**BAPTIST UNION OF SOUTHERN AFRICA**

**MINISTRY BOARD**

**MINISTERIAL ADVISOR PROCEDURE**

1. **PROCEDURE FOR APPOINTMENT**
2. Advisors shall be appointed by a sub-committee (generally the BUSA Ministry Board) of the National Leadership Council (NLC) of the Baptist Union, in conjunction the local regional network/association and the BU Ministerial Settlements Committee.
3. The Advisor shall be on the Fully Accredited Ministers List of the Baptist Union of Southern Africa (BUSA).
4. The proposed appointment shall be communicated in writing to the Advisor and the Candidate/Student/Probationer and shall be subject to their mutual consent.
5. Advisors shall be appointed for:
   1. Those with **Student status** (now called Provisional Pastoral Leaders Studying for the Ministry see Ministerial Regulation 2.4)**,** from the time of their acceptance as such by the NLC of the Baptist Union until they gain Probationer/Full Accreditation status.
   2. Those with **Probationer status** (now called Probationary Pastoral Leaders Currently Serving in a Local Church or a Recognized Ministry of the Union see Ministerial Regulation 2.3), from the time of their acceptance as such by the NLC of the Baptist Union until they gain Full Accreditation status. This mentorship process is over a period of two-years. The period of probation may be adjusted at the discretion of the Ministry Board and NLC in special circumstances.
   3. **Graduates** from the BUSA training colleges/seminaries with **Candidate** status MAY at the discretion of the NLC/Ministry Board be given a ministerial advisor from the time they commence full time ministry after graduation until they gain Probationer status. Please note that the Candidate list is NOT a recognised BUSA ministerial list, but rather a list of candidate ministers available for a call. The candidate will remain on the candidates list for three years.
6. The same Advisor must be retained throughout the periods covered by 4 above. Should circumstances dictate, the Advisor may be changed if this is deemed necessary, solely at the discretion of the Ministry Board and NLC.
7. Where changes of pastorate or circumstances (affecting either the Advisor or the person under mentorship) make the continuation of appointments impracticable, a new Advisor appointment shall be made, subject to approval from the Ministry Board and NLC.
8. All meetings should be in-person consultations. Should distance and circumstance dictate that it be impractical to have in-person contact during the mentorship process, technology may be used to facilitate the regular meetings once approval of the Ministry Board and NLC has been obtained.
9. **RESPONSIBILITIES**
10. The Candidate/Student/Probationer
    1. During the probationary period, it shall be his/her duty to **initiate** opportunities for consultation.
    2. The Candidates/Student/Probationer should feel free to contact the Advisor at anytime should there be a need for counsel.
11. The Ministerial Advisor

The Advisor & his wife (in the case where the Probationer is a married person) are appointed to shepherd a probationer couple for a period of **two years**.

During which time he/they ought to:

* **Be available for regular consultation** with the Probationer (at the probationer’s initiation) and for the encouragement of the probationer, his wife and family.
* **Be available** to discuss practical pastoralia issues with the probationer. Such issues include:
* General church management:
  + Elders/Deacons meetings: Leading as a servant.
  + Congregational Church Government versus autocratic styles of leadership which are emerging more frequently.
  + Encourage and maintain a Baptist ethos in the aspirant pastor.
  + Discuss the practical outworking of Baptist Principles in the ministry.
  + Pastoral ethics.
  + Conflict resolution.
  + Church financial management.
  + Preaching assessments.
  + Church planning and time management.
  + Visitation skills.
  + Handling cultural diversity in the church.
  + BU & Network/Associational Assembly attendance, participation and protocols.
  + Responsibility towards financially supporting the BU (membership fees); the Network/Association; the BU Colleges; BU Missions (BECAMNET).
* Handling of various types of services:
  + Baptismal service protocol
  + Communion service protocol
  + Wedding service protocol
  + Dedication service protocol
  + Funeral Service protocol
* Personal Pastoral Growth
  + Procedure for marriage licence applications.
  + Payment of annual Pastoral Fee and continual pastoral development programs as per Ministerial Regulations.
  + The requirement to belong to a retirement fund as indicated by the BU Constitution, and how to join the BUSA Retirement Fund.
  + Ongoing theological studies.
* **Build** into the life of the Probationer regarding:
* Denominational loyalty
* Fraternal fellowship – introduce probationer & encourage attendance.
* Practical Pastoral Issues
* Baptist Protocol issues, including Code of Ethics
* Any other issues deemed appropriate to serving within the BUSA.
* **Ascertain** whether there are any personal / psychological / denominational / familial problems which require attention for the betterment of the probationer’s ministry.
* **Encourage** the probationer in the areas of – personal devotion, prayer and spiritual growth and preparation as well as time management.
* **Hold the Probationer accountable** to himself for the duration of this appointment as adviser, at frequent intervals. The minimum being four times per year.
* **Report in writing** to the Ministry Board Co-ordinator on a 6 monthly basis regarding any progress/problems encountered in the life of the probationer / student pastor / candidate. A final Ministerial Supervisors report must be submitted to the NLC 30 days prior to the Probationers name being brought to the Assembly.
* **Seek to encourage** and edify the pastor / pastoral couple, thereby fulfilling the mandate to shepherd and care for the pastor.

Failure to comply with the above requirements by both the Advisor and Probationer/Student will delay the Fully Accredited Status of the Probationer. Please refer to the updated Ministerial Regulations as accepted at the October 2022 Assembly for greater details on the ministerial processes.

Contact for queries:

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