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**CANDIDATES PACK 2025**

**FOR ORDAINED MINISTRY TRAINING**

Personal Data Report

Due Friday 4th August 2025

To: Te Hāpai O Ki Muri

Private Bag 11-903

Ellerslie

AUCKLAND 1542

Ph: (09) 5254179

Email: [admin@tehapai.org.nz](mailto:admin@tehapai.org.nz)

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| **TO THE CANDIDATE** |
| You have received this information as the next step in your application for Ordained Ministry Training.  Please keep the **Guidelines for Candidates Application Process Book** handy as you fill out this form. Please also ensure that you provide all the supporting documents requested throughout the form as well as on the checklist provided. |
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| **HOW DO I FILL OUT THIS FORM?** |
| This form must be completed on a computer.  Where a ‘text box table’ is provided, this will automatically expand allowing you as much room as you need to fill out details. Where a ‘check box’ is provided, use the mouse to double click on the option(s) you want. A text box will appear, tick **checked** under Default value, then ok.  The form will need to be printed when completed, signed and either sent or given **to Te Hāpai O Ki Muri** with verified copies of all the supporting documents requested, by the due date.  Note that a copy of your Personal Ministry & Leadership Report goes to your congregational presbyter and (Synod Candidates Convener where appointed). This enables your parish presbyter/synod candidates’ convenor to introduce you to Ministerial Synod.  If you have any problems with the form, please contact your **Te Hāpai O Ki Muri**.  Please note the following:   * **ALL** questions must be answered * **ALL** guidelines & deadlines must be met   Applications **WILL NOT** be processed if received after the due dates specified. |
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| **LIST OF ALL SUPPORTING DOCUMENTS REQUIRED** |
| Verified copies of the following documentation are required as part of the completion of the Personal Data Report;   * Passport sized photo * New Zealand residency status * IELTS academic test results * Baptism certificate or letter from your Presbyter confirming your baptism * Confirmation certificate or Profession of Faith certificate or a letter from your Presbyter confirming your Confirmation or Profession of Faith |

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| **SECTION ONE: PERSONAL DETAILS** | | |
| 1.1 | First name |  |
|  | Surname / Family name |  |
|  | Preferred name (if different) |  |
|  | Please provide a passport photo with this report. It will be used as a cover for your application. | |
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| 1.2 | Postal Address |  |
| 1.3 | Phone/s (home, mobile) |  |
| 1.4 | Email address |  |
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| 1.5 | Date of Birth & Age |  |
| 1.6 | Gender |  |
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| 1.7 | Marital Status |  |
| 1.8 | Describe your family situation & include anyone who would be significantly affected by your decision to candidate |  |
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| 1.9 | Do you have a current New Zealand Full licence? (Drivers licence number) |  |
| 1.10 | What is your New Zealand residency status? E.g. NZ citizen by birth, permanent resident, etc.  \*\* Please attach a verified copy of - e.g. Birth certificate, residence permit, etc. |  |

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| **SECTION TWO: VOCATION** | | |
| At this point, it would be helpful for you to read the ‘Helpful Information’ sections  in the Guidelines for Candidates Application Process Book | | |
| 2.1 | I believe that God is calling me to serve the Church as a... Presbyter or Deacon |  |
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| 2.2 | I am a candidate for ministry within the following cultural setting/s  (E.g. English / Maori / Samoan / Tongan / Fijian) | |
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|  | Note: Candidates, who wish to candidate for more than one cultural setting, must have the support of a Synod and a Parish from each cultural group. They are also required to have been actively part of both parishes for more than two years within the past five years. Please refer to page 9 ‘Ministry Cultural Settings’ in the Guidelines for Candidates Application Process book for more information. | |
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| 2.3 | Have you previously applied to be a candidate for ordained ministry in the Methodist Church of New Zealand?  (If yes – please provide details) |  |
| 2.4 | Have you previously applied to be a candidate for ordained ministry in another denomination?  (If yes – please provide details) |  |
| Note: If you have applied to be a candidate for ordained ministry in another denomination, we reserve the right to contact that denomination. This particularly applies if you applied to one of the Negotiating Churches, i.e. Anglican, Presbyterian, Congregational or Christian Churches of New Zealand. | | |
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| 2.5 | Any other comments about the above | |
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| **SECTION THREE: ETHNICITY & LANGUAGE** | | |
| 3.1 | What ethnic group(s) do you belong to? (Please list no more than three)  For Māori, which tribe(s)/iwi? |  |
| 3.2 | What languages can you speak?  (Please specify the level of fluency) |  |
| 3.3 | Is English your first language? |  |
| 3.4 | If you answered no to 3.3 (above), what is your first language? |  |
| Candidates need to demonstrate their level of ability in English by completing the IELTS Academic test (International English Language Testing Service Academic Test).  All Candidates are expected to be competent in English, as well as competent in the language in which they will minister.  Details of this test are available through your nearest tertiary institution (University or Polytechnic). Please note that the cost of undertaking an IELTS Academic test is your responsibility. | | |
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| 3.5 | Have you attached a certified copy of your IELTS results? |  |
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| 3.6 | Any other comments about the above | |
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| **SECTION FOUR: CHURCH MEMBERSHIP** | | |
| 4.1 | Name of current Parish |  |
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| 4.2 | Have you been baptized? |  |
|  | Have you been confirmed or received a profession of faith certificate? |  |
|  | Please provide a verified copy of the certificates. If you have difficulty obtaining a copy of your Baptism, Confirmation or Profession of Faith Certificates, please provide a letter from your Presbyter or Parish Council stating that they understand that you have been baptized / confirmed / or have given a profession of faith. | |
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| 4.3 | Are you currently a member of a denomination other than Methodist? |  |
|  | If you are currently a member of a denomination other than Methodist, give details of your membership history, and reasons for offering as a candidate for Ordained Ministry in the Methodist Church. Please note: All Candidates must be a member of a Methodist Church or Co-Operative Venture for at least two years in order to Candidate for Ministry. | |
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| 4.4 | Name of Denomination |  |
|  | Details / Comments |  |
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| 4.5 | Any other comments about the above | |
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| **SECTION FIVE: LAY PREACHING** | | |
| 5.1 | Are you a current, active student at Trinity College? |  |
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| 5.2 | Please complete:  A – If you are an accredited New Zealand Methodist Lay Preacher  B – If you are **not** an Accredited New Zealand Methodist Lay Preacher | |
| A | Date of Accreditation |  |
|  | Number of Services conducted in the past 12 months |  |
|  | Number of Services conducted in the 12 months prior |  |

