



## Tauwi Stationing Manual

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### Stationing Meeting Guidelines

#### TERMINOLOGY AND INDIVIDUAL ROLES

- Profile:** The profiles provide information to the Parishes, Presbyters and the Tauwi Stationing Committee when considering the best matchings for Stationing.
- 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 purpose of the Presbyter profile is to provide an opportunity for the Presbyter to clarify their ministry identity, the contexts 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.
- Matching:** All matchings are provisional until confirmed by Conference or by the President. Stationing does its work on the basis that it is seeking the best possible matching for a parish, presbyter and meeting the various Synods (Districts, Sinoti Samoa, Vahefonua, etc) and Connexional strategies for that region or district.
- Time Out:** Time out can be called by any committee member of Stationing if there is a need to clarify an issue. It could be for a Synod or other group to take a moment to reflect on the strengths or weaknesses of a particular suggested matching. The work of the Stationing Committee stops during Time Out. At the end of Time Out the person who called the Time Out reports to the whole Committee.
- Advocate:** 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. The Advocate is normally the Parish or Presbyter's current Superintendent. However it could also be;
- The Synod Lay Representative on the Stationing Committee
  - The Superintendent of Sinoti Samoa, Vahefonua, Wasewase ko Viti or the Evangelical Network
- 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.)

**General Secretary:** The General Secretary has the responsibility of recording all the suggested matchings. They also read through the completed final sheet to ensure that all details are correct. The General Secretary will advise the Stationing Committee on any legal matters or reports from the Pastoral Committee and will report to Conference. They are not able to advocate for any Presbyter, Deacon or Parish

**President and Vice President:** The President and Vice President are the chairpersons for the meeting. They are responsible for ensuring that each matching is approved. They are not able to advocate for any Presbyter, Deacon or parish.

**Tauivi Executive Officer:** The Tauivi Executive Officer facilitates the meeting. To avoid any conflict of interest this person is not able to advocate for any Presbyter, Deacon or parish.

**Committee members:** The Tauivi Stationing Committee does its work in the context of the whole Church; Presbyters, Parishes, Synods and the Connexion. Members include; Synod Superintendents, and one other lay representative from each Synod, Superintendent and one other from Evangelical Network; two from Vahefonua Tonga, Sinoti Samoa and Wasewase ko Viti, the General Secretary, Tauivi Executive Officer, Director/s Mission Resourcing, Principal of the Theological College, President and Vice President.

## **TAUIWI PROVISIONAL STATIONING MEETING (JULY /AUGUST)**

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

The Tauivi Provisional Meeting's purpose is to match the Parishes and Presbyters together, taking into account all the information received (including the preferences, profiles, etc) which will then lead to a face to face.

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

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

Please find below a list of guidelines for this meeting;

- The Tauwiwi Provisional Meeting is Confidential and this must be respected by any person attending. This includes President, Vice President, General Secretary, Principal, Directors, all Stationing committee members, all advocates and all observers present.
- The content of the 'work sheet' is not for circulation or discussion outside of the Stationing committee and must not be shared with any observers. The work sheets will be collected and destroyed at the end of the meeting.
- The Provisional Stationing Sheet will be embargoed for a period of time agreed to at the end of the meeting, this must be respected by all Committee members and observers. The embargo period is used by the Synod Superintendents or their lay representatives to communicate the results to their parishes and presbyters concerned.
- The Committee relies on accurate information that is shared as widely as possible. The profiles must form the basis of this and be as complete and accurate as possible. Any further information to be shared should be agreed to between the stationing advocate and the parish / presbyter concerned.
- Any person acting as an advocate for a presbyter or parish is encouraged to write in full any statement they intend making. If it is likely to contain new information, or sensitive data, then the advocate must ensure that the presbyter or parish concerned has seen what is going to be said, and had the opportunity to contest or endorse the comments. If points of view cannot be reconciled, then the presbyter concerned should be encouraged to ask another person from the Stationing Committee to advocate for them.
- 'Time Out' is a process used by the Stationing Committee to clarify issues, or move stationing forward in a smaller group. Please find above the full terminology of 'Time Out'

As part of this meeting preparation each Synod must develop a Stationing Strategy, prioritizing appointments; noting gaps in Synod leadership, e.g. in the bicultural area, gender, age, theological balance, etc. These must be completed and forward to the Mission Resourcing by early July as these are required as material for the meeting.

## **CONFERENCE STATIONING MEETING (NOVEMBER)**

The purpose of this meeting is;

- To receive reports for each of the Synod Superintendents in regards to each matching
- To check that the parishes and presbyters have been fairly and justly treated
- To review the Stationing Sheet
- To make any necessary changes to the Stationing Sheet
- To prepare and finalise that Stationing Sheet for Conference

Please note that following;

- 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 if appropriate.