



Sending Candidates to BAP

A Guide to the Selection Process

2017

A reference handbook for Diocesan Directors of Ordinands

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Introduction

Ian McIntosh

“You did not choose me but I chose you to go and bear fruit, fruit that will last.” The call of Christ on our lives as disciples is a foundational call which underpins all that God might subsequently do in the lives of those called to a specific lay or ordained ministry in the Church. The Selection process for ordained ministry is rooted in that call and is part of an ongoing process of formation.

Formation is about God’s loving relationship to the diverse creation and God’s invitation for people to discover and join in God’s mission in the world. It produces in us the kind of Christlikeness holiness that is a mark of all disciples. It is a vision of life in all its fullness and has a particular focus in the life and community of the Church.

Accompanying individuals in this journey of discovery and exploration is a huge privilege and a great joy. The national church is hugely well served by a committed and generous cohort of Directors and Assistant Directors of Ordinands who are key to this discernment process. This booklet is designed to give as much practical information to you as you work with candidates who are testing a call to ordained ministry.

The booklet replaces the DDO handbook and is in effect all that you need to know about the process of preparing a candidate to attend a Bishops’ Advisory Panel which acts as a point of recommendation to the Bishop about the suitability of a candidate to enter training for ordination. It contains information on attending the Panel and what good care of candidates after the Panel might look like. There are also some policy statements which guide the practice of the Panels.

It should be read alongside the booklets on Growing Vocations, on supporting Ordinands through training and on the Resourcing of Ministerial Education.

We recognise that prayerful and deep wisdom underpin this journey. Thank you for all you invest in this process.

I am grateful to all those who act as National Advisers for Selection whose cumulative wisdom is seen in the practice which this booklet describes.

Ian McIntosh

Head of Formation

Other Resources

Growing Vocations Everywhere

One of the most exciting developments in today's church is a growing conviction that every Christian has a calling under God which needs to be recognised, trained up, and pursued with vigour and enthusiasm. This requires proactive effort from the whole church. Vocations work will therefore be a major aspect of the work of every diocese.

Growing Vocations Everywhere: A Good Practice Guide is a practical handbook to support you in this effort. Based on thorough research of what works, it shares good practice examples from across the country, with a helpful checklist for you to plan your vocations work. Our good practice guide is available from Ministry Division and online.

Whilst ordained ministry is but one way of responding to God's call, such ministers have a significant role in growing the Church and growing vocations within it. We have therefore set an ambitious target to increase the numbers of candidates entering training for ordained ministry by 50%, so that the Church is equipped to continue to live out its mission for generations to come.

Supporting Ordinands through Initial Training

DDOs are tasked with advising candidates on the training they will undertake. *Supporting Ordinands through Initial Training* outlines the types of pathways available, and the processes which should be followed.

The final decision on which pathway a candidate should follow rests with the bishop.

Supporting Ordinands through Initial Training is available from Ministry Division and online.

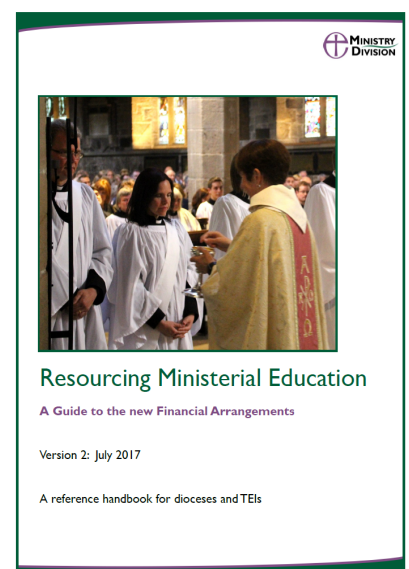
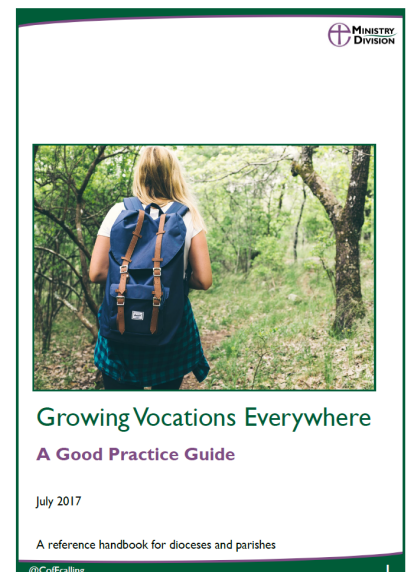
Resourcing Ministerial Education

To support a growing number of ordinands, a new financial framework has been introduced to support training for ordination. The new system offers greater flexibility and accountability, as well as promoting closer relationships between dioceses and theological education institutions.

Practical guidance and explanation on the financial arrangements for ordination training are provided in *Resourcing Ministerial Education - A Guide to the new Financial Arrangements*.

The RME handbook is available from Ministry Division and online.

These four documents collectively replace the previous DDO Handbook.



Part One: Prior to the Bishops' Advisory Panel

1.1 Discernment and Sponsorship for Ordained Ministry

Selection is best understood as a process of discerning, with others, the will of God for an individual with regard to the exercising of an appropriate form of ordained ministry within the Church. Selection is therefore more like a pilgrimage of discovery than an examination. This does not preclude a wise and careful appraisal of a candidate and the gathering and assessment of information concerning each individual.

The assessment and preparation of candidates within the diocese prior to sponsorship to a Bishops' Advisory Panel (BAP) is the responsibility of the diocesan Bishop and those appointed by the Bishop for this purpose. Thoroughness of approach at this early stage may well save the candidate and diocese unnecessary disappointment later on. Diocesan Directors of Ordinands (DDOs) have joint responsibility for encouraging candidates and fostering their development on one hand, and forming clear judgements about their suitability for sponsorship on the other.

Pre-BAP procedures vary between dioceses but should be coherent, rigorous and appropriate to enable the Bishop to make well-informed decisions about sponsoring candidates. The advice of Examining Chaplains, Vocations Advisers and the DDO (and a diocesan panel where applicable) will need to be offered to the Bishop in a manner that enables evaluation and a decision on whether or not to sponsor the candidate.

The criteria for selection are discussed fully in *Criteria for Selection for Ordained Ministry in the Church of England*.



1.2 An Overview of the Discernment Process

The decision to put oneself forward for selection will often be preceded by a long period of personal reflection. Such reflection can largely be described in four stages: Awareness, Articulation, Confidence, and Decision. More information on these stages, and best practice on engaging with explorers in each, can be found in *Growing Vocations Everywhere*.

An overview of the formal discernment process which DDOs should follow is given on the following page as a guide.

Part One: Prior to the Bishops' Advisory Panel

1.2 An Overview of the Discernment Process (Continued)

Initial approach by candidate:	This would usually be through the candidate's incumbent or chaplain.
Initial interview:	This will normally be with the DDO or ADDO, though some dioceses prefer this to be with a Vocations Adviser to keep open the possibilities for different ministries. It is important to ensure that all candidates going through the discernment process are legally entitled to reside in the UK. To this end, early on in the process you should ask to see proof of a candidate's immigration status. Any questions arising from this should be directed to the Home Office.
Candidate's form:	A diocesan form should gather basic information. More detailed information will become available through interviews. A piece of written work of a more extended kind is often found to be useful.
References:	Should a diocese take up its own references early on, referees should be made aware that they may well be asked for a further reference or an update of their initial reference. References must reflect the main areas of a candidate's life and experience, the world of work, family, friends and church tradition. Normally this means references are required from the incumbent and/or chaplain, a lay member of the church, an educationalist, and someone who knows the candidate at work. Referees should not be related to the candidate, to each other, or in close personal relationships with each other. References should come from male and female referees. Sensitivity must be exercised with requesting a reference from a candidate's employer where such a request could prejudice the candidate's career prospects. If, however, the candidate sees their employment as the focus of ministry (Minister in Secular Employment), then another kind of enquiry needs to be undertaken between the diocese and the employer. Please see <i>Discerning Ministers in Secular Employment</i> . If there are any difficulties in determining suitable referees for the purpose of the BAP, please contact a National Adviser for Selection (formerly Selection Secretary) early on. DDOs will be asked to raise references and other papers for candidates, to be received by Ministry Division no later than six weeks before the candidate goes to a BAP. References for BAPs should be signed (electronically is fine) and dated and must be no more than six months old by the time of the BAP. See 2.4 below for further guidance.
Further Discernment:	The importance of careful engagement with the candidate cannot be over-emphasised. Meeting the candidate and spouse or civil partner at home by at least one member of the discernment team can be helpful. Once the DDO has made sufficient enquiry, the candidate may also be interviewed by an examining chaplain and/or a panel of diocesan assessors.
Decision to sponsor:	It is important that the diocesan procedure for a BAP is explained to the candidate early on. Bishops will have their own policy on the timing of their interview with candidates. Most wish to see candidates before a BAP. If the Bishop has not interviewed the candidate, it is particularly important that the Bishop be fully briefed by the DDO, and have all reports available to assist them in the decision to sponsor or not. If more testing of a candidate is felt necessary at any stage - further work or parochial experience or a period of study - then another interview will be necessary.
Sponsoring Papers:	Sponsoring Papers are sent to Ministry Division and should summarise the views of others (for example, a diocesan panel or Examining Chaplain) who have seen the candidate where these will be useful to Bishops' Advisers. Above all, they should reflect the views of the DDO and not just repeat what the candidate has written.

