



THE CHURCH  
OF ENGLAND

# **Archbishops' Council**

## **Ministry Division**

# **Candidates Panel**

**December 2019**

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# 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 ([www.churchofengland.org/more/diocesan-resources/ministry/supporting-candidates-through-selection](http://www.churchofengland.org/more/diocesan-resources/ministry/supporting-candidates-through-selection) for dates and deadlines) and comprises experienced Bishops' Advisers, the Head of Discernment, National Discernment Advisers and the Initial Ministerial Education Pathways Adviser.

### ii) The Terms of Reference of the Candidates Panel

- (1) To advise Bishops on the appropriateness of **ordinands** wishing to:
  - transfer to a new category of ministry
  - 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 regarding 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 an ordinand'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 case for the Panel's consideration (please see paperwork required, outlined below). When the Panel considers a case, the person is usually interviewed by Panel members in the weeks leading up to a meeting. The Panel's advice is then communicated by a National Discernment Adviser 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 case needs to be reviewed by the Panel, the pro-forma for Candidates Panel submissions should be completed and returned to the Secretary of the Candidates Panel or a National Discernment Adviser. The proforma is available at [www.churchofengland.org/more/diocesan-resources/ministry/supporting-candidates-through-selection](http://www.churchofengland.org/more/diocesan-resources/ministry/supporting-candidates-through-selection)
- (2) Normally, the ordinand's original National Discernment Adviser will deal with the application. Alternatively, the National Discernment Adviser who has inherited the case will do so.
- (3) The case must be submitted at least seven weeks before a Panel meeting, or eight weeks before the September 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, a National Discernment Adviser will write to the Bishop informing them of the Panel's advice. Copies of that letter will be sent to the DDO and, when appropriate, to the training institution's principal. Once the Bishop has made their decision, they should write to the person and forward a copy of their letter to the National Discernment Adviser to keep the Ministry Division's file complete.

#### **vi) Safeguarding responsibilities**

- (1) Responsibility for ensuring all required safeguarding processes/checks and training are completed lies with the sponsoring and ordaining diocese(s).
- (2) Where a candidate coming to the Candidates Panel has not previously been to a BAP, the DDO will need to confirm in the papers submitted to Candidates Panel that all the safeguarding processes/checks and training required for attendance at a BAP have been completed; i.e. the Confidential Declaration, Enhanced DBS check, full CV of work with children, young people and vulnerable adults, and the completion of Basic and Foundation Safeguarding Training (C0 and C1).
- (3) Where a candidate coming to the Candidates Panel has previously been to a BAP, the Candidates Panel Report will normally contain a reminder that it is the responsibility of the diocese to ensure all safeguarding and safeguarding training requirements have been met and remain valid.
- (4) For Ministers of other Churches/Provinces coming to Candidates Panel, and ordinands who have not yet been ordained, you are reminded that the candidate must have completed Leadership C2 Safeguarding Training by the point of ordination or licencing. The Candidates Panel Report will normally remind you of this.

#### **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 during IME 1 and 2**

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

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

### **(1) Notes:**

- (i)** It is recommended that a proposed transfer of focus of ministry from OLM or Assistant Minister to Incumbent should normally be presented to the Candidates Panel during IME 2 rather than IME 1, in order to have more opportunity to gain evidence for meeting the incumbent criteria. However, should a proposal for such transfer during IME 1 be presented, the ordinand will be assessed against the Selection Criteria, focussing on the incumbent aspects of Leadership and Collaboration, Mission and Evangelism, Quality of Mind and Vocation, as well as looking at Personality and Character and Relationships in order to ascertain whether a vocation to incumbent ministry is realistic. For those transferring from OLM to Incumbent Ministry, questions may also be asked about their understanding of the breadth of the Church of England
- (ii)** If a Bishop wishes to offer a stipendiary post to someone who has been exercising a ministry without stipend, the diocese will need to contact the Pensions Board about the proposed transfer.
- (iii)** Where a candidate wishes to transfer to incumbent focus of ministry during IME1 and intends to seek a stipendiary title post within 18 months of the transfer, the diocese will need to provide appropriate assurances that it has considered the implications of this for diocesan and national planning on the number of stipendiary title posts. For more information, please contact the Senior Financial Strategist and Programme Manager.
- (iv)** In the case of candidates **over the age of 55** transferring to focus of ministry as incumbent and who intend to seek a stipendiary post provided by the sponsoring diocese, 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
- Supporting 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 & Occupational)
- Candidates Panel Data Protection Form

