

Methodist Church of New Zealand

Te Hāhi Weteriana o Aotearoa

Administration Division
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CHRISTCHURCH

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A Guide to the Connexional Consultative Appointments Process “The 4 + 4 Process”

To be used for the appointment of designated Connexional appointments and any senior leadership positions as determined by the Conference.

The procedures outlined in this leaflet are those determined by the Conference in 1998 (res. p 756, supp. rep. pp 337-340). They are outlined in conjunction with Section 6.7.1.1 – 6.7.1.2 of the Laws & Regulations of the Methodist Church of New Zealand (2004 ed).

The express intention of these procedures is to facilitate a quality outcome when considering such appointments; to ensure an ongoing commitment to bicultural partnership in all aspects of our Church's life and witness; and to ensure a genuine pastoral concern for applicants, nominees and those who serve the Connexion in such appointments.

APPOINTMENT PROCESS

7. 1.1 The Conference may appoint a minister or lay person to any Connexional or Resource Appointment, unless some other provision of this Law Book, or a Constitution provides to the contrary.
7. 1.2 The Council of Conference shall monitor and report on the process of making Connexional Appointments, annually, or as necessary, to Conference.
7. 2 The following shall be the Connexional and Resource Appointments:
- General Secretary
 - Tumuaki of Te Taha Maori
 - Directors, Mission Resourcing
 - Principal of Trinity Theological College
 - Superintendents of: Methodist Mission Northern, Christchurch Methodist Mission, Dunedin Methodist Mission and Wesley Wellington Mission Inc.
 - Secretary, Mission and Ecumenical Committee
 - Chaplain, Wesley College
7. 3 The Board responsible for any Connexional or Resource Appointment shall make provision for all financial and other commitments pertaining to the appointment.
7. 4 Each Connexional or Resource Appointment shall be for such term as the Conference shall from time to time decide. Unless decided to the contrary each appointment shall be for an initial term of six years, and the total term of appointment shall normally not exceed ten years. Where there are special circumstances justifying the continuation of an appointment, with the prior approval of the Pastoral Committee, Conference may approve an extension beyond 10 years.

- 7.5 Where a person has been in a Connexional or Resource Appointment for 10 years, that person shall not normally be eligible for further appointment without first serving in a Parish Appointment for a minimum of 3 years.
- 7.6 The appointment process shall be contained within a period of one year, although in most circumstances the appointing body will indicate in its report to Conference in the previous year the likelihood of an appointment needing to be made in the ensuing year.
- 7.7 The purpose of the process is to allow for and ensure that:
- (a) the wider Church receives clear information enabling careful and informed responses to such aspects as the position description, personal profile, and ministry covenant;
 - (b) the role of the appointee is clearly defined to facilitate unambiguous accountability to both the appointing body and the Conference;
 - (c) parishes who may be affected are able to promptly enter into the Stationing Procedures and not be unduly disadvantaged;

7. 8 The process of appointment shall be as follows:
- (a) the Board or appointing body becomes aware of an impending vacancy;
 - (b) the appointing body shall immediately engage in consultation with Te Taha Maori and a 4 + 4 meeting is set up by the end of March;
 - (c) the Board shall prepare a draft Job Description and Personal Profile which shall be shared with the whole 4 + 4 group who shall together approve the final Job Description (either party within the 4 + 4 may ask for more time or for wider consultation);
 - (d) the Job Description is then circulated to all Districts and Regional Courts, to Hui Poari and Council of Conference, prior to their June meetings;
 - (e) responses including suggestions as to the priorities for the future task of the appointment are received, the appointing body is able to offer comment on these responses, and the position is advertised;
 - (f) applications and nominations are received, the 4 + 4 short-list and interview the applicants, and make their recommendation to the appointing body;
 - (g) the appointing body brings their recommendation to the August meeting of the Council of Conference;
 - (h) after notification by the Council of Conference of its endorsement of the process followed, the appointing body brings the nomination to Conference;
 - (i) Council of Conference reports to Conference on the appointment process, and Conference confirms the appointment when it adopts the List of Stations.

7. 9 The successful appointee will be expected to attend a bicultural orientation workshop as soon as possible after their appointment has been confirmed.

7. 10.1 At the beginning of the sixth year of the appointment, if a request for reappointment is made by either or both of the appointee and the appointing body, the Pastoral Committee shall arrange a consultation with the parties, and with them reach a decision which shall be reported by the appointing body to the following Conference.