Part One: Prior to the Bishops' Advisory Panel

1.3 Building a Picture of the Candidate

Getting to know someone is not just about assembling personal histories and achievements. It is about understanding how the personal histories, and various life events have made an impact on and influenced the candidate and who they are as human beings. A reasonably systematic method can help to ensure that the main areas are covered so that as full a picture as possible is available.

The main areas to find out about and explore include:

1. Personal history and family background
2. Educational history, qualifications, etc.
3. Occupational history - including jobs in vacations if recent
4. State of general health, including any particular needs
5. Pilgrimage of faith and commitment, including understanding and experience of the breadth of the Anglican Church
6. Understanding of Christian faith and ability to communicate it
7. Spirituality and how it is nourished by private and corporate prayer life
8. Sense of call and its working out in mission and ministry
9. Responsibility and sense of vocation in secular areas
10. Experience of sharing in mission and ministry in a local church
11. Interests
12. Personal maturity and ability in relationships
13. Marriage, civil partnership and family commitments and levels of support
14. Financial situation

Building this picture of a person can be achieved in a number of ways, such as a diocesan form, references and personal interviews. If dioceses wish to create new forms, they may find it useful to base these on the criteria for selection. DDOs may wish to use their own forms for the discernment process in the diocese, but we ask that they use the official Ministry Division forms for the final stages prior to a candidate going to a BAP. The remainder of part one of this handbook covers some points which should be considered at an early stage.

1.4 Timescale for the Preparation of Candidates

Candidates should be given clear written guidelines explaining the diocesan process, including an indication of the timescale involved, in order to manage their expectations appropriately.

1.5 Category of Sponsorship

The House of Bishops has agreed the following categories for sponsorship to Ordained Ministry:

Priest	This category is intended for candidates who are offering for the priesthood. Their ministry is summarised in the <i>Common Worship Ordination Service</i> .
Deacon (Distinctive)	This category is intended for candidates who wish to offer for a lifelong distinctive diaconate. Their ministry is summarised in the <i>Common Worship Ordination Services</i> . In October 1995 the House of Bishops agreed that, given the small number of stipendiary candidates sponsored for Deacon (Distinctive), Bishops who sponsor candidates as stipendiary deacons should undertake to provide a post for the candidate on satisfactory completion of training. Please see <i>Discerning the Diaconate Guidelines</i> .

Part One: Prior to the Bishops' Advisory Panel

1.6 The Intended Focus of Ministry

In all cases the sponsoring papers should set out the intended focus of the candidate's ministry as an incumbent or assistant minister or ordained local minister/locally deployable minister, as well as whether any of the following are envisaged: ordained pioneer minister, minister in secular employment, or theological educator.

Other matters to be investigated (particularly for candidates looking to minister in their home parish) may include confirmation that a candidate has the support of the candidate's PCC.

In the case of ministers in secular employment, an indication of the attitude of the candidate's employer and how their ministry will be received in the secular context must be looked into and indicated in the Sponsoring Papers. Please see *Minister in Secular Employment Guidelines*.

1.7 Age (lower and upper limits)

There is a clear and strong encouragement to attract more young people to ordination. Candidates are permitted to attend a BAP once they are 18. Any upper age limit is at the discretion of the Sponsoring Bishop. If an ordinand will be under 23 at the point of ordination, they cannot be ordained without a Faculty from the Archbishop of Canterbury (see Canon C3).

1.8 Education and Theological Training

In the *Criteria for Selection for Ordained Ministry in the Church of England*, Criterion I (Quality of Mind) refers to the importance of a candidate being able to cope with and benefit from theological training. Many candidates will need to engage in preliminary study to introduce them to study at the educational standard that will be needed, or to give them a basic grounding in theology, possibly by one of the lay training courses arranged by some dioceses. Where dioceses have asked a candidate to pursue some course of study, the DDO is encouraged to include a tutor's report, or a summary of it, within the sponsoring papers to inform the work of Bishops' Advisers.

DDOs have an important role in helping candidates make an informed and appropriate choice of training pathway and TEI. It is helpful to have a preliminary discussion about pathways at an early stage. It may be useful for candidates to visit one or two TEIs (with the agreement of the diocese) before attending a BAP. It is inadvisable for a candidate to make firm arrangements for training before attending a BAP.

The timing of attendance at a BAP (early or late in the academic year) will obviously have an important bearing here. Bishops' Advisers may make suggestions about an individual's training in their report, but this would not extend to recommending specific TEIs. Please see *Supporting Ordinands through Initial Training*.

1.9 Finance

A careful assessment of the financial situation of all candidates should be made before sponsorship. The DDO's responsibilities are to work with candidates regarding personal finance issues as an integral part of the sponsorship process. All candidates are expected to complete a *Statement of Financial Position* form prior to sponsorship for a BAP.

DDOs should begin the task of working with candidates to address any debt problems as early as possible, but certainly once the decision has been made to sponsor the candidate. If a candidate has a student loan this is an acceptable form of debt. Candidates who intend to draw a stipend should be asked by their dioceses to fill in the *Statement of Financial Position* form for a second time on receipt of the interim report from the candidate's training institution.

Full details of financial arrangements for ordination training are provided in *Resourcing Ministerial Education: A Guide to the new Financial Arrangements*.

Part One: Prior to the Bishops' Advisory Panel

1.10 Mutual Flourishing

In July 2014 legislation was passed to enable women to be consecrated as bishops in the Church of England. The House of Bishops agreed *Five Guiding Principles* as the basis for the mutual flourishing of all in the Church of England. In December 2014 the House of Bishops agreed that all candidates coming to a BAP are required to give their assent to all of the *Five Guiding Principles*, which are to be read 'one with the other and held in tension, rather than being applied selectively' in order to ensure the mutual flourishing of the whole Church of England, regardless of an individual's theological conviction about women in ordained ministry. We would, therefore, also expect to see this commitment to mutual flourishing modelled throughout the discernment process by the whole discernment team.



1.11 Engagement, Marriage and Civil Partnership

It is important for candidates to discuss plans for engagement, marriage or civil partnership with their DDO. When a marriage or civil partnership is intended before or during training, there should be proper consultation with the Sponsoring Bishop. When two sponsored candidates wish to marry each other or enter a civil partnership, care needs to be taken over the financial implications of such a move and over difficulties occasioned by different training times. Candidates entering marriage where a Canon C4 Faculty is required, need to be made aware of the implications, especially on the timing of ordination. Ministerial couples should become the responsibility of one DDO only, by negotiation between the respective dioceses.

Where a joint ministry is envisaged, the DDO should help the couple face the demands that two ministerial appointments can make upon them, and also the restricted financing and availability of such posts, in order to manage expectations going forward.

If married or civilly partnered candidates are sponsored for a BAP at the same time, they should attend separate BAPs.

Part One: Prior to the Bishops' Advisory Panel

1.12 Nursing Mothers Attending BAP

The Church is committed to encouraging and supporting vocations to ordination amongst young women and recognises that mothers who are breastfeeding may need to continue to nurse their baby whilst on a BAP. Recognising that the needs of a new baby and the timetable of the BAP may not be compatible, we would encourage mothers to wait until a routine has been established to enable the mother to participate in all aspects of the panel fully. Precise details of how this can be made to work should be discussed with the Panel Secretary at the point of booking onto a BAP.

The Panel Secretary will work with the candidate to ensure they are supported appropriately as well as ensuring the need to give all candidates the opportunity to give of their best. Given the limitations of the BAP venues, we do not have babies staying overnight at BAP venues or attending any aspect of the BAP. Mothers may either stay at the BAP venue on their own, or with the baby locally overnight and will be given a room at the BAP venue for use during the day. Bishop Woodford House may be the easier venue for nursing mothers as there is B & B accommodation locally in Ely.

1.13 Sexual Orientation, Civil Partnerships, Marriage Breakdown, Divorce, Remarriage and Canon C4 Faculty

Bishops' Advisers would expect the DDO and Sponsoring Bishop to have explored fully matters to do with human sexuality with all candidates before going to a BAP. The House of Bishops' statement *Issues in Human Sexuality (GS Misc 382, 1991)* embodies the standards which the House would wish to apply to all ordinands and makes clear that all Christians are called to chastity and fidelity and to respect the will of the Church on matters of sexual morality. This requirement is even clearer for ordained ministers since they are called not only to live the Gospel but also be acceptable and accessible as pastors. Were any fresh evidence to emerge at the BAP, the Bishops' Advisers would be asked to assess the candidate against the rest of the criteria and may return a 'No Decision' verdict to the Sponsoring Bishop for their final decision.

