

Application for Pastoral Re-Registration

Includes Personal Ministry Development Plan (PMDP)



Section A - Preliminaries

Name (print): _____

Registration Number: _____

Registration Expiry Date: _____

Ministry Setting(s) during previous registration period

Important Information for noting: (please read before completing application form):

- It is the responsibility of the Minister to ensure that Re-registration takes place.
- To ensure an unbroken continuation of Registration, the Minister should complete and return this form to the Director of Pastoral Services by the expiry date of their registration.
- Ministers are encouraged to complete this form electronically and get signatures electronically. Help sheets are available showing you how to do this.
- Re-registration is usually granted for up to four (4) years, but in certain circumstances may be less.
- Re-registration is dependent on the satisfactory completion of the current period of Registration.
- **To be Re-registered a Minister must -**
 - (a) be currently serving in a QB ministry setting (eg call to a Qld Baptist church, etc),
 - (b) nominate a Pastoral Supervisor with who they will meet with at least 4 times a year,
 - (c) nominate an Additional External Support Person who they will meet with at least 4 times a year,
 - (d) Submit a Personal Ministry Development Plan (PMDP) as part of this application, and
 - (e) be prepared to continue to comply with all requirements of QB
- To complete this application, **Input is required from -**
 - 1) The Minister,
 - 2) The Minister's previous Mentor (if applicable)
 - 3) The Minister's nominated Pastoral Supervisor
 - 4) The Minister's nominated Additional External Support Person
 - 5) A Church/Ministry Context person, and
 - 6) The Ministerial Registration Advisor (appointed by Ministerial Services) who will process all Re-Registration applications. Any irregularities or non-compliance in the previous period of Registration will be referred to Ministerial Services for processing.
- It is recommended that Registered Ministers hold a Registration ID Card, which lists Registration details including expiry date. Please email a passport-style photo in .jpg format to registration@qb.org.au. Your card will be processed once all requirements have been met.

Return completed Application for Re-registration and Personal Ministry Development Plan to
Registration, Queensland Baptists, PO Box 6166, Mitchelton Qld 4053
or to registration@qb.org.au

Minster's Name _____

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Section B – Reflection on Previous Registration Period.

Personal Reflection

Your PMDP and key support people are there to enable you to continue to maintain ministry healthy and ensure ongoing development. It is important that the commitments made in your PMDP are fulfilled and that you regularly connect with your personal supports.

At times, specific development goals may need to be replaced by others. If this is the case, you will need to document how the new goals have been accomplished and what they have achieved for you.

As you come to develop your new Personal Ministry Development Plan it is worthwhile spending some time reflecting on what has been helpful in your recent development and why. In this space it may be worth reflecting on questions such as

- How has God better equipped me in this last term to be a minister of the gospel?
- What has God taught me about himself, his kingdom work and my contribution within it?
- What growth has God brought in my areas of weakness and strength?
- How have I seen God use my strengths and my weaknesses to bring him glory and bear fruit?
- What was the most valuable development activity / initiative for you spiritually, professionally, personally?
- Who have been the key supports God has brought into my life? What do I value about them? How have they been used to sustain, encourage and challenge me? How might they provide better support to me into the future?
- How have I felt out of my depth during this last season? What do I need to increase my capacity?
- How is my physical, emotional, relational, spiritual health? What is needed to make it healthier?
- What has energised me and what has drained me in this last season?
- What do I sense God leading me into in this next season? How can I be better equipped for that?

B.1 – Minister’s Reflection on your Personal Ministry Development Plan (PMDP)

In regards your previous PMDP, please choose the appropriate response

- I believe that I satisfactorily completed all my agreed action plan items listed on my previous PMDP, **OR**
- I did not complete my agreed action plan items. *(Please comment on the reason(s) why you were unable to complete these items and what was completed in lieu of the action plan items agreed to.)*

Reason(s) for non-satisfactory completion

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My key reflections regarding my previous PMDP ...

B.2 – Minister’s Reflection on your previous Mentoring / Additional External Support Relationships

Name(s) of your nominated Mentor(s) / Additional External Support(s) you met with in the previous registration period: _____

Note: If you have had multiple mentors / additional external support people in the last registration period, each will be required to complete the report in section B.4.

Registration Period	Year 1	Year 2	Year 3	Year 4 (if relevant)
Number of Mentoring / Additional External sessions received each year (Minimum 6 if you only received mentoring or Minimum 4 if you received Additional External support and Pastoral Supervision)				

My key reflections regarding my Mentoring / Additional External Support relationship ...

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B.3 – Minister’s Reflection on your previous Pastoral Supervision (if applicable - NOT REQUIRED TO BE COMPLETED BY PASTORS WHO HAVE ONLY PREVIOUSLY HAD A MENTOR)

Name(s) of your nominated Pastoral Supervisor you met with in the previous registration period (if applicable): _____

Registration Period	Year 1	Year 2	Year 3	Year 4 (if relevant)
Number of Supervision sessions received each year (Minimum 4 if you received Additional External support and Pastoral Supervision)				

My key reflections regarding my Supervision ...

