



**Churches  
of Christ**

Building Communities  
of Hope & Compassion

# Addendum

to the

## **Accreditation And Endorsement Of People In Ministry Policy**

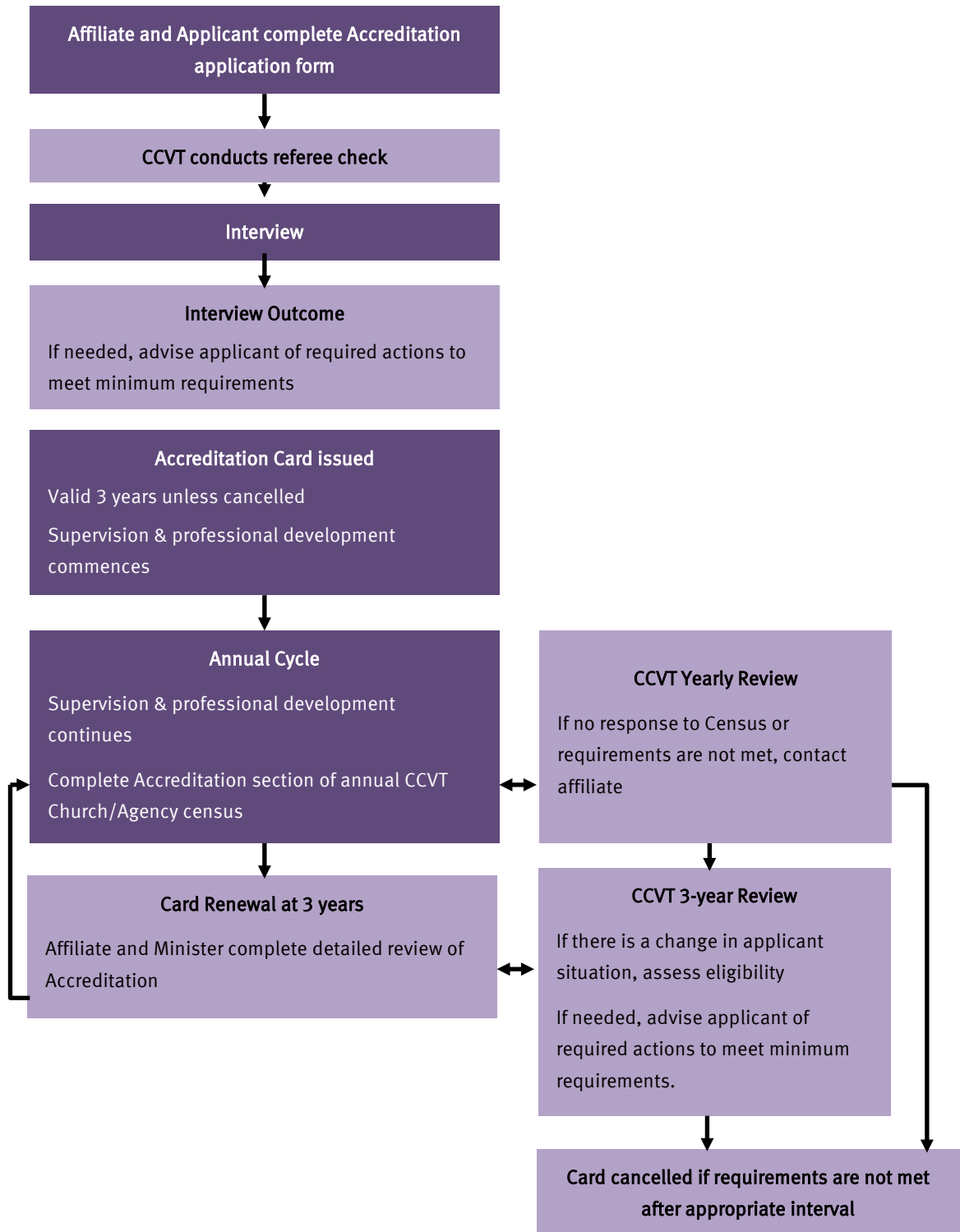
of Churches of Christ in Victoria and Tasmania Inc