In relation to the specific issue of homosexuality this means that: 'clergy cannot claim the liberty to enter into sexually active homophile relationships' (*Issues in Human Sexuality* para 5.17). As such, all candidates are required to give assurance that they have read *Issues in Human Sexuality* and they are willing to live according to its guidelines. The House of Bishops' Statement does not claim to be the last word on the subject, but it was commended by Synod for discussion and response by the Church. Nevertheless, it expresses the theological standpoint and pastoral practice of the House of Bishops and reflects the position on human sexuality of the Church of England and the Anglican Communion as a whole as stated in the General Synod motion of November 1987 and Resolution 1.10 of the 1998 Lambeth Conference, augmented by *Some Issues in Human Sexuality (GS Misc 722, 2003)*. DDOs will need to keep up to date with ongoing developments in this area.

Candidates for ordination who are in civil partnerships or who are intending to enter into them will be expected to give assurances that their lives are in accordance with the teaching outlined in *Issues in Human Sexuality*. Paragraph 21 of the *Civil Partnerships: A Pastoral Statement from the House of Bishops (2005)* notes that:

“...it would be inconsistent with the teaching of the Church for the public character of the commitment expressed in a civil partnership to be regarded as of no consequence in relation to someone in - or seeking to enter - the ordained ministry. Partnerships will be widely seen as being predominantly between gay and lesbian people in sexually active relationships. Members of the clergy and candidates for ordination who decide to enter into partnerships must therefore expect to be asked for assurances that their relationship will be consistent with the teaching set out in *Issues in Human Sexuality*.”

Sponsoring Papers for candidates in civil partnerships should indicate that this issue has been addressed with the candidate, that they are aware of the House of Bishops' Guidelines and have agreed to live within them, and that the candidate's specific situation has been discussed with the Sponsoring Bishop and they are fully content to sponsor the candidate. Please see *Guidance on Candidates in Civil Partnerships*.

Part One: Prior to the Bishops' Advisory Panel

1.13 Sexual Orientation, Civil Partnerships, Marriage Breakdown, Divorce, Remarriage and Canon C4 Faculty (Continued)

If a married candidate has a previous spouse living or is married to a partner with a previous spouse living, a Faculty under Canon C4.3 must be obtained from the Archbishops of Canterbury and York before that candidate can be sponsored for a Bishops' Advisory Panel. (Please note that a candidate who has been divorced more than once, has not subsequently remarried and more than one of their previous spouses is still alive, will still require a Canon C4 Faculty). The exact wording of the relevant Canon (C4.3 & 3A) is as follows:

“No person shall be admitted into holy orders who has re-married and, the other party to that marriage being alive, has a former spouse still living; or who is married to a person who has been previously married and whose former spouse is still living.

“The archbishop of the province, on an application made to them by the bishop of a diocese on behalf of a person who by reason (laid out above) of this Canon could not otherwise be admitted into holy orders, may grant a faculty for the removal of the impediment imposed by that paragraph to the admission of that person into holy orders, and any request made to a bishop for an application to be made on his behalf under this paragraph shall be made and considered, and any application made by the bishop to the archbishop shall be made and determined, in accordance with directions given from time to time by the Archbishops of Canterbury and York acting jointly.”

DDOs will need to consider the best time at which the formal enquiries to referees take place. In some dioceses, the DDO speaks to the candidate and spouse, ascertains whether in principle there is the required 'distance' and then proceeds with all the usual interviews leading up to sponsorship by the Bishop. Only when the Bishop is willing to sponsor should the detailed enquiries of referees who know the circumstances of the first marriage take place.

Enquiries concerning the process of obtaining a faculty should be directed to the office of the Archbishop of the province in which the candidate is to be sponsored. There have been some applications for faculties under Canon C43A in which the current marriage is very recent. The Archbishops' guidelines say that the current marriage should be stable and well established. The Archbishops have sought to clarify this guideline and have decided that they will not normally consider an application for a faculty where the current marriage is less than three years old.

The Faculty needs to be granted before a candidate attends a Panel, and needs to have been received at least six weeks before the date of the BAP. The Sponsoring Papers should indicate if a Faculty is required and that it has been granted by the Archbishops of Canterbury and York. The only exception to this is when there is a Vacancy in See. In such cases, the candidate could be conditionally recommended with the following wording:

“A Faculty in respect of Canon C4.3 is required before Candidate's (Full Name) may be ordained. A Faculty has not been granted by the Archbishops. She/He may enter training but is Conditionally Recommended and may not be ordained without the Faculty.”

Candidates for the Scottish Episcopal Church do not require a faculty. Candidates who have been divorced, and who are now in civil partnerships do not require a faculty.

Part One: Prior to the Bishops' Advisory Panel

1.14 Sponsorship of Transgender Candidates

Transgender candidates are welcome to be considered for selection for ordained ministry in the Church of England. Any Bishop intending to sponsor a transgender person for a BAP will certify that they have decided that they would be prepared to ordain and offer a title to that person if during the course of training and formation they were deemed to have a vocation to ordained ministry.

It is important that the DDO handles such situations sensitively and with integrity and that both the candidate and the BAP Advisers know the mind of the Diocesan Bishop in a given situation. Any decision regarding candidates needs to bear in mind the public nature of the ordained ministry, an understanding of the human condition and the gospel imperative of holiness and integrity of life for all believers.

1.15 Safeguarding

The House of Bishops' current safeguarding policy now includes a three-stage process that is operative for everyone working with children and vulnerable adults:

1. A *Confidential Declaration – Protection of Children and Vulnerable Adults* form, (see also comments under *Great Crimes* below);
2. A full CV, an outline of any work with children and vulnerable adults, and an explanation of any gaps;
3. An *Enhanced Disclosure from the Disclosure and Barring Service*.

An *Enhanced Disclosure from the DBS* should be required for all candidates at two points: before going to a Bishops' Advisory Panel and prior to ordination. These checks should be sufficient for most placement situations but occasionally a placement agency may (on its own initiative) require an ordinand to acquire a further disclosure. Initial checks should be made early in the exploration process and certainly before a candidate is sponsored to a BAP. This would allow for any sensitive issues that emerge to be dealt with much earlier in the discernment process. It is important that, even if a candidate has a DBS check for another purpose, a new DBS check needs to be carried out for the purposes of training for ordained ministry. DDOs should get candidates to show them the DBS Certificate and take up any issues as necessary. It is usual for an officer, other than the DDO, to be appointed in the diocese to deal with DBS checks, under the auspices of the Diocesan Secretary or the Diocesan Bishop. In view of the seriousness of this matter safeguarding procedures must be completed as a pre-requisite to a candidate attending a BAP (as with the Canon C4 procedure, and the completion of the *Statement of Financial Position*). If any of the three safeguarding requirements (*Confidential Declaration*, CV and DBS) have not been received by six weeks before their BAP, the candidate will be withdrawn from the BAP. Safeguarding is the responsibility of dioceses and not the training institutions. DDOs should inform Ministry Division in the sponsoring papers when safeguarding procedures have been satisfactorily completed.

1.16 Great Crimes

The *Ordinal* in the *Book of Common Prayer* recognises a difference between 'great crimes' (in respect of which ordination could not proceed unless the person was acquitted or pardoned (or, implicitly, dispensed by the Archbishop of Canterbury under s. 3 of the Ecclesiastical Licences Act 1533 ("ELA 1533")) and lesser crimes. The Archbishop of Canterbury still has power to dispense under s. 3 of the ELA 1533. Other bishops (including the Archbishop of York) no longer have a power to dispense following the repeal of s.15 as obsolete in 1969. If a crime is considered a 'great crime' then a person may not be ordained without the dispensation of the Archbishop of Canterbury (assuming there has not been an acquittal or pardon).

Part One: Prior to the Bishops' Advisory Panel

1.16 Great Crimes (Continued)

In 2015 Lambeth Palace issued guidance as to what constitutes a 'great crime' as follows:

“For the purposes of Section 3 of the Ecclesiastical Licences Act 1533, “a great crime” shall be defined as follows:

- Any crime which involves the culpable causation of the death of another human being.
- The offence of rape (vaginal, anal or oral) or assault by penetration.
- Any offence by an adult involving sexual activity (or images thereof) with a person under 18 years of age, or with any person who at the time of the offence was within the offender's professional or moral protection or responsibility, or with a person unable by incapacity to consent.
- Any offence punishable on indictment with a term of at least 10 years imprisonment unless the sentence in fact passed on the offender was for a term of less than three years imprisonment.”

