

# **Baptist Registration 2023**

## *Pre-Application Guide*



**Baptist Registration**  
Baptist Churches of New Zealand

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# Introduction



“Welcome to our *renewed* Baptist Registration. Professional development *cannot* be an optional extra for leaders who are involved in Christian ministry and mission. Not only does it bring a healthy level of accountability to us, but it also ensures that we are kept *relevant* in our thinking, *and* in our practices. If the Baptist Union of New Zealand is going to bring gospel renewal to people and places in their local neighbourhoods, then it is crucial that we are *safe* and that we are *all* continuing to learn. I *fervently* encourage, and look forward to, your participation in Baptist Registration”

– Charles Hewlett (National Leader)

Baptist Registration is available to all those who are ministering within, or on behalf of a Baptist faith community or entity, or an approved body, who fulfil certain requirements. It is awarded by the Baptist Union of New Zealand through a registration process which was initially established in 1996. The current process and requirements were launched in 2022 following a review and agreement of recommendations of this review by the Assembly Council of the Baptist Union of New Zealand.

Baptist Registration is administered by the Carey Centre for Lifelong Learning (CCLL) on behalf of the Baptist Union of New Zealand. It is maintained on a yearly cycle, renewed in November, with goals that are required to be met through the year based on the Registration Development Agreement (**RDA**, previously Ministry Development Agreement, MDA)

The purpose of registration, is to ensure that those who minister in, or on behalf of the Baptist Union of New Zealand, do so in response to the call of the Holy Spirit and actively maintain:

- a posture of holistic well-being;
- personal, relational and professional integrity;
- professional accountability;
- ongoing growth and learning;
- organisational safety; and
- an ongoing connection with the wider Baptist movement.



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# Am I eligible to apply for Baptist Registration ?

The Baptist Union of New Zealand requires that as an applicant, you....

|   |   |
|---|---|
| are ministering within, or on behalf of a Baptist faith community or entity*, or an approved body**   | ✓ |
| are a current member of a Baptist Church  | ✓ |
| are endorsed by your Baptist faith community or entity*, or an approved body**  | ✓ |
| are working a minimum of 40 hours per month - either paid or voluntary and have proof of hours  | ✓ |
| Hold appropriate and up to date police vetting ( <i>requirement from 1<sup>st</sup> November 2023 but strongly encouraged from 1<sup>st</sup> Nov 2022</i> )  | ✓ |
| Agree to uphold the Baptist Churches of New Zealand code of conduct/ethics ( <i>This will be a requirement from 1<sup>st</sup> Nov 2023 due to the Baptist Union of New Zealand's Ethical Principles and Guidelines document being reviewed</i> ) | ✓ |

\*A Baptist entity is an organisation that supports the work of the collective of Baptist churches.

\*\* An approved body is an organisation or trust that is owned by or strongly affiliated with a Baptist church or church.



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# What are the current *categories* of Baptist Registration that I can apply under?

Following the review and subsequent approval of recommendations made regarding the registration process earlier in 2022, Baptist Registration, now has 5 categories.

If you're uncertain which category best fits your role, you're encouraged to talk to your [regional leader](#) in the first instance, but you're also welcome to get in touch with us at [lifelonglearning@carey.ac.nz](mailto:lifelonglearning@carey.ac.nz)

**Pastoral** - A pastoral registrant is defined as someone who provides leadership and pastoral care to people within, or on behalf of a faith community. e.g: sole, senior, co-, care, creative, worship, children and family, youth, young adults, associate, assistant, executive

**Chaplain** – A chaplain is defined as someone who, without compromising their own beliefs, provides pastoral care, spiritual and moral support, and facilitates the faith journey of all within their specialised setting. e.g: sport, school, military, tertiary, hospital, community, prison

**Ministry/Mission** – Applications under this category are accepted from those undertaking a role that supports the work of a faith community or communities. e.g: finance, administration, global worker (previously called a missionary), Baptist trusts

**Kaiārahi Māori** – A Kaiārahi Māori is defined as any Baptist leader who has whakapapa Māori and who chooses to register as Kaiārahi.

