



Methodist Church of New Zealand
Mission Resourcing



Tauiwi Stationing Manual

Parish Stationing Process Guidelines / Checklist

Summary

The stationing process is designed to best deploy the resources of the church so that Parishes and Presbyters can exercise their best mission and ministry in local communities.

The following is a guide for Parishes engaging in the Stationing process. This is intended to give you some further information in assisting your parish through the stationing process. Please read this in conjunction with the Stationing Process Summary.

The Stationing process is a Methodist Church of New Zealand process. It will not be the same as other churches, nor is it the same as an employment process.

Your Synod Superintendent carries the primary responsibility for the stationing process for any Parishes and Presbyters stationing within their Synod. This person is responsible for and oversees the full process, therefore if you have any questions please contact your Synod Superintendent. Also please ensure you involve your Synod Superintendent as much as possible in the process to ensure you are following the process correctly.

Please note the incumbent presbyter must not be involved directly in drawing up the profile, the decision-making process concerning his/her successor and, in particular, the Face to Face meeting.

We hope these guidelines / checklist are helpful for you.

All Parishes seeking a change of appointment must do the following;

Step 1) Stationing Sheet – 6 April

- Inform your Synod Superintendent by **6 April** with the contact details for their Parish contact person.

This is to ensure that you are added to the official Stationing Sheet.

Step 2) Profiles – 23 May

Completed and finalised Parish Profiles are due to your Synod Superintendent by **23 May**.

Purpose

The purpose of the Parish profile is to assist the Parish in its mission by accurately describing the life, ministry and context in which the parish operates.

The profiles provide information to the Tauiwi Stationing Committee, the Parishes and the Presbyters when considering the best matchings for Stationing

The profile form is specifically designed to assist the stationing process to accurately match appropriate ministry to the parish / congregation.

Process

The Parish profile is normally drafted by a subcommittee of the Parish Council. This committee should steer the process of profile writing and looking at the Presbyter profiles.

In completing this profile, Parishes will need to take some time to understand their context, life and mission.

It is important that the information in the profile is as accurate, honest, as up to date as possible and that you are proud of it.

Please note the following;

- *Please ensure that the tasks are realistic, that they can be developed from the profile, and that they can be reviewed in subsequent years.*
- *Please do not include expectations in the Profile which cannot be supported by the data (E.g. do not say you want the presbyter to develop a Work Place Chaplaincy unless you have the industry in your parish and the support required)*
- *Where an appointment is sought for a specific part of the parish, this should be indicated. If the appointment sought is likely to be the parish superintendent, then all congregations should complete the profile. If the parish consists of one congregation, the leaders meeting will comprise the parish council.*

Notes for multi-congregation or multi-staff Parishes:

- *Stationing recognises that each Congregation represents and serves a specific community. The profile process seeks to recognise this by allowing each Congregation involved in the Stationing process to describe its life and context. Therefore each Congregation in the Parish should complete the Mission context and Congregation context sections if their Congregations is involved in the Stationing process.*

- Once you receive the profile form from your Synod Superintendent, begin to complete it, ensuring it is an honest representation of the Parish and you are proud of it.

Please note that your Synod Superintendent is there to assist you in the development of your profile by trying to help you understand your Parish more deeply and to answer any questions you may have.

- Gather together the following;
 - Audited accounts from last year
 - Financial Expectation Statements for the next 1-3 years.
- Ensure that the Synod Property Committee has inspected the parsonage within the past 12 months to ensure it is up to the standard set by Conference.

If not, please ask your Synod Superintendent to arrange this as soon as possible.
- Involve all groups within the parish in preparing this profile and involved in the process as much as possible. E.g. All Congregations, all groups in the parish, all regional partners and JRC's of all Co-operative Venture's, and if appropriate any Congregations associated with the Evangelical Network or any other cultural groups other than your own.

It is imperative that all groups are able to affirm the profile, as this is aimed to involve a wider group of people in the ownership of the profile and therefore the outcome. This does not mean that everyone will necessarily agree with everything in the profile. However it should fairly represent the current life and future hopes of the whole Parish.