If, upon completion of the *Confidential Declaration – Protection of Children and Vulnerable Adults* form (see above) it is found that a candidate has committed a 'great crime', and the Bishop decides to sponsor such a candidate for a BAP then dispensation would need to be sought from the Archbishop of Canterbury. Please contact the Ministry Division or Lambeth Palace for further information.

1.17 Health issues

For health and medical issues, please see the *Medical Procedures* booklet.

1.18 Disabilities

There is a need for the gifts of disabled people to be taken seriously and their contribution to the life of the Church affirmed. Ministry Division's National Advisers are always ready to help and advise in specific cases.

Some guidance for particular types of disabilities can be found below:

Blind or Deaf candidates	<p>DDOs should consult a National Adviser for Selection at an early stage when they have a blind or deaf candidate, as special arrangements for their assessment may need to be made and these are likely to take longer than in the case of a sighted or hearing candidate.</p> <p>The Council for the Deaf and RNIB Clergy Group offer specialised support and advice to DDOs and candidates if required. Ministry Division's National Advisers are also available for consultation. See also <i>The Selection and Training of Deaf Candidates</i>.</p>
Dyslexia and specific learning difficulties	<p>Candidates with specific learning difficulties may need particular support throughout the processes of selection, and theological training. For this reason, it is important that this group of disabilities are correctly identified prior to a candidate's attendance at a BAP.</p> <p>DDOs are urged to have those candidates for whom reading, writing and/or spelling are problematic, tested prior to a Bishops' Advisory Panel. Where a learning difficulty is identified, the Panel Secretary will need to know so that adjustments can be made to the administration of the Personal Inventory, Presentation, Group Discussion and Pastoral Exercise.</p>

Part One: Prior to the Bishops' Advisory Panel

I.18 Disabilities (Continued)

The following guidelines should be followed for the sponsorship and care of candidates with a disability:

1. The DDO is to alert a National Adviser for Selection when a candidate with a disability is sponsored (in accordance with current advice).
2. The Panel Secretary will discuss with the candidate any particular needs at the BAP.
3. The Panel Secretary will, when necessary, discuss the implications of a case with an appropriate person, such as the National Adviser for Disabilities and/or the National Adviser for Deaf Ministry, to ensure appropriate care at the BAP.
4. Ministry Division recommends strongly that issues of deployment are considered by the sponsoring diocese at the time of sponsorship, and that, in good time, a title parish is assisted in preparation for receiving a candidate prior to ordination.

For more information, please see the *Medical Procedures* booklet.

I.19 Candidates from Local Ecumenical Partnerships

Candidates from Local Ecumenical Partnerships bring positive benefits of broad ecumenical experience. Where a candidate from such a background has joint membership of another denomination there are no legal requirements preventing them from being a candidate for selection for training. However, the primary denominational allegiance of such a candidate should be to the Church of England. Candidates from such backgrounds may not have as much experience of Anglicanism as other candidates. This will be borne in mind in the selection process, and may be highlighted as a training need by the Bishops' Advisers.

I.20 Ministers of Other Churches

For information regarding Ministers of other Churches, including candidates from Wales, Scotland and Ireland, please see the *Candidates Panel and RDP* booklet.

I.21 Confirmation and Reception into the Church of England

Canon C4 paragraph 1 states that no person can be admitted to holy orders unless they have been baptised and confirmed. We therefore expect all candidates presenting at a BAP to have met these requirements. Candidates who have previously been confirmed within the Roman Catholic Church and Orthodox Churches need to have been received into the Church of England prior to attendance at a BAP. Presbyteral confirmation in the Roman Catholic Church and chrismation within the Orthodox Churches are both forms of episcopal confirmation within the meaning of Canon B28 paragraph 3.

Part One: Prior to the Bishops' Advisory Panel

1.22 Members of Religious Communities

It has been agreed by the Advisory Council on the Relations of Bishops and Religious Communities that candidates from religious communities will usually be expected to attend a BAP in the normal way. In some cases special circumstances may apply. The Advisory Council on the Relations of Bishops and Religious Communities' *A Directory of the Religious Life* refers to these and should be consulted in such cases (see chapter 10, para. 1014). The *Directory* points out that:

'The most likely exception will be a candidate who would expect to exercise the ministry wholly within the community's houses'. It goes on to say that 'applications for this special procedure should be made by the community chapter to the Visitor. On the Visitor's recommendation, the ordaining Bishop will then consult the Ministry Division.'

Where there are grounds for this special procedure to be used, a candidate should be interviewed by an experienced Bishops' Adviser instead of attending a BAP. The Bishops' Adviser, who should preferably be a person with knowledge and understanding of the religious life, will provide a report to the Candidates Panel. Advice will then be sent to the Bishop who has sponsored the candidate. Alternatively, the Bishop is of course free to request the advice of the Candidates Panel about the candidate, as in any ordinary case. Such candidates are subject to the *Bishops' Guidelines for Ordinand Pathways*.



The need for caution in applying this special procedure must be stressed. The *Directory* underlines this in advising that:

'Bishops should bear in mind that a lay religious may be tempted to seek ordination as a precaution against possible separation from the community or closure of the community.'

When candidates who have been selected by this special procedure leave the community and wish to exercise their ministry outside it, the advice of the Candidates Panel should be sought by the ordaining or licensing Bishop in the same way as for candidates who wish to change their focus of ministry. This requirement applies both to candidates in training and to those who have already been ordained. The sponsoring papers for a candidate should include a statement from the community to which the candidate belongs indicating the nature of the proposed ministry.

Part One: Prior to the Bishops' Advisory Panel

1.23 Armed Forces Candidates

All DDOs dealing with candidates currently serving in Her Majesty's Armed Forces should contact the relevant Forces DDO before considering sponsorship of those candidates for a BAP. This is because a Forces candidate is subject to specific terms of engagement. The Forces DDO will be aware of the provisions made for release and will help to ensure that the candidate is fully aware of the ramifications of seeking sponsorship for ordination. The contact will also help to establish whether the candidate should be sponsored by the Forces Bishop or a diocesan Bishop. There are sometimes financial advantages accruing to ordination candidates serving in, or having served in, HM Armed Forces and it is important that these are not lost. With regard to those who have recently left the Forces, the relevant Forces DDO may have information of value in building up an informed and accurate picture of the candidature and should be consulted in these cases, too.

1.24 Church Army Officers

Church Army Officers offering for ordained ministry are required to attend a BAP. DDOs should liaise with the Church Army authorities at an appropriate point to alert them of the candidate's intention. It may also be appropriate to ask the Church Army to provide a reference.

1.25 Accredited Lay Ministers and Deaconesses

These are usually handled through the Candidates Panel. Please see the *Candidates Panel and RDP* booklet.

1.26 Immigration

For clarification of any issues relating to immigration, please contact the Home Office. American Citizens should contact their embassy to clarify what effect, if any, the oath to the monarch at the point of ordination will have upon their citizenship.

1.27 The Anglican Communion - Ordination into the Church of England

The following guidelines apply for candidates from other Anglican Provinces seeking ordination in the Church of England:

1. For issues of immigration, please contact the Home Office.
2. Such candidates are required to fulfil the *Bishops' Guidelines for Ordinand Pathways*.
3. Such candidates must be sponsored either directly by an English diocesan Bishop, or by an English diocesan Bishop to whom they have been commended by their home Bishop.
4. In order that such a candidate may become acclimatised to the English situation and have personal experience of English church life, the Bishop would normally expect him/her to have lived here for at least three years before starting ordination training. After two years' residence he/she might be sponsored to a BAP.
5. A candidate accepted for ordination/admission in this way would be expected to serve in post in the English Provinces for at least three years after ordination/admission. On condition that he/she intends to do so he/she would be eligible for assistance from Central Funds.
6. A candidate who intends to return to his/her home Province after serving a first appointment in England is required to be accepted as a candidate also by his/her home Church.
7. In order to be ordained to a title post in England a candidate from an overseas province or sponsored by the Bishop of an overseas province, must either have attended a BAP, or have had the selection procedures undergone overseas scrutinised by the Candidates Panel on behalf of the Bishop offering the title post. In this latter case the Candidates Panel may recommend that a BAP is appropriate.

This guidance needs should be read alongside the *Candidates Panel and RDP* booklet.

