



# **HANDBOOK FOR REGISTERED MINISTERS**

# Handbook for Registered Ministers

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## 1. INTRODUCTION

(taken from the Introduction to the *Registration, Recognition and Ordination Guidelines*)

Queensland Baptists, both through local churches and through Queensland Baptists Services Group, seek to be guided by the Holy Spirit to recognise those whom God has called and given to the churches to serve as Ministers. The evidence of their calling is seen in:

- The candidate's own sense of call to ministry,
- The attestation of those who know them well, particularly their home church, that their lives conform to New Testament requirements for leadership, suitability for ministry and affirmation of call,
- In their diligence both in initial and ongoing equipping themselves for the ministry needed by the churches, and
- The call to a wider pastoral ministry than that of a single ministry role.

Those seeking Registration must be involved in:

- The exercising of leadership
- The regular ministry of God's Word
- Pastoral care of and/or responsibility for a specific group of people
- Ongoing ministry, full-time or part-time (0.6 minimum), honorary or salaried

Ministerial Services will consider applications from candidates who do not meet the above requirements where exceptional circumstances (eg Bi-vocational Ministry, Church Planting etc) can be substantiated.

Queensland Baptists has agreed that formal public recognition of Ministers is subject to candidates fulfilling certain requirements appropriate to the ministry for which they are to be accredited, and that Ministerial Services shall examine the candidates' credentials.

Queensland Baptists, both through local churches and Ministerial Services, seek to be guided by the Holy Spirit in discharging the responsibility of maintaining the Accreditation or De-Accreditation of Ministers of Jesus Christ and the Word of God in our Baptist churches. It is therefore also necessary to carefully set down in these guidelines the requirements and processes to be followed.

This Handbook is designed for a person seeking to become a Registered Minister or for a person who has attained the status of Registered Minister. For more information, please see the *Registration, Recognition and Ordination Guidelines*.

## 2. DEFINITION

According to the *Registration, Recognition and Ordination Guidelines*,

"Registration involves the certification of people as suitable for ministry within Queensland Baptists and its structures. It gives recognition to their having met certain requirements and that they possess appropriate qualifications and credentials for such ministry. Ministers may be either "Registered Minister Ordained" or "Registered Minister" with a qualification to the later being "Registered Minister Supervised" if a candidate is still within the 2 year supervision period of initial registration."

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## 3. WHY CANDIDATES SHOULD SEEK REGISTRATION

There are many good reasons why a pastoral candidate should seek registration with Queensland Baptist. Some of these reasons

1. To Identity with and be recognised by a wider body of Queensland Baptists
2. To provide accountability
3. To be accountable for ongoing personal development
4. To be linked with networks of other Ministers
5. To access support services and resources developed and provided by QB.
6. A registered minister may apply to receive a Marriage Celebrant's Licence
7. To gain a voice at the Annual Assembly
8. Access to QB Services such as Long Service Leave, Removal fund, Baplink Loans, etc

## 4. BASIC PHILOSOPHY

Whilst the Bible teaches that all Christians are ministers, it is widely recognised that God calls particular people to vocational ministry.

Ministerial Services, on behalf of Queensland Baptists, recognises these people and registers them to the ministerial function. This may be either as a Registered Minister or a Registered Minister Ordained.

## 5. QUALIFICATIONS FOR REGISTRATION

These are unpacked further in the *Registration, Recognition and Ordination Guidelines* and the document *Criteria for Entering the Registration Process*.

QB Registration is for those called to a pastoral role. This role includes, but is not limited to

- The regular ministry of the Word
- A responsibility in pastoral care
- The exercising of leadership

These functions form the primary roles of the person seeking Registration as a Minister.

