

Baptist Registration

Application Handbook

Your page by page guide to completing an application
for Baptist Registration



Baptist Registration
Baptist Churches of New Zealand

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Introduction

Welcome to your page by page guide on successfully completing your application for Baptist Registration. Whilst some may choose to use this page by page, others will refer to the specific pages they need assistance with. However, we would encourage *everyone* to refer to this document, particularly when completing your new **Registration Development Agreement** on pages 5-7 of the application form.

There are **3** key components to your application :

Provision of your information – *all* the basic data we need to process your application

If you've previously been registered, most of this data will self-populate from your previous application. Your responsibility is to simply update it, *if there have been changes*. If you're new to the registration process, you will be required to complete each question... but be assured that we'll hold this information ready for your application to be renewed simply next year.

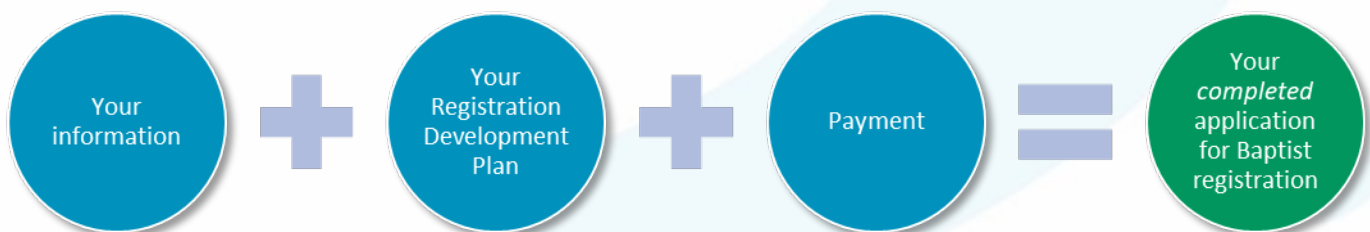
Completion of your Registration Development Agreement (RDA)

This requires you to review your Registration Development Agreement from last year (*previously known as your Ministry Development Agreement*) as well as completing your RDA for the upcoming year

Payment of your application fee

To make the process as easy as possible for yourself, please ensure that you have watched the [Video guide](#) and that you are ready with your :

- [Endorsement form](#)
- Previous Registration Development Agreement, ready to review what's been achieved during the previous year.
- Plans for your Registration Development Agreement for the year ahead.
- Credit Card to complete the application process with your registration fee.



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General Tips and Tricks

Which browser should I use ?

The application form is designed to work most effectively with Google Chrome, Microsoft Edge and Safari. Other browsers may encounter issues and inevitable frustration.

How do I navigate between pages on the application form?

If you select one of the circular numbers at the top of the page, you can navigate backwards . Please note that you cannot move *forward* using this method, but it's a useful way of looking *back* to see what has been entered on an earlier page. Just make sure that you select SAVE before doing so, otherwise the content of the page will be lost.



The blue buttons at the bottom of each page can be used to navigate between adjacent pages. Please do not use your browser's back button as information you have entered may be lost.

When would I use Save and Previous , Save , Save and Next?

If you prefer to complete your application in stages, we would encourage you to select “save” before either *pausing* (even taking a phone call or making a coffee may result in the form being timed out, and you losing data that you have entered) or *stopping* to start again another day.

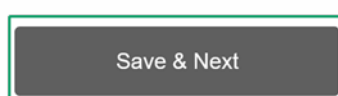


Your application will then be saved and you can come back to it another time using your log-in.

Use “save and previous” only when you want to save your current page but quickly step back a page to check something

