

# Bay of Quinte Conference of The United Church of Canada



## Candidacy Pathways Pilot Process

### The “Mentor” Letter

To start the process of formal discernment of call to ministry, a letter of reference is required. Although the letter is called a ‘mentor letter,’ the person writing the letter has no further obligation to the discerner or the process.

**WHEN?** The letter can be sent at any time. However, discerners should arrange for a mentor letter as soon as they become interested in attending a Discernment Event. Missing mentor letter deadlines can delay the start of the process by six months or more. The discerner will receive a prompt reply from the Secretary of the Conference Candidacy Coordinating Committee (4C). If a reply is not received, the onus is on the interested person to check that the letter has been sent to the Ministry Vocations Committee (MVC) Chair and forwarded to the Secretary of the 4C.

**WHY?** The discussion leading up to the letter is valuable to the discerner. The letter is the necessary first step in the process and may provide a focus for further reflection and discernment. The letter will be used during the Candidacy Pathways process and kept in Bay of Quinte Conference files.

### **WHO WRITES THE LETTER**

Discerners choose someone familiar with ministry or leadership in The United Church of Canada, who has known them for some time, and with whom they first discuss their call to ministry. After that discussion, the reference letter is written. The letter writer should be someone ‘at arm’s length’ (independent of any direct relationship due to blood, marriage, adoption, common-law relationships, or close business ties.)

### **WHAT SHOULD THE LETTER INCLUDE?**

The letter should indicate:

- how long the writer has known the discerner and in what capacity
- observations concerning the person’s call to faith, theology and/or call to ministry
- description of the person’s involvement and leadership in church and/or community
- comments on the person’s spiritual gifts and gifts for ministry
- comments on any particular challenges facing the person

**Be sure to include:**

- contact information for the writer -- mail, email, phone
- **contact information for the discerner – mail, email, phone**

**TO WHOM IS THE LETTER SENT?**

The writer is asked to send the reference letter to the

***Chair of the Presbytery Ministry Vocations Committee***

who forwards it to

Secretary of Conference Candidacy Coordinating Committee (4C) at:

[Secretary4c@hotmail.ca](mailto:Secretary4c@hotmail.ca)