



The Methodist Church of New Zealand  
Mission Resourcing



## Tauiwi Stationing Manual

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# Synod Superintendents 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 Synod Superintendents 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.

The Synod Superintendents carry the primary responsibility for the stationing process for any Parishes and Presbyters stationed within their Synod. The Synod Superintendent is the person identified in the Year Book. Synod Superintendents who work as Co-superintendents, or work with Synod Stewards or Lay Representatives may choose to use these processes across their superintendency team. Other members of the team may act in the place of the Superintendent in assisting with the profile process or advocacy. In regards to any students being stationed as a probationer, the Principal of Trinity College acts in the capacity of the Synod Superintendent.

Please note, if the presbyter moving is a Synod Superintendent, the Mission Resourcing Directors in consultation with the Synod makes arrangements for another member of Tauiwi Strategy to assist. Any costs associated will normally be borne by the Synod of which the stationing taking place.

This person is responsible for, and oversees, the full process.

### Synod Superintendents must;

#### Step 1) Stationing Sheet – 13 April

- Advise the General Secretary of all Parishes and Presbyters seeking a change of appointment by **13 April**.

#### Step 2) Profiles – 30 May

All completed & finalised Profiles are due to Mission Resourcing by **30 May**.

### PRESBYTER PROFILES

#### Purpose

*The purpose of the Presbyter profile is to;*

- *Provide an opportunity for the Presbyter to clarify;*
  - *Their ministry identity*
  - *The context/s in which they work best*
  - *Their areas of giftedness and experience where they can provide leadership*

- *Their hopes and priorities for ministry and development in their next appointment*
- *Provide information to the Tauivi Stationing Committee and the Parishes when considering the best matchings for Stationing*

## Process

- Email the Profile form to all your Presbyters on the Stationing Sheet for them to complete and return to you by email for checking.

*Please note the following;*

- *You must assist each Presbyter in the development of their profiles, helping them to understand themselves more deeply. E.g. Their current ministry, their hopes and gifts and how these have developed in their current appointment.*
- *It is important that the information in the profile is as accurate, honest, as up to date as possible and that they are proud of it.*
- *It is recommended that the Presbyter takes their time on this profile, and discuss any questions it raises with their supervisor or a colleague, and their Synod Superintendent or advocate for Stationing.*
- *Be aware of the use of jargon terms and in-house phrases which may not be commonly understood (JRC, CV, etc)*
- *Be aware of the use of confidential information. Although the profiles are treated with care, they are not confidential documents.*

- Ensure that the Presbyter is happy with their choice of advocate for them and to present their profile at the Stationing meeting

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

- *Their 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.*

- Ensure that they have made a choice whether they 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;*

- *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.)*

- Check each completed Profile form to ensure it is an honest representation of the Presbyter, it is accurate, clear and you are proud to present it to the Stationing Committee
- Approve each completed Profile once you are happy with it, by completing the Synod section in the profile and then forwarding it to Mission Resourcing by **30 May**.
- Set a date to meet with the Presbyter to discuss, consider & identify possible matchings.

## **PARISH PROFILES**

### **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 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.*

*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 ensure that they 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)*
- *It is important that the information in the profile is as accurate, honest, as up to date as possible and that you and the Parish are proud of it.*
- *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.*

*Note 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 are involved in the Stationing process.*

- Email the Profile form to all parishes in your synod who are on the Stationing sheet, for them to complete and return to you by email for checking.

*Please make sure you remind the Parish that Financial statements must be returned with their completed profile and please ensure that they understand the issues of Methodist oversight and Methodist stationing processes, in particular for Co-operative Ventures.*

- Assist in the development of the profile by;
  - Helping your Parish to understand themselves more deeply with regard to their context, life and mission.
  - Ensuring 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 arrange this for the parish.
- Encouraging the Parish to involve all groups within the parish in preparing their 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.*

- Engaging in a discussion about ministry options including Full-time, Part-time, Transitional, alternative models (local shared ministry), Lay ministry, shared ministry with a neighbouring parish.
- Engaging in a discussion about housing, finances, allowances, supervision, and the possibility of a probationer being stationed to the parish.
- Being aware of issues of grief and the beginnings of 'disconnection' of parish and presbyter.
 

Note: An intentional conversation should be held after a successful Face to Face meeting (Step 5)
- Asking the hard questions to get them thinking about what they are saying about themselves.
 

E.g. What style of worship is important to you? What do you mean by traditional or liberal or..? How will you support your presbyter?
- Encourage them to make it concise and unambiguous with accurate data.
- Encourage them to add new photographs and further data to their website page on the Methodist Church website.
- Negotiate a date you want to receive the profile by to ensure enough time for you to check it and if necessary send it back for changes.

- Strongly encourage the Parish to prepare a Strategic Plan including future goals for mission as part of the Stationing process.
- Ensure that the Parish is happy with whom they choose to advocate for them and present their profile at the Stationing Meeting.

