

# ABC Face To Face

## **PRE-REGISTRATION WORK For Clergy/Candidate Applicants**

- Contact the Executive Minister in the ABC Region in which you serve or reside to let him/her know you plan to apply to participate in the Face to Face Event. This Executive Minister will be asked to give feedback regarding your application to participate. If you do not know who to contact or how to do that, search for that information at: <http://www.abc-usa.org/regional-ministries/> or contact your F2F Regional Representative (see F2F flyer for that information).
- Every Clergy Candidate Applicant must have an updated profile with American Baptist Personnel Services (ABPS). An ABPS profile number is requested on your application. For those who have never enrolled with ABPS, please understand this process does take time. Enrollment takes at least anywhere between 2-4 weeks and in some cases much longer depending on the receipt of required documents from the applicant, the applicant's ABC Region Office and the applicant's references. For information about enrolling in ABPS or verifying an existing profile is *still valid & current*, please call ABPS at 800-222-3872 extension 2488. It would be helpful if you mention you intend to apply for participation in Face to Face.
- Discuss with your spouse (if married) to determine if he/she will attend the event with you as a guest. Although spouses do not participate in the official interviews, it is often very helpful to debrief with your spouse throughout the experience. The only cost for a spouse to attend with you is a \$25 meals fee to cover Lunch & Dinner the first day of the event along with light refreshments and snacks throughout both days of the event.
- Print & complete the *Clergy Information Form* before attempting to register on-line. There will be information you will need to look up or obtain. Please keep in mind, you will need to provide all information requested on the form.
- Make sure you have read the Clergy/Candidate Information Packet, especially the Registration Details page since all parts of your application must be submitted *before* you will be considered for participation.
  - Clergy Information Form
  - Covenant of Confidentiality –Clergy/Candidate Applicant
  - Registration Payment
  - Current and Valid ABPS profile