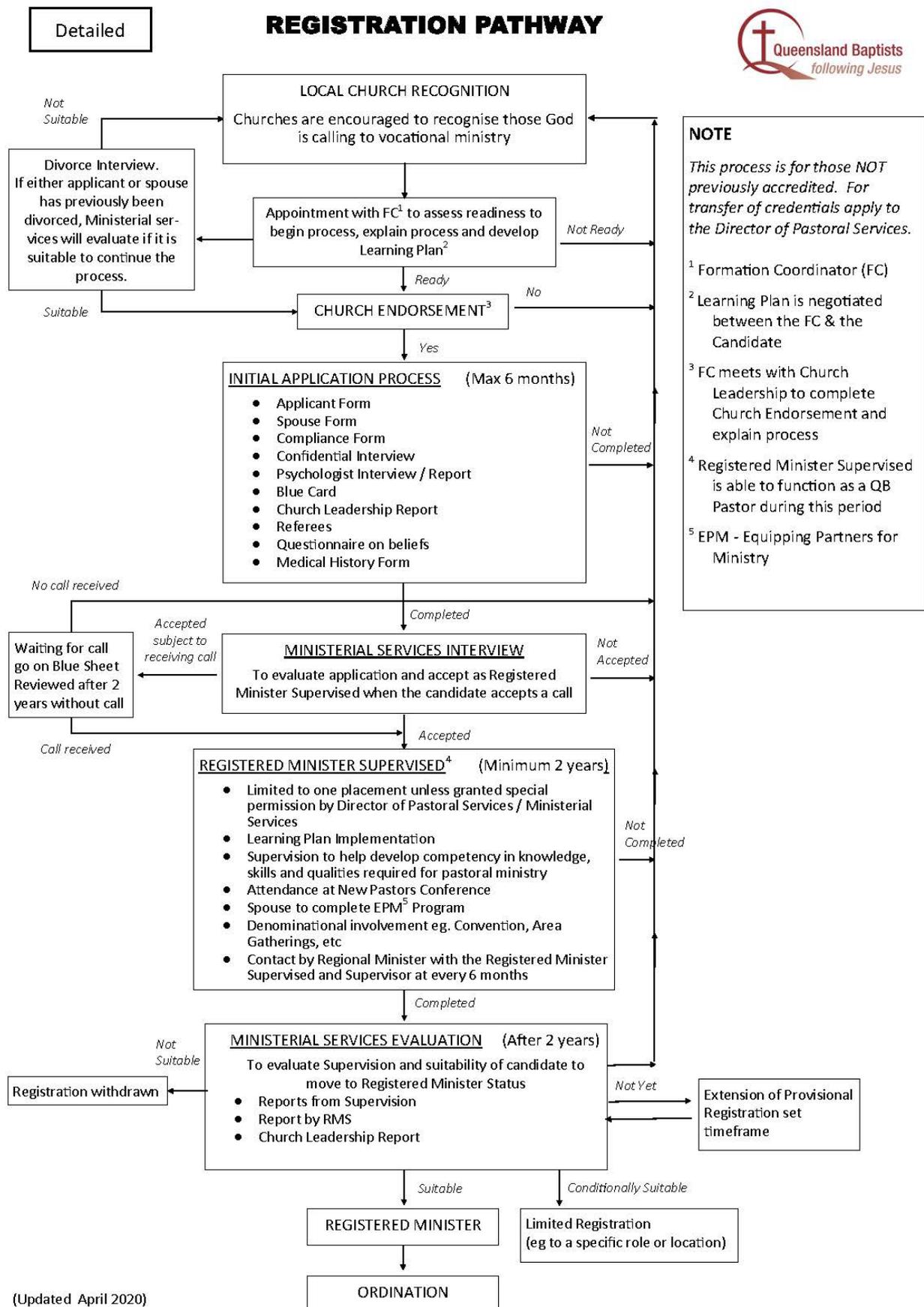
Further to these, registration is considered for candidates who can demonstrate

- The call of God on their life. This must be demonstrated by the candidate and affirmed by the local church and Ministerial Services.
- A vocational call to ministry wider than just to a single church. This is demonstrated by a person involved in ongoing ministry (paid or unpaid) of at least 0.6 Full Time Equivalent in a QB Ministry context.
- They are employed in a role of a Pastor as defined above.
- They have met the minimum training requirement or be in the process of being equipped accordingly. These are defined in the document "Study Requirements for Queensland Baptist Pastors."
- They have the endorsement of their local church.