*Please note in regards to regional partners and JRC's of all Co-operative Ventures: This is an opportunity to involve the partner in the process. However, partners should **not** unduly influence the Methodist process.*

- Engage in a discussion about ministry options including Full-time, Part-time, Transitional, alternative models (local shared ministry), Lay ministry, and shared ministry with a neighbouring parish.
- Engage in a discussion about housing, finances, allowances, supervision, the possibility of a probationer being stationed to the parish.
- Engage in a discussion about closure regarding their current ministry, farewell grief, closure of projects, issues and any unfinished business.
- Add new photographs and further data to your website page on the Methodist Church website or your own Parish website.
- Prepare a Strategic Plan including future goals for mission as part of the Stationing process.
- Choose who will advocate for you and present your profile at the Stationing meeting

This person would normally be your Synod Superintendent, but could also be;

- *Your Synod Lay Representative on the Stationing Committee*
- *The Superintendent of Sinoti Samoa, Vahefonua Tonga, Wasewase ko Viti or the Evangelical Network.*

*The '**Advocate**' is the person speaking on behalf of either a parish or presbyter. The parish or presbyter is confident that this person will represent them well, and therefore Stationing Committee members also need to be confident in the advocate and his / her presentation.*

- Decide whether you will have an observer at the Stationing meeting. If so, you that person will be.

Presbyters on the Stationing Sheet may choose to attend the Stationing meeting as an observer.

Parishes on the Stationing Sheet may also choose to have an observer at the Stationing meeting.

*The '**Observer**' must;*

- *Seat behind their Synod Representatives at the meeting*
- *Not receive the Stationing worksheets or other Confidential material*
- *Not participate in the committee discussions, or Time Out, and should not attempt to influence the committee in any way*
- *Respect the confidentiality of the Committee. Nothing discussed in the committee meetings can be passed on to any other person or group, except what is finally agreed to by the committee. (Normally only the outcomes of the meeting, observing the embargo agreement of the committee.)*

- Email the completed and approved Parish profile form to your Synod Superintendent for checking by **23 May**.
It is important to ensure that the profile is realistic and is an honest representation of the parish and that you are proud of.
Once the Synod Superintendent is happy with the profile, he will then forward it to the Mission Resourcing office for processing.
- Set a date to meet with your Synod Superintendent to discuss, consider & identify possible matchings.

Step 3) Identify Possible Matches – 27 June

Possible Matches are due to your Synod Superintendent by **27 June**.

In reading the profiles, the intention is that you look for matchings of gifts, skills and ministry styles. The final matching of a presbyter and a parish belongs to the Conference.

Please note the following;

- *Profiles should be treated with care as they are a person's personal sharing of their skills and gifts in ministry. Information may cover areas of health and relationships which are not the business of anyone else beyond the parish. Leaving the profiles in the church foyer is not a good way to respect the presbyter's personal details.*
 - *It is appropriate for Leaders' Meetings and/or Parish Council to be involved in the discussion of the Profiles for a future Presbyter, but it is not appropriate for people to keep copies of the Profiles.*
 - *You should only copy as many profiles as are required, and should destroy them all once stationing has been confirmed at Conference if not destroyed before. If you do not have this capacity, please return them to Mission Resourcing for destruction.*
 - *Your Synod Superintendent will guide you through the selection of possible matchings and will provide you with extra data or obtain it for you if required. **You must not contact people from a presbyter's parish or other individuals as if they were referees.** If you use data that is not factual regarding a presbyter then that presbyter can challenge you and your source of information. It is acceptable to consider intuition or 'hunches', but discuss these with your Synod Superintendent in case you are wrong!*
 - *The Methodist Church of New Zealand is committed to the Human Rights Act, and therefore it is unacceptable to exclude people on the basis of age, gender, ethnicity or relationship status.*
 - *All responses regarding possible matches are confidential to the Superintendent and Stationing Committee.*
- *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.*

- Read and study all the presbyter profiles carefully.
- Meet with your Synod Superintendent and the subcommittee of the Parish Council or with the whole Parish Council to identify a maximum of four possible good matches (no less than two) based on the spread of theological values, cultural diversity. Specific expectations contained in

your Profile of the congregations in your parish, and to consider the needs of the wider community.

Please also indicate to your Synod Superintendent a response to all presbyter profiles, not just your considered matches.

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

The Tauwi Provisional Stationing Meeting takes place from **11-12 July**.

- If you would like an observer present at the Tauwi Provisional Matching Meeting, please ensure you have provided Mission Resourcing with their full contact details. Please ensure that your observer fully understands their role, the rules, the stationing process and the embargo and confidentiality agreement.

Please note that your Synod Superintendent will be in touch once the meeting is completed with the outcome of the matches.

If you have been matched, the next step is Face to Face meeting.

If not, then your Synod Superintendent will investigate any other possible matchings available. (Full process with Mission Resourcing)

Step 5) Face to Face Meetings – 23 August

Face to Face Meetings must be completed by **23 August**.

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

Purpose

The purpose of the Face to Face meeting is to affirm the provisional matching made by the Tauwi 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 creative and open conversation, seeking to determine if the profiles match.