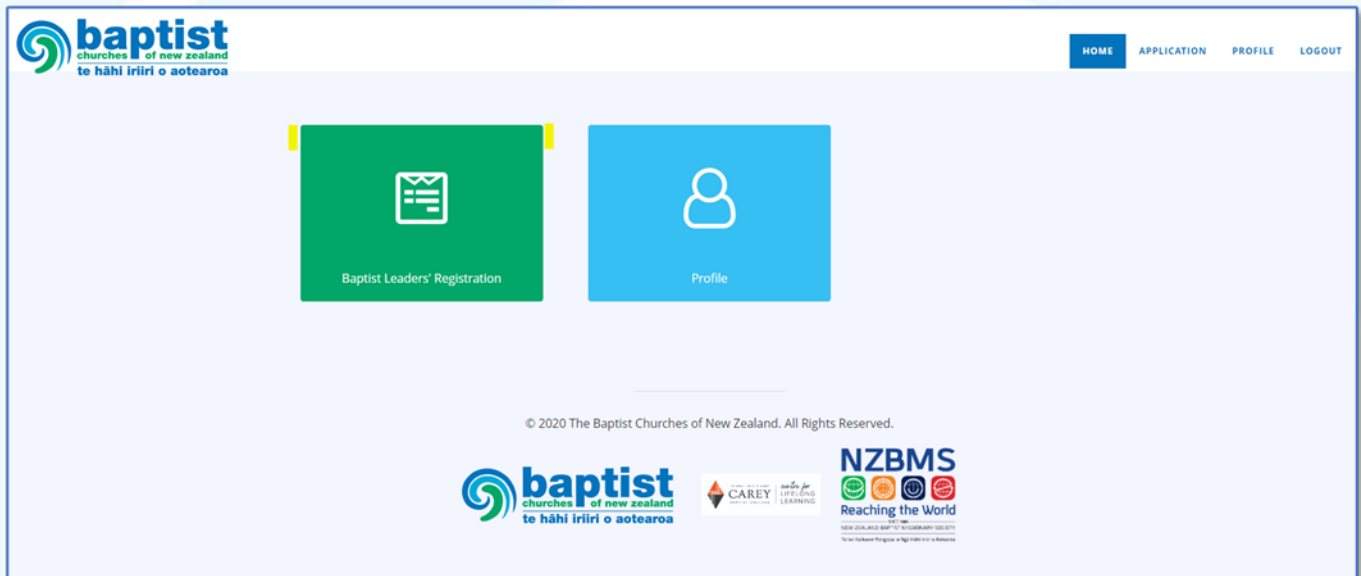


Use “save and next” when you're *continuing* your application. This will save everything on the current page and allow you to progress to the next page – as long as all the required information has been added. If you find that you are unable to move forwards, it is likely that you have omitted a question or text box, or not made a required selection.



“The Portal” and “Welcome” page

You will have been provided with a log-in. Clicking this link, will take you to the entrance to the Baptist Churches of New Zealand **Portal**. Over time, this portal will be used for multiple purposes, but for now, all you need to do, is select the **green** button, to take you to the Registration application area of the portal.



This will then take you to the registration **landing page** or “**welcome**” where your application can begin. Please read the content of this page, then confirm that you have watched the Video Guide *and* that you have completed your endorsement form. Once you have done this, you will be provided with the ‘continue application’ button, to start your application.

☒ I have viewed the Baptist Registration Application Video Guide

☒ I have completed the Endorsement form

Continue Application

Personal Information

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Page 1 is simply about collecting your personal information, your qualifications and for you to confirm that you are ministering within, or on behalf of, a Baptist faith community, Baptist entity or approved body.

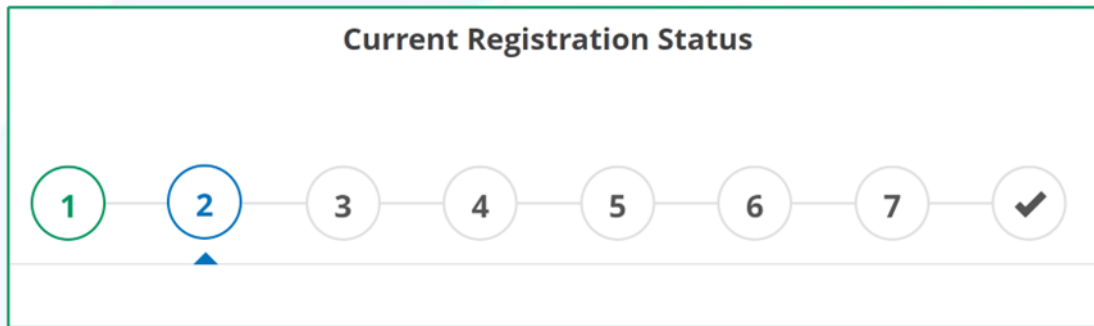
If your role does not fall under any of these, you will not be eligible for Baptist Registration – but you are encouraged to discuss this further with your Regional Leader.

- A *Baptist entity* is an organisation that supports the work of the collective of Baptist churches e.g., Baptist Union of New Zealand, Carey Baptist College, NZBMS, Regional Association, Orbit, etc.
- An *approved body* is an organisation or trust that is owned by or strongly affiliated with a Baptist church or church e.g., Vision West, Archer Trust, Findlay Park Trust, Stepping Stones, CORT, etc.