## 6. TYPICAL PROCESS FOR REGISTRATION

The process for Registering a pastor is represented in the flowchart *Registration Pathway Diagram* shown on the next page.

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**Figure 1 : Registration Pathway**

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## 6.1 Initial Application Process

To be registered, an applicant must complete an application process which typically includes

- Initial interviews with the Director of Pastoral Services
- A Learning Plan
- A Psychosexual Consent Form
- A Church Endorsement
- Application forms (for the Applicant & Spouse)
- A Compliance Form
- A Confidential Interview
- A Psychologist Interview / Report
- Proof of a current Blue Card
- Church Leadership Report
- Referee Reports
- Questionnaire on beliefs
- Medical History Form
- A final interview with Ministerial Services.

Throughout this process, the candidate will constantly be assessed in 8 different areas. These will be the subject of referee reports, leadership reports and the form the subject areas of the final interview. These 8 areas include.

- Baptist Cultures: Doctrine, Policy, Vision
- Church Leadership & Ministry Implementation
- Applicant Gifting & Skills
- Spouse Gifting & Skills
- Marriage & Family
- Personal Faith, Development and Expression
- Personality & Character
- Sense of Call

At the conclusion of this application, an interview panel approved by Ministerial Services will carry out an interview with the candidate and their spouse (if applicable) to determine if they should be recommended to Ministerial Services for registration. Ministerial Services will make the final decision on this matter and the candidate will be notified of their decision.

## 6.2 Supervision Period (2 years)

After registration is approved, a candidate enters a supervision period of 2 years as a **“Registered Minister - Supervised”** (RMS). The focus of this period is to help them gain competence in the areas of pastoral service identified and approved by Ministerial Services. Each candidate will establish an agreement with a Supervisor (typically a senior leader) who meets with them regularly during these two years and seeks to provide opportunities for growth and development in ministry areas as well as encouragement and constructive feedback for the candidate development. Through these opportunities we seek to increase the confidence and competence of applicants in a range of ministry areas. 24 areas of competency have been identified that need to be attained during this period (refer Table 1).

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**Table 1 : 24 Competencies to be attained during Supervision**

<b>AREA ONE: PERSONAL FORMATION AND SELF LEADERSHIP</b>
1) Sense of Call and Purpose
2) Personal Christian Walk
3) Personal Organisation
4) Personal Health
5) Family and Friends
<b>AREA TWO: BIBLICAL AND THEOLOGICAL FORMATION</b>
6) Biblical Foundation
7) Theological Foundation
8) Biblical Worldview
<b>AREA THREE: MINISTRY FUNCTIONS</b>
9) Preaching/Teaching
10) Evangelism and Discipleship
11) Leading and Managing People and Teams
12) Strategic Planning and Management
13) Financial Management
14) Pastoral Care
15) Leading Worship Services
16) Church Governance
17) Conducting Events
18) Conducting Ceremonies
19) Community Care and Engagement
20) Legal Matters
<b>AREA FOUR: BAPTIST COMMUNITY</b>
21) QB Focus and Direction
22) Baptist Identity
23) Denominational Involvement and Pastoral Collegiality
24) Interdenominational Cooperation

Throughout the supervision period, the Supervisor will report on the progress of the candidate in these 24 areas of competency and at the end, a final evaluation will be determined to decide whether a candidate is ready to move to the status “Registered Minister.” This will only be approved if

- The candidate has completed the minimum training requirements, including having completed a Denominational Distinctives study unit.
- Their spouse has completed the EPM program
- They have attended a New Pastor’s Conference
- There is an acceptable level of competence demonstrated in ministry practice
- They have the ongoing support of their Supervisor and church leadership.

