

ACC QLD/NT 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 training, current blue/ochre card, divorce/remarriage and bankruptcy situations during Senior Pastor Interview. See attached checklist of requirements.



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 candidate or each other) and acquire *current* contact details i.e. mobile number and e-mail address.

Referees:-

1. Senior/Supervising Pastor or Regional Leader (if candidate is a 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 (www.qldacc.org.au). 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 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 candidates 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. If no notification of a regional interview date received within 2-3 weeks, candidate to contact their local Regional Administration Office (go to www.qldacc.org.au for regional contact details).



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 a Regional Interview can the online credential 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 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 number of months as the Credential Committee and Executives only meet four times a year.

Checklist

SMC: Specialised Ministries Certificate

This **Certificate** is issued to successful candidates who are involved in specific ministries within a local church. The certificate is only valid for the designated ministry and church. Should the holder leave that ministry and/or church the Certificate lapses. There is no pathway to ordination (OMC); they will need to re-apply for a PMC. A person holding such a Certificate does not have a vote at State or National Conferences.

PMC: Provisional Ministers Credential

This **Credential** is issued to successful candidates who have clear signs of an evident call of God upon their life and are committed to fulfil that call. This Credential is valid for the State in which it is issued as long as the applicant remains active in ministry and fulfils the requirements as per article 11 of the United Constitution under the covering of their Senior Pastor. PMC holders have a vote at State Conference but not National Conference. This Credential can lead to ordination (OMC).

SMC/PMC APPLICATION – INFORMATION/EVIDENCE REQUIRED	
Safer Churches Training	Evidence of completion of ACC Safer Churches Training (Please click here to complete the required Safer Churches Induction Training if you have not already completed an ACC QLD/NT Safer Churches Awareness Workshop Or complete the Safer Churches Refresher Training if you completed the ACC QLD/NT Safer Churches Awareness Workshop in 2016)
Working with Children Check	Queensland: Blue Card/Northern Territory: Ochre Card
Police Check	National Police Check - (Please click here to obtain a National Police Check)
Referee Details	Name, mobile and email of 3 referees who have known the candidate for a minimum of 3 years/who are not related/who can comment on suitability for ministry (preferable one referee is a pastor from a different church). One reference must be from the senior/supervising pastor
Divorce Documents	If candidate or spouse have previously been divorced/remarried, a copy of the Decree Absolute is required
Bankruptcy	If candidate or spouse have previously been bankrupt, a copy of the Bankruptcy Discharge is required
Permanent Residency	Evidence of citizenship/permanent residency, *temporary/conditional visa if not born in Australia. *Temporary and conditional visas will be assessed case by case
Passport Size Photo	Passport size photo in Jpeg format for credential card
Identification	Driver's License
Payment	Payment of an application Fee (\$150.00) will be required once the online credential application commenced (after a successful regional interview)

OMC: Ordained Ministers Credential

It is not possible to be nominated for an OMC directly without fulfilling a probationary period or to be nominated before the probationary period has been completed. It is the Senior Pastor/Supervising Pastor who determines when it is appropriate for a PMC holder to be nominated for full Ordination. OMC holders may apply for a Marriage Celebrant License and have full voting rights at Conferences.

OMC APPLICATION – INFORMATION/EVIDENCE REQUIRED	
Safer Churches Training	Evidence of completion of ACC Safer Churches Training (Please click here to complete the required Safer Churches Induction Training if you have not already completed an ACC QLD/NT Safer Churches Awareness Workshop Or complete the Safer Churches Refresher Training if you completed the ACC QLD/NT Safer Churches Awareness Workshop in 2016)
Working with Children Check	Queensland: Blue Card/Northern Territory: Ochre Card
Police Check	National Police Check - (Please click here to obtain a National Police Check)
Pastors' Intensive 'Essentials'	Evidence of completion of Pastors' Intensive 'Essentials' (Please click here to register to attend 'Essentials' if not completed)
PMC	Must have held a PMC for at least 2 years or 3 years if divorced
Theological Qualifier	Minimum qualification of a Cert IV in Christian Ministry or its equivalent.
Referee Details	Name, mobile and email of 3 referees who have known the candidate for a minimum of 3 years/who are not related/who can comment on suitability for ministry (preferable one referee is a pastor from a different church). One reference must be from the senior/supervising pastor
Divorce Documents	If candidate or spouse have previously been divorced/remarried, a copy of the Decree Absolute is required
Bankruptcy	If candidate or spouse have previously been bankrupt, a copy of the Bankruptcy Discharge is required
Passport Size Photo	Passport size photo in Jpeg format for credential card
Identification	Driver's License
Permanent Residency	Evidence of citizenship/permanent residency, *temporary/conditional visa if not born in Australia. *Temporary and conditional visas will be assessed case by case
Payment	Payment of an application Fee (\$150.00) will be required once the online credential application commenced (after a successful regional interview)
Dues: National & State	PMC pastors dues must be paid up to date for current year