



The Methodist Church of New Zealand
Mission Resourcing



Tauiwi Stationing Manual

Presbyter Stationing Process Guidelines / Checklist

Summary

The stationing process is designed to 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 Presbyters engaging in the Stationing process. This is intended to give you some further information in assisting you through the stationing process. Please read this in conjunction with the Stationing Process Summary.

That 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.

The Synod Superintendents carry the primary responsibility for the stationing process for any Parishes and Presbyters stationed within their Synod. This person is identified in the Year Book. In regards to any students being stationed as a probationer, the Principal acts as the Synod Superintendent.

We hope these guidelines / checklist is helpful for you.

All Presbyters seeking a change of appointment must;

Step 1) Stationing Sheet – 6 April

- Inform your Synod Superintendent by **6 April** that you wish to be on the stationing sheet, including your contact details.
This is to ensure that you are added to the official Stationing Sheet.

Step 2) Profiles – 23 May

Completed & finalised Presbyter Profiles are due to your Synod Superintendent by **23 May**.

Purpose

The purpose of the Presbyter profile is to;

- *Provide an opportunity for you to clarify;*
 - *Your ministry identity*
 - *The context/s in which you work best*
 - *Your areas of giftedness and experience where you can provide leadership*
 - *Your hopes and priorities for ministry and development in your next appointment*
- *Provide information to the Tauiwi Stationing Committee, the Parishes and the Presbyters when considering the best matchings for Stationing*

Process

In completing this profile you will need to take some time to understand your current ministry, your hopes and gifts, and how these have developed in your current appointment.

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

It is recommended that you take your time on this profile, and discuss any questions it raises with your supervisor or a colleague, and your Synod Superintendent or advocate for Stationing.

Please note that your profile will be read by many people in the Parishes who are seeking new ministry. Therefore please be aware of;

- *Your use of jargon terms and in-house phrases which may not be commonly understood (JRC, CV, etc)*
- *Your use of confidential information. Although they are treated with care, they are not confidential documents.*

- Once you receive the profile form from your Synod Superintendent, begin to complete it, ensuring it is an honest representation of you 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 yourself more deeply and to answer any questions you may have.

- 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.

- Choose whether you would like to attend the Stationing meeting as an observer

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;

- *Sit 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 your completed profile to your Synod Superintendent for checking. *Once your Synod Superintendent is happy with the profile, they 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 and must be destroyed once stationing has been confirmed at Conference.*
- *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 the parish as if they were referees.** If you use data that is not factual regarding a parish then you and your source of information can be challenged. It is acceptable to consider intuition or 'hunches', but discuss these with your Synod Superintendent in case you are wrong!*
- *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 parish profiles carefully.
- Meet / Discuss with your Synod Superintendent to identify up to four possible good matches – and preferably more than two. *Please also indicate to your Synod Superintendent a response to all parish 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**.

- Ensure that your Synod Superintendent has all the information required. *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 (This person could either be the Synod Superintendent, or the Synod Lay Representative on the Tauwi Stationing Committee, or another appropriate person who has been present at Stationing Conversations – To be arranged by the Synod Superintendent)*

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 Connexion (Presbyter maybe 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 or other member of Tauwi strategy if required) 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 the following:
 - *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.*
 - *Included in the Face to Face process shall be;*
 - *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 with Congregational members of groups within the Parish (E.g. Youth groups, worship committee, etc)*
 - *A meal with Congregational members (Optional)*
 - *A special Congregational Meeting, which is normally the final meeting which makes the final decision on behalf of the Parish*
- Ensure that you fully understand the Face to Face meeting process and that you are well prepared.
- 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.

Step 6) Conference: 5-9 November

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

- You may provide a short report to your Synod Superintendent in regards to how Stationing went for you 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.

Step 8) Induction Services – 30 November

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

- Work in consultation with your Synod Superintendent – who will work with the parish - 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 your induction with your new parish.