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## 6.3 Finalising Registration

Once approved to finish supervision, a pastoral candidate will be transferred to the “**Registered Minister**” status subject to a number of conditions. These include

- A demonstrated ongoing call to ministry within a particular context
- Provision of a copy of a current blue card
- Agreement to abide by the QB Code of Conduct and other key Queensland Baptist Policy Documents as determined by Ministerial Services
- Regular meeting with a mentor
- The development of and commitment to a Personal Ministry Development Plan (PMDP)

A mentor is a person who shares God-given resources with the Minister, giving input into the minister’s life. A mentor would normally be someone with experience in pastoral ministry with whom one could discuss life and ministry. It is expected that the Registered Minister will meet with their Mentor 4 times a year.

All Registered Ministers must have a current Personal Ministry Development Plan to which they are adhering. This plan is a personal plan developed by the Registered Minister that is aimed at further equipping and extending the minister in his/her role. The expectation is that on the successful completion of the plan, the minister will be better equipped to serve in their ministry setting. The plan covers the period of their registration (the initial period is for 3 years, subsequent periods are for 4 years) and must be agreed to by the candidate, their Mentor, a representative from their Church Leadership and the Ministers Registration Advisor who will be appointed by Ministerial Services.

Once the above conditions have been met, a Ministers Registration will be finalised.

## 7. PROCEDURAL EXCEPTIONS

There are a number of situations where a departure from the general process articulated above may be warranted. (Refer Table 2). In each of these cases, the Director of Pastoral Services and Ministerial Services will provide instructions as to what is required for individual circumstances.

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**Table 2** : Circumstances where variations to the normal application process are warranted.

Exception	Process to be followed
<p>1. Where a minister has been accredited by another Baptist Union</p>	<ul style="list-style-type: none"> <li>• Complete an Application to Transfer of Credentials from another Baptist Union</li> <li>• Referee reports sought from previous denomination, previous church leader and personal referee</li> <li>• Registration is normally transferred upon receipt of advice from previous affiliated Union that the applicant is a member in good standing in their Union</li> <li>• Compliance Form to be completed.</li> <li>• Confidential Interview to be completed. Psychologist report can be requested if deemed appropriate from the responses on the Confidential Interview</li> <li>• Interview by the Director of Pastoral Services or his nominated representative.</li> <li>• Certified Blue Card Received</li> <li>• A 2 year Supervision is not normally required of Transfers of Credentials from other Baptist Unions</li> </ul>
<p>2. Where a minister has been accredited by another denomination</p>	<ul style="list-style-type: none"> <li>• Complete an Application to Transfer of Credentials from another Denomination</li> <li>• Academic qualifications and previous accreditation process checked for suitability by Director of Pastoral Services</li> <li>• Referee reports sought from previous denomination, previous church leader and personal referee</li> <li>• Completion of a Statement of Belief</li> <li>• Compliance Form to be completed.</li> <li>• Confidential Interview to be completed. Psychologist report can be requested if deemed appropriate from the responses on the Confidential Interview</li> <li>• Certified Blue Card Received</li> <li>• Completion of Denominational Distinctives Subjects as a co-requisite of registration if equivalent not previously done</li> <li>• Interview by Ministerial Services.</li> <li>• A 2 year Supervision is not normally required of Transfers of Credentials from other Denominations.</li> <li>• Provisional Registration granted for two years with an evaluation at the end to assess how the candidate is fitting into a Baptist Ministry Context.</li> <li>• Full Registration upon acceptable reports being received from church leadership and minister.</li> </ul>
<p>3. Where a minister has been previously accredited by another Baptist Union in the past but their credentials are not current.</p>	<ul style="list-style-type: none"> <li>• The process followed will be as per 1. Above</li> <li>• Particular care will be taken to check the current standing of this minister with their previous denominational leader.</li> <li>• This exception will only be considered appropriate for a candidate with sufficient years of previous service and where the gap in credentials is not considered unreasonable.</li> </ul>