Part One: Prior to the Bishops' Advisory Panel

1.28 The Anglican Communion - Training in England

The following guidelines apply for candidates sponsored by a Bishop of another diocese in the Anglican Communion seeking training in England:

1. For immigration issues, please contact the Home Office.
2. Candidates sponsored by a Bishop of another diocese in the Anglican Communion seeking training in England may be accepted at a theological college at the request of their home Bishop without attending a Bishops' Advisory Panel. However, principals may ask them to attend a Bishops' Advisory Panel in order to have guidance about the most appropriate form and level of training for them.
3. These candidates are not eligible for grants from the Central Church Fund for Ministerial Training which is only for the support of candidates who will work in the two English Provinces. However, there are funds given to overseas dioceses by the Church of England through mission agencies, societies and other channels which are often used by these dioceses to support their candidates.
4. If such a candidate wished to be ordained/admitted in England then this would be by Letters Dimissory from the overseas Bishop. The Archbishops of Canterbury and York and the Bishop of London can give a Commission Dimissory for an overseas Bishop. The diocesan Bishop must be satisfied about the fitness of the candidate. The assurance of the overseas Bishop may normally be considered a sufficient guarantee of this. The Bishop can ordain/admit by Letter Dimissory a person without the requirement of an Oath of Allegiance.
5. Following ordination such a candidate would need permission to officiate in this country from the Archbishop of the relevant English province under the Overseas and Other Clergy (Ministry and Ordination) Measure of 1967.



Part Two: Attending the Bishops' Advisory Panel

2.1 Booking a Place on a BAP

All candidates for training for ordained ministry in the two English provinces are required to attend a BAP. Candidates must be sponsored by a Diocesan or Suffragan Bishop. Approximately 45 Bishops' Advisory Panels are held in a year, each with up to 16 candidates, with a list of dates published online. We would recommend dioceses make every effort to send candidates to BAPs throughout the year, so as to avoid BAPs being oversubscribed in May and June.

To book a place at a BAP, you will need to complete Part One of the Sponsoring Papers for the candidate and email them to sponsoring.papers@churchofengland.org. Please use the name of the candidate as the subject title. Part One of the Sponsoring Papers should contain all the factual information required at this stage. It should be sent at the earliest opportunity, and no less than twelve weeks before the BAP. Once we have received Part One of the Sponsoring Papers, we will invite the candidate to attend a BAP, usually scheduled for no less than twelve weeks later. This is to allow you enough time for all further paperwork to be completed and sent to Ministry Division. The full paperwork must arrive at Ministry Division no less than six weeks before the BAP. Full paperwork should be sent to sponsoring.papers@churchofengland.org with the name of the candidate and BAP number in the subject line.

When booking a candidate onto a BAP, you may want to consider the following:

1. For a candidate to begin training in the autumn, they must attend a BAP by 30th June.
2. Places cannot be guaranteed on particular dates at the busiest times of the year (this will usually be March-June) so it is important that you book a place in good time. It is helpful if your candidate is flexible on dates.
3. The personal circumstances of candidates need to be considered when booking a BAP place. For example, recommended candidates may need to give a long period of notice to their employer before they can leave their current job. Other issues may include: the time needed to sell a house, or for a spouse to change employment. **No candidate, spouse or civil partner should ever be encouraged to resign from current employment before the outcome of a BAP has been confirmed by the Sponsoring Bishop.**
4. It is good practice (both for the candidate and the TEI) for a candidate to have attended a BAP well before the start of training. This applies to all modes of training.



Part Two: Attending the Bishops' Advisory Panel

2.2 Paperwork Required

Paperwork	Deadline
Sponsoring Papers Part One	Twelve weeks before BAP
Sponsoring Papers Part Two	Six weeks before BAP
Candidate Registration Form	Six weeks before BAP
Candidate Written Reflection	Six weeks before BAP
References x 4 (Incumbent, Lay, Occupational, Educational) (see 2.4 below)	Six weeks before BAP
Candidate Formation Plan	Six weeks before BAP
Ethnic Monitoring Form	Six weeks before BAP
One electronic passport photo	Six weeks before BAP
Confidential Declaration—Protection of Children and Vulnerable Adults Form	Six weeks before BAP (Diocese informs Ministry Division)
Copy of full CV	Six weeks before BAP (Diocese informs Ministry Division)
Enhanced DBS Declaration	Six weeks before BAP (Diocese informs Ministry Division)
Candidate Statement of Financial Position	Date of BAP (Diocese informs Ministry Division)

2.3 Guidance on Completing Sponsoring Papers

It is the DDO's responsibility to write the Sponsoring Papers on behalf of the Sponsoring Bishop.

The Sponsoring Papers fall into two parts as below:

Part One	Provides important factual information about the candidate and his or her Sponsorship.
Part Two	Contains analysis and reflection on the information collected during the discernment process. They should not be mere reiteration or quoting of information included in the Registration Form and References, but should show the trajectory of growth seen in candidates during the working together to explore their vocation. Areas of concern which the Advisers need to follow up on during the BAP should also be included.

Part Two: Attending the Bishops' Advisory Panel

2.3 Guidance on Completing Sponsoring Papers (Continued)

Reference should be made to the candidate's strengths and weaknesses, how they have engaged with the process, how they have changed or resisted change. Candidates should be aware of the content of the Sponsoring Papers, including any areas of concern or perceived weakness. Please ensure that you discuss with candidates all the issues mentioned in the papers. This will help candidates to be prepared for and to engage fully with Advisers' questions. Candidates should sign the Sponsoring Papers to confirm that they have read them. An electronic signature is acceptable, along with an assurance from the DDO that the candidate has seen and electronically signed the papers.

Sponsoring Papers should be emailed to sponsoring.papers@churchofengland.org with the name of the candidate and BAP number in the subject line.

2.4 Guidance for Referees

At least four references are required and should be from female and male referees. Referees should not all be from the same context (e.g. church). References should be less than six months old by the time of the BAP. Referees should be encouraged to complete the form in detail, using specific information, and not to guess if they do not know the answer to a question. They should also be encouraged to include light and shade, and to refer to genuine weaknesses as well as strengths. This will be far more helpful to the Advisers at a BAP.

The following references are required:

Referee	Detail
Incumbent	This needs to be completed by the candidate's incumbent or, when this is not possible, by another suitable person. For example, a candidate who attends a church in a team ministry may be better known by a team vicar rather than the incumbent of the parish. Or a candidate whose parish is in a vacancy, may need a reference from another member of the clergy.
Lay	This should be completed by a member of the candidate's church, who knows the candidate well enough to answer the questions.
Occupational	This should be written by someone to whom the candidate is, or has been accountable in their place of work. Where there is difficulty in providing an Occupational Reference (if, for example, the candidate is self-employed or not employed) another suitable person can provide the reference. This might include a former employer; someone with whom the candidate volunteers.
Educational	This should be written by someone who has experience of teaching or mentoring the candidate, or who is capable of assessing the candidate's educational aptitude. If the candidate has not been in education for many years, or has no academic track record, it would be very helpful to encourage them to do some guided reading with a mentor who can then provide an educational reference on the basis of work done. (See also 2.7 below re ability tests.)

Part Two: Attending the Bishops' Advisory Panel

2.5 Guidance on Candidates' Paperwork

It is important to remind candidates that Advisers receive a number of documents about them: the Registration Form, Written Reflection, Sponsoring Papers and four references.

Two of these need to be completed by the candidate:

The Registration Form	This is the candidate's only opportunity to speak about themselves before they meet Advisers. It is not appropriate to instruct candidates about what to include in the Registration Form, but they should be aware that it is taken seriously and read carefully by Advisers. It therefore needs to be completed carefully, following the instructions and bearing in mind the Criteria for Selection. If the Registration Form is completed early in the process it is important that it is revisited and revised prior to submission. It would be sensible for candidates to keep a copy of their Registration Form for their own reference.
The Written Reflection	This is intended to help Advisers in assessing the ability of candidates to express their thoughts clearly in written form. It should be 500 – 750 words long. The topic can be any subject which relates to an aspect of Criterion H (Mission and Evangelism) and to the candidate's own experience and sense of vocation. The task will be: 'Write on an aspect of mission and evangelism that is related to your experience and to which you feel drawn as part of your calling'.

In helping candidates to decide upon their approach, it would be useful for them to be aware of the five marks of mission (Anglican Consultative Council, *Five Marks of Mission*, 1988):

1. To proclaim the Good News of the Kingdom;
2. To teach, baptise and nurture new believers;
3. To respond to human need by loving service;
4. To seek to transform unjust structures of society and challenge violence of every kind and to pursue peace and reconciliation;
5. To strive to safeguard the integrity of creation, and sustain and renew the earth.

It is important that the Written Reflection explores the candidate's own experience and understanding, and is not merely a theoretical discussion on mission, evangelism or vocation. Candidates may need help and guidance in choosing the topic for the Written Reflection. However, it must be the candidate's own work.

Part Two: Attending the Bishops' Advisory Panel

2.6 After Ministry Division Receives the Paperwork

When the Sponsoring Papers Part One arrives in Ministry Division, an electronic file is created for the candidate. This file remains in the Division throughout the candidate's training.

