



The United Church of Canada Admission Process Information for St. Andrew's College MTS in Pastoral Studies for International Partners

Applying for Admission to the Order of Ministry in The United Church of Canada

In order to enroll in the MTS in Pastoral Studies for International Partners with St. Andrew's College and be eligible to serve in an appointment for the 20-month ministry practicum in a United Church pastoral charge you will need to apply for Admission into the order of ministry in The United Church of Canada.

- In order to orient yourself to the requirements please read the information provided on the United Church website regarding Admission. Be sure to read the Handbook found in the downloads section at the bottom of the page. <http://www.united-church.ca/leadership/entering-ministry/admission-process>
- Then, apply to enter the Admission process by having your credentials cleared. Use the ADM302 form found on the Forms page of the United Church's website and follow all the instructions on this form for submitting the required documentation. Please note that you must submit the ADM302 form and all supporting documentation to the General Council Office before St. Andrew's College will approve enrolment into the MTS program.
- The ADM302 form indicates that transcripts must be submitted to the General Council Office. As a part of your application to St. Andrew's College you will have already provided transcripts and so submitting them for the credential clearance process is not required. Instead, St. Andrew's College will send copies of your transcripts to the General Council Office.

Once the General Council Office has received all of the required documents and information for credential clearance it will be taken to the Ministry Vocations Committee. This group meets on average once every 3 or 4 months.

If the Ministry Vocations Committee agrees to clear your credentials you will receive a letter indicating this decision. Your next step will be to be interviewed by the Admission Board in order to determine your suitability for ministry in the United Church. Again, please review the Admission Handbook as indicated above for information on what will be required. You will be able to apply to pastoral charges for an appointment only once your credentials have been cleared and you have been interviewed by the Admission Board.

Also, all ministry personnel in the United Church are required to complete two workshops which can be taken online through United in Learning: <https://www.united-in-learning.com/index.php/webinars>. You must complete these trainings before you begin your ministry practicum. Please register as soon as possible for the next available webinar. The registration form will ask for you to provide the name and contact information for the person who needs to see confirmation of completion of the workshops. This will be the Program Coordinator for Admission and Pastoral Relations.

- Sexual Misconduct Prevention & Response Workshop
- Racial Justice Workshop

If you have questions regarding Admissions please contact:

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