Parishes vary in their understandings of the many aspects, roles and tasks involved in ordained ministry. So it is important to identify the expectations for each particular situation. Clarification at this point will help to develop openness and trust, strengthen the ministry of the whole Parish, and minimize conflict later in a ministry.

Any notes gathered at the meeting indicating any changes to profiles, ministry descriptions or any other agreements, should be recorded by the Synod Superintendent and sent to the Parish, Presbyter and Mission Resourcing. These notes are kept for purposes of Lay – Clergy dialogues or first year and subsequent reviews.

Please note: Any agreements (E.g. Housing) made at the Face to Face meeting must stand for the first year of ministry, unless significant changes arise.

Roles

The Face to Face meeting involves;

- *Presbyter being appointed*
- *Parish Leaders*
- *Congregations members*
- *Synod Superintendent*
- *Other Synod Staff (Optional)*
- *The Chair person*

The Presbyter comes with the support of the Tauwi Stationing Committee as the best possible matching in terms of the staff and positions available.

The Synod Superintendent of the Parish has a key role in this process, and is responsible for ensure that the process is set up and conducted with sensitivity and honesty.

Note: An incumbent Presbyter or Lay Supply or Appointment must not be involved in any part of the stationing decision-making process relating to his or her successor, and in particular the Face to Face meeting process.

Costs

Travel and reasonable accommodation costs for;

- *The Presbyter, will be paid by the Connexional Office (Please note that the Presbyter may be billeted)*
- *The Spouse / Partner / or other significant person (where there is no spouse or partner) of the Presbyter, will be paid by the Parish*
- *The Synod Staff (Synod Superintendent and Lay Representative), will be paid by the Synod*

Process

- Work in consultation with your Synod Superintendent to organise a mutually agreed date, time and venue for the Face to Face meeting.
Please note that various meetings may need to take place as part of the Face to Face meeting. This may take a full day or maybe 2 days to complete well. (Details below)
- Ensure that the following are included in the Face to Face meeting;
 - An opportunity to view the Church property, the parsonage, and any other property considered significant to the mission and ministry of the Parish.
 - A meeting with the Parish Stewards or their Co-operating Venture equivalents and any other stationed, ordained staff, or Ministry team personnel
 - A meeting with the Parish Council and / or Parish Leaders' meeting personnel
 - A meeting Congregational members or groups within the Parish (E.g. Youth groups, worship committee, etc)
 - A meal with Congregation members (Optional)
 - A special Congregational meeting, which is normally the final meeting which makes the final decision on behalf of the Parish
- Ensure that the Face to Face process is set up and conducted with sensitivity and honesty.

- Ensure that your Synod Superintendent has arranged a chair person for this meeting. This person must be present at the Face to Face meeting and must be appropriately briefed.
This person could either be;
 - Your Synod Superintendent
 - Your Synod Lay Representative on the Stationing Committee
 - Another appropriate person who has been present at Stationing Conversations
- Ensure that all Parish members present at the meeting fully understands the Face to Face meeting process and are well prepared.
- Ensure that the Face to Face guidelines are followed.
- Ensure that you take notes at the meeting, especially noting any changes to profiles, ministry descriptions and any other agreements. Please check these with the Presbyter and Synod Superintendent at the time.
Please note: Any agreements (E.g. Housing) made at the Face to Face meeting must stand for the first year of ministry, unless significant changes arise.
- Ensure that you meet with your Synod Superintendent before the conclusion of the final Face to Face meeting, to discuss your decision as to whether there is a match or not and the reason for your decision.
- (If successful) Engage in a discussion with your Synod Superintendent about closure regarding your current ministry, farewell, grief, closure of projects, issues and any unfinished business.
- (If unsuccessful) Ensure that your Synod Superintendent in consultation with the Mission Resourcing Directors investigate any other possible matchings. (Full process with Mission Resourcing)

Step 6) Conference: 5-9 November

The MCNZ Conference takes place from **5-9 November**.

- Provide a short report to your Synod Superintendent in regards to how Stationing went for your Parish and what improvements can be made.

Step 7) The Big Move & Parish Orientation

- Ensure that you discuss the moving process in detail with the Administration Division immediately following Conference to ensure everything is organised and goes smoothly.
- Ensure that any work needed to the parsonage as a result of the inspection is completed before the Presbyter moves in.
- Ensure that the Parish Orientation Checklist and Form is completed and a welcoming is arranged.

Step 8) Inductions – 23 November

Induction Service details are due to your Synod Superintendent by **23 November**.

- Work in consultation with your Synod Superintendent to organise a mutually agreed date, time and venue for your Induction Service.
- Ensure that the Ethical Standards and if appropriate an agreed covenant or letter of appointment are signed at the Induction service.
- Celebrate the induction of your new or supply presbyter with your Parish.