The next steps are as follows:

1. The DDO will receive details from Ministry Division of the BAP to which the candidate has been allocated, and the name of the Panel Secretary.
2. The Panel Secretary will also write to the candidate inviting him/her to attend the Panel, and enclosing a copy of *Going to a Bishops' Advisory Panel*. A copy of that letter will be sent to the DDO.
3. When the complete paperwork is received at six weeks prior to the BAP, the Panel Secretary checks the paperwork to ensure that everything has been received, and will contact the DDO if there are any questions. These may include questions about:
 - a. References: e.g. missing signature, the date, gender balance or some other issue.
 - b. Clarification of sponsorship information.
 - c. Any missing paperwork
 - d. Other unresolved issues such as clarification on whether the candidate is prepared to abide by *Issues in Human Sexuality*, or whether they have read and assent to the *5 Guiding Principles*.
4. Paperwork is sent to the Advisers about three weeks before the Panel. This includes copies of the Registration Form, Written Reflection, References and Sponsoring Papers.
5. A final invitation letter, Panel programme, and travel directions are sent to the candidates about a fortnight before the Panel. Copies of all non-standard correspondence from the Ministry Division to the candidate are sent to the DDO.

2.7 Ability Tests

For some candidates, who have no formal qualifications or who have not recently been in a learning environment, there may be little clear evidence of intellectual ability.

To help with the discernment at BAP, the DDO is advised to speak to Ministry Division to discuss whether the candidate might take two ability tests. It is important that candidates are helped to understand why they are being asked to complete these tests and their place in the selection process. They should be assured that it is to their benefit that this information is available to the Educational Adviser, and that it will not be used to rule them out, but will help in providing guidance for training.

Ability tests cover two areas:

Verbal	Testing the ability to understand written information and determine what follows logically from the information.
Abstract	Testing the ability to identify patterns in abstract shapes and generate and test hypotheses.

The results will be sent to Ministry Division where they will be analysed by a qualified member of staff who will give an interpretation to the Panel Secretary as information for the Educational Adviser. If the results give cause for concern, the Panel Secretary will speak to the DDO before the Panel. However, this is rarely necessary.

Part Two: Attending the Bishops' Advisory Panel

2.8 The Bishops' Advisory Panel

The content and design of the Bishops' Advisory Panel is described in the booklet *Going to a Bishops' Advisory Panel* which will be useful in informing candidates and others about what happens.

The bulk of the cost of a candidate attending a BAP is borne by the Ministry Division. However, the Sponsoring Diocese makes a contribution of £50 per candidate towards the costs, as a token of commitment. Candidates' travel expenses are met either by the Sponsoring Diocese or by the candidate.



2.9 The BAP Timetable

The full BAP usually runs from Monday to Thursday, but candidates are only present from Monday to Wednesday. The basic timetable for candidates is as follows:

Monday	Tuesday	Wednesday	Thursday
Personal Inventory Pastoral Exercise given out	Morning: Presentation & Group Discussion Afternoon: Interviews	Interviews until 3pm Pastoral Exercise handed in	Moderation
Candidates present - 5pm Monday to 4pm Wednesday			
Advisers & Panel Secretary Present - 3.30pm Monday to Afternoon Thursday			

Part Two: Attending the Bishops' Advisory Panel

2.10 Tools for Selection

The Tools for Selection used throughout the BAP by the Advisers are outlined below, with some guidance to help candidates with preparation:

Registration Form	<p>This is completed by the candidate and sent in advance to the Advisers. Candidates should be reminded to re-read their Registration Form in preparation, and should be advised that they might be asked about any aspect of the form, and invited to expand on any answers. They should be aware that Advisers will want to know about gaps and are likely to seek clarification if something is alluded to but not explained.</p>
Written Reflection	<p>The Written Reflection is completed before the BAP, and goes to the Advisers as part of their paperwork. The Educational Adviser is likely to question the candidate about the Written Reflection.</p>
Personal Inventory	<p>The Personal Inventory is completed on the first evening. It is a pre-interview questionnaire comprising a series of questions designed to encourage the candidate to think, sometimes in a new way, about different situations, experiences and issues relating to the Criteria for Selection.</p> <p>The Inventory comprises questions relevant to the Vocational Adviser's Criteria, the Pastoral Adviser's Criteria and the Educational Adviser's Criteria. The Inventory takes 40 minutes to complete, and is usually handwritten.</p> <p>Questions are based on a candidate's own thoughts and experiences. Some will ask the candidate for specific examples from their lives to illustrate their answers, others will ask for brief bullet-point answers. The Advisers are likely to shape one or more questions in interview around a candidate's answers to the Personal Inventory.</p> <p>Exceptions: if a candidate has a diagnosis of dyslexia, they will be allowed to use a laptop, and to have up to ten extra minutes; this needs be agreed in advance with the Panel Secretary. If a candidate is physically unable to write, they may use a laptop, but with no extra time. It is important for the DDO to inform the Panel Secretary before the Panel of any such issues. The candidate will need to bring their own laptop.</p>
Presentation	<p>The purpose of the Presentation is to enable the Advisers to evaluate a candidate's ability to communicate effectively and within specific time constraints. Each Candidate will be allowed a maximum of five minutes for the Presentation. Candidates may not provide any handouts to support their Presentation, or use PowerPoint or an OHP.</p> <p>The candidate may present on any subject related to the Criteria for Selection. The Presentation should not be an academic treatise, but rather an example of interesting and lively spoken communication. Candidates should remember that the topic, and their handling of it, should lend itself to group discussion.</p> <p>The Advisers will observe, but not form part of the immediate audience. The Advisers will assess the following areas:</p> <ol style="list-style-type: none"> 1. Criterion F (Leadership and Collaboration): Communications Skills <ul style="list-style-type: none"> Was the Presentation communicated effectively? Did the candidate engage the audience? 2. Criterion I (Quality of Mind): Flexibility of Mind and Ability to Reflect <ul style="list-style-type: none"> Was the Presentation cogent and well-structured? Did the candidate make connections between life and faith?

Part Two: Attending the Bishops' Advisory Panel

2.10 Tools for Selection (Continued)

Group Discussion

The Candidate as Chair

The purpose of chairing the Group Discussion is to enable Advisers to evaluate a candidate's ability to lead and facilitate a group. Immediately after a candidate's presentation, they will chair a group discussion arising from issues raised by their own presentation. Each group discussion may last up to 13 minutes.

The candidate chooses how to introduce the discussion after the presentation. They will also have to think about what strategies they may need to develop for continuing discussion. They are required during the last two minutes to summarise the discussion. This should reflect that a discussion has taken place, and may include reference to individuals' contributions, or identification of the main themes that have emerged. It should not be a reiteration of the candidate's opening position.

The Advisers will observe, but not participate. They will assess the following areas:

1. **Criterion E (Relationships):** Interpersonal skills
 - Did the candidate appear to enjoy engaging with others?
 - Did the candidate show listening and empathy skills?
2. **Criterion F (Leadership and Collaboration):** Communications Skills
 - Was the Group Discussion chaired and facilitated effectively?
 - Did the candidate engage and motivate others?
 - Did the candidate communicate clearly?
3. **Criterion I (Quality of Mind):** Flexibility of Mind
 - Was the candidate open to others' perspectives?
 - Did the candidate make connections between contributions?
 - Was the candidate able to think on his/her feet?
 - Was the summary effective?

The Candidate as Group Member

The purpose of this element of the exercise is for Advisers to observe and evaluate a candidate's ability to interact with a whole group over a significant period of time.

The Advisers will observe, but not participate. They will take account of how candidates function as a group member throughout the whole exercise. They will assess the following areas:

1. **Criterion E (Relationships):** Interpersonal skills
 - Did the candidate appear to enjoy engaging with others?
 - Did the candidate show listening and empathy skills?
2. **Criterion F (Leadership and Collaboration):** Communications Skills
 - Was the candidate an effective team player who helped the group to progress its task?
 - Did the candidate recognise and encourage others?
 - Did the candidate communicate clearly?
3. **Criterion I (Quality of Mind):** Flexibility of Mind and Ability to Reflect
 - Was the candidate open to others' perspectives?
 - Did the candidate demonstrate intellectual curiosity?
 - Was the candidate able to think on his/her feet and challenge appropriately?
 - Was the candidate able to make connections between life and faith?

Part Two: Attending the Bishops' Advisory Panel

2.10 Tools for Selection (Continued)

Pastoral Exercise

The purpose of the Pastoral Exercise is to help Advisers assess a candidate's abilities to understand, and respond appropriately in written form, to a complex human situation. The Pastoral Exercise is given out on the first evening. It needs to be returned by the last day of the BAP. Candidates are given a sheet with details of the particular exercise and are advised that they must write a response of no more than 500 words. The exercise must be the candidate's own work, and needs to be written in any free time during the course of the BAP.

