



The Methodist Church of New Zealand
Mission Resourcing



Tauwi Stationing Manual

Stationing Process Summary

For full process details of each step, please refer to one of the following;

- * Synod Superintendent Stationing Process Guidelines
- * Parish Stationing Process Guidelines
- * Presbyter Stationing Process Guidelines

Step 1) Stationing Sheet – April



The first step for all Parishes and Presbyters seeking a change of appointment is to inform your Synod Superintendent by the early April. The Synod Superintendents will then inform the General Secretary. This is to ensure you are added to the official Stationing Sheet.

Step 2) Profiles – April / May



All Parishes and Presbyters on the Stationing Sheet will be asked by their Synod Superintendent to complete a profile form.

Please note, Parishes must also submit a statement of their financial position with their completed profile form.

Once you have completed the profile form, send it via email to your Synod Superintendent who will complete the Synod Superintendent section and check it to ensure all questions are answered honestly, accurately and clearly.

When the Synod Superintendent is completely happy with the profile, they will forward it to Mission Resourcing.

Step 3) Identify Possible Matches – June / July



By early June, Mission Resourcing will post copies of all the Parish profiles to each of the Presbyters on the Stationing Sheet, and copies of all the Presbyter profiles to each of the Parishes on the Stationing Sheet. Copies of all the profiles will also be sent to the members of the Tauwi Stationing Committee.

When you receive the profiles, you will need to identify possible matches. Please read all the profiles carefully and identify up to four Parishes / Presbyters which you feel are good matches with your profile.

A **'good match'** is one that takes into account the effective use of the presbyters skills, is theologically suited and there is compatibility between the vision and mission of the parish and the vision of the presbyter.

Once you are happy with your possible matches, please forward these to your Synod Superintendent who will forward it to Mission Resourcing.

Please note that all Synod Superintendent must also send Mission Resourcing their Synod Stationing Strategy Report.

These documents and information are required for the Tauwi Provisional Stationing Meeting.

Step 4) Tauiwi Provisional Stationing Meeting: 11-12 July

Once Mission Resourcing has received all the Presbyter and Parish matches, we will prepare the Stationing Work Sheet for the Tauiwi Stationing Committee's Provisional Stationing meeting.

The Tauiwi Stationing Committee does its work in the context of the whole Church; Presbyters, Parishes, Synods and the Connexion.



This meeting will match the Parishes and Presbyters together, taking into account all the information received (including the preferences, profiles, Synod Strategies, etc).

Please note that the meeting can also consider any presbyters not already on the list, but who have completed six years in their present appointment.

These matches will be communicated to each of the Parishes and Presbyters by their Synod Superintendent immediately following the stationing meeting. The Synod Superintendent will also organise the time and date for each Face to Face meeting.

Step 5) Face to Face Meetings – July / August

The Face to Face meeting is conducted on the basis that this is the best possible matching for the Presbyter and Parish.

The purpose of the Face to Face is to affirm the provisional matching made by the Tauiwi Stationing Committee by;

- Beginning to develop a relationship
- Developing a shared understanding regarding leadership styles and expectations
- Clarifying the Presbyter or Deacon's tasks in this particular Parish, and to clarify their expectations of the Parish
- Identifying any relevant issues arising from the discussion or the profiles



This meeting is not an interview or trial, nor is there a trial preaching service. It is a creative and open conversation, seeking to determine if the profiles match.

Your Synod Superintendent will inform Mission Resourcing of the outcome of the face to face meeting which will either confirm the appointment or not.

If a Face to Face meeting is unsuccessful, the Synod Superintendent in consultation with the Mission Resourcing Directors will investigate any other possible matchings if available.

Step 6) Conference: 5-9 November

In November, the Connexional Stationing Committee will take the Stationing Sheet to Conference for approval. Once Conference has approved the Stationing sheet, the General Secretary will inform those who have no appointment.



Parishes left 'one wanted' will work with their Synod Superintendent, in consultation with the Mission Resourcing Directors, to seek arrangements for Supply Ministry and/or a continuous stationing process.

Step 7) The Big Move & Parish Orientation

Congratulations on the new appointment, it is now time to arrange the 'big move' and organise a Parish orientation.

Immediately following Conference the Administration Division will contact the Presbyter and the Parish to discuss the moving process further and in more detail.



In regards to the Parish Orientation, every time a minister moves, there are things that he/she needs to quickly come to grips with. While there are many things they will get to know as time goes on, there are some facts best communicated as early as possible. Mission Resourcing has collected as much of those together and put it into a checklist and a form for to Parish to fill out for the new minister. Documents are included in your Stationing Manual.

Step 8) Inductions – November



Induction dates, time, venue, etc will be set by your Synod Superintendent in consultation with the Parish and the Presbyter.

Once a mutually agreed date, time and venue is confirmed, your Synod Superintendent will inform Mission Resourcing. Mission Resourcing will then ensure that the wider church is informed about the Induction Service, so they can attend, send greetings or pray for the new ministry.

Please note that the Ethical Standards and, if appropriate, an agreed covenant or letter of appointment must be signed at the induction service.