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Exception	Process to be followed
4. Where a minister has been previously accredited by another Denomination in the past but their credentials are not current.	<ul style="list-style-type: none"> <li>• The process followed will be as per 2. Above</li> <li>• Particular care will be taken to check the current standing of this minister with their previous denominational leader.</li> <li>• This exception will only be considered appropriate for a candidate with sufficient years of previous service and where the gap in credentials is not considered unreasonable.</li> </ul>
5. Where a person has considerable previous pastoral experience in either a Baptist church or another church, but has not previously been accredited.	<ul style="list-style-type: none"> <li>• The normal process for application will apply.</li> <li>• Supervision may be reduced or not required if the candidate has extensive and satisfactory pastoral experience. It would be expected that the candidate have at least 5 years full time equivalent ministry experience as a recognised pastor of the churches he has served.</li> </ul>
6. Where a person who has been previously registered with Queensland Baptists seeks re-Registration	<ul style="list-style-type: none"> <li>• Ministerial Services will consider each case on its individual merits</li> <li>• Compliance Form to be completed.</li> <li>• Confidential Interview to be completed. Psychologist report can be requested if deemed appropriate from the responses on the Confidential Interview</li> <li>• Certified Blue Card Received</li> <li>• Interview by the Director of Pastoral Services or his nominated representative with a focus on the conclusion of their previous registration and account for any relevant events since the last period of registration with Queensland Baptists.</li> </ul>
7. First Generation Refugees	<ul style="list-style-type: none"> <li>• Where possible the usual registration process is to be followed with the modifications noted below.</li> <li>• A reduced study load and application to acknowledge limited English</li> <li>• A Learning Plan identifying the requirement of a Malyon Vocational Training Diploma or equivalent</li> <li>• A call and endorsement from their QB affiliated Church</li> <li>• Compliance Form to be completed</li> <li>• Confidential Interview to be completed.</li> <li>• Modified Psychological report by a person approved by Ministerial Services</li> <li>• Complete a PMDP or Supervision Agreement</li> <li>• A mentor from outside their church community or a Supervisor, the supervisor may be from the church in the case of an associate pastor role.</li> </ul>

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## 8. BENEFITS OF REGISTRATION

A Registered Ministers will be eligible

- a) to apply for a marriage celebrant's licence on completion of Marriage Celebrant's Training.
- b) to apply for support from Queensland Baptist Services Group (e.g. Long Service Leave fund, Baplink loans, Removal Fund, Scholarship Fund, pastoral resources)
- c) for recognition by the local church, denomination and community as a Registered Baptist Minister
- d) to officially use the title of "Pastor" or "Minister" in a Queensland Baptist Ministry Context
- e) for membership of the Queensland Baptists Assembly

A Registered Minister Supervised has the same entitlements as a Registered Minister.

## 9. QUALIFICATIONS FOR RE-REGISTRATION

The initial period of registration is for 3 years. Subsequent periods of registration are 4 years. Pastoral Registration is meant to be maintained in an unbroken secession while a pastor is serving in a church/approved ministry context.

If Pastoral Registration is broken this could have serious implications for matters such as:

- Voting at Assembly
- EIRG Investigations
- Insurance cover if a claim is made against a pastor
- Continuance of Long Service Leave
- Blue Card Compliance
- Access to Pastors Removal Fund
- the status of your Marriage Celebrants Licence and legality of weddings performed while unregistered

3 months before a Pastor's registration is to expire, they will be notified by email. To be re-registered a Registered Minister must complete a re-registration application which will require them to

- Demonstrate an ongoing call to ministry within a particular context
- Continue to be a member in good standing at a local Queensland Baptist church.
- Provide of a copy of a current blue card
- Agree to abide by the QB Code of Conduct and other QB Policies
- Describe how they have fulfilled the requirement of their previous registration period.
- Complete the required reports on their previous registration period
- Demonstrate they have a Mentor who they have regularly met with
- Submit a new Personal Ministry Development Plan

Once these items have been received, the Minister will be re-registered for another period.

If a re-registration application is not received by the due date, Ministerial Services may ask the Pastor to show cause why their registration should not be lapsed.

### Change in circumstances during registration period

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If at any time during a period of registration the Minister changes their Ministry context, the PMDP must be reviewed and re-approval sought from the Ministry Context Person and their Mentor.

If at any time during a period of registration the Minister changes their Mentor, you must give a copy of your PMDP to your new Mentor and ask them to sign off on it.