Version 1

Approved 15.08.2019

## Appendix 1: Accrediting Ministers in Specific Ministry

**Fig. 3 Ministers in Specific Ministry Accreditation Process Outline**



## **Accreditation and Endorsement for Ministers in Specific Ministry**

The purpose of Accreditation is to ensure all Ministers including those in specific ministry, such as Chaplains and some ministry agency leaders, meet an appropriate level of personal, spiritual, and leadership formation, supported by participation in regular external supervision and professional development. This will facilitate ongoing development and accountability for specific ministers 'belonging' within CCVT and who may or may not eventually pursue Endorsement for Specific Ministry. The Accreditation process is summarised in Figure 3.

Accreditation is overseen by the CCVT Leadership Team Leader who may exercise discretion in granting Accreditation, notwithstanding an overall desire for consistency from case to case.

Candidates for Endorsement for Specific Ministry will follow the same processes as for Endorsed ministry, with the exception that their status is not transferable to other ministry contexts without reassessment.

### **Minimum Requirements**

To be eligible to apply for Accreditation in Specific Ministry, the minimum requirements are:

- In a formal ministry role in an external organisation (i.e. a specific ministry not part of an affiliated church), approved by CCVT (Stirling Theological College and the Australian College of Ministries would be regarded as Affiliates with candidates in these organisations pursuing Accreditation rather than Specific Ministry);
- A member of a CCVT Affiliate
- If a chaplain, registered with a recognised chaplaincy body in Australia (a letter of confirmation from the Affiliate is needed with application);
- Supported by and accountable to the leadership of an Affiliate
- If the Minister is in Specific Ministry and unable to belong to an Affiliate, for appropriate reasons, an accountability agreement is needed with the CCVT Leadership Team Leader which outlines the minister's active connectivity and ongoing participation with the movement.
- Initial submission of the relevant Accreditation application;
- A demonstrated and clearly articulated commitment to missional ministry;
- A clearly articulated commitment to CCVT's purpose and values, and the theology and practices of Churches of Christ, including its understanding of New Testament shapes of leadership and ministry;
- Initial submission of the relevant Accreditation application;
- A demonstrated and clearly articulated commitment to missional ministry;
- A clearly articulated commitment to CCVT's purpose and values, and the theology and practices of Churches of Christ, including its understanding of New Testament shapes of leadership and ministry, demonstrated by attendance and participation at CCVT's Introduction to Churches of Christ Identity and Introduction to Theological and Spiritual Formation workshops;
- A developing level of competency for ministry in each of the following ministry characteristics demonstrated by:

- An understanding of, and commitment to demonstrating, CCVT's Leadership Indicators;
- An ability to share personal faith with others;
- An ability to integrate spirituality, learning and life;
- An ability to relate to people pastorally;
- An awareness of boundary issues and the limits of their skills;
- Demonstrated communication skills on a personal and professional level;
- An ability to reflect with others on personal strengths and weaknesses and how they impact on ministry;
- A commitment to lifelong learning and professional development including supervision;
- A mature understanding of scripture and ability to share insights with others;
- A capacity to lead, inspire and implement mission and ministry goals;
- An understanding of the process of change and skills to resolve/manage conflicts;
- An understanding of CCVT's Affinity:2;
- An understanding and commitment to CCVT's Safe Places Policy suite;
- An understanding of the need for healthy and safe ministry and the importance of maintaining personal, professional and spiritual balance and standards demonstrated by attendance at Staying Healthy in Ministry and Ethical Ministry workshops;
- A current Working With Children Check (or Working with Vulnerable People (children) in Tasmania);
- An acceptable National Police Check (completed in the past 3 years) (or international equivalent);
- Completion of a NCCA Safe Church Awareness workshop or refresher within the last 3 years;

Once the Affiliate and candidate have completed and submitted the Accreditation application form, referees will be contacted and the candidate will be interviewed by two people nominated by the CCVT Leadership Team Leader from an approved pool. The candidate is encouraged to bring an elder or equivalent leader from their Affiliate to the interview for support. The panel will assess the person against the criteria for Accreditation listed in this policy under Minimum Requirements. The panel will identify any issues and required actions. Once these have been addressed, the CCVT Board or their delegate will approve the issue of an Accreditation card, which is valid for three years. A candidate will require referee checks to be accepted before they can be considered for an interview.

