CANDIDATING FOR ORDAINED MINISTRY

DISCERNING ORDAINED VOCATION 2 (DOV2)  
APPLICATION FORM c.1

Please only complete this form if you have completed DOV1 this year.

Please return this form to candidates@methodistchurch.org.uk before the deadline date listed in document G.9

Please answer all questions fully even if you have provided some of this information before and type all your responses. The application form you completed for DOV1 will now form part of your paperwork. As you proceed into candidating, there is additional information required.

We will not be able to accept applications received after the deadline date.

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| Personal details | |
| *These details will be used to contact you during the candidating process so please ensure you supply a telephone number and email address that will be monitored during the year.* | |
| Have any of the personal details you stated on the DOV1 application form changed since you completed it? If so please state the changes below | |
|  | |
| Title |  |
| Full name |  |
| The name you prefer to be known by |  |
| Preferred pronouns (he / him, she / her, they / them) |  |
| Telephone number  *Please ensure you give numbers on which you can be contacted throughout the candidating year* | Home |
| Work |
| Mobile |
| Email address |  |
| Postal address |  |
| Are you intending to offer a minimum of ten years in the active work?  *The Methodist Church standing order 710(5) states: ‘Unless an exemption is granted in accordance with clause (6) below an offer will not be accepted unless the candidate meets such conditions of availability for stationing as are set by the Conference at the time of acceptance and provides in writing an affirmation of his or her willingness to be stationed in the active work for a minimum period of ten years.*  *Clause 6: The Connexional Ministerial Candidates and Probationers Oversight Committee shall make recommendations as to exemptions from the requirements of clause (5) above to the Connexional Discerning Ordained Vocation Committee who shall have the power to grant or withhold such exemptions.’*  *If you are 54 or over you may want to have a conversation with your Superintendent about the implications of making this offer.* | |
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| Order and context of ministry | | | | |
| Which order of ministry are you offering for? | Diaconal | | Presbyteral | |
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| Are you offering for a local or specific context? Please tick all that apply.  *If yes please complete form C.2 with your application* | Local | Specific | | Not local or specific |
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| Further personal information |
| Have you ever candidated before? |
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| If yes, please state the year |
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| If yes please state if it was in the Methodist church and for which order of ministry, or if it was in a different denomination (please specify which church). |
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| \*The life of a Methodist minister (diaconal or presbyteral) inevitably affects the lives of the family around them. Please write here brief details about your immediate family (noting particularly any dependents) and how they feel about this application. This will help us to support accepted candidates in training and initial stationing. |
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| Have you ever had any convictions or offences in your history? Even if you feel this has no bearing on your candidating, it is important to declare it here. Please give brief details and dates and we will contact you to discuss this further.  *Our policy on admission to Training Programmes and for the Selection and Appointment of Presbyters and Deacons with a Criminal Record is set out in APPENDIX 1 to this form* |
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| If you have any medical condition or disability which may require us to make adjustments to how we carry out the discernment process at DOV2, please state them and indicate the kind of adjustments you require. It is your responsibility to make us aware of these needs. |
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| *The Immigration Act 2016 requires The Methodist Council to check certain documents to establish a person’s eligibility to live and work in the UK and comply with any restrictions. Under the Act, we are required to check and copy your eligibility to work before the Methodist Council can confirm any offer of training allocation.* |
| Are there any restrictions on your right to live and work in the UK? |
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| If Yes please state your current immigration status including the expiry date of any permissions: |
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| If no please indicate the basis on which you are eligible to study, work and live in the UK, and ensure the names and ages of all dependent relatives are listed in the section about your family above (in the section indicated by \*). |
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| Your circuit | |
| Name of your circuit |  |
| Name of your district |  |
| Name of your Superintendent minister |  |
| Your Superintendent minister’s email address |  |
| Name of your District Chair |  |
| Your District Chair’s email address |  |

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| References |
| *Please note that your references will form part of the information that is shared with the Connexional Candidates Committee and you may be asked questions relating to information obtained from your references*.  *Please do not ask someone to be a referee if they will be involved in writing any of the other reports that will be part of your candidating process. Your referees also must not be related to you.* |