*This person would normally be the Synod Superintendent, but it could also be;*

- *Their Synod Lay Representative on the Stationing Committee*

- *The Superintendent of Sinoti Samoa, Vahefonua Tonga, Wasewase ko Viti or the Evangelical Network.*
- ☐ Check the completed Profile form to ensure it is an honest representation of the parish, it is realistic and you are proud to present it to the Stationing Committee.  
*It is important to ensure that a full consultation process has been completed with the parish / congregation/s regarding the final profile.*
- ☐ Approve the completed Profile form once you are happy with it, by completing the Synod section in the profile and then forwarding it to Mission Resourcing before **30 May**.
- ☐ Set a date to meet with the Presbyterian to discuss, consider & identify possible matchings.

### **Step 3) Identifying Possible Matches – 4 July**

Mission Resourcing must receive all possible matchings by **4 July**.

- ☐ Meet with your Presbyters and Parishes to consider & identify no more than 4 possible matchings, once they have received and carefully read all the profiles.  
*All profiles should be considered and you should note all responses made about each profile. These notes will be needed for the Taiuiwi Provisional Matching Meeting.*
- ☐ Email Mission Resourcing each of your Presbyters and Parishes possible matches once they are happy with them.  
*Please note that this must be done by the 4 July.*
- ☐ Ask all your Parishes if they would like an observer at the Taiuiwi Provisional Matching Meeting.  
*If so, please send the persons contact details to Mission Resourcing to ensure all the necessary arrangements are made.*
- ☐ Develop & finalise your Synod Stationing Strategy for the Taiuiwi Provisional Matching Meeting, prioritizing appointments, as well as any staffing needs which the Synod has (E.g. possible Superintendent, someone who can take a lead in property, etc)  
*Please note that this must be finalised and forwarded to Mission Resourcing by 4 July.*

### **Step 4) Taiuiwi Provisional Stationing Meeting: 11-12 July**

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

- ☐ Ensure that you are well prepared for the Taiuiwi Provisional Matching Meeting, by having your possible matching notes for each Presbyterian and Parish with all your notes regarding your Synod Stationing Strategy.
- ☐ Communicate the agreed matches to each of your Parishes and Presbyters once the meeting is completed.

### **Step 5) Face to Face Meetings – 20 August**

All Face to Face Meetings must be completed by **20 August**.

*The Face to Face meeting is conducted on the basis that this is the best possible matching for the Presbyterian 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

- Organise a mutually agreed date, time and venue for each Face to Face meeting for all the agreed Parish / Presbyter matches under your care.  
*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.
- Arrange a chair person for the Face to Face meeting.  
*This person must be present at the Face to Face meeting and must be appropriately briefed.*  
*This person could either be;*
  - You (Their Synod Superintendent)
  - Their Synod Lay Representative on the Stationing Committee
  - Another appropriate person who has been present at Stationing Conversations
- Ensure that you and everyone present fully understands the Face to Face meeting process, their guidelines and that they 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 Parish and Presbyter at the time. Then send it to them and Mission Resourcing after the meeting.  
*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.*
- Meet with the Presbyter / Parish before the conclusion of the final meeting, for their response as to whether there is a match or not and the reason for their decision.
- Convey the outcome of the Face to Face meeting to the Presbyter and Parish at the Conclusion of the final meeting.
- Inform Mission Resourcing and if appropriate the Principal of Trinity College of the outcome of each Face to Face as soon as it is completed.

- (If successful) Engage in a discussion about closure regarding their current ministry, farewell, grief, closure of projects, issues and any unfinished business.
- (If unsuccessful) Investigate any other possible matchings in consultation with the Mission Resourcing Directors. (Full process with Mission Resourcing)

### **Step 6) Conference: 5-9 November**

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

- Officially confirm appointments with your Parishes and Presbyters, once Conference has approved the Stationing Sheet.
- (If appropriate) Seek to arrange Supply Ministry and/or a continuous stationing process for those parishes left 'one wanted'  
*This should be done in consultation with the Mission Resourcing Directors.*

### **Step 7) The Big Move & Parish Orientation**

- Ensure that the Administration Division contacts the Parish and the Presbyter immediately following Conference to discuss the moving process in detail 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 completes the Parish Orientation Checklist and Form and a welcoming is arranged.

### **Step 8) Induction Services – 30 November**

All Induction Service details are due to Mission Resourcing by **30 November**.

- Organise a mutually agreed date, time and venue for each Induction for all the approved Parish appointments under your care.  
Please note that you must send this information to Mission Resourcing by the **30 November**.
- Ensure that the Ethical Standards and if appropriate an agreed covenant or letter of appointment are signed at the induction service.
- Celebrate with their parishes in the induction of new or supply presbyters.