

Online Credential Process Flow Chart

Senior Pastor

The Senior Pastor organises an interview with their candidate after they have completed the pre-interview quiz on the ACC QLD/NT Online Credential Portal (www.qldacc.org.au) to ascertain the suitability of their candidate.

****Important Info:** Check for completion of Safer Churches Awareness Workshop, current blue/ochre card, divorce/remarriage and bankruptcy situations during Senior Pastor Interview.



Candidate

Prior to the interview with the Senior Pastor, the candidate is to contact their 3 nominated referees (known for at least 3 years/not related) to advise them that an e-mail notification is forthcoming requesting the completion of an online reference. Referee contact details to be provided to candidate - address, mobile number and e-mail address.

Referees:-

1. Senior/Supervising Pastor or Regional Leader (if applicant is the Senior Pastor)
2. Two referees who can comment on their suitability for ministry (preferably one referee is a Pastor from a different church)



Senior Pastor & Candidate

Senior Pastor conducts an online interview with their candidate through the Credential Portal. Once the 3 nominated referees' details are submitted and the Senior Pastor clicks 'REGISTER', an automated e-mail notification is sent to the 3 referees, with a link to the Portal, to complete an online reference.



Candidate

A regional interview will be arranged by the local ACC QLD/NT Region once all 3 references have been received from the nominated referees. It is the candidate's responsibility to confirm with their referees that they have completed the references as this will ensure that a regional interview will be arranged by candidate's region as soon as practical.



Regional Interview

After a successful regional interview (if applicable, candidate's spouse is to attend the regional interview), an automated e-mail will be sent to the candidate inviting them to complete an online credential application through the ACC QLD/NT Credential Portal.



Candidate (Only After the Regional Interview can the Online Application be Started)

Candidate completes the online credential application and submits all requested documentation, theology and evidence through the Credential Portal.



Candidate & Theology Coach

An online Theology Coach will interact with applicable candidates if any theology answers need more attention before the application is submitted to the Credential Committee (OMC candidates are not required to redo their theology). Please note at any stage of the review process, further information can be requested prior to the application being sent to the ACC State & National Executive for final approval. This process can take a few months as the Credential Committee and Executives only meet four times a year.