

Practical Steps for Ministers on Certificates of Eligibility

From time of receiving the Certificate to the induction

1. A Certificate of Eligibility is valid for three years during which time you should seek a Call to a local pastorate or post using the following process:
2. Once the Certificate is issued the Ministries Office will inform the Synod Moderators meeting;
3. A Synod Moderator shall be appointed to give oversight to the process and shall ask you to fill out a full Minister's profile form and a summary proforma about you and what kind of pastorate you are looking to serve. The Moderator's Meeting should inform the Ministries Office of the names of the oversight Synod Moderator and Interim Moderator.
4. The role of the Interim Moderator is as described in the Movement of Ministers process. They shall also be the person who liaises with the Ministries Office with any queries.
5. The Moderator will show you a pastorate profile. If you discern this is a good match with your giftings and you wish to seek a Call to that pastorate, you should ask for your name and profile to go forward to the vacancy group (sometimes called the Pastorate Call Group). The Vacancy group will discern also whether they would like to meet with you.
6. If the Vacancy Group ask you to meet with them and you are coming to UK from overseas, you will be encouraged to either visit the UK at your own expense for the conversation with the vacancy group or alternatively to meet via Zoom.
7. If the vacancy group wish to proceed, they will invite you to a 'preach with a view'. This is normally held over an extended weekend where you will have the opportunity to see the churches, meet with church members and to take one or more services. This will normally be at your expense. If there are difficulties with finance the interim moderator should speak with the pastorate and Synod in the first instance. They should only contact the Ministries Office after all avenues have been explored.
8. It is important that if a visa is required for your visit, you obtain a visitors visa. You may wish to ask the Ministries Office for a supporting letter (ministries@urc.org.uk) which we will be happy to supply.

9. The Interim Moderator shall explain to you the timetable for the pastorate vote.
10. If the Church Meeting (s) issue a Call, the appropriate Synod Committee shall be required to give concurrence. The Synod shall inform the Ministries Office using the FO1M form with the proposed induction date.
11. The Ministries Office will then contact you to seek a DBS/PVG or an international police check. You must share the results with the Ministries Office.
12. Once a satisfactory DBS/PVG or international police check has been received, the Ministries Office will inform the Synod that other processes can be put in place ie. IELTS if required; passports for family members;
13. The Ministries Office will contact you about the process for visa application. Please note a Certificate of Eligibility **DOES NOT GUARANTEE** that the UK government will give permission to live and work in the UK. The government operates a points based system for issuing visas. Various factors are considered, one of which is the level of English language skills.
14. The Ministries Office will pay for the visa and health surcharge for you and your family (children under the age of 18), and the visa renewal and health surcharge for you and your family (children under the age of 18). It is your responsibility to finance IRL (indefinite leave to remain). Visas cannot be applied for more than 3 months before the induction date.
15. Before you can be inducted your 'Right to Work in the UK' must be checked by the Ministries Office or someone they have authorised. In the case of those outside the UK it will be checked as soon as possible after your arrival in the UK. For those already in the UK it will be checked before their induction date. No stipend can be paid until this check is complete.
16. You will be entitled to a removal grant. If you based outside the UK and receives a Call to a pastorate, the URC will, if necessary, assist with reasonable costs incurred to relocate to the pastorate within the UK. This is normally from port of entry within the UK. If there are difficulties with finance the interim moderator should speak with the pastorate and Synod in the first instance. They should only contact the Ministries Office after all avenues have been explored.
17. Once you have been inducted, you will be entered onto the Roll of Ministers. You may remain on the Roll of your parent denomination until the probationary year has expired after which time you will be expected to resign from your parent denomination. If for cultural, historical or financial reasons they wish to remain on the Roll of their parent denomination they must seek the permission of the Accreditation sub-committee (URC Policy for Ministers on more than One Roll).

18. If after issuing a certificate, a minister introduces restrictions on their availability, including geographic constraints, the Accreditations Sub-Committee reserves the right to withdraw the certificate.

19. If no Call has been given after three years, the certificate will expire.

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