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B.4 – Mentor / Additional External Support Person’s Reflection on your Relationship and PMDP

With reference to the minister’s reflections (Sections B.1 & B.2) please complete the following report. *Note: If a minister has had multiple mentors or Additional External Support People during the previous registration period, each one should complete a separate report.*

How have you seen the Minister grow and develop over the last registration period?

What do you think would help the Minister to grow and develop in the next registration period?

Additional Comments:

Declaration :

- I Concur that the Minister has fulfilled the requirements of his PMDP as stated.
- I Concur that I have met with the Minister as required
(at least 6 times per year if the Minister has just been receiving my mentoring, or
at least 4 times per year if the Minister has been receiving my support as well as Pastoral Supervision)
- I have reviewed our relationship with the Minister and
- We have considered ways that our relationship might change to provide better support to the Minister in the next period of ministry (if continuing in the relationship).

Mentor / Additional External Support Person’s Name _____

Signature _____ Date _____

B.5 – Pastoral Supervisor’s Reflection on your Supervision

Note: Your Pastoral Supervisor reports annually on your supervision directly to QB. No additional report is required here.

Minister’s Name _____

Section C – New Registration Application

C.1 – New Registration Requirements

1) General Compliance

- I agree to continue to abide by the Registration, Recognition & Ordination Guidelines, the Constitution and By-Laws of Queensland Baptists and other statements outlined on my original compliance commitment.

2) Code of Ethics & Ministry Practice:

- I have read and understood the Queensland Baptists Code of Ethics and Ministry Practice for Qld Baptists Ministers and commit to abide by the standards of ethical behaviour described in it.

3) Current Blue Card:

- I confirm that I have previously forwarded a copy of my Blue Card to Pastoral Services and continue to hold a current blue card.

Blue Card Number _____ Expiry Date: _____

4) Letters of Appointment / Call:

- I have not changed role or ministry contexts in the last period of registration
OR
 I have changed role or ministry contexts in the last period of registration and have sent a copy of my letter of appointment / call to Pastoral Services at registration@qb.org.au

5) My nominated Pastoral (Professional) Supervisor for this next registration period

Name of Pastoral Supervisor _____

Email _____ Phone _____

My Pastoral Supervisor has been previously approved by QB Yes No I Don't know

- I commit to meeting with my Pastoral Supervisor 4 times (4 hours) per year

6) My nominated Additional External Support Person for this next registration period

Name of Additional Support Person _____

Email _____ Phone _____

Tick one that describes the role of your additional support person

- Mentor Coach Spiritual Director
 Counsellor Psychologist Pastoral Supervisor
 Other (Please describe) _____

- I commit to meeting with my Pastoral Supervisor 4 times (4 hours) per year

7) My Church or Ministry Context person for this next period of registration

Name of Context Contact _____

Email _____ Phone _____

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8) Personal Ministry Development Plan Actions:

Complete each of the following for the five areas of development listed in the PMDP

- Specific Action Plans (at least two actions per area of development in addition to the mandatory (M) actions already listed)
- Timeframes, and
- Desired Outcomes / Record of Outcomes for each action plan item

C.2 – New Personal Ministry Development Plan

Five (5) Areas of Development	Specific Action Plans (Add at least two actions in each category, in addition to the mandatory (M) actions listed)	Time-frame	Desired Outcomes/ Record of outcomes
1) Personal and Spiritual Development and Support	(M) Meet with my nominated Additional External Support Person	4 times per year	Provide external support for my ministry
	1)		
	2)		
2) Professional and Competency Development	(M) Complete church child safety training	Annually	Maintain Compliance & awareness of issues
	(M) Meet with my Pastoral Supervisor	4 times per year	Provide opportunity to reflect on and grow in ministry practice
	1)		
	2)		

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3) Denominational Involvement	1)		
	2)		
4) Contribution to Wider Church and Wider Community Life	1)		
	2)		
5) Other Development Plans	1)		
	2)		

...

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C.3 Declarations (for signing. Refer appendix for responsibilities of those signing.)

Pastoral Services Privacy Disclosure

Your privacy is important to QB and is handled according to the Australian Privacy Principles as detailed in our QB Privacy Policy. You may find our Privacy Policy at our website www.qb.org.au. How we collect, hold, use and disclose information about you is important to us. The purpose of collection, holding, use and disclosure of the information on this form is to fulfil the ministry and administrative functions of QB Pastoral Services which include but are not limited to managing pastoral registration processes and supporting the health and wellbeing of QB Ministers and churches. We also collect your information to provide ongoing ministry support and to invite you to any future events. If you do not provide your information, we may not be able to provide these services. We may share the information collected with other QB personnel, psychologists, medical practitioners or members or delegates of its Ministerial Services Committee involved in assessing and managing your registration and ongoing pastoral support. Full details about how we store and use your information as part of your QB Pastoral Registration can be found in our Registration Privacy Statement. If you believe a correction is required, you are welcome to contact us via registration@qb.org.au. You may also contact the QB Privacy Officer via email privacyofficer@qb.org.au should you have any privacy-related concerns or to request a copy of our Privacy Policy. By signing this, you consent to us using and disclosing your personal information and contacting you as described above.

