

**FLOW CHART FOR THE CANDIDATING PROCESS FOR NSM 4
TAKES AT LEAST SIX MONTHS WITHOUT COMPLICATIONS**

Candidate meets Moderator - NOT LESS THAN SIX MONTHS BEFORE AN ASSESSMENT CONFERENCE

*Candidate does not meet the pre-assessment criteria. Moderator, with Synod Ministries Committee (or equivalent), Candidating Secretary and candidate, work on the timetable in order for the criteria to be fulfilled. **This may take two years.** Advice to be sought from Ministries and Education and Learning Secretaries.*

All pre-assessment criteria in place, candidate can proceed. Candidating officer informed, timetable worked out with Ministries office, synod and candidate. Ministries office asked to provisionally pencil in attendance at an Assessment Conference. Candidate given application form.

The Synod Moderator (or their nominated representative) begins work with the local church on the ministry vision, role description and person specification and fills out Part A of the proforma

Arrangements made for the candidate to:

- shadow a minister or CRCW,
- conduct an assessed service or visit a CRCW post,
- write reflective accounts on Church Meeting and a meeting of Synod
- completes Part B of the NSM 4 proforma

Depending on the dates of meetings this part of the procedure could take at least 4 months.
Candidating Secretary receives the candidate's application form

Church meeting interview and decision - HELD NOT LESS THAN 14 WEEKS BEFORE ASSESSMENT CONFERENCE

Decision not to proceed. Minister and Elders need to debrief and help candidate explore vocation in a different way.

Decision to recommend. Send decision next day or a.s.a.p. to the Candidating Secretary who will share with the Local Interview panel.

Local Interview on behalf of Synod (where held) - HELD NOT LESS THAN 13 WEEKS BEFORE THE ASSESSMENT CONFERENCE AND NOT SOONER THAN 1 WEEK AFTER CHURCH MEETING IN ORDER FOR ALL PAPERWORK TO BE SENT TO INTERVIEWERS.
Send report to the Synod next day or a.s.a.p.

Synod interview - requires application form, references, note of decisions, assessed service, reflective accounts. ALLOW 1 WEEK TO DISTRIBUTE PAPERS AFTER RECEIVING REPORT FROM LOCAL INTERVIEW AND HOLD THE INTERVIEW NOT LATER THAN 12 WEEKS BEFORE ASSESSMENT CONFERENCE.

Decision not to recommend. Candidate needs to be debriefed and helped to explore vocation in a different way. Ministries office ! informed that the candidature has come to an end.

Papers now include vocational report to Assessors following the Synod interview. Decision to recommend. Synod Candidating Secretary notifies Ministries office immediately so that candidates can be given at least **1 month** notice of attendance at Assessment Conference with travel details etc. Candidate papers sent to Ministries office at least **10 weeks** before Conference.

Assessment Conference. After the conference members of the Assessment Board will meet the candidate at the relevant synod office on a date previously agreed with Synod and Candidate, **within 8 - 14 days** after the Conference.