**The APA scheme – a short guide:**

**Exploration of calling**

The person explores becoming an APA with their incumbent or other minister. A potential role description is discussed, considering the gifts, experience and calling of the person alongside the needs of the parish.

**APA recruitment policy**

This document and associated forms can be downloaded from the APA page of the diocesan website. Key issues are:

Ask the candidate to complete the Confidential Declaration Form and return to Brenna Wells; (working as an APA requires an Enhanced DBS check with barring).

Safeguarding Training: the online modules Basic Awareness, Safeguarding Foundations, and Raising Awareness of Domestic Abuse must be completed.

PCC support for the candidate must be agreed and recorded in the Minutes; (suggested wording can be found in the APA recruitment policy document)

**Training**

The six session APA training course must be completed. The full course is available from the APA co-ordinator and can be run within deaneries or parish or groups of parishes.

**Role description**

A role description is agreed by the Incumbent or supervising minister and the candidate. This can be reviewed and revised at a later date as appropriate. A sample role description can be downloaded from the APA page of the diocesan website.

**Application Form**

The application form can be downloaded and sent to the area bishop once completed.

**Authorisation**

The candidate and the Incumbent will be informed of the Bishop’s authorisation which lasts for three years. The liturgy of authorisation is carried out by the Incumbent/other minister in a Sunday service and examples can be downloaded from the APA page of the diocesan website.