**Baptist Entity**– Applications under this category are accepted from those whose role supports the work of the collective of Baptist Churches. e.g: Carey staff, Baptist Union of New Zealand leaders, regional leaders.



# Preparing to complete my Registration Development Agreement

Baptist Registration is an *endorsement* by the *Baptist Union of New Zealand* that you, as the 'registrant', have committed to the ongoing development of your character, knowledge and abilities that are necessary to minister in the name of the *Baptist Churches of New Zealand* and are willing to uphold the core distinctives and values held as New Zealand Baptists. The Registration Development Agreement (RDA) confirms your commitment to this and is a foundation on which your registration approval is built. Registrations are approved by the Carey Centre for Lifelong Learning Director in accordance with *Baptist Union of New Zealand* requirements and applications are read in depth, as part of this process.

Your RDA should be completed prayerfully and in consultation with whoever oversees you in your role – this may be the eldership team, senior pastor, manager, team leader etc. If you have not already started this, **now** is the time to have these conversations and you are encouraged not to wait until applications open in November.

Your Registration Development Agreement covers the following 4 components –

|                                     |
|-------------------------------------|
| <b>Personal Growth and Learning</b> |
| <b>Baptist Whānau Engagement</b>    |
| <b>External Supervision Support</b> |
| <b>Annual Review (from 2023)</b>    |

Each of the 4 components has revised requirements. Take your time to familiarise yourself with them, as part of your preparation. Putting the prayerful preparation time in at this stage, will ensure that the application to start, or renew, your registration, will ensure a meaningful and more straight forward process.

You may want to consider the following questions as part of your preparation :

- In what ways can I actively maintain my own holistic well-being in the upcoming year ? *(As an example of a model of holistic well-being, Te Whare Tapa Whā recognises the importance of taha wairua (spirituality), taha hinengaro (mental health), taha tinana (physical health), taha whānau (family), and connection to the whenua (land))*
- How will I build in personal, relational and professional integrity and accountability?  
How will I utilise time most effectively with my external supervisor?
- How will I keep current in my thinking and practices, and allow myself to experience different and innovative ways of doing things? What learning could I undertake to facilitate this to sustain, support and develop me in my role in ministry?
- How will I foster and maintain connections with the wider Baptist movement – seeking both to support others as well as actively seek friendship and support?

# Registration Development Agreement

## Personal Growth and Learning

Requirements under this component of the Registration Development Agreement, are dependent on the hours you work. The table below will help you in your preparation, and provides a summary of the key changes:

| Personal Growth and Learning           |  |
|--|--|
| ✓ Working 120 hours or more per month? | → You will need to include a minimum of <b>24hours</b> (3 days) of approved learning in your Registration Development Agreement - <b>2hours</b> of which need to be selected from the 'priority learning' options. |
| ✓ Working 80-119 hours per month?      | → You will need to include a minimum of <b>16hours</b> (2 days) of approved learning in your Registration Development Agreement - <b>2hours</b> of which need to be selected from the 'priority learning' options. |
| ✓ Working 40 - 79 hours per month      | → You will need to include a minimum of <b>8hours</b> (1 day) of approved learning in your Registration Development Agreement - <b>2hours</b> of which need to be selected from the 'priority learning' options.   |

*Priority* learning options are developed by Leadership Coordination office, at the Baptist Support Centre, and via an ongoing consultation process. These will be available for you to select, during the application process.

All learning is '*approved*' at the discretion of the Carey Centre for Lifelong Learning Director. It must be learning that *sustains, supports, and develops* your role in ministry. This include can include self-directed learning (e.g., books, articles, videos, workshops), retreats, conferences, Carey Centre for Lifelong Learning webinars, NZQA study, and other learning that you may wish to submit as part of your personal growth and learning commitment. Please be advised that with the new recommendations, retreats are to represent *no more than 1/3<sup>rd</sup>* of your total learning commitment – so, if you are in a role that is 120hrs/mth + only 1 day out of the 3 days of learning can be a retreat. Note also that the *same* retreat cannot be used for both your Personal Growth and Learning selection, as well as your Baptist Whānau Engagement selection.

