

Application for Initial Pastoral Registration



Includes Personal Ministry Development Plan (PMDP)

Section A - Preliminaries

Name (print): _____

Registration Number: _____

Registration Expiry Date: _____

Current Ministry Setting _____

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

- It is the responsibility of the Minister to ensure that Registration & Re-registration takes place.
- To finalise registration, the Minister should complete and return this form to the Director of Pastoral Services as soon as possible.
- Ministers are encouraged to complete this form electronically and get signatures electronically. Help sheets are available showing you how to do this.
- Initial registration is usually granted for up to three (3) years, but in certain circumstances may be less.
- **To be Registered a Minister must have -**
 - (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 nominated Pastoral Supervisor
 - 3) The Minister's nominated Additional External Support Person
 - 4) A Church/Ministry Context person, and
 - 5) 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 Registration and Personal Ministry Development Plan to
Registration, Queensland Baptists, PO Box 6166, Mitchelton Qld 4053
or to registration@qb.org.au

Minister's Name _____

Updated January 2023

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Section B – Initial Registration Application

B.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 have forwarded a certified copy of my Blue Card to Pastoral Services at registration@qb.org.au

A qualified witness in Australia is a registered celebrant, commissioner for declarations, Justice of the Peace, barrister or solicitor, legally qualified medical practitioner or member of the Australian Federal Police or the police force of an Australian state or territory.

Blue Card Number _____ Expiry Date: _____

4) Letters of Appointment / Call:

- I have forwarded a copy of my letter of current appointment / call to Pastoral Services at registration@qb.org.au

5) My nominated Pastoral (Professional) Supervisor for this initial 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 initial 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

B.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 Professional 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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B.3 Declarations (for 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 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 endorse the Minister's Application for Registration including their Personal Ministry Development Plan (PMDP).

OR

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

Name (print): _____ Signature: _____

Date: _____

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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 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 nominated Pastoral Supervisor has been approved by QB.
- The nominated Additional External Support Person is satisfactory.
- The requirements for 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 Registration of this Minister.

- I do not recommend the 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
Registration, Queensland Baptists, PO Box 6166, Mitchelton Qld 4053
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