

## **CAPPE Training or Certification Endorsement**

The Division of Ministry Personnel and Education adopted, in February 1998, the following process for denominational endorsement for lay persons who apply for advanced CAPPE training or CAPPE certification for employment as institutional chaplains or pastoral counsellors.

- 1) The lay person seeks the support of the Session (or equivalent) where he/she is a member.
- 2) The Session will interview the lay person and if there is a positive response, seek the recommendation of the Presbytery Education and Students Committee.
- 3) The Presbytery Education and Students Committee will interview the lay person and may seek the advice of the Conference Interview Board.
- 4) The Presbytery Education and Students Committee will communicate its recommendation to the Session (or equivalent). If it is positive, the E&S Committee will write a letter to Session supporting the request for endorsement or certification.
- 5) The Session will write a letter to the appropriate institution, attaching a copy of the recommendation of the Presbytery Education and Students Committee, offering endorsement or certification on behalf of The United Church of Canada.

In seeking support the person shall provide an application which will provide the following information.

- 1) A resume outlining your
  - a. educational background
  - b. work history
  - c. involvement in church activities
  - d. involvement in community activities
  - e. hobbies, sports, interests.
- 2) In a narrative statement (approximately 500 words), identify some of the highlights of your faith journey including:
  - a. Participation in the life and mission of the church
  - b. Experiences and persons influencing you to offer yourself for this ministry
  - c. Your understanding of ministry
  - d. Your understand and experience of God.
- 3) A brief description of your reasons for offering yourself for this ministry.
- 4) Provide any other information you think is pertinent to this application

## **Purpose of the Interview**

- 1) To enable the person to discover and name their gifts for ministry
- 2) To assist the person in discerning a call to ministry and whether that call is appropriate
- 3) To test a person's suitability and fitness to be endorsed by the United Church of Canada
- 4) To exercise pastoral care for all who are part of the process.

## **The Nature of the Interview**

Make sure that this guide is in the hands of the interviewee as well as the interviewers well before the time of the interview so that some thought and preparation might be given to the interview and perhaps relieve some anxiety about it.

Any written submissions by the interviewee (e.g. faith statement, forms, resume, financial projections, transcripts, internship evaluations, letters) should be carefully studied prior to the interview. This will require providing some time for reading the material and discussing its contents before the interviewee is present. Be sure to refer to the written material during the interview, perhaps using it as the opening to the Interview.

Interviews should take place in a comfortable, relaxed and friendly atmosphere.

The content of the interview is CONFIDENTIAL. However, the recommendations and decisions of the committee are public information to be shared with the appropriate courts of the church. It may be useful for the committee to discuss their understanding of confidentiality and to share that understanding with the interviewee.

Sexist language and the asking of sexist questions and questions about marital status and sexual orientation are inappropriate. There should be no difference between the questions asked of men and those asked of women, between those who are known to be married and those who are single.

One member of the Interview Team should take notes throughout the interview. These could be used to give feedback during the interview and afterward as needed, as well as keeping track of the process. The notes should be kept in the interviewee's file and destroyed upon endorsement.

Any recommendations and/or decisions reached should be communicated verbally in person to the interviewee as soon as possible after the interview. A letter should be sent following the interview or after a decision has been ratified by the appropriate court of the church. It is suggested that any letter would contain a brief summary of the interview, some affirmations, any concerns raised and any decision(s).

## **Suggested Questions**

### ***Personal Journey***

1. How has your personal Christian life developed over the years to bring you to this specific time? What is your own Christian story, and how do you sense God's call to ministry in your story?
2. What has been your involvement in the congregational life of your home church?
3. What support, or lack of it, do you get from your family and friends?

### ***Intentional Journey***

1. What did you learn about yourself in the discernment process?
2. What did you learn about ministry in the discernment process?
3. What excites you about ministry?
4. What makes you apprehensive about ministry?
5. What gifts do you believe you bring to ministry?
6. What is your vision of ministry for both laity and Order of Ministry?
7. Why should the United Church endorse you for this ministry?

### ***Spiritual Journal***

1. How does your faith influence your lifestyle?
2. How do you nurture and sustain your spiritual life?
3. What do you currently believe about God, Jesus and the Holy Spirit?

### ***Other***

1. Are there any questions which you have at this point.
2. If a university academic record is available, it should be reviewed with the person at this time.