If an accredited Minister moves to a ministry with a different Affiliate, they need to inform CCVT of the change in order to maintain their Accreditation.

### **Review of Accreditation**

Accredited Ministers need to report records of regular participation in external supervision and professional development (40 hours per year or pro rata for part time with a minimum of one day) to their Affiliate. These records will then be included in the Affiliate's reporting in the

Accreditation section of the appropriate annual CCVT Census. If the Minister has not met their Accreditation requirements, they will be contacted by the CCVT Leadership Team so that appropriate action steps may be agreed and implemented.

When the Accreditation card expires, every 3 years, the Minister will complete and submit a more detailed review in collaboration with the Affiliate or CCVT and the role where they lead and serve.

The review will cover: supervision, professional development, safe practices (such as taking leave, clear job description, annual performance reviews, WWCC, National Police Check, awareness of Code of Ethics for Ministers in CCVT, NCCA Safe Church Awareness Refresher Workshop), and other relevant areas (including progress in the Endorsement process). The CCVT Leadership Team Leader will identify any issues and required actions. Once they have been addressed, and Accreditation requirements met, the candidate shall be eligible to continue.

Given that Accredited ministers are on a pathway toward Endorsement, CCVT's interview panel members will typically follow up Accreditation interviews and development plans with an annual check of progress in coaching, competency completion, and any other associated professional development.

Where a Minister meets the minimum requirements for Accreditation, the Accreditation card will be re-issued for a further three years.

### **Cancellation of Accreditation**

An accredited Minister will provide the required information for the annual census or the three-yearly review by the required date. If the required information is not provided within a reasonable and agreed timeframe, their Accreditation and Endorsement status will be cancelled and, if they have a marriage licence, that will also be cancelled. If a Minister pursues Endorsement, this will not be seen as active unless they are currently Accredited. If there are exceptional or extenuating circumstances—e.g. extended leave for personal reasons (such as ill health) or long service leave—the CCVT Leadership Team Leader or CCVT Executive Officer can choose to delay cancelling the Accreditation card, Endorsement status and marriage licence for up to 1 year.

If a Minister's Accreditation has been cancelled they can re-apply for Accreditation by providing the required information and a letter of support from their CCVT affiliated church or agency for the reinstatement of their card and Accreditation status. They may be required to be interviewed before becoming re-accredited.

Those who are Chaplains but no longer registered with a recognised chaplaincy body or no longer attending an Affiliate will have their Accreditation and/or Endorsement cancelled after one year (and, if they have a marriage licence, that will also be cancelled) unless the person is actively looking reactive their registration as a Chaplain with the support of a CCVT Affiliate.

If a Minister has been found to be in breach of the CCVT Code of Ethics, the appropriate professional standards body approved by CCVT may recommend to CCVT that their

Accreditation, Endorsement status, and marriage licence be cancelled. This determination should indicate whether the person can reapply for Accreditation after certain requirements have been met. The Minister's name may also be submitted to the Council of Churches of Christ in Australia (CCCA) to put on the Ministers Disqualified from Service list. If a Minister has their name on the Ministers Disqualified from Service list they are not eligible for Accreditation or Endorsement.

A person who disagrees with the decision of CCVT in relation to Accreditation or Endorsement status may utilise the appeals process in this policy.

## Authorisation

|                            |                |
|----------------------------|----------------|
| Responsible person         | Rob Nyhuis, EO |
| Version                    | 1              |
| Approved by the Boards of: |                |
| CCVT Inc                   | 15.08.2019     |
| Scheduled review date      | 2020           |

### Related CCVT Documents

 [Accreditation And Endorsement Of People In Ministry Policy of Churches of Christ in Victoria and Tasmania Inc](#)