1) Minister:

I declare that I have fulfilled the requirements of my previous Registration Period.

If you have not satisfactorily completed the requirements, please provide comment in Section B.1.

I commit to fulfill all the requirements of my new Registration including completing my PMDP.

Signature: _____ Date: _____

2) Minister's nominated Pastoral Supervisor :

I endorse the Minister's Personal Ministry Development Plan (PMDP).

AND

I agree to support the Minister named above in their current registration period.

I have previously been approved by QB to supervise their pastors (tick one) Yes No

Name (print): _____ Signature: _____

Date: _____

3) Minister's nominated Additional External Support Person :

I endorse the Minister's Personal Ministry Development Plan (PMDP).

AND

I agree to support the Minister named above in their current registration period.

Name (print): _____ Signature: _____

Date: _____

4) Church or Ministry Context person:

On behalf of the leadership, I concur with the Minister's assessment and endorse their Application for Re-registration including their Personal Ministry Development Plan (PMDP).

OR

On behalf of the leadership, I do not support the Re-registration of this Minister (*please comment*):

Name (print): _____ Signature: _____

Date: _____

Minister's Name _____

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5) Tick this box if:

- 1) Any of the above-mentioned people are unable to sign this form in person, **AND**
2) You have requested that they email registration@qb.org.au confirming they have sighted and support your Application for Re-registration and PMDP.

[Note: Your Application may not be processed until the above have been received by Qld Baptists.]

C.4 Application Processing – FOR QB OFFICE USE ONLY [this page]:

Ministerial Registration Advisor (to complete):

- The requirements of the past period of Registration have been completed satisfactorily.
- The nominated Pastoral Supervisor has been approved by QB.
- The nominated Additional External Support Person is satisfactory.
- The requirements for Re-registration are in place -
a) A Demonstrated call to ministry within a particular context, and
b) A Pastoral Supervisor
c) An Additional External Support Person
d) A Personal Ministry Development Plan.
- and I therefore recommend the Re-registration of this Minister.
- I do not recommend the Re-registration of this Minister. *(please comment)*

Name (print): _____ Signature: _____
Date: _____

Pastoral Services (to complete):

The next Application for Re-registration and PMDP is due to be submitted

Date _____

Return completed Application for Re-registration and Personal Ministry Development Plan to
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or to registration@qb.org.au

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Appendix – Key Role Responsibilities for People Signing Application

Key Responsibilities for a Pastoral Supervisor include

- Providing suggestions and input into the development of a Personal Ministry Development Plan (PMDP) where relevant. This includes identifying developmental opportunities, blind spots and areas for growth for the pastor.
- Be aware of the current PMDP and encourage the pastor to pursue it as they are able.
- Provide support to the named pastor by meeting at least 4 times per year (4 hours per year) in your nominated support capacity.
- Report on frequency and dates of meetings annually as requested.

Key Responsibilities for an Additional External Support Person include

- Providing suggestions and input into the development of a Personal Ministry Development Plan (PMDP) where relevant. This includes identifying developmental opportunities, blind spots and areas for growth for the pastor.
- Be aware of the current PMDP and encourage the pastor to pursue it as they are able.
- Provide support to the named pastor by meeting at least 4 times per year (4 hours per year) in your nominated support capacity.
- Reflect on the relationship and report on frequency and dates of meetings at the next re-registration.

Key Responsibilities for a Church Context Person include

- Providing suggestions and input into the development of a Personal Ministry Development Plan (PMDP) where relevant. This includes identifying developmental opportunities, blind spots, areas for growth for the pastor and things that might be deemed beneficial for the church community and pastoral ministry.
- Be aware of the current PMDP and encourage the pastor to pursue it as they are able.
- Approve the time and / or finance (as negotiated with the pastor concerned) to accomplish the items listed on the PMDP

Key Responsibilities for the registering Pastor include

- Initiating discussion with and seeking input and feedback from your Pastoral Supervisor, Additional External Support Person and Church Context person in the development of your PMDP
- Implementing and enacting items on your PMDP
- Keeping records and reporting on items completed from PMDP and support sessions attended
- If PMDP items need to change (as they will from time to time), identify appropriate alternative developmental items.

Any questions or concerns about these role responsibilities can be directed towards the team at QB Pastoral Services. Ph. 3354 5646, or email. registration@qb.org.au