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| Reference from a Critical Friend  *This should be someone who knows you well and can write of your experience of discernment. It is easier for this person if they understand something of Methodism.*  *Please note that your accompanist may not be your critical friend so that roles remain clear.* | Name and title of referee |
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| Their postal address |
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| Their email address |
|  |
| Their telephone number |
|  |
| How you know them |
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| How long you have known them? |
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| Reference from your most recent employer/volunteer/training institution  *The Methodist Church’s Safeguarding Policy requires that we take up a reference from this person who can broadly represent your professional work.*  *If you would prefer for your employer not to be contacted until after you know whether you have been recommended for training, please inform the Candidates’ Office immediately and state this clearly here. If you are recommended, your recommendation will be conditional on the provision of a satisfactory reference.* | Name and title of referee |
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| Their postal address |
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| Their email address |
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| Their telephone number |
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| How you know them |
|  |
| How long you have known them |
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| Are you content for us to contact them now? |
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| Superintendent’s declarations | |
| 1. I have met with this candidate and confirm that details provided by the candidate on this form C.1 and on their DOV1 application form D.1 have been verified by me. 2. I confirm that they have, in my presence, assented to the doctrinal standards set out in Clause 4 of the Deed of Union, and they have affirmed their willingness to uphold the discipline of the Methodist Church and to accept the obligations to be at the disposal of the Conference for stationing which apply to presbyteral or diaconal ministry, as applicable. 3. I confirm that I have carried out the ‘rights to work’ checks as outlined in guidance document G.7. 4. I have discussed with the candidate their intention to offer for at least ten years of active service and I am satisfied that they have made an appropriate and realistic declaration on this form in this regard. 5. I have made a preliminary assessment on Form C.3 of what might reasonably be expected of the candidate’s future availability for stationing and the terms and conditions of service under which they might serve, and it accompanies this form. 6. If the candidate is not an accredited local preacher (presbyteral candidates) or an accredited worship leader (diaconal candidates), I will make preparations for the candidate to be appointed a worship leading / preaching / proclaiming mentor within the circuit who will be prepared to share the preparation and leading of worship frequently and regularly between their recommendation and starting training at Queen’s. | |
| Superintendent’s signature |  |
| *When signing please scan in (or add a photograph of) your actual signature. We cannot accept a typed name in place of a signature.* | |
| Date |  |

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| Candidate’s declarations | | |
| 1. I declare that I wish to candidate for ordained ministry in the British Methodist Church. 2. I have read and studied document G.6: The Selection Criteria for Ordained Ministry. 3. I have read and assent to the doctrinal standards set out in Clause 4 of the Deed of Union. 4. I will uphold the discipline of the Methodist Church and will accept the obligations to be at the disposal of the Conference for stationing which apply to presbyteral or diaconal ministry, as applicable. 5. I have read Book III, Section 52, Part 7, Part 8 and Book VII, Guidance A in CPD and understand that these are the privileges, responsibilities and requirements of presbyters and deacons in the Methodist Church. 6. [For those offering for diaconal ministry] I will accept the commitments entailed in becoming a full member of the Methodist Diaconal Order. 7. I have received, read and understood “The Policy and Guidelines for admission to Training Programmes and for the Selection and Appointment of Presbyters and Deacons with a Criminal Record” (Appendix 1 at the end of this form). 8. I am content that my references will be shared with the DOV2 Connexional Committee and I may be asked questions arising from them. | | |
| Your signature |  | |
| *When signing please scan in (or add a photograph of) your actual signature. We cannot accept a typed name in place of a signature.* | | |
| Date |  | |
| Checklist of documents which should accompany your application. Please tick to show that these are included. | C.2 Local or specific contexts application form (if applicable) |  |
| C.3 Superintendent’s initial report on future availability for stationing |  |
| A copy of the page of your passport that states your nationality or other proof of nationality (citizenship) and your visa (where appropriate).  This must be verified by your superintendent as a true copy of the original.  If you will require a visa to work in Britain, please supply a copy of this page of the passport for each of your dependents. |  |
| Privacy Notice  *The information that you provide on this form, your DOV1 application form and within other data collection documents including your online DBS application form, will be used to process your candidating application. We process this information in line with our privacy policy. It will be used in the administration of your candidature.*  *By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in compliance with General Data Protection Regulation.*  *If you would like further information, please read our privacy policy*: [Privacy and cookie policy (methodist.org.uk)](https://www.methodist.org.uk/privacy-and-cookie-policy/) | | |