If you have previously registered, most of this information will pre-populate... But **please take a moment to check the details**. Pay particular attention to your contact details as *all* communications relating to Baptist Registration will go to the email address that you select as your preferred email address. Some applicants prefer this to be their personal email address, whilst other prefer that all communications are directed to a work email address.

If this is your first application, on renewing your registration next year, all of these details will remain in our system so next year will look a little easier for you.

When you've completed this page, ensure you click "save" if you've finished for now, or "save and next" if you are ready to continue. If you're not able to move forwards, please check that you've completed all this is required.



Page 2 is about you in your role. The information collected on this page, is **particularly important** as it can impact payment *and* what is required for your new Registration Development Agreement.

If your role is *entirely* voluntary, please ensure we know that – you may be able to secure some assistance with webinar payments if you select these as part of your Registration Development Agreement.

The *hours you work in your role* is important—The Baptist Union of New Zealand have a clear outline for registration on how many hours of *personal growth and learning*, how many *Baptist Whanau* events you are required to attend and how frequently you meet with your *supervisor* dependent on how many hours you work in your role. This question helps us determine this, but more importantly, the application form has 'intelligence' behind it that allows *you* to know whether you've selected 'enough' to proceed, based on your hours .

How many hours do you work in this role? *

80-119 hours per month (20-29.75 hours per week) ▼

There is now a requirement to upload your [endorsement form](#), confirming your role and hours worked. This replaces the need to provide a copy of your Job Description and/or terms of call.

Please upload your endorsement form, confirming your role and hours worked *

No file chosen

This form is to completed by the faith community, or entity (*an organisation that supports the work of the collective of Baptist Churches*), or approved body (*organisation or trust, that is owned or strongly affiliated with a Baptist Church or churches*) that is endorsing your application and scanned/uploaded to your computer/cloud account so that you can “*choose file*” from it’s location on your computer/cloud account

You will then need to provide the name of this organisation, and name and contact details of the person endorsing you, in the text boxes provided.

Page 2 continued...

Towards the end of page 2, you will be asked :

Are you currently enrolled in the Carey Baptist College Ministry Development Course (MDC)? *

☐ Yes ☒ No

Please only select YES if you are enrolled , or enrolling, in the Carey Baptist College Ministry Development Course (MDC)*. If you accidentally select YES to this, and you are not enrolled you will be charged for the course fees on the payment page and this is significantly greater than the cost of registration. For the majority of those wishing to apply for registration, the answer to this question is likely to be no .

The final question on page 2 is relating to your registration *status*. If you are currently registered, this will auto-populate based on the information we have in our database relating to your previous registrations. If you notice that the status is incorrect please do make contact with us at lifelonglearning@carey.ac.nz

However if you fall into the following categories, you will need to select the **appropriate** status :

- **You are new to registration** - In this instance, you will need to complete 2 full years of being registered to progress to FULL registration, so please select *Provisionally Registered*
- **Your registration has lapsed, but you completed 2 full years in provisional status and were recognised as fully registered at some stage during your registration journey** - In this instance you will return to your previous status , so please select *Fully Registered*. We will contact you if we need to discuss this with you further.
- **You are currently unregistered, but are accredited** - In this instance you should select *Fully registered*

Click “save” if you’ve finished for now, or “save and next” if you are ready to continue.

**The Ministry Development Course (MDC) is a course provided at Carey Baptist College that provides a framework to take learning, during the Pastoral Leadership training, into the first two years of ministry and promoting setting of healthy patterns and rhythms that encourage ongoing development as a Pastor.*



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Reflection on your Previous Ministry Development Agreement LEARNING



If you have not been registered before, or are not currently registered, you will not need to refer to these pages. Please proceed to page 13 of this handbook as the following information does not apply to you.

If you have a current registration, pages 3, 4 and 5 are where your reflections take place on your previous Ministry Development Agreement (which is now known as *Registration Development Agreement or RDA*)

Page 3 is focussed on the Learning component of your previous Ministry Development Agreement and will list what you committed to attend/learn for you to select “attended” or leave as unselected.

This is followed by the question :

Did you meet your previous MDA Learning commitments? *

☒ Yes ☐ No

If you were *unable* to achieve the learning commitments from your previous agreement, please select NO where you will be provided with the opportunity to share your reasons. Please ensure that you provide as much detail as possible. Each year should ideally see achievement of the commitment, but we do understand that situations and circumstances change.