# Registration Development Agreement

## Baptist Whānau Engagement

### Pastoral and Chaplaincy Categories

Requirements here, are now dependent on the hours worked as well as the category of registration you are applying under. The tables below show requirements under the **Pastoral and Chaplaincy categories** :

| Pastoral   |  |   |
|--|--|---|
| ✓ I am applying under the <b>"Pastoral"</b> category | ✓ I am working 120 hours or more per month   | I need to attend 70% of Baptist cluster meetings <b>and</b> attend at least one <b>Baptist Whānau</b> event from the following :<br>(1) National Hui<br>(2) Regional Hui<br>(3) Hamner Retreat<br>(4) QB weekend<br>(5) Other Baptist Event (details need to be provided) |
|  | ✓ I am working less than 120 hours per month | I need to attend <b>one</b> of the following :<br>(1) National Hui<br>(2) Regional Hui<br>(3) 70% of Baptist Cluster meetings<br>(4) Hamner Retreat<br>(5) QB Weekend<br>(6) Other Baptist Event (details need to be provided)  |

| Chaplaincy   |  |   |
|--|--|---|
| ✓ I am applying under the <b>"Chaplaincy"</b> category | ✓ I am working 120 hours or more per month   | I need to attend 70% of Baptist cluster meetings <b>and</b> attend at least one <b>Baptist Whānau</b> event from the following :<br>(1) National Hui<br>(2) Regional Hui<br>(3) Hamner Retreat<br>(4) Other Baptist Event (details need to be provided) |
|  | ✓ I am working less than 120 hours per month | I need to attend <b>one</b> of the following :<br>(1) National Hui<br>(2) Regional Hui<br>(3) 70% of Baptist Cluster meetings<br>(4) Hamner Retreat<br>(5) Other Baptist Event (details need to be provided)  |





# Registration Development Agreement

## Baptist Whānau Engagement Ministry/Mission and Baptist Entity Categories

Requirements here, are now dependent on the hours worked as *well* as the category of registration you are applying under. The tables below show requirements under **the Ministry/Mission and Baptist Entity categories** :

| Ministry / Mission  |   |   |
|---|---|---|
| <b>✓</b> I am applying under the <b>"Ministry / Mission"</b> category | <b>✓</b> I am working 120 hours or more per month   | I need to attend any <b>two</b> of the following <b>Baptist Whānau</b> events<br>(1) 70% of Baptist cluster meetings<br>(2) National Hui<br>(3) Regional Hui<br>(4) Annual Orbit Gathering<br>(5) Other Baptist Event (details need to be provided) |
|   | <b>✓</b> I am working less than 120 hours per month | I need to attend any <b>one</b> of the following <b>Baptist Whānau</b> events<br>(1) 70% of Baptist cluster meetings<br>(2) National Hui<br>(3) Regional Hui<br>(4) Annual Orbit Gathering<br>(5) Other Baptist Event (details need to be provided) |

| Baptist Entity  |   |  |
|---|---|--|
| <b>✓</b> I am applying under the <b>"Baptist Entity"</b> category | <b>✓</b> I am working 120 hours or more per month   | I need to attend any <b>two</b> of the following <b>Baptist Whānau</b> events<br>(1) National Hui<br>(2) Regional Hui<br>(3) Hamner Retreat<br>(4) Carey Conference<br>(5) QB Weekend<br>(6) Other Baptist Event (details need to be provided) |
|   | <b>✓</b> I am working less than 120 hours per month | I need to attend any <b>one</b> of the following <b>Baptist Whānau</b> events<br>(1) National Hui<br>(2) Regional Hui<br>(3) Hamner Retreat<br>(4) Carey Conference<br>(5) QB Weekend<br>(6) Other Baptist Event (details need to be provided) |



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## Baptist Whānau Engagement

### *Kaiārahi Māori Category*

Requirements here, are dependent on the hours worked as well as the category of registration you are applying under. The table below shows requirements under the **Kaiārahi Māori** category :

| <b>Kaiārahi Māori</b>  |  |  |
|--|--|--|
| ✓ I am applying under the " <b>Kaiārahi Māori</b> " category | ✓ I am working 120 hours or more per month   | I need to attend any <b>two</b> of the following <b>Baptist Whānau</b> events<br>→ (1) National Hui<br>(2) Regional Hui<br>(3) Ngā Pou Amorangi Wānanga<br>(4) Other MIM Hui-ā-Māori |
|  | ✓ I am working less than 120 hours per month | I need to attend any <b>one</b> of the following <b>Baptist Whānau</b> events<br>→ (1) National Hui<br>(2) Regional Hui<br>(3) Ngā Pou Amorangi Wānanga<br>(4) Other MIM Hui-ā-Māori |