If other details of your ministry or circumstances change such that you are not able to fulfill the requirements of your registration, you must contact the Director of Pastoral Services immediately to discuss these changes.

### 10. CHANGE OF STATUS

Once a Minister is Registered there are several changes of status which may be initiated by varying circumstances.

#### 10.1 Ordination

Ordination is both the spiritual act of recognition that God has called a person to, and gifted and prepared a person for, vocational pastoral ministry (centring on the ministry of the Word, the care of people, and equipping for service), and also the commitment to this calling and responsibility by the ordinand

All Registered Ministers are encouraged to work towards ordination.

#### Conditions of Ordination

The requirements for ordination are as follows:

- 1) Complete a course of study approved by Ministerial Services at Malyon College, or an equivalent course of study,
- 2) Minister for a period, immediately prior to ordination, of continuous and satisfactory Registered pastoral service, as determined by the Ministerial Services. Normally such pastoral service is to be a minimum of three (3) years continuous, full time service,
- 3) Show satisfactory character and spiritual development as decided by Ministerial Services, the church or organisation to whom the Minister is accountable, and the Minister's mentor, and
- 4) Have the support of their church.
- 5) Be currently functioning as
  - a. Senior or solo Pastor
  - b. Pastoral team member
  - c. A Queensland Baptists pastoral ministry role accountable to Queensland Baptists
  - d. A missionary/para-church worker whose primary accountability is to the local Queensland Baptists Church or to Queensland Baptists or to a Baptist agency.

Notwithstanding any of the above, Ministerial Services may, at its discretion, and without precedent, consider the Ordination of persons who present special characteristics that do not fully comply with the above conditions. For example, Ministers over 50 years of age may apply

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for Ordination if they have 10 years' experience as a Registered Minister and have completed the Malyon Pastoral Award or its equivalent as decided by Ministerial Services.

At this point in time, Queensland Baptists has decided that women will not be accepted as candidates for Ordination (Assembly 22.05.2009).

Applications for Ordination must be submitted to Ministerial Services. Ministerial Services will make a determination on the application and a confirmation email will be sent to that minister advising them of their decisions.

## 10.2 Lapsing of Registration

According to the guidelines, if a Registered Minister does not continue to maintain the requirements of registration, their Registration may Lapse.

### Conditions of Registration

To continue to be Registered as QB Minister, a Minister must ensure that they continue to

- Hold a current blue card
- Have a demonstrated call to ministry within a particular QB context
- Meet regularly with a Mentor
- Have a current Personal Ministry Development Plan
- Comply with the QB Code of Conduct and other relevant policies and procedures,
- Be a member in good standing at a local Queensland Baptist church.

If these conditions are not met, the Minister's Registration automatically lapses. In practice there is sometimes a grace period whereby a Minister's Registration is held in abeyance for a short time. These circumstances are subject to special considerations as detailed below.

In special circumstances, a Minister may be granted the status of Registered Minister on Special Services or be granted a Leave of Absence rather than Lapsing their registration. The Minister should contact the Director of Pastoral Services to see if either of these alternatives might apply to them.

If a Minister's Registration has lapsed, they will no longer be required to meet the requirements of Registration stated above. However, neither will they be able to represent themselves as a Queensland Baptist Minister or a Pastor in a local QB church.

### Process of Lapsing Registration

Lapsing a ministers registration can be initiated by the minister if they know they will not be able to fulfill the conditions of registration noted above or by Ministerial Services if they become aware that the conditions of registration are not being met.

In either case, Ministerial Services will make a determination that the registration of that minister will lapse and a confirmation email will be sent to that minister noting this fact.

### Items for Consideration in holding a Minister's Registration in Abeyance

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Ministerial Services may extend grace to a minister who does not satisfy the requirements for ongoing registration and hold their registration in abeyance for a short period. Reasons for consideration of this action may include ...