If you didn't achieve your learning goals this year, tell us a little bit about why that was and let us know perhaps what you achieved instead that contributed to your learning and development as a Baptist Leader. *

Please be aware that during your **next application in 2023** this will be captured through your Annual Review and will be lead by the person overseeing you in your role.



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Page 3 continued...

Reflection on your Previous Ministry Development Agreement
LEARNING

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If you select YES to the question regarding meeting your learning commitments..

Did you meet your previous MDA Learning commitments? *

☒ Yes ☐ No

..you are invited to tell us a little about what was most beneficial to you in your learning journey and whether you have achieved the goals you set out to achieve when planning your agreement.

What was the most beneficial learning experience you had during the previous registration year and why? How did this strengthen you or change/develop your approach within your leadership role? *

In your previous Ministry Development Agreement, you committed to undertake learning that would benefit you in your role as a Baptist Leader and for a minimum of 3 days. How well do you feel that you achieved the goals you set yourself in your previous Ministry Development Agreement? *

Save & Previous

Save

Save & Next

Click “save” if you’ve finished for now, or “save and next” if you are ready to continue. If you find that you cannot move to the next page, please check that no questions have been left unanswered, as this is the most common cause of this issue.



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Reflection on your Previous Ministry Development Agreement
BAPTIST WHĀNAU

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Still in the process of reviewing and reflecting, **Page 4 is focussed on the Baptist Whānau component of your previous Ministry Development Agreement** and will list what you committed to attend or participate in - which you will need to tick as *attended*, or leave blank.

e.g.

Baptist Whānau Events	Category	Attended
BYM Queen's Birthday 2021	Baptist Whānau Engagement	<input type="checkbox"/>
Baptist Whānau Events	Category	Attended
BYM Queen's Birthday 2021	Baptist Whānau Engagement	<input checked="" type="checkbox"/>

Similar to page 3, this is then followed by the following question :

Did you meet your previous MDA Learning commitments? *

☒ Yes ☐ No

Selecting YES will allow you the opportunity to share what was the most beneficial Baptist whānau event for you, whilst selecting NO will offer you the opportunity to share the reasons that on this occasion, you were unable to complete this commitment and this will be a compulsory field that cannot be left blank. Again, please ensure that you provide as much detail as possible. Each year should ideally see achievement of the commitment, but we certainly understand that situations and circumstances change.

Click “save” if you’ve finished for now, or “save and next” if you are ready to continue.

Reflection on your Previous Ministry Development Agreement
SUPERVISION

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The final page of reviewing and reflecting on your previous Ministry Development Agreement, **Page 5 asks you to look at the [Supervision component](#).**

You will note that the name and email address of your supervisor is listed at the top of the page. This is the supervisor that you planned to see during the previous year. If this changed, just let us know this in the text box.

Whilst we are totally respectful of the need for confidentiality within his area, tell us a little about what works well for you within your supervision process and how it benefits you in your role as a Baptist Leader? From your experiences, what works well, and what could be done better to make it a more beneficial process for you in your continued development as a Baptist Leader? *

Have you met with your supervisor every 2 months, meeting your MDA requirements? *

☒ Yes ☐ No

The text box itself, is simply a space for you to share with us the benefits/challenges you have noted from the supervision *process*. Please do not feel, in any way, that you need to share any *content* of your supervision. This is simply about how you as a leader utilise the supervision process and how it supports you in your role.

If you have met the requirements of seeing your supervisor every 2 months, simply select YES and you're ready to "Save and Next" to page 6.

If you have not met this requirement, select NO but please share with us the reasons, and what you intend to do to make this more achievable during the next year.

If you haven't had supervision every 2 months, can you tell us a little bit about why that is and how this might be addressed in your upcoming Ministry Development Agreement? *

Click "save" if you've finished for now, or "save and next" if you are ready to continue.

Create your new Registration Development Agreement PERSONAL GROWTH AND LEARNING



You have arrived at **page 6**, where you **start to create your Registration Development Agreement for the year ahead**. For those of you who have registered before, you will note the change in title and Ministry Development Agreement (MDA) has become Registration Development Agreement (RDA).

Personal Growth and Learning is the first component of your RDA.

Based on your hours worked, selected on page 2, you will see the number of hours of personal growth and learning you are required to undertake **in red**. This is specifically calculated on *your* hours of employment/volunteering in your role.

