

Assessment Board Member

1. Purpose of the Role

The Assessment Board exercises delegated authority from the General Assembly in relation to the discernment, assessment and formation of candidates for Ministry of Word and Sacraments and Church Related Community Work.

Board members contribute to the Church's discernment of vocation by assessing candidates for ministry, participating in Assessment Conferences, considering matters relating to ministerial formation and ensuring that processes are fair, consistent, pastorally sensitive and aligned with the ethos and polity of the United Reformed Church.

2. Accountability

The Assessment Board operates under delegated authority from the General Assembly.

The Board:

- reports to the Ministries Committee;
- is overseen by the Deputy General Secretary (Ministries);
- operates in accordance with the Manual of the United Reformed Church and the policies agreed by the General Assembly.

3. Main Responsibilities

Board members share collective responsibility for:

a) Discernment and Assessment

- Participating in Assessment Conferences and contributing to the discernment of candidates for Ministry of Word and Sacraments and Church Related Community Work.
- Assessing candidates against the criteria established by the General Assembly.
- Ensuring that all assessments are conducted fairly, consistently and pastorally.

b) Oversight of Candidating and Formation

- Overseeing the candidating process on behalf of the United Reformed Church.
- Monitoring the effectiveness of Assessment Conferences and recommending improvements where appropriate.
- Supporting the ongoing development of candidating processes and guidance for Synods and candidates.
- Overseeing Education for Ministry Phase 1 on behalf of the denomination.

c) Student Formation and Welfare

- Receiving reports and concerns from Resource Centres for Learning.
- Participating in Amber Light Policy Stage 2 processes where required.
- Making decisions concerning the continuation of training where concerns arise.
- Considering recommendations regarding Occupational Health assessments and related support arrangements.

d) Appeals and Governance

- Participating in appeals processes as required under the Assessment Board Appeals Procedure.
- Ensuring that Board processes remain lawful, transparent and consistent with best practice.
- Contributing to the regular review and development of policies and procedures.

e) Training and Development

- Undertaking initial assessor training before serving as an assessor.
- Participating in annual assessor training and development events.
- Maintaining awareness of developments in assessment practice, equality, diversity and inclusion, safeguarding and neurodiversity, including autism spectrum awareness.

1. Person Specification

a) Essential

- Membership of the United Reformed Church or a church in full communion with it.
- A mature Christian faith and commitment to the mission of the Church.
- Ability to exercise sound judgement and discernment.
- Ability to listen carefully and engage respectfully with differing viewpoints.
- Commitment to confidentiality.
- Ability to work collaboratively within a conciliar framework.
- Willingness to undertake training and participate fully in the work of the Board.

b) Desirable

- Experience of ordained or commissioned ministry.
- Experience of vocational discernment or ministerial formation.
- Experience in education, training, interviewing or assessment.
- Experience of governance, safeguarding, human resources or pastoral care.
- Understanding of the structures, ethos and polity of the United Reformed Church.

2. Time Commitment

Board members are normally expected to attend:

- Assessment Conferences (March and November);
- Assessment Board Annual Meeting (September);
- Annual assessor training (October);
- Any additional meetings, appeals hearings or training events as required.
- Preparation and reading of papers will be required in advance of meetings and conferences.
- Term of Office is for 5 years

4. Values

Assessment Board members are expected to embody the values of the United Reformed Church by exercising prayerful discernment, integrity, fairness, pastoral sensitivity and a commitment to seeking the mind of Christ together.