7. 10.2 The Pastoral Committee shall arrange for consultation with all Connexional and Resource Appointees in their 9th year of appointment with regard to their ministry after their 10th year of appointment.
7. 11 In the event of a vacancy occurring for any reason in any Connexional or Resource Appointment the President, where possible, in consultation with the Board or Council concerned, and with Te Taha Maori and Taiwi Strategy and Stationing, shall be responsible to make arrangements for the adequate function of the office until an appointment is made in accordance with this Section.
7. 12 A Connexional or Resource Appointment that it made jointly or in consultation with a partner church shall as far as possible follow the provisions of this section.

HISTORY

Conference 1984, on the initiative of Church Council, invited the Joint Working Committee towards a Bi-cultural Church, to prepare an appropriate bi-cultural process by which Connexional and other Resource appointments might be made within the Church.

The principles adopted by the Committee were:

1. A willingness to share power by consulting with personnel selected by Te Taha Maori at critical steps in the process
2. A willingness to act consultatively by engaging in dialogue with Maori Circuits and other groups and Parishes at appropriate points in the process.

FOUR PLUS FOUR PANEL

A “4+4” is a panel of eight persons, four of whom are appointed by and represent the Board/Hui Poari responsible and four of whom are appointed by and represent the other Treaty partner. The role of the 4+4 is to ensure that the Methodist Church’s interests are maintained. It is responsible for finalising the Position Description and Person Profile, receiving

applications, interviewing applicants and making recommendations of appointees to the Board/Hui Poari. Three of the appointing Board's four must have Connexional experience and awareness. If three such members are not available the Board chair must consult with the District Superintendent and Lay Representative to Tauwi Strategy & Stationing who will suggest an appropriate person/s.

The Tauwi four for the Tumuaki panel should be selected from the membership of Tauwi Strategy Committee by the Tauwi Nominations Committee

Preamble

From time to time the Conference may appoint a Presbyter, Deacon or Lay Person to any Connexional Appointment. These appointments are:

- General Secretary
- Tumuaki
- Directors, Mission Resourcing
- Principal/Director, Ministry Education
- Methodist Mission Aotearoa Superintendents
- Wesley College Chaplain
- Secretary, Mission and Ecumenical

Primary Responsibility

The Board/Hui Poari responsible for the Connexional or Resource appointment shall make provision for all financial and other commitments pertaining to the appointment, including any travel expenses for 4+4 members.

The use of a Human Resources consultant shall be limited only to assisting in the preparation of job descriptions.

Bicultural Journey

The successful appointee will be expected to attend a bicultural orientation workshop as soon as possible after their appointment has been confirmed.

Term of Appointment

At the beginning of the sixth year of the appointment, if a request for reappointment is made by either or both of the appointee and the appointing body, the Pastoral Committee shall arrange a consultation with

the parties, and with them reach a decision which shall be reported by the appointing body to the following Conference.

The Pastoral Committee shall arrange for consultation with all Connexional and Resource Appointees in their 9th year of appointment with regard to their ministry after their 10th year of appointment.

The Purpose of the 4 + 4 Process

The appointment process is contained within a period of one year, although in most circumstances the appropriate Board or Hui Poari will be able to indicate in its report to the Conference in the previous year the likelihood of an appointment needing to be made in the ensuing year.

*The responsibility for facilitating this process belongs to the **Chairperson of the Board** making an appointment.*

*The present incumbent is involved only **at the beginning of the process** to have input into the compiling a job description.*

The purpose of a one year process is to allow for and ensure that:

- The wider Church receives clear information enabling careful and informed responses to such aspects as position description, personal profile and ministry covenant.
- The role of the appointee is clearly defined to facilitate unambiguous accountability to both the Board responsible for the appointment and the Conference.
- Parishes who may be affected by their Presbyter being nominated for a Connexional or Resource Appointment are able to promptly enter into the Stationing Procedures and not be unduly disadvantaged.
- There is adequate Methodist involvement in any consultative process for partner Church appointments
- Hui Poari appoint four Te Taha Maori members to the 4+4 for the Tumuaki. These four members will appoint one of their membership to act as Chairperson.
- The Board Chairperson ensures that the staff affected by the appointment are continually briefed on the process.