The Advisers will assess the Pastoral Exercise after the candidates have left. They will consider the following areas during their assessment:

1. **Criterion E (Relationships):** Interpersonal skills
Did the candidate respond compassionately and exercise appropriate pastoral care and sensitivity?
2. **Criterion F (Leadership and Collaboration):** Communications Skills
Did the candidate communicate effectively in writing in a clear and accessible way?
3. **Criterion I (Quality of Mind):** Flexibility of Mind and Ability to Reflect
Was the candidate able to understand the complexities of the task?
Was the candidate able to make suitable theological reflection?

Interviews

The Interview is one of the main tools for selection used during the Panel. Each Candidate has three Interviews, one with each of their Adviser group. Each interview lasts around 45-50 minutes.

The three Advisers each have responsibility for interviewing against three of the nine Criteria for Selection:

1. **The Vocational Adviser** interviews on the following Criteria: Vocation (Criterion A), Ministry in the Church of England (Criterion B) and Spirituality (Criterion C).
2. **The Pastoral Adviser** interviews on the following Criteria: Personality and Character (Criterion D), Relationships (Criterion E) and Leadership and Collaboration (Criterion F).
3. **The Educational Adviser** interviews on the following Criteria: Faith (G), Mission and Evangelism (H) and Quality of Mind (I).

Part Two: Attending the Bishops' Advisory Panel

2.11 Preparing the Candidate for BAP

It is an important part of the DDO's role to prepare candidates for their Bishops' Advisory Panel. Candidates should know what form the Panel will take and what sort of exercises they will be required to undertake. The aim is that candidates should arrive at the Panel **informed** rather than groomed or coached.

In terms of general preparation, it will be helpful for Candidates to familiarise themselves with the Criteria, outlined in *Going to a Bishops' Advisory Panel*, and to think of examples or events that help to illustrate their views, feelings and understanding of each of these in turn. They may find it helpful to talk these through with someone (such as the DDO) in order to familiarise themselves with the Criteria for Selection and to examine their own lives and experiences in the light of these criteria.

Candidates should also be advised that the interviews will be unlike job interviews: the Advisers do not only want to elicit information about strengths and gifts, but also to know that the candidate is able to reflect on, and has integrated difficult experiences and areas of vulnerability. The interviews will be testing, and may cover some difficult areas.

Methods of preparing candidates for the Presentation and Group Discussion exercise vary widely from diocese to diocese.

Some candidates attending a BAP have simply discussed the subject of their Presentation with the DDO. Some dioceses invite candidates to a mock Presentation event, giving a taster for the exercise at the Panel. This is particularly helpful for those candidates who are unfamiliar with presenting and chairing. Some candidates attending a BAP have had detailed, specific and extensive coaching.

Ideally any preparation should focus on developing familiarity with the exercise, building confidence, and offering guidance on the scope of a topic. Some candidates may need basic guidance on presentation skills such as speed of delivery, voice projection and judicious use of notes. Candidates should be encouraged to decide on strategies for leading into, facilitating and summarising the Group Discussion. It will also be important to impress upon candidates the need to keep their Presentation within the five-minute time limit.

However, it is important not to coach a candidate too much: whilst the Advisers will want to see well-prepared candidates, they will also expect to see an unforced style of presentation, and spontaneous, authentic interaction with other group members.

Part Three: After the Bishops' Advisory Panel

3.1 The BAP Report

After candidates leave a BAP, the Bishops' Advisers make their assessments and write their reports for the candidates' Bishops. The agreed final report on a candidate is sent by the Panel Secretary to the Sponsoring Bishop, with a copy to the DDO. Reports are usually sent out from Ministry Division by e-mail on the Thursday of the week following a BAP. (This varies in weeks where there is a bank holiday.) Candidates are told at the BAP to expect to hear from the Bishop within two weeks. In line with the Data Protection Act, a copy of the report should be available to the candidate after the Bishop has made their decision. Copies of reports on recommended and conditionally recommended candidates are also sent to the principals of training institutions on request, provided the Bishop has endorsed the recommendation.

Part Three: After the Bishops' Advisory Panel

3.2 The Bishop's Decision

Having received the BAP report, the Bishop, usually in consultation with the DDO, will review the advice which has been offered and come to a decision about the candidate. When coming to a decision, the Bishop may wish to consult the Panel Secretary or others within the Diocese who have been involved in the candidate's process of discernment.

The Sponsoring Bishop, in the light of the BAP report, will write to candidates informing them whether they have or have not been recommended for training. The Bishop will make clear to the candidate their decision and any conditions attached to the recommendation. The Bishop will normally suggest a meeting at which the report and decision can be discussed. Some Bishops prefer not to convey a decision by letter in the first instance, but to invite the candidate for interview.

Once a decision has been made, a letter from the Bishop to the candidate is required to create a permanent record of what has been decided. A copy of this letter should be forwarded by the Bishop's office to the Panel Secretary. It is helpful for the letter to be full rather than brief. In particular, the Bishop's decision about any conditions made in the report should be explained clearly. In some cases the Bishop may add their own condition and give a rationale for it.

The DDO may wish to speak to the candidate immediately after the BAP to hear their impressions and experiences. In the light of the Data Protection Act 2001, following the Bishop's decision, either the Bishop or the DDO will need to meet the candidate to go through the report in detail. This involves helping the candidate to reflect on the issues raised in the report, and in particular:

- Helping a recommended candidate understand the report, and to reflect on any advice given so they can seek ways to address any concerns raised.
- Helping a non-recommended candidate to accept the non-recommendation, to understand the reasons for it, and, where appropriate, to reflect on areas for development.

Ministry Division will provide a copy of *Financial Information for Recommended Candidates* to the Bishop for forwarding to recommended and conditionally recommended candidates, which outlines the financial support available to them throughout their training.



Part Three: After the Bishops' Advisory Panel

3.3 Advice and Conditions

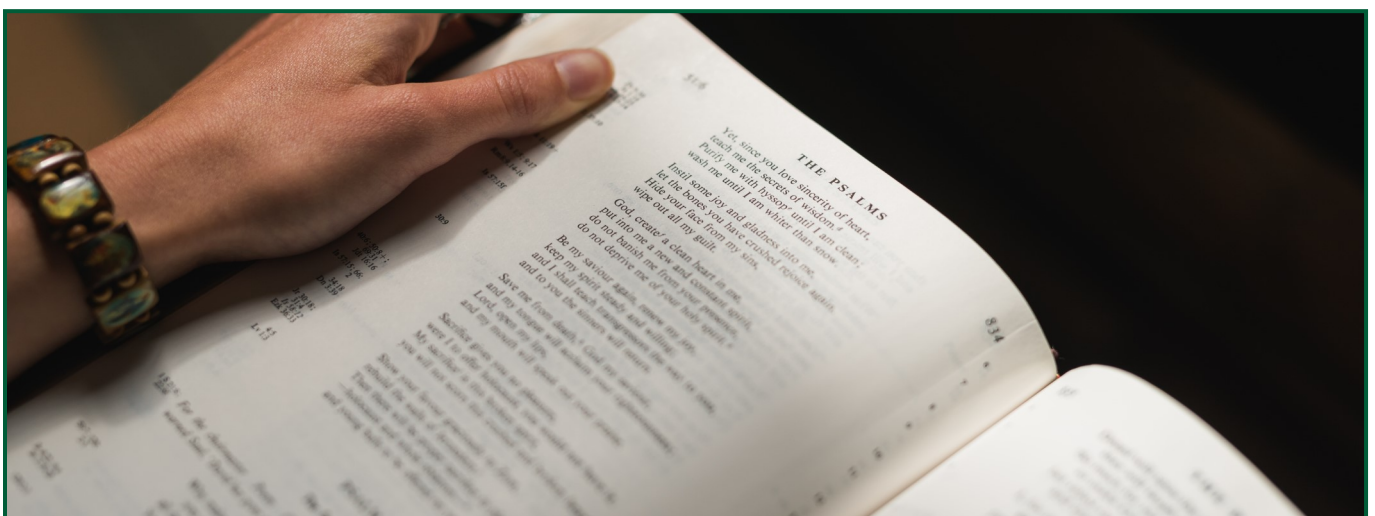
Reports from the Bishops' Advisers to the Bishop may contain **advice** or **conditions**. It is important that these are fully communicated to the candidate at the debriefing meeting.

Bishops' Advisers may offer **advice** to the Bishop about appropriate next steps for a candidate. This advice must be distinguished from a condition. Advice may relate to a wide variety of subjects (such as the benefits to a candidate of seeing a spiritual director, the need to gain wider experience of different traditions, or other needs specifically related to a candidate's training). Such advice does not have the force of a condition and is offered for the consideration of the Bishop, DDO and the TEI. However, any particular training points need to be addressed by the TEI in their reports to the Bishop during the candidate's training.

