



MINISTRY ACCREDITATION APPLICATION

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INTRODUCTION

Ministry Accreditation is an initiative to help create public confidence in the character, calling and competence of Churches of Christ ministers and chaplains. It is also a means by which the Association can serve elders/boards in the appointment, accountability and support of ministry and chaplaincy staff. COCWA desires to maintain a means of promoting high standards of ministry practice.

The Board of Churches of Christ in WA ("The Board") has the power to grant accreditation to Ministers and Chaplains who fulfil the requirements of Ministry Accreditation for Churches of Christ in WA Inc as stated from time to time in the COCWA Ministry Accreditation Procedure.

Application for accreditation is open to all current fulltime or part time Ministers or Chaplains who are employed by a Church of Christ in WA or agency affiliated with COCWA.

Prior to submitting your application, you are required to read the following documents available online at www.cocwa.com.au, under Resources **Professional & Ethical Standards of Ministry Applicable to Ministers & Chaplains of Churches of Christ in WA and Procedure for Investigating Complaints.**

PROCESS

1. Please complete Part 1 of the application form.
2. Provide Part 2 to your Senior Minister (or Board Chairman in the case where you are the Senior Minister) to complete.
3. Provide Part 3 to each of your referees.
4. Once COCWA has received all of your application components, you will be contacted by a COCWA Team Member. They will arrange to meet with you and will be your guide through the application process.
5. Where an applicant may not be able to fully meet the requirements for accreditation, the Church & Ministry Support Team will assist applicants to attain all of the requirements.
6. Applicants should be aware that accreditation is awarded by the COCWA Board on the basis of recommendation by the Church & Ministry Support Team. This means that some personal information may be disclosed to the Board where it is deemed relevant by the Executive Minister.
7. Upon approval by the COCWA Board, applicants will be advised of the success of your application or be given specific reasons where the Board decides they are unable to award accreditation. In addition to awarding accreditation, the Board may make recommendations to the applicant's Senior Minister and/or Board where it is determined that additional training or ministry support may be beneficial for personal growth and development.
8. Part of the process requires you to partake in the annual overnight On Mission Connect Retreat held in February. This is a chance to meet with COCWA ministry staff, network with other ministers and learn about the past, present and future movement of COCWA. As part of your professional development, we do ask that your employer pay for the cost of the retreat.

If at any time through this process you have any questions, please feel free to contact a member of the COCWA Team at: admin@cocwa.com.au.

Please return all documents to admin@cocwa.com.au or post to PO Box 458, Dianella WA 6059

PART 1 – SECTION A APPLICANT'S PERSONAL INFORMATION

To be completed by the applicant.

Full Name: _____

Address: _____

Telephone: _____ H _____ M _____

Email: _____

PERSONAL DATA

We recognise the personal nature of some of the questions below. However, it is important that we have information to enable us to fully assess your application.

Your personal information will be treated with care by the COCWA Church & Ministry Support Team. A summary of your application, and other information that the Church & Ministry Support Team may deem important to your application, will be provided to the COCWA Board who are the Authorising Body for Accreditation.

1. MARITAL STATUS

Are you married? ☐ Yes ☐ No

Name of spouse: _____

Names of children: _____

2. EDUCATIONAL DATA

Have you attended an On Mission Connect Retreat? ☐ Yes ☐ No When: _____

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Please list all tertiary institutions, theological or bible colleges attended, and the awards attained (Please attach academic records).

Qualification/Award attained	University/College	Year Attained

Any other qualifications attained? (e.g. musical, professional or learning/courses pursued)

3. CHURCH BACKGROUND

Date joined	Date left	Congregation	Denomination

What areas of ministry have you been involved in during the last five years?

4. GENERAL HEALTH AND DISABILITIES

Do you have any ongoing health problems that may have an impact on your plans for study and ministry?

Have you ever suffered from stress or depression, which had to be treated by a GP or specialist?* ☐ Yes ☐ No

*Please give details of when and duration of treatment

Have you ever suffered from any other form of mental illness?* ☐ Yes ☐ No

*Please give details of when and duration of treatment

5. SECURITY CLEARANCE

National Police Clearance

Please attach a signed and true copy of the document; the original needs to be sighted by the Senior Minister or Chairman. The date of issue must be no more than six months old.

Serial No: _____ Date of Issue: _____

Working With Children's Card

Please attach a photocopy of your current WWCC.

