. Following a short executive summary of the project (c. 2 paragraphs), this section should have the following sub-headings: research questions, research context and research methods.

Research Questions

The main thrust of this section should be the research problems or questions the student intends to address in their doctoral study. The student must also define his or her objectives in terms of seeking to enhance knowledge and understanding in relation to the questions or problems to be addressed.

Research Context

What is the research context (background) in which those problems or questions are located? In other words, what is the current state of the field? Which are the 'hot topics' and key debates? Who are the key figures and why is their work particularly important or controversial? Crucially, how will the proposed research develop this area of enquiry? Why is it important? What particular contribution the student's project will make to the advancement of creativity, insights, knowledge and understanding in the area? The fact that an area has not been studied previously is not, in itself, a case for the work to be supported. We are also seeking a description of relevance beyond the development of the student's own skills or experience, though this is important too.

If a student has already begun their doctoral study, it is important that they give some indication of the work they have undertaken to date, e.g. information on any chapters or major pieces of work they have completed.

Research Methods

What method(s) and critical approach(es) does the student plan to use to address the problems or questions they have set? We don't just need to know what the student is going to work on; we need to know how they plan to go about it. For example, which sources will the student use? The student will need to state where these sources and materials are located and how these will be accessed. For example, if the student is undertaking an historical project on a particular archive, do they need a permit to access the archive, and how will this be obtained?

The student should say, as far as they can, how the project will develop or how they will structure the work over the period of the award. The student should identify and address any ethical issues relating to the research project. It should be noted that almost all research which involves human subjects (e.g. conducting interviews) will involve questions of research ethics while will require consultation with a University ethics officer or committee.

Please note that proposals in the area of practical theology require particularly careful assessment of methods. For example, it is not adequate to state simply that the project will or might include a survey or set of interviews. Conducting this kind of 'qualitative' research is a sophisticated area of social scientific methodology which requires careful preparation and certain key skills. For example, if a student proposes to conduct a set of interviews, what kind of interview will this be? Who will be the subjects and how will

they be selected? What will be the size of the sample? How will the results be interpreted and used within the wider project? Are there any anticipated problems with conducting this kind of research?

Preparation and previous experience

The student should give a brief indication of any previous experience or preparation that is relevant to their proposed doctoral study. For example, they may wish to highlight key areas of their Master's study. Where applicable, the student should also include training and preparation, additional to the formal undergraduate and postgraduate qualifications already listed, which is relevant to their proposed study, for example the knowledge of a relevant language. If the student is aware of additional training, (e.g. language skills or social scientific research methods) that they will require in order to complete their studies, it should be included in this section. The fact that the student requires further training will not be regarded by the assessors as a sign of weakness. However, some indication of how these skills will be acquired should be given.

Relation to Vocation and Ministry

How does the proposed area of research relate to the applicant's sense of vocation to the diaconate and/ or priesthood? How will the research enable the applicant to contribute to the life and mission of the Church?