

Opportunities to Serve Hamilton Conference - The United Church of Canada

CONFERENCE INTERVIEW BOARD

Committee Mandate

To assist Inquirers and others referred to it in assessing their vocational goals and/or general suitability for membership in the Order of Ministry and to assist Presbyteries or other referring bodies in determining the suitability of those referred to it to function as Ministry Personnel in the United Church. Refer to **The Manual**, **Section 457**.

The responsibilities of this committee area:

- to attend meetings of the Conference Interview Board when called
- to serve on a team responsible for interviewing an applicant for paid accountable positions within congregations and those beginning (or already in) their educational journey into Ordered Ministry as requested by a Presbytery Education and Students Committee
- to assist the team in the assessment of the applicant's suitability for ministry in the United Church of Canada
- to make recommendations to Presbytery Education and Students Committees following the interview with the applicant

Note:

- It is **not** their responsibility to influence the applicant's decision **or** the decision of the Presbytery Education and Students Committee through any personal contact.

Reporting Relationship

Providing written reports to Presbytery Education and Students Committees which are prepared from notes written by the Chairperson of the interviewing team and approved by the Board as a whole. The Chairperson of the Board writes the final report which is sent to the applicant and the Chairperson of the Education and Students Committee and is kept on file with other records of the applicant.

Board members are expected to report any conflict of interest they might have in interviewing an applicant. The Board carries out periodic evaluations of its work and makes revision in its processes and procedures. Suggestions requiring approval of major change are sent to the Ministry Personnel and Education Committee of Conference for their deliberation.

The Chairperson will report to the Division of Ministry Personnel and Education meetings and write a report for the Annual Meeting of Hamilton Conference to be included in the Record of Proceedings.

Gifts, Skills and Experience Needed:

Board members will have a wide experience within the United Church of Canada, including knowledge of different streams of ministry, be compassionate, responsible, have skills in interviewing and dealing with people, able to maintain confidentiality, possess good listening skills, offer ideas and suggestions freely and openly as they work toward consensus in making decisions and recommendations.

Some Board members should be individuals who have specific counselling skills. The Board will include representatives of laity, members of Ordered Ministry and those in paid accountable positions within the United Church of Canada.

Board members will be open to the leading of the Spirit, active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues and differences in learning styles and passionate about the mission and ministry of The United Church of Canada.

Orientation and Training Available:

Sharing the duties of the Conference Interview Board, including reading printed Guidelines and information in **The Manual**. Before a new Board member takes part in their first interview, the Chairperson will offer as much orientation and instruction as

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possible. New Board members will then be placed in a team of experienced Board members for several interviews before assuming any leadership role in the interview process. "On the job" training offers the best introduction to responsibilities.

Membership:

The Board will usually consist of thirteen members, including a **Chairperson, Vice-chairperson** (appointed by the Committee) and **twelve Members-at-Large**. Staff Support will be provided by the **Personnel Minister**.

Expectations and Terms:

Board members will serve a three year term, which may be renewed once. The Board will normally meet every other month and as needed at the Conference Office, by conference call and email exchange.

CONFERENCE INTERVIEW BOARD (CIB)

~ Recommendations by Screening Committee ~

The Hamilton Conference Screening Committee has reviewed the job descriptions and associated material submitted by the above named committee and offers the Human Resources Committee these comments.

Reviewed On: 10/22/03

Risk Assessment: LOW Risk

- access to personal information
- confidentiality an issue

Appropriate Screening Steps:

- Reference Check re:
 - spectrum of experience in the United Church of Canada
 - interest in preparation for Ministry
 - ability to work in a team
 - listening skills
 - discernment of personal characteristics
- Reference Check for Chairpersonre:
 - ability to follow-through
 - timeliness
 - honesty
 - writing skills
 - conveys sensitive information accurately

Other Recommendations:

- Increase training component
- Clarity re: Importance of CIB as Third Party (ie. "arm-length") assessors