- A minister who being between ministry appointments and has settled their next appointment, but is taking leave between appointments,
- A minister who has completed a QB ministry appointment and is currently actively seeking their next ministry appointment,
- A minister who has completed a QB ministry appointment but has committed to conducting a weddings and needs their Marriage Celebrant’s Licence to fulfill this obligation,
- A minister leaving a ministry appointment in difficult situations and requiring some time to process what is next, or
- Other circumstances which the MSC believe warrant a period of abeyance being granted.

In such circumstances, as soon as they are made aware of the situation,

- The Director of Pastoral Services will contact the Minister to discuss their circumstances and whether an abeyance period is warranted. The Director of Pastoral Service will make a recommendation to MSC stating the reason why an abeyance period is requested.
- The Ministerial Services Committee will decide whether to approve a period of abeyance and how long for. Normally a maximum of 6 months from the date the minister concluded their call to an approved QB context will be granted unless there are significant reasons for extending this further.
- The Minister will be advised of the decision by Ministerial Services.
- The Department of Births, Deaths and Marriages will be advised of the need to lapse the Marriage Celebrant Licence of the lapsed Minister at the next annual return if relevant.

If a minister is not able to satisfy the normal conditions of registration by the end of the approved period of abeyance, then the minister’s registration will automatically be lapsed.

## Process of Re-instating Registration

If after a time, the lapsed Minister takes a new role in a QB ministry context, they may apply for their registration to be reinstated as detailed below.

	<b>Application for Reinstatement of Registration</b>
Items required in application	Application Form Compliance Form Confidential Interview Blue Card Referee Checks including from previous church pastored
Items that may be required in application	A Psychologist’s Report A Doctrinal Statement
Final Interview	With the Director of Pastoral Services or the Ministerial Services Committee
Other Items required for registration	Other Items as decided by Ministerial Services depending on the situation and time between registrations.

## 10.3 Leave of Absence

According to the guidelines, a Registered Minister may apply to be granted a leave of absence from Pastoral Ministry on certain conditions.

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## Conditions to be met by Applicant

To be eligible to apply for a leave of absence, a minister must

- 6) have served as a Registered Minister in a QB church for a minimum of five (5) years..
- 7) provide evidence of how they satisfy one of the approved categories for a leave of absence.

## Items Required in Application

To apply for consideration for this status, a minister must make a written application to Ministerial Services. The application must provide

- 1) a justification for why they are seeking a leave of absence. A leave of absence may be approved in the following circumstances:
  - Protracted ill health.
  - Difficult personal circumstances e.g. marital or family crisis.
  - "Time out" to address personal issues relating to ministry functioning e.g. effectiveness, suitability, stress, burnout, or responding to conflict.
  - A Desire to experience a different occupation for a period.
  - To Engage in a course of study.
  - Special case as determined by Ministerial Services.
- 2) The period requested for the leave. Normally 2 years leave of absence is the maximum period considered.

Ministerial Services will make a determination regarding the application and the minister will be notified of their decision.

## Ongoing Responsibilities of Ministers approved for Leave of Absence

If approved, the Registered Minister on Leave of Absence

- 1) Will maintain their registration for the duration of the leave of absence provided they continue to
  - a) comply with the QB Code of Conduct and other relevant policies and procedures, and
  - b) be a member in good standing at a local Queensland Baptist church.
- 2) Will return to pastoral ministry before the conclusion of the granted leave of absence.

If these conditions are not met, the Minister's Registration automatically lapses.

A Minister on Leave of Absence is not required to complete their PMDP for the duration of the leave of absence. They are, however, strongly encouraged to maintain an ongoing relationship with their mentor.

## 10.4 Registered Minister on Special Services

According to the guidelines, a Registered Minister may apply to be granted the special status of Registered Minister on Special Services if they cease pastoring in a local church and assume a new sphere of Christian ministry which continues to contain the essential elements of Pastoral Ministry.

## Conditions to be met by Applicant

To be eligible to apply to be a Registered Minister on Special Services, a minister must

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- 1) have served as a Registered Ordained Minister in a recognised Australian Baptist church in Queensland or other state for 5 years or as a Registered Minister for a minimum of 7 years.
- 2) be able to demonstrate that their new role includes the core ministry elements required of a Registered Minister. These include
  - Regular ministry of the Word
  - A responsibility in pastoral care
  - Exercising of leadership
- 3) be committed to the membership and ministries of a local Baptist church.