WA Notice No: _____ Expiry Date: _____

6. MARRIAGE CELEBRANTS LICENCE

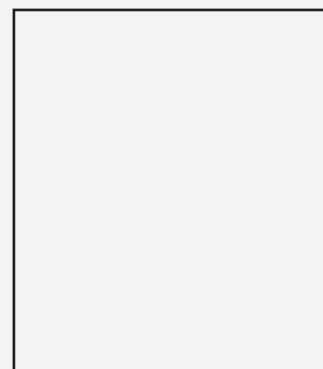
Do you hold a current Marriage Celebrants Licence? ☐ Yes ☐ No

If Yes, what is your Licence number and under which denomination? _____

Obtaining a celebrant license under the auspices of Churches of Christ in WA is at the discretion of the COCWA Executive Minister. Applications for a marriage license can be found on our website under Resources.

7. PHOTO IDENTIFICATION

Please attach photo here or email JPEG to the COCWA office



8. MINISTRY ETHICS – COMMITMENT TO COMPLIANCE

Before filling out and signing this section you must have read the Professional and Ethical Standards of Ministry Applicable to Ministers of Churches of Christ and the related Procedure for Investigating Complaints of Serious Misconduct documents (available on the COCWA website, under Resources).

Are there any complaints pending against you before any organisation or group? ☐ Yes ☐ No

Has disciplinary action of any sort ever been taken against you by a church denomination, local congregation, professional association or education/ training institute? ☐ Yes ☐ No

Have you ever had a civil suit brought against you relative to employment in ministry or other professional occupation? ☐ Yes ☐ No

Have you ever been charged, or are there charges pending with the police in relation to, or pertaining to, your employment in ministry or other occupations? ☐ Yes ☐ No

Note: If you have answered Yes to any of the above questions, please include a separate statement.

I, (full name) _____, as a Minister/Chaplain as understood within the *Professional and Ethical Standards of Ministry Applicable to Ministers of Churches of Christ* and the related *Procedure for Investigating Complaints of Serious Misconduct*, do accept and agree to be bound by these documents. In the event that a complaint is laid against me, I give consent to the procedure outlined in the documents being followed and agree that I will cooperate with any investigation by the Ministry Ethics Group that is set up in accordance with said procedure, and that I will attend and take part in any rehabilitation process recommended.

I understand that disciplinary measures and legal steps will be taken by the church if I am found to be in breach of the Code of Conduct. This will include reporting to the relevant authorities.

I have never been disqualified or dis-endorsed as a leader and I have not done anything likely to reflect adversely on my character or whether I am a fit and proper person.

I am not aware of any matter or circumstance that might affect my suitability to be appointed as a leader. I consent to [Church Name] and/or Churches of Christ in Western Australia Inc. making inquiries of, and exchanging information with, other internal and external organisations as to whether any matter in respect of alleged misconduct relates to me.

I declare that, to the best of my knowledge all information submitted by me in this statement is true. I understand that any significant inaccuracies in, or omission from, this documentation may be cause for my not being accredited as a Minister/Chaplain in Churches of Christ.

Full Name: _____

Signature: _____ Date: _____

9. APPLICANT'S DECLARATION AND SIGNATURE

Please read the following carefully before signing:

- ☐ I declare that the information that I have supplied on this form is true and correct.
- ☐ I declare that the identifying documents shown to my Senior Leader are true and correct.
- ☐ I understand that personal information disclosed by me through the application process may be presented to the COCWA Board.
- ☐ I wish to apply for Ministry Accreditation.
- ☐ I acknowledge the necessity to undertake a program of Ongoing Personal Growth.

Please sign INSIDE this box using a BLACK pen. This signature will also be scanned onto your card if your application is successful. PLEASE SIGN WITHIN THE BOX.

Signature:

Date: _____

PART 1 – SECTION B

APPLICANT'S SELF-EVALUATION FORM

To be completed by the applicant.

Full Name: _____

Position: _____ Date: _____

1. CALL TO MINISTRY

Briefly outline your call to ministry

2. MINISTRY GIFTS

List those gifts that have been affirmed in your ministry

Which dimensions of your ministry would you like to further develop?

3. SPIRITUAL LIFE AND FORMATION

Comment on your spiritual formation: how best do you connect with God?

What spiritual growth strategies do you have in place?

4. YOUR LEADERSHIP

What do you perceive to be (a) strengths and (b) weaknesses of your leadership style?

