The Methodist Church of New Zealand

Mission Resourcing

**Parish Profile Form 2024**

*Before starting to fill in the form ask yourselves, ‘What is God saying to our parish?’ Read the form and the introduction before doing any writing – which will save you many headaches and much angst.*

**Purpose**

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

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

The profile should honestly reflect its history, its hopes and aspirations and issues which might affect the type of person and ministry considered by the Stationing Committee.

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

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| **FORM INFORMATION** |
| **Parish Profiles are due to Mission Resourcing by 31 May.**  Please ensure you complete the form and then email it to your Synod Superintendent before 24 May. Synod Superintendents must add their comments  before forwarding it to Mission Resourcing.  **Process**   * + - **Please ensure that the completed profile form is an honest, accurate and current representation of the Parish.**   At each stage pray for the guidance of God’s Spirit. Listen carefully.  To complete the profile, Parishes will need to take some time to understand their context, life and mission.  The Parish profile is normally drafted by a subcommittee, widely representative of the Parish, set up by the Parish Council. The Parish Council must approve the final Parish profile before it is submitted.  Please ensure a range of groups within the Parish are involved in preparing the profile. E.g. Cultural groups, Congregations, Youth, etc. 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. In doing this you are giving the Stationing Committee that you understand what it is to be a diverse church.  Profile Notes:   * 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 youth group unless you have the capacity 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 classified as 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.   + - **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. If repairs and maintenance are required, this will need to be programmed in such a way that as little disruption to the existing presbyter and to the incoming presbyter occurs.   * + - **Add new photographs and further data to your website page on the Methodist Church website or your own Parish website.**   Parishes are encouraged to put photographs of the community, Parish activities, Worship Centres and parsonages on their websites. Each Parish has a dedicated website space on the Methodist Church’s website. Contact the connexional office for more details.   * + - **Prepare a Strategic Plan including future goals for mission as part of the Stationing process.**     - **Gather together the following;**       * **Audited/Reviewed accounts from last year**       * **Financial Expectation Statements for the next 1-3 years.** * **The advocate for your Parish during the Stationing process**   The **‘Advocate’** is the person speaking on behalf of either a parish or presbyter. Normally your Synod Superintendent or Lay Representative to Stationing will fulfil this role. In the event that this needs to be someone else, the Parish and the Synod Superintendent will need to discuss the reason for this with the Directors of Mission Resourcing.   * **Decide whether your Parish will have an Observer at the Tauiwi Stationing meeting (8-11 September 2024). If so, identify who that person will be.**   Parishes and Presbyters on the Stationing Sheet may choose to have an Observer at the Tauiwi Stationing meeting. The costs will need to be paid by the Presbyter or the Parish.  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.   + - **Email the completed and approved Parish Profile to your Synod Superintendent before 24 May.**   It is important to ensure that the profile is realistic and is an honest representation of your Parish and that you are proud of.  Please send it to **your Synod Superintendent before 24 May,** to ensure your Synod Superintendent has enough time to check that all questions are answered clearly and then complete the Synod Superintendent section, before forwarding it to Mission Resourcing by the due date.   * + - **Set a date to meet with your Synod Superintendent to discuss, consider & identify Possible Matches.** |

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| **HOW DO I FILL OUT THIS FORM?** |
| This form must be completed on a computer.  Where a ‘text box’ is provided, this will automatically expand allowing you as much room as you need to fill out details.  Where a ‘text box table’ is provided to make a list, please add a new row for each item. You can do this by right clicking on the mouse in the table, then ‘Insert’ ‘Row below’  Where a ‘check box’ is provided, use the mouse to double click on the option(s) you want. A text box will appear. Tick **checked** under Default value, then ok.  If you have any questions, please contact your Synod Superintendent or the Mission Resourcing office who will assist you as best they can. |
| **Please note:**  Parishes need to appreciate that once they have entered the stationing process they should not withdraw. Union and Cooperative Ventures cannot be in both the Methodist Stationing and the appointment process of any other church at the same time. Financial viability for the appointment should be examined by the Synod Executive prior to entering the system. It is highly frustrating to Presbyters who read all the parish profiles and set their hearts on particular appointments, to see them withdraw at the last moment on the grounds that there is insufficient funding.  In reality we understand that life isn’t so predictable and there will be occasions when a Presbyter or Parish wishes to withdraw from the stationing process part way through. In such circumstances, it is reasonable to expect that any such request to withdraw should be approved by the Synod Superintendent who will then inform Mission Resourcing immediately and give a reasoned statement at the next Stationing committee meeting. |
| **Please note:**  The first 3 pages will be removed by Mission Resourcing  When the profiles are printed for distribution. |

The Methodist Church of New Zealand

Mission Resourcing

**Parish Profile Form 2024**

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| **PERSONAL DETAILS** | | |
| 1.1 | Parish name and number |  |
| 1.2 | Parish address |  |
| 1.3 | Parish website address |  |
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| 1.4 | Synod |  |
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| 1.5 | Parish Contact Person  (For Stationing issues; Normally a Parish Steward) |  |
|  | Postal Address |  |
|  | Phone number |  |
|  | Email |  |