## ii) Ministers/Priests of other Churches

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

### (1) Procedure for the Candidates Panel:

- (a) Ministers/Priests from other churches are interviewed by three members of the Candidates Panel. Each interviewer is assigned a specific Adviser category for interview – Vocational, Pastoral or Educational – and they are interviewed against the Selection Criteria.
- (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, ‘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 ministers/priests from other churches:

- Proforma
- Full Sponsoring Papers from DDO (Parts 1 and 2) (NB this replaces the DDO Supporting Statement in this instance)
- 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
- 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
- Supporting 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 a National Discernment Adviser.]
- If the withdrawal has been for medical reasons, a medical report, and/or discussions with the Senior Medical Adviser may be required.

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

## iv) Ordinands who have completed training but are not yet ordained

**(1) Procedure:**

- This covers ordinands who successfully completed their training, the training institution recommended him/her for ordination, but the ordinand 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.
- 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
- Supporting Statement from DDO
- Registration Form
- Candidate's Rationale
- Bishops' Advisory Panel Report
- Statement from training institution principal
- Four References: Incumbent, Lay, Occupational & Educational.
- Candidates Panel Data Protection Form

**v) 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 (Parts 1 and 2) (NB this replaces the DDO Supporting Statement in this instance)
- 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 Provincial Anglican officials
- (Indication of any training completed, if applicable.)
- Candidates Panel Data Protection Form

**vi) 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. A DDO may submit such a case to the Candidates Panel at any point in the year once they feel the requirements have been completed, and a final decision is likely to be made by Chair's Action, though the Chair reserves the right to bring the case to the full meeting of the Candidates Panel if necessary.
- (2) **Paperwork:** The following paperwork will be required for candidates with a pre-theological education conditional recommendation:
- Proforma
  - Supporting 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

**vii) 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 **normally 30<sup>th</sup> June** (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 exceptional circumstances beyond the control of the candidate or diocese: 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 considered by Chair's Action.

Please check with the Head of Discernment 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
- Supporting 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) Non-standard training pathways**

Decisions on whether national funds may be spent on a non-standard training pathway for a particular candidate in IME1 are made by the Individual Pathways Panel. Straightforward cases are agreed by Ministry Division staff on behalf of the Individual Pathways Panel. Applications for approval should be sent to the IME Pathways Adviser, who may be consulted at any point. The Individual Pathways Panel does not normally interview candidates.

Non-standard pathways include variations on standard pathways, or changes to a candidate's pathway when (as will usually be the case) this means the candidate's overall programme will not be a standard pathway.

### **ii) Change of training institution**

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 IME Pathways Adviser. However, a bishop may choose to seek the advice of the Candidates Panel about the candidate's vocation or suitability for ordination if the situation justifies this.

As a result of the transfer, the ordinand will have followed a non-standard training pathway for which the approval of the Individual Pathways Panel (or Ministry Division staff on behalf of the Panel) will be needed if national funds are to be spent on it.

### **iii) Extensions of training**

Extensions to training are agreed by the diocese and the training institution. A bishop may choose to seek the advice of the Candidates Panel about the candidate's vocation or suitability for ordination if the situation justifies this. Where the result is a non-standard training pathway the approval of the Individual Pathways Panel (or Ministry Division staff on behalf of the Panel) is required if national funds are to be spent on it.