How do you "equip the saints for ministry?"

Please comment on your conflict resolution skills.

How do you deal with critical feedback?

5. PERSONALITY

Please indicate by marking an X on the line between the two choices to indicate the degree to which one of the two choices best describes you. Eg:

Pessimistic _____X_____ Hopeful (you are more hopeful than pessimistic)

Cautious: Avoids new situations and seldom takes risks

Adventurous: Seeks new experiences; comfortable with risk and uncertainty

Conventional: Thinking is limited to the obvious or customary; lacks originality

Imaginative: Envisions wide ranges of possibilities and alternatives

Disordered: Behaviour is disorganised, unplanned and erratic

Ordered: Able to manage own conduct; behaviour is planned and scheduled

Passive: Mild, uncritical

Active: Assertive; can question; initiating

Overly serious: Too serious; unable to laugh about self and own mistakes

Sense of humour: Able to laugh at self and with others; accepts mistakes with humour

Insensitive to others: Not aware or interested in the feelings of others; tactless; abrupt

Sensitive to others: Empathetic; insightful about feelings and needs of others

Unclear theological beliefs: Own theological position less clear, often vague in its articulation

Clear theological beliefs: Own understandings of the faith have clarity and can be articulated accordingly

Hidden: Secretive, keeps thoughts and feelings private

Open: Straightforward, spontaneous, frank, direct in self-expression; expresses own feelings

Suspicious: Frequently distrusts others and their motives

Trustful: Has confidence in the integrity of others

Indecisive: Decision-making is difficult; hesitates a long time before deciding

Decisive: Makes decisions with firmness; enjoys making decisions and fulfilling them

Unenthusiastic: Seldom gets emotionally involved or excited; inexpressive

Enthusiastic: Emotionally responsive; interested and excited about new events

Distant: Is not interested and/or is not aware of local, national or international issues – religious or secular

Engaged: Aware of, and able to discuss issues and their impact, local and global – religious and secular

Dependent: needs the advice and support of others; cannot deny requests of others whose affection and respect he/she wants

Independent: Does not like to depend on others; prefers to rely on own efforts; can say 'no' to requests

Rigid: Strongly maintains own position against all opposition; resists changing to new ways of doing things

Flexible: Adapts behaviour when necessary to new situations; can compromise; open to change

Vague thinking: Thinking is elusive, illogical and too generalised

Clear thinking: Thinking is comprehensible, coherent and logical

Not fulfilling potential: Could accomplish more; has not put gifts and graces to full use

Fulfilling potential: Is realising his/her capacity as a person and a Minister

6. PERSONAL

What personal development practices or goals do you think you would like to develop? Consider physical, mental, emotional and spiritual.

Have you undergone Believers' Baptism by Immersion? ☐ Yes ☐ No

If No, do you give assent to:

- The Churches of Christ belief regarding Believers' Baptism by Immersion?
- Teaching those beliefs;
- Urging new converts to undergo Believers' Baptism by Immersion

☐ Yes ☐ No

CHECKLIST

Please ensure you have completed/included all of the following before sending in your application:

- ☐ Read "Professional and Ethical Standards" and "Procedures for Investigating Complaints", as found on the COCWA website
- ☐ Part 1 –Section A: Applicant's Personal Information
- ☐ Copies of Academic Records, relevant to Ministry
- ☐ Passport photo or jpeg
- ☐ National Police Clearance, no older than 6 months, and valid Working With Children Check
- ☐ Signed the Ministry Ethics – Commitment to Compliance
- ☐ Signed the Declaration
- ☐ Part 1 – Section B: Applicant's Self-Evaluation
- ☐ "Part 2 – Statement from Applicant's Employer" given to Senior Minister for completion
- ☐ Two Personal References (Part 3) given to referees for completion
- ☐ Attain a letter of Good standing from your church or affiliated agency
- ☐ Fulfilled all current Government requirements for Ministers of Religion (i.e. Mandatory Reporting Training)
<https://www.wa.gov.au/service/community-services/community-support/mandatory-reporting-of-child-sexual-abuse-wa>

COCWA OFFICE USE ONLY

Executive Minister checked. Signed: _____

Approved by COCWA Board: ☐ Yes ☐ No

Card Registration Number allocated: ☐ Yes Number: _____

Card Produced: ☐ Yes Date: _____

Card Sent: ☐ Yes Date: _____

Reason for non-issue: _____

Connect Retreat attendance: _____