### Items Required in Application

To apply for consideration for this status, a minister must make a written application to Ministerial Services. The application must provide

- 1) a justification for why keeping their registration as a QB Minister is important to their ongoing ministry.
- 2) details of the organisation which they will be working with including how this organisation's vision, mission and ministries align with those of Queensland Baptist.
- 3) details concerning the accountability structure of this organisation and who they will be answerable to in their new role.
- 4) details of the role they will be employed in (preferable a detailed Position Description) as evidence that they will continue to function as a minister in their new role.
- 5) a letter of recommendation from the leadership of the Baptist Church of which the Minister is a member, indicating the Minister's demonstrated commitment to the ministry of the church, and the leadership's support of the Minister in the Minister's employment.

### Items for consideration by Ministerial Services

In assessing this application, Ministerial Services should consider whether

- 1) there is a valid reason and significant benefit why the applicant should keep their registration.
- 2) the proposed role and the proposed organisation is aligned with QB's vision and mission.
- 3) there is satisfactory and clear lines of accountability provided for the candidate within their new organisation and within their local church.
- 4) the proposed role continues to fulfill the role of a Minister as outlined in the guidelines.

Ministerial Services will make a determination regarding the application and the minister will be notified of their decision.

### Ongoing Responsibilities of Ministers approved for Special Services

If approved, the Registered Minister on Special Service must

- 1) Advise Ministerial Services if they change role or cease employment with the approved organisation. (An approved Special Services is limited to the role and organisation for which the approval is initially given. Any changes to this requires a new approval.)
- 2) Complete all that is required for a Registered Minister of Queensland Baptist including

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- a) Complying with the QB Code of Conduct and other relevant policies and procedures.
  - b) Completing a Personal Ministry Development Plan (PMDP)
  - c) Having a mentor
  - d) Being a member in good standing at a local Queensland Baptist church.
- 3) Provide with their PMDP at each re-registration period, a letter of recommendation from the leadership of the Baptist Church of which the Minister is a member, indicating the Minister's demonstrated commitment to the ministry of the church, and the leadership's support of the Minister in the Minister's employment.

If these conditions are not met, the Minister's Special Services status will be withdrawn.

### 10.5 Retirement

According to the guidelines, a Registered Minister may apply to be granted the status of Retired Minister or Retired Minister Ordained if they are retiring from vocational pastoral ministry.

#### Conditions to be met by Applicant

To be eligible to apply to be a QB Retired Minister or Retired Minister Ordained, a minister must fulfill the following conditions

- 1) They are currently Registered as a Queensland Baptists Minister, and
- 2) They have been Registered for a minimum of five (5) years, and
- 3) They have concluded a vocational pastoral position and do not pursue another full time pastoral call or other type of full time or significant employment in another field.

If a Minister is listed on a Retired Ministers list in an associated Baptist Union, they may seek to be listed on the Queensland Baptists list.

#### Items Required in Application

To apply for consideration for this status, a minister must make a written application to Ministerial Services. The application must provide a statement that they meet the conditions detailed above.

If the conditions for moving to a Retired Minister Status have been met, Ministerial Services will give approval of the application and the minister will be notified of their decision.

#### Ongoing Responsibilities of Retired Ministers

If approved, the Retired Minister must

- a. Must remain a member in good standing of a Queensland Baptists Church.
- b. Must continue to abide by the Code of Ethics.
- c. May keep their Marriage Celebrants Licence for five (5) years following retirement. Permission from the QB Director of Services must be sought to extend this time and a refresher course must be undertaken before any extension is granted.

Retired Ministers are not

- a. Required to have a PMDP or a mentor.

## **Handbook for Registered Ministers**

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- b. Automatically members of Assembly (Their Church, however, may nominate them as a Church Delegate).

Failure to comply with these conditions may result in removal from the Retired Ministers list.