### **iv) 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.

Overseas placements should be agreed by the candidate's sponsoring diocese and their training institution. Advice may be sought from the Initial Ministerial Education Pathways Adviser in Ministry Division, if desired.

## **v) 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);
- in Rome, the Lay Centre at Forum Unitas, or for male candidates the Venerable English College or the Pontifical Beda Institute;
- the Dombes Theological Institute in France (part of the Chemin Neuf community);
- institutions in Germany (Meissen Agreement).

Further details can be obtained from the Initial Ministerial Education Pathways Adviser.

Training institutions may also want to propose study abroad. This should be agreed by the candidate's diocese, and is likely to require the approval of the Individual Pathways Panel (or, in the case of shorter periods, Ministry Division staff on their behalf).

## **vi) 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 Ministry Division should also be informed.

## **vii) Candidates independently funding an extra year of training**

To be agreed by the bishop.

## **viii) Change of focus of Ministry**

### **(1) General**

Bishops' Advisers assess candidates in the light of the intended focus of ministry at the point of ordination. As indicated earlier, any change during IME 1 and 2 must come to the Candidates Panel. However, were there to be a change in focus **beyond IME 2** 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**

For information on how to action any appeal, please contact the Head of Discernment for further details.

## 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.churchofengland.org/more/diocesan-resources/ministry/supporting-candidates-through-selection](http://www.churchofengland.org/more/diocesan-resources/ministry/supporting-candidates-through-selection) If you have any questions about the process of the Candidates Panel, please call the Head of Discernment or a National Discernment Adviser.

### 1. Details of Candidate:

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

### 2. Sponsoring Diocese

|                          |         |  |  |
|--------------------------|---------|--|--|
| <b>Diocese</b>           |         |  |  |
| <b>Sponsoring Bishop</b> |         |  |  |
| <b>Contact DDO</b>       | email:  |  |  |
|                          | 'phone: |  |  |

### 3. Question to the Panel

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|--|
|  |
|--|

### 4. Training Proposal

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.

|  |
|--|
|  |
|--|

### 5. Training Costs (for ministers/priests of other churches, as applicable, who will be funded by Central Church Funds).

Please indicate estimated costs of any training under the categories outlined below.

- 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.

*If you need help with this, contact Ministry Division ([grants@churchofengland.org](mailto:grants@churchofengland.org))*

## 6. Additional Paperwork

Each case being considered by the Candidates Panel requires:

- a completed copy of this **Proforma**
- a **Supporting Statement from the DDO or Full Sponsoring Papers (as indicated below)**.
- a **Rationale** from the candidate
- a **Candidates Panel Data Protection form**

In addition, each case requires the following paperwork from the diocese (by category of case):