Please note that :

- 2 hours of your personal growth and learning *must* be selected from the Priority Learning options.
- Retreats cannot represent more than 1/3rd of your total required hours.
- The remaining hours can be a *mixture* of webinars, self-directed learning, courses, conferences – *whatever is best suited to you*, and to your personal growth in your role and with your own specific learning style. All selected learnings are approved by the Director of Carey Centre for Lifelong Learning.

In the first box, you're asked for your specific personal growth and learning goals :

In the year ahead, my personal growth and learning goals, to assist me in my role include: *

I aim to achieve these goals, in part, by undertaking the selected learnings below: *

Goals chosen here, *should* relate to your selections and your choices made within the learning options. For example, if one of your goals is “to deepen my understanding of some of the complexities within the Old Testament texts” an appropriate learning could be to select the webinar on Old Testaments texts or to select “self-directed learning” and specify which books, *relating to this goal*, you will be reading/studying to dig deeper in to this area, and how you will journal / reflect on this learning. Another example is a *practical* goal of “wanting to develop my managing people skills as I step into a more senior role within the church”. For this example, you may choose to select specific management based courses, or books or a webinar on conflict management . In summary, **your goals for the upcoming year, should be reflected in the specific learning selected.**

Create your new Registration Development Agreement
PERSONAL GROWTH AND LEARNING

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Moving on to your *personal growth and learning* selections...

At the top, and bottom of this page, you will see 3 key numbers :

I aim to achieve these goals, in part, by undertaking the selected learnings below: *

Total Selected Price (\$):	0	Minimum Required Hours:	16	Total Selected Hours:	13
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Total selected price(\$) will show you a running total of any webinars/courses you have chosen to select offered by Carey Centre for Lifelong Learning. Many of those who apply to become registered, choose to select webinars through the Carey Centre for Lifelong Learning and through the application process, webinars can be selected *and paid for* in one transaction.

Minimum Required Hours is based on the hours you work in your role and is specific to *you*.

Total Selected Hours – for each learning selection you make, this number will change. When you select a 2 hour priority learning, for example, 2 hours will be added to your “total selected hours” running total. Your **total selected hours** *must match or, be greater than*, your **minimum required hours** for you to be able to progress to page 7.

In the example above, the applicant has selected no webinars offered by Carey Centre for Lifelong Learning (total selected price : 0) and 13 hours of learning (total selected hours : 13) . As they are required to select a minimum of 16 hours (minimum required hours : 16) and they have only selected 13 hours, they will not be able to move on to the next page.

Please ensure that your **total selected hours** are *equal or greater* than your **minimum required hours**.

Specific selections fall under 4 headings within the application form :

- Priority Learnings
- Carey Centre for Lifelong Learning
- Baptist Learning Event
- Other Learning Event

Learning Selections...

Priority Learnings

At least 2 hours of your minimum required hours must be priority learning. These webinars have been developed through the Leadership Co-ordination office of the Baptist Support Centre

Carey Learning for Lifelong Learning (CCLL)

The webinars offered through CCLL are not a compulsory part of your registration development agreement (RDA) . They have been developed as a result of 'market research' and discussion with leaders and practitioners of ministry and mission on what would be of most interest and benefit. The resulting list of offerings is rich, and you're encouraged to consider making selections from this list on page 6. You can read more about webinars currently on offer, [here](#)

Baptist Learning Event

This section lists learning offerings provided by the Baptist Churches of New Zealand. If these are selected as part of your personal growth and learning, please ensure that you include the *number of hours* this selection represents – this will then be added to your total.

Other Learning

Select Directed Learning

<input checked="" type="checkbox"/> Self-Directed Learning 2023	10
<div>Please provide details about your self-directed learning.</div>	

If choosing this selection, please ensure you include a detailed outline of your plan for the year, that relates to your goals . For instance, where choosing to study a certain topic, include the books/ videos/resources you intend to use as well as how you will reflect on this learning (e.g. journaling, forming it as the basis for supervision, writing a reflection etc)

Please also include the *number of hours* you intend to focus on the specific learning included.

If selecting *any* of the following for your registration agreement, you are required to include detail of your plans in the text box and the number of hours you anticipate this taking. Again, your number of **“total selected hours”** needs to match or exceed the **“minimum required hours”**

Retreat (*can not represent more than 1/3rd of your total required hours*)

Sabbatical

Other learning

Conferences

Carey Baptist College Course

When you've completed this page, ensure you click “save” if you've finished for now, or “save and next” if you are ready to continue. If you're not able to move forwards, please check that you've completed all that is required and in particular that you have the correct number of hours.