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| **APPOINTMENT SOUGHT** | | |
| 2.1 | Is this a Full Time or Part Time appointment? If Part Time, what percentage? |  |
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| 2.2 | In which language setting is this appointment? |  |
|  | Would a second language be helpful in this appointment? |  |
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| 2.3 | 1. Is housing provided?   (If no, please go to question d & e) |  |
|  | 1. Is the housing provided up to the standard set by Conference? |  |
|  | 1. Has it been inspected and approved by the Synod Property Committee in the past 18 months? (See MCNZ Information leaflet 50 for more information www.methodist.org.nz) |  |
|  | 1. Is the parish willing to negotiate other options? |  |
|  | 1. Would the parish pay for rental up to the amount established following the church’s agreed formula? |  |
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| 2.4 | List key areas of ministry and mission which the parish considers priorities for the appointed presbyter | |
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| 2.5 | To fulfil the mission of the parish, what are the principle tasks / responsibilities of the presbyter | |
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| 2.6 | Are there specific and rewarding opportunities the appointment may offer the presbyter | |
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| **ABOUT US** | | | | | | | | | | |
| 3.1 | Parish / Congregation Statistics from the last 2 years. Please list each congregation separately. (Please complete this question for each congregation, by using copy and paste. Although, you can fit 2 congregations in one table) | | | | | | | | | |
| Congregation name: | |  | | | | | | | |
|  | | Current Year | Previous Year | |  | | | Current Year | Previous Year |
| Current members on electoral roll | |  |  | | Households under pastoral care | | |  |  |
| Transfers in | |  |  | | Transfers out | | |  |  |
| Baptisms | |  |  | | Adherents | | |  |  |
| Funerals | |  |  | | Confirmations | | |  |  |
| Number of Parish Committees (Current Year) | |  | | | Marriages, civil unions | | |  |  |
| Average attendance in Sunday services  (Current Year only) | |  | | | Parish Council members  (Current Year only) | | |  | |
|  | Nature of the Congregation | | | | | | | | | |
|  | From the statistics of the past 4 years, the Congregation is ... (Growing / Declining / Stable, Culturally Mixed, Changing in composition) | | | | |  | | | | |
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| 3.2 | Talk about your parish, what is its mission statement, what are the highlights and history you would like to share and how they have contributed to who you are today and where you want to be in the future. | | | | | | | | | |
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| 3.3 | The church has made a number of commitments: to share in a bi-cultural journey, to accept cultural diversity, to be a place where children and youth can feel at home, to accept the place of LGBTQ+ people in ministry and congregational life. What does your parish experience look like? Are there parts of your journey into diversity that excite you, that you are still discovering or even struggle with – talk about them. Are there areas where you need assistance, or a presbyter may provide leadership? | | | | | | | | | |
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| 3.4 | The community in which your parish is located is the community to which you provide care and support. How does your parish interact with its community? What skills does a presbyter require to help you engage with the local community? | | | | | | | | | |
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| 3.5 | Description of buildings, capacity, particular features, and any technology the parish uses including any technology the building is equipped for.  (E.g. hearing aids, broadband, wireless internet, etc) | | | | | | | | | |
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| 3.6 | Please list details of Worship times and activities, including services outside church complex (E.g. rest homes, rural churches, prisons, etc) | | | | | | | | | |
|  | Service day and time | | | | Frequency | | | Attendance | Style of service | |
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| 3.7 | Please list any groups operating in the congregation.  (E.g. Bible studies, home groups, women’s fellowships, children’s groups, etc) | | | | | | | | | |
|  | Name | | | | Frequency | | | Attendance | Leadership (Minister) | |
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| 3.8 | Please list the administrative assistance available to the Presbyter | | | | | | | | | |
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| 3.9 | | List the names and ministries of any specifically appointed ministers  (E.g. Other Presbyters, Deacons, Youth workers, etc) | | | | | | | | |
|  | | Name | | | | | | Ministry | | |
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| 3.10 | Names of Parish Stewards | | | | | | | | | |
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| 3.11 | Number of Active Lay Preachers | | | | | |  | | | |
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| 3.12 | How do ordained and lay ministry work together in your parish? | | | | | | | | | |
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| 3.13 | Any other comments | | | | | | | | | |
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| **PARISH** | | | | |
| 4.1 | Have all parts of the Parish (Congregations, fellowships) affirmed the final version of this profile? | | Yes | No |
| 4.2 | (For Co-operating ventures) Have the partner churches been informed and involved in development of the profile? | | Yes | No |
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| 4.3 | The Profile was affirmed by the following Leaders meetings | | | |
| Name of Congregation/s | | Meeting Date | |
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| 4.4 | The profile was approved by the Parish Meeting / Parish council | | | |
| Parish Council Chairperson: |  | | |
| Date: |  | | |
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| 4.5 | Financial Statements | | | |
| Have your Parish accounts and projected budget been reviewed by your Synod? Comment on the sustainability of the parish and its ability to support staff, maintain property and fund mission initiatives into the future. | | | |
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| **STATIONING** | | | | | |
| 5.1 | Will the Parish have an Observer representing the parish at the September Stationing meeting? | | | Yes | No |
|  | Observers Name: |  | | | |
| Observers Email address: |  | | | |
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| 5.2 | Our advocate for stationing will be ....  (Normally your Synod Superintendent – Refer to page 2) | |  | | |

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| **SYNOD** | | | |
| This section is to be completed by the Synod Superintendent | | | |
| 6.1 | To my best understanding, I agree that this profile is accurate | | |
|  | Name: | |  |
|  | Date: | |  |
|  | | | |
| 6.2 | | Synod comments regarding this parish’s mission, profile or stationing, and place in Synod strategy | |
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