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| Appendix 1  Policy and guidelines for admission to training programmes and for the selection and appointment of presbyters and deacons with a criminal record |
| Background  The Rehabilitation of Offenders Act 1974 states that certain offences may be regarded as ‘spent’ after set periods of time, and ex-offenders are not required to disclose their convictions unless the role for which they are applying is one which is deemed exempt from this provision. Exemptions relate to roles where there is unsupervised or regular contact with children, young people or adults who may be vulnerable, or where the role involves the supervision of people who have this contact. Within the Methodist Church, the roles of presbyter and deacon are ones for which the exemption applies, and so full information is required.  Those seeking to apply to candidate or to be appointed to the role of presbyter or deacon are required to obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed. The Disclosure will include details of cautions, reprimands or final warnings, as well as all convictions (both spent and unspent) and other relevant information.  The Constitutional Practice and Discipline of the Methodist Church (CPD), Standing Order 010(2), provides further detailed information on ‘Qualification for Appointment’. |
| Principles   1. The Methodist Church has a duty of care to the people with whom it works. Where it is judged, therefore, that a recent or serious offence might mean that an individual presents a risk to children or vulnerable adults, or could cause damage to the reputation of the Methodist Church, then that individual will not be accepted for training programmes or for ordained ministry in the Methodist Church. 2. Having a criminal record, in itself, does not necessarily prevent a person from having an office or appointment within the Methodist Church. It is illegal to discriminate against an ex-offender on the grounds of a ‘spent’ conviction. Each person will be treated according to their merits and to any special criteria applying to the particular office or appointment (for example, people with convictions or cautions for particular offences may not undertake work caring for children and vulnerable adults, under the provisions of Standing Order 010). 3. Questions may be asked as part of the selection process prior to the commencement of the training programme, office or appointment about criminal records in order to ensure that people with such records are not inadvertently placed in vulnerable positions within the organisation. If you are unsure about something on your record then contact the Ministerial Coordinator via candidates@methodistchurch.org.uk to discuss this before applying. 4. Discrimination either in favour of or against persons already accepted, who have disclosed their criminal record is not permissible (unless the offence prohibits them under SO010 (2) – see 1 above). 5. Information relating to disclosure of criminal records will be treated as confidential and restricted to those who are entitled to see it as part of their duties, (such as the Ministerial Coordinator, the Warden of the Methodist Diaconal Order, the DOV2 panels, the Director of Safeguarding). 6. Training programmes for the DOV2 Connexional Committee, and the relevant Connexional Team members, as above, should include information on how to manage the selection and oversight of persons with a criminal record. |
| Guidance   * All candidates are required to complete an online DBS application form. A DBS application also needs to be completed upon stationing. * Confirmation of acceptance for training, office or appointment will be subject to a satisfactory disclosure from the Disclosure and Barring Service. * If either the individual or the Disclosure reveals convictions or other relevant information that either automatically prohibits the person from taking up the training, office or appointment under SO010 (2), or suggests that to do so would represent an unacceptable degree of risk to children, young people or adults who are vulnerable, then consideration will be given as to whether the appointment can proceed. Advice will be sought from the Director of Safeguarding.      * A decision to reject an applicant because of, or partly because of, a criminal record should relate to one of the selection criteria, which is seen to be unmet, or to specific offences that debar someone from appointment (see below). * Generally, a candidate who is not recommended should be advised of the reasons. * A candidate who is rejected on the grounds of a safeguarding concern will have a right to appeal to the Safeguarding Committee. * Where an individual is recommended for a training programme, office or appointment within the Methodist Church and subsequently it becomes evident that the individual failed to disclose relevant information, the person may be suspended from office pending disciplinary action.   It is the responsibility of the Ministerial Coordinator for Oversight of Ordained Ministries and the Assistant Secretary of Conference to ensure that the guidance above is followed. |