# Registration Development Agreement

## External Supervision Support

External supervision provides a forum where you are able to critically engage with your work, reflect on your actions, review your decisions, and learn. Through supervision, you should feel empowered to develop your vocational strengths and competencies and be supported in your personal and professional growth and development. It will also provide you with accountability in professional standards (e.g., ethics and safety) and is a practice that the Baptist Union of New Zealand are very committed to.

### Current Requirements :

If you are working 120 or more hours per month you are required to have at least bi-monthly supervision (i.e. minimum six times per year).

If you are working 40-119 per month you are required to meet with a supervisor a minimum of three times per year.

### Who can I choose as my supervisor for my upcoming RDA ?

- **Any qualified/trained professional supervisor.**  
*This is someone who has a qualification in supervision/spiritual direction from a recognised training institution e.g., Certificate in Supervision/Spiritual direction. Or a recognised qualification in the Health Sciences e.g., psychology, counselling. Or completed a supervision training programme.*
- **An experienced Baptist pastor or leader**  
*Please note that your supervisor cannot be your line manager, or anyone who has any direct assessment of your role i.e they are external*
- **Spiritual director**
- **Counsellor**
- **Someone from the approved supervisors list on the Centre for Lifelong Learning website**

Please note that over the next 3 years (2023-2026) the Baptist Union of New Zealand recruiting and training supervisors to provide *affordable* professional supervision for *all* those who are Registered. When this is in place there will be a requirement to be receiving supervision through supervisors who are on the approved list.

## Annual Review

In September/October each year (commencing 2023 and *ahead* of Baptist Registration opening on 1<sup>st</sup> Nov 2023) a review of your Registration Development Agreement is required to be undertaken within your faith community or organisation with a view to :

- (a) considering progress against your RDA and
- (b) identifying priorities and goals (e.g., learning options choices, whānau engagement, etc) for the upcoming registration period.

From 2023, a form will be provided for you to complete that captures the information from your Annual Review and you will be required to upload this during your application for Baptist Registration in November 2023.



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# What happens next?

Primarily, at this point, you are encouraged to start prayerfully preparing your application and discuss it with those overseeing you in your role. Preparation is key.

Then, on **1<sup>st</sup> November 2022**, you will be sent a link to commence your application . You can start your application any time from this date, and applications are welcomed any time until **30<sup>th</sup> November 2022**. If you are currently registered, this registration expires on 30<sup>th</sup> November, so it's important you submit your application to register ahead of this date.

Remember, you can start your application, save it and come back to it at any time during this period.

As part of your application, you will now need to :

- Have completed your [Endorsement form](#) ready to upload it with your application.
- *This person endorsing you, must be someone from the church / organisation that you are employed by / volunteering for. This could be Senior Pastor, representative from the church eldership team, line manager, or someone who has taken a role in appointing you in your current role or currently overseeing you and the outworking of your Job Description / Terms of Call. If any clarity is needed on who this person should be it, it is advised that you discuss this with your Regional Leader*
- Have a credit card handy to finalise payment
- Confirm that you have watched the Baptist Registration [video guide](#) – this will be available via the link used to start your application , on 1<sup>st</sup> November but you will also be able to access this via the Carey Centre for Lifelong Learning website from 17<sup>th</sup> October if you are wanting more preparation time.
- You are encouraged to have our [Application Handbook](#) with you when you start the application process, as this will take you step by step through the process.

Once your application has been submitted, you will be contacted by Carey Centre for Lifelong Learning if further information is required. This may include seeking further information on your proposed Registration Development Agreement

Please note, that your Baptist Registration is only confirmed, once you have received your confirmation letter and your e-certificate.

If you have any questions you are welcome to email [lifelonglearning@carey.ac.nz](mailto:lifelonglearning@carey.ac.nz)