|   |  |  |  |
|---|--|--|--|
| <p><b>i) Transfer between categories or focuses of ministry for all candidates during IME 1 &amp; 2:</b></p> <ul style="list-style-type: none"> <li>• Previous Registration Form (new RF if already ordained)</li> <li>• BAP Report</li> <li>• Training institution report</li> <li>• Three References (Incumbent, Lay &amp; Occupational) see handbook for guidance.</li> </ul>  | <p><b>ii) Ministers and Deacons/Priests from other Churches:</b></p> <ul style="list-style-type: none"> <li>• Registration Form</li> <li>• Four References Incumbent, Lay, Occupational, Educational)</li> <li>• Reference from current denomination officials.</li> <li>• NB. DDO Supporting Statement will be replaced by full Sponsoring Papers (Parts 1 &amp; 2).</li> <li>• Ethnic Monitoring Form</li> <li>• <b>Confirmation of Safeguarding/Safeguarding Training requirements completed</b></li> </ul> | <p><b>iii) Resuming training after formal withdrawal (3 months or more):</b></p> <ul style="list-style-type: none"> <li>• Previous Registration Form</li> <li>• BAP Report</li> <li>• Statement from training institution principal</li> <li>• References (Incumbent &amp; Lay) See handbook for guidance</li> </ul>   | <p><b>iv) Ordinands who have completed training but not yet ordained:</b></p> <ul style="list-style-type: none"> <li>• Registration Form</li> <li>• BAP Report</li> <li>• Statement from training institution principal</li> <li>• Four References (Incumbent, Lay, Occupational &amp; Educational)</li> </ul> |
| <p><b>v) Candidates from the Church in Ireland, Church of Wales and Other Anglican Provinces (not Scotland):</b></p> <ul style="list-style-type: none"> <li>• Registration Form</li> <li>• Four References (Incumbent, Lay, Occupational and Educational)</li> <li>• Reference from current Provincial Anglican officials (Indication of any training completed, if applicable.)</li> <li>• NB. DDO Supporting Statement will be replaced by full Sponsoring Papers (Parts 1 &amp; 2).</li> <li>• Ethnic Monitoring Form</li> <li>• <b>Confirmation of Safeguarding/Safeguarding Training requirements completed</b></li> </ul> | <p><b>vi) Candidates with a Pre-Theological Education Conditional Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Registration Form</li> <li>• BAP Report</li> <li>• Any reports from those who have worked with or mentored the candidate</li> <li>• Evidence chosen by the candidate from his or her PTE file.</li> </ul>   | <p><b>vii) Candidates attending a BAP after the cut-off but who wish to begin training in the upcoming academic year:</b></p> <ul style="list-style-type: none"> <li>• Registration Form</li> <li>• BAP Report</li> <li>• Supporting statement from the candidate's prospective training institution.</li> <li>• Statement from the Secretary to the Finance Panel on the financial implications.</li> </ul> |  |

**Please indicate below** the category of your question and list the paperwork which you have submitted.

**Please also indicate** if any paperwork is missing and when it can be expected to arrive at Ministry Division:

Category:

Missing Paperwork:

Paperwork Submitted:

Date this is expected to arrive at Ministry Division:

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

## Appendix II: Ministers and Deacons/Priests from other Churches

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

### 1) Categories.

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

- a) Those ordained in and in good standing with churches from outside the Anglican Communion with which the Church of England is in communion. 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) Priests from the Lutheran churches who are signatories to the Porvoo Agreement.
  - ii) Old Catholics, with whom we are in full communion under the Bonn Agreement.
  
- b) Those ordained in and in good standing with churches with whom the Church of England is not in communion but whose orders are nonetheless recognised by the Church of England. Such clergy may also minister in the Church of England under the Overseas Clergy Measure 1967, after the advice of the Candidates Panel. The greater distance between the Church of England and the churches from which they come, compare to category a) above, needs to be considered. They include:
  - i) Roman Catholic priests
  - ii) Orthodox priests
  - iii) Priests from the Anglican Church in North America, the Free Church of England and the Church of England in South Africa (Reformed Evangelical Anglican Church of South Africa).
  
- c) In the case of clergy in good standing with churches that are not in category a) or b) above, but with which the Church of England has a formal agreement approved by the General Synod, the Candidates Panel will normally advise the Bishop on the candidate's acceptability and on what training would be appropriate. These church are:
  - i) The Church of Scotland (Columba Agreement)
  - ii) The Evangelical Church in Germany (Meissen Agreement)
  - iii) The French Protestant Churches (Reuilly Agreement)
  - iv) The Methodist Church (2003 Covenant)
  - v) The Moravian Church in Great Britain (Fetter Lane Agreement)

- d) In the case of clergy in good standing with member churches of 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]), the Candidates Panel will normally advise the Bishop on the candidate's acceptability and on what training would be appropriate. For the current list of CTBI member churches, please see <https://ctbi.org.uk/about-ctbi/member-churches/>. 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.
- e) Ministers in good standing with churches not covered by the above categories 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 Secretary of the Candidates Panel.

## 2) 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.

## 3) 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.