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Create your new Registration Development Agreement BAPTIST WHĀNAU AND SUPERVISION



Page 7 is where you can create your plan relating to [Baptist Whānau engagement](#) and [External Supervision](#)

Baptist Whānau

For Baptist Whānau engagement rather than the hours required being calculated solely on the hours in your role, it is also calculated based on the *category* of registration you are applying under, so on this page, it is important to select the correct **number** of items and those that are highlighted in **green**

I will be attending the following Whānau events (Select a minimum of 1 from the highlighted events) *

In this example, the applicant is required to select *one* event from the **green** list, and will not be able to progress to the next page, if they have selected e.g. Easter Camp 2023,

<input checked="" type="checkbox"/>	King's Birthday Weekend 2023
<input type="checkbox"/>	70% Attendance at Baptist Cluster Meetings 2023
<input type="checkbox"/>	Baptist Orientation 2023
<input type="checkbox"/>	Hanmer Retreat 2023
<input type="checkbox"/>	Baptist Youth Ministries Event 2023
<input type="checkbox"/>	Carey Baptist College Conference
<input type="checkbox"/>	Easter Camp 2023
<input type="checkbox"/>	Other Baptist Event 2023
<input type="checkbox"/>	Orbit Retreat 2023

Please note : The “**Other Baptist Event**” option is for those who cannot attend one of the listed Baptist Whānau events due to financial or geographical constraints. Please seek approval from whoever you report to and provide details of what event/s you will be attending. Confirmation of approval, and by whom, should be included in the text box that opens up when this option is selected.

Supervision

Supervision requirements are based on your hours and the category you are applying under. Please note that supervisors must be external and must be any of the following :

- Qualified Spiritual Director
- Experienced Baptist Pastor or Leader
- Qualified Counsellor
- Approved by Carey Centre for Lifelong Learning Director
- Approved by Manatu Iriiri Māori

If your supervisor does not fit under these categories please email lifelonglearning@carey.ac.nz prior to submitting your application

Payment Page

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PAYMENT AND APPLICATION SUBMISSION

You have completed the application form, and payment is now required. Please have your credit card ready.

On this page, you will see all the selections you have made during completion of your registration development agreement. PLEASE CHECK your selections, prior to making payment. If anything looks incorrect, select the **blue back** button, and make the necessary changes.

If you have not selected any Carey for Centre Lifelong Learning webinars, your fee will simply be your registration application fee, which is non-refundable.

☐ I confirm that I have read the [Terms & Conditions](#)

On confirmation that you have read the terms and conditions, the credit card payment window will open and you can proceed with making payment.

You will then be taken to the payment confirmation page.



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What next?

Following submission of your application and payment :

Carey Centre for Lifelong Learning will review the content of your application, *including* your Registration Development Agreement to ensure that it meets the requirements outlined by the Baptist Union of New Zealand.

If there are omissions, or items that need to be clarified, one of the team will be in contact.

Following payment, you will be able to see the status of your application and the content of your Registration Development Agreement. In the example below, the status is 'online application in progress' which will change as application moves through the various stages of the approval process :




Baptist Registration

REGISTRATION DEVELOPMENT AGREEMENT 2022
(Pending Approval)

Current Status of Application: Online Application In Progress

The contents of your submitted Registration Development Agreement for the upcoming year, is as follows :

Description
Personal Growth and Learning :
Great Supervision with Neil Baker (2 hours via Zoom - A post event recording will also be available)
The Baptist Dynamic of Seeking Together with John Tucker (2 hours via Zoom - A post event recording will also be available)
Whakawhanaungatanga with Luke Kaa Morgan (2 hours via Zoom - A post event recording will also be available)
Other Learning 2023
Baptist Whānau Engagement :
Baptist National Hui 2023
Regional Hui Northern 2023

Please contact lifelonglearning@carey.ac.nz if you have any questions relating to your application

If everything is in order, and *all* requirements have been met, you will be sent an email confirming your registration status containing :

- Your copy of your completed Registration Development Agreement in an easy print format, so that you can reference it, and check your progress throughout the year.
- A Registration e-certificate for you to print

You are officially registered, on receipt of confirmation, rather than on submission of your application.

If you have any questions, following submission of your application, please do not hesitate to get in touch by emailing lifelonglearning@carey.ac.nz