A **condition** applies to a candidate whose recommendation has been made conditional on the fulfilment of a particular requirement. A specific condition is attached to the recommendation by the Bishops' Advisers. Once a Bishop endorses any condition, training grants administered by the Ministry Division may only be paid when the condition is fulfilled. The following conditions are those most commonly encountered. Their requirements and means of fulfilment are clearly laid out and described below. Any other condition will be fully explained in the BAP report.

Conditions will normally fall in the following categories:

Financial	The Sponsoring Papers should include an assurance that the <i>Statement of the Financial Position Form</i> has been completed by the candidate, that the needs of the candidate and their family and dependants (if any) have been reviewed and that no financial bar exists to the candidate proceeding to training. Ministry Division will apply the financial condition to any candidate when no assurance of the diocese's satisfaction about the candidate's financial circumstances is given in the Sponsoring Papers.
Faculty	The Sponsoring Papers must indicate whether a Faculty under Canon C4 is required for a candidate. If a Faculty is required then the Sponsoring Papers must indicate that one has been granted. If a Faculty is required and has not been obtained because of a Vacancy in See, then Ministry Division will apply a Faculty Condition which should be fulfilled as soon as possible and must be fulfilled before the candidate may be ordained.



Part Three: After the Bishops' Advisory Panel

3.3 Advice and Conditions (Continued)

Pre-Theological Education

A Pre-Theological Education (PTE) condition is applied when the Advisers wish to recommend a candidate for training for the ordained ministry, but believe that he or she needs to make further progress in a specific area before accessing training.

Overview of PTE

The BAP report will have specified particular areas which need attention if the candidate is to proceed to a TEI. No more than two Criteria may be included in a PTE condition. The areas in question must be developmental rather than remedial, and must be measurable and achievable.

The nature of the condition will have been outlined in a condition paragraph immediately after the paragraph related to 'Vocation'. This will also describe the work needed to be done to enable the candidate to meet the condition, and the time-scale for completion (usually 6 – 12 months). The Sponsoring Bishop must decide whether to accept this recommended condition. If the condition is upheld, the DDO and the candidate, with the support of the Panel Secretary, devise a programme for the PTE using diocesan and regional resources. The candidate then undertakes the work with local oversight and central funding. At the end of PTE, the candidate attends an interview with a member of the Candidates Panel. A report from the Candidates Panel then offers further advice to the Sponsoring Bishop who must decide whether the candidate should proceed to training.

Mentors

DDOs may wish to consider making use of a mentor as part of a PTE programme.

The person chosen would need to have sufficient time at their disposal to work with the candidate, be able to assist the candidate in managing and recognising their own learning, and be able to help the candidate reflect on the programme. There is no particular need for the mentor to be ordained, but some theological expertise would be welcome. The primary work of the mentor would be focused in three areas:

1. Offering support for the candidate on the journey through Pre-Theological Education;
2. Providing robust comment as an aid to the reflective processes;
3. Assisting the candidate in the process of developing the portfolio.

We strongly encourage DDOs to consider the use of mentors if they find themselves unable to offer the backup they might like to give to their candidates.

Funding

Pre-Theological Education is jointly funded by central church funds and diocesan monies. There is a ceiling of £1200 per candidate available from the Ministry Division towards the costs of a programme. Funding for the costs of the programme (e.g. tuition fees and honoraria) are reimbursed through the Grants Office and payment is usually made to a Diocesan Board of Finance on receipt of either a bill or a paid invoice. Additional funding is provided in the form of travel and book grants. The candidate should make application for this money through the Grants Office.

Part Three: After the Bishops' Advisory Panel

3.4 Support for Non-Recommended Candidates

The disappointment of a candidate who has not been recommended for training is often very considerable, and different candidates will react differently. The pastoral care of such candidates is therefore a sensitive matter and one in which the DDO should expect to play a crucial part.

This pastoral care is not however the responsibility of the DDO alone. The candidate's incumbent or chaplain will have much more frequent contact with them and therefore take responsibility for much of the continuing care. But the incumbent may also be adversely affected by the decision and may experience some of the same anger, frustration, or bereavement felt by the candidate. This may be especially acute in the case of self-supporting candidates with strong local support for their candidacy. The DDO and incumbent will need to establish an effective partnership and recognise that it is not always right to expect incumbents to bear the burden of pastoral care entirely on their own.

A significant factor in the effective care of non-recommended candidates is the quality of the support they receive before they attend a BAP. As part of this care, a candidate's incumbent will need to be informed about the stages of the discernment and selection process and the possible outcomes so that they can offer appropriate support at the right time.

The individual candidate's needs should be met by the appropriate people. For example, it is natural for the DDO to act as the provider of information about the discernment and selection process and, possibly, as a vocational adviser. It is not possible for the DDO to act as an independent sounding board, standing outside the process. Similarly, a candidate's incumbent might well act as a provider of pastoral care but find it very difficult to combine that with the role of spiritual director or mentor.

These concerns have led some dioceses to investigate the possibility having experienced people, lay and ordained, who are not involved in the diocesan discernment process, and who can be available to non-recommended candidates to help them explore the implications of that decision. This practice of using independent counsellors/listeners is to be commended for serious consideration.

With these general points in mind the following stages are suggested to help DDOs in their care of non-recommended candidates:

1. The manner in which the decision is communicated should be considered carefully.
2. It must be recognised that the candidate will find it difficult to absorb information at this initial stage.
3. Candidates should be given careful debriefing after a BAP, after which they should normally be given a copy of the report to the Bishop.
4. Candidates should be reminded of the help available from a counsellor/listener.
5. After three months it may be helpful to have another meeting to talk about how the candidate is coping with the decision, what has happened in the time since the decision, and what the process will be from now on.
6. It may be helpful to meet with the candidate after six months to cover issues of redirection, the possibility of coming back for sponsorship to another Bishops' Advisory Panel in a few years, or letting go.

3.5 No Decision

Very rarely, the Bishops' Advisers are unable to agree about the recommendation to make to a Sponsoring Bishop. In such cases, their findings and guidance are summarised in the report as fully as possible to enable the Bishop to reach a decision.

Part Three: After the Bishops' Advisory Panel

3.6 Setting Aside the Bishops' Advisers' Recommendation

The Bishop receives the BAP report as advice and is free to set aside a non-recommendation or recommendation if they so decide, though these occasions are likely to be exceptional. The DDO will be closely involved in consultation with the Bishop and the Panel Secretary concerned. The DDO will be able to explain the grounds for the diocesan concern and the Panel Secretary may be able to offer further information which led to the recommendation.

The House of Bishops agreed that if a Bishop decides to set aside a non-recommendation in favour of sending a candidate into training, they have a particular responsibility for finding a stipendiary title post on completion of training for those candidates expecting to receive one.

3.7 Return to a Further Bishops' Advisory Panel

A non-recommended candidate may normally return to a further Bishops' Advisory Panel after two years if a Bishop is prepared to sponsor him or her. The Bishop and the DDO should be convinced that all the points raised in the previous report have been heard, accepted and dealt with, before sponsoring for a further Panel. Premature return to a Panel should be resisted, whatever the pressure from candidate, incumbent, or anyone else.

A candidate may attend a maximum of three Bishops' Advisory Panels provided a Bishop is willing to sponsor him or her.

3.8 Sponsorship of Withdrawn Candidates

Where a Bishop has withdrawn their sponsorship for a candidate after going to a BAP, the candidate needs time to adjust to, live with, and reflect on, the withdrawal of sponsorship. The candidate's vocation will need to be further tested by continued faithful service in the Church as a lay person before re-presenting themselves for ordained ministry. In these circumstances the candidate will need to be sponsored again by a Bishop. The candidate will then return to a Bishops' Advisory Panel. This second sponsorship should normally be after a period of three years from the withdrawal of sponsorship.

Please note that the withdrawal of sponsorship of a candidate by a Bishop is not the same as an ordinand having to withdraw from their training institution for health or other reasons. Please see *Candidates panel and RDP* booklet for guidance.

3.9 Ordinands not Proceeding to Ordination

In the case of an ordinand deciding not to proceed to ordination during their final year in training, the TEI should inform the Sponsoring Bishop as soon as possible and the DDO should alert a National Adviser for Selection at Ministry Division. This information enables the Ministry Division to amend its records of ordinands seeking title posts. It would also enable conversations to proceed so that considerations can be given to appropriate funding arrangements.

3.10 Continuing Responsibilities of Ministry Division Staff

The National Advisers for Selection look after candidates'/ordinands' files at Church House on behalf of the Bishops. A record is thus kept of their progress from first application for a BAP. The DDO should inform a National Adviser for Selection of any significant change in a candidate's/ordinand's circumstances which might occur during this period. Similarly, Ministry Division staff will inform the diocese should they become aware of any changes. When an ordinand withdraws from training for any reason it is important that Ministry Division is informed. The DDO should not assume that the TEI will necessarily have informed Ministry Division.