Partner Church Appointments

The expectation of the Methodist Church of New Zealand is that any Resource Appointments made jointly with a partner church shall, as far as possible, follow the provisions of the one year 4 + 4 process and that any necessary variation to these procedures shall in each case be determined and agreed prior to commencing the appointment process. Any agreement to such variation will be determined by the President, in consultation with the Board/Hui Poari concerned, Taha Maori (and the Council of Conference where possible).

GUIDE TO THE PROCESS

The Board/Hui Poari Becomes Aware of a Pending Vacancy

The responsibility for facilitating this process belongs to the Chairperson of the Board making an appointment.

The present incumbent is involved only at the beginning of the process to have input into the compiling a job description.

The use of Human Relation Consultants should be limited to assisting in the preparation of job descriptions.

Normally in its previous year's report to the Conference, the Board/Hui Poari will have informed the wider Church of the impending vacancy and readied itself for consultation with the whole Church. Before March of the ensuing year, the Board will have:-

- Collated background information as to the directions and policy applicable to the work in this appointment
- Established a preliminary understanding of the role, function and priorities the appointee will be required to fulfil
- Where appropriate, commenced preliminary consultations with persons / groups / organisations which may be associated with or affected by the appointee's role and function

Establishing the 4 + 4

Prior to the end of March, the Board/Hui Poari will:

- Prepare a Position Description and Personal Profile
- Share that document with the 4+4 together with whatever other background information there may be concerning the directions and

policy of the Board/Hui Poari and Connexion which is applicable to the work in this appointment.

The Role of the 4+4 – Part One

The four Board/Hui Poari representatives and the four Taha Maori/Tauwiwi representatives shall then:

- Meet and consider the draft Position Description and Personal Profile together with all other relevant information.
- Approve the Position Description and Personal Profile; or
- Convey appropriate recommendation/s for amendment/s or alteration/s to the Board/Hui Poari for their further consideration.

Either four may request more time to carefully consider the matters before it, or engage in wider consultation before reaching their decisions.

Consultation with the Connexion

Ensuring all relevant information is circulated prior to agendas being finalised for June/July meetings, the Board/Hui Poari will:

- Forward the Position Description and Personal Profile (as approved by the 4 +4) to Hui Poari, Synods, UCC and Advisory Committees, for their consideration.

The Connexion is invited to make its response to the Board/Hui Poari who, in turn, may make further comment and recommendation/s to the 4+4. The 4+4 may then finalise its approval of the Position Description and Personal Profile.

The Board/Hui Poari shall then:

- Advertise the appointment

The Role of the 4+4 – Part Two

A meeting of the 4 + 4 will then:

- Consider the applications and nominations
- Prepare a shortlist of those appropriate to interview
- Interview persons on the shortlist; consult with referees etc.
- Normally make its recommendation to the Board/Hui Poari no later than the first week of August.

The Board

The Board shall consider the recommendation of the 4 + 4 and if agreed, shall, through the General Secretary and preferably prior to the August meeting of Council of Conference:

- Report to the Council of Conference on the process in which it has been engaged in respect of this appointment and of its nomination (and any other associated recommendations).
- Provide proof that this person is committed to the Ethical Standards for Ministry and is committed to the use of an external Supervisor.

Council of Conference

Preferably at its August meeting the Council of Conference shall:

- Ensure the procedure towards making a nomination has accurately followed the prescribed requirements and inform the Church through its report to Conference “that the process has been followed.”

The General Secretary will inform the Board/Hui Poari that

- (i) The process has been followed
- (ii) On behalf of the Board/Hui Poari, the name of the nominee has been placed on the Provisional List of Stations

The Conference

The appointment shall be deemed made when Conference adopts the List of Stations.

Contingencies

In the event of an unexpected vacancy occurring for any reason in any Connexional or Resource Appointment the President, in consultation with the Board/Hui Poari concerned (and the Council of Conference where possible) shall be responsible to make arrangements for the adequate function of the office until an appointment is made in accordance with the one year 4 + 4 procedures.

In rare and extreme circumstances where the full one year process cannot be followed, the President, in consultation with the Board/Hui Poari concerned, Taha Maori (and the Council of Conference where possible) shall determine in writing the process of appointment to be followed which shall as far as possible be the provisions of the one year 4 + 4 process.