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| B | Have you completed any course or part of a course in preaching? Have you been assessed by your synod for your potential as a preacher and leader of worship? |  |
|  | Number of Services conducted in the past 12 months |  |
|  | Number of Services conducted in the 12 months prior |  |
|  | Describe your worship leading experience (Number of years experience, type of experience, etc) |  |
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| 5.3 | Please provide details of any study completed (with dates undertaken) in any of the following areas: | |
|  | Biblical Studies |  |
|  | Theology |  |
|  | Worship and Preaching |  |
|  | Church History |  |

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| **SECTION SIX: EDUCATION & EMPLOYMENT** | | | |
| 6.1 | Please state the secondary schools you have attended while in New Zealand or overseas | | |
|  | Secondary School | Start Year | End Year |
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| 6.2 | Have you ever been enrolled in a tertiary institution in New Zealand or overseas? (If no – go to question 6.4) | |  | |
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| 6.3 | If you answer yes to 6.3 please provide details below. Please also attach a copy of the certificate and academic transcripts | | | |
|  | Institution | Degree / Diploma / Certificate | | Year Completed |
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| 6.4 | What is your main activity at the time of application? E.g. Wage/Salary earner, Theological student, University student, Stay at home parent, etc. | |  | |
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| 6.5 | Please list your employment records below (Begin with the most recent) | | | |
|  | Employer | Position / Nature of work | | Dates from / to |
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| **SECTION SEVEN: DISABILITY & ABILITY ASSISTANCE** | | |
| 7.1 | Do you live with the effects of significant injury, long term illness or disability? |  |

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| 7.2 | If yes, please provide a brief explanation and any further comments below. Including any ability or assistance you require. |
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| 7.3 | Please supply any other information about yourself or your personal history that may contribute to, or affect your candidating for Ministry, study through Trinity College or ability to offer Ministry in the Methodist Church of New Zealand. |
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| **SECTION EIGHT: DECLARATION** | |
| **ALL CANDIDATE’S MUST READ THE FOLLOWING INFORMATION AND SIGN**  Trinity Methodist Theological College is required to confirm for the National Candidates Assessors that a graduating student meets the criteria for training in Ordained Ministry, i.e. that he/she is of “good character” and is “fit to be a Minister of the Church”.  Evidence to the contrary could include conviction for an offence or a number of offences, or information brought to the attention of the Student Review Panel / Trinity College Council that would lead a community to have doubts about entrusting people into the person’s care.  All candidates will be required to give their consent for a Police vetting check.  Ministers need to be able to demonstrate satisfactory achievement in an official language of New Zealand (Maori or English) as well as the language in which they will carry out their ministry. | |
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| I, (Your full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application, including all supporting documentation is true and correct. I declare that I have completed the “Personal and Educational Data” form myself and that these are my personal statements; These have not been completed by anyone else. I have declared that I have provided all relevant legal, medical and personal information. I understand that my giving false declaration or failing to disclose all information are grounds for immediate dismissal from Trinity College and the Ordination study programme. (Refer to the Methodist Church of New Zealand Laws and Regulations – 2.4.12)  Pursuant to Principle 11(d) of the Privacy Act 1993, I agree to the disclosure and use of the information on this form (and supporting information) by **Te Hāpai O Ki Muri** and Trinity Methodist Theological College to authorised bodies in response to requests under statutory authority. | |
| **Candidates Signature:** | **Date:** |
| X | / / |