



The Methodist Church of New Zealand
Mission Resourcing



Tauwi Stationing Manual

Stationing Process & Timeframe 2023

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

Please find below the Stationing Process & Timeframe for 2023. This is an overview of the
whole process.

Step 1) **March 20: Advise Synod Superintendents and General Secretary of Movements**

All Parishes and Presbyters seeking a change of appointment must inform
their Synod Superintendent and the General Secretary by **20 March**.

The Synod Superintendent will inform Mission Resourcing as soon as
possible. The Stationing Information Pack will be available on the Mission
Resourcing website. Please read through the documents carefully to ensure
you fully understand the process. Then begin to complete your Stationing
Profile.

Please note:

- A Presbyter cannot be added to the Stationing Sheet after 1 June, except in exceptional circumstances.
- **Presbyters** need to appreciate that by entering the stationing process they are effectively breaking their existing pastoral tie. Only in exceptional circumstances will the Stationing Committee approve a Presbyter staying on in their current appointment once the stationing process has commenced. Presbyters should not, therefore, enter the stationing process in a speculative frame of mind to “have a look at what’s available” and then seek to withdraw if nothing meets their approval.

Parishes need to appreciate that once they have entered the stationing process they should not withdraw. 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.

Step 2) **May 29: Stationing Profiles**

All Parishes and Presbyters seeking a change of appointment must complete a Stationing Profile form. The completed form must be in the hands of the Synod Superintendent no later than **22nd May** and forwarded on to Mission Resourcing by **29 May**.

Please send your finalised Stationing Profile (via email) to your Synod Superintendent before the due date. Your Synod Superintendent needs to have 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 (**29 May**).

Please note that Parishes must have their Parish accounts and projected budget approved by their Synod before submitting their profile.

Following the due date Mission Resourcing will copy all Profiles and then post them out in packs as soon as possible, to ensure you have as much time as possible to study, discuss & decide on your Possible Matches.

All Parishes on the Stationing Sheet will receive a copy of all Presbyter Profiles. All Presbyters on the Stationing Sheet will receive a copy of all Parish Profiles. Profiles should not be shared beyond the parish council or the members of any invitation committee established by the parish council.

All Tauwiwi Stationing Committee members will receive a copy of all Profiles. Please note that this committee includes all Synod Superintendents plus a Synod Lay Representative.

Step 3) **Possible Matches**

When you receive the Profile pack, please read and study all the profiles carefully, and then in consultation with your Synod Superintendent, identify up to four Parishes / Presbyters which you feel are a good match.

A **'good match'** is one that takes into account the effective use of the Presbyters skills, is theologically compatible, with an alignment between the vision and mission of the Parish and the vision of the Presbyter.

Once you are happy with your Possible Matches, please forward these to your Synod Superintendent on 5 August who will forward it to Mission Resourcing by the due date (**7 August**).

Once Mission Resourcing has received all the Presbyter and Parish Possible Matches, the Stationing Work Sheet will be prepared for the Tauwiwi Stationing Meeting **18-20 September 2023**.

Step 4) September 18-20: Tauwi Stationing Meeting

The purpose of the Tauwi Stationing Meeting is to match the Parishes and Presbyters on the Stationing Sheet for a Face to Face Meeting (Provisional Matching), taking into account all the information received including the Possible Matches, Stationing Profiles, Synod Strategies, etc.

Please note that the Committee can also consider any Presbyter not on the Stationing Sheet, who has completed six years in their current appointment.

These Provisional matches will be communicated to each of the Parishes and Presbyters on the Stationing Sheet by their Synod Superintendent immediately following the meeting.

Step 5) October 24: Face to Face Meetings

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

The Parish and their Synod Superintendent should work in consultation with the Presbyter and their Synod Superintendent to organize a mutually agreed date, time and venue for the Face to Face meeting.

All Face to Face Meetings must be completed by **24 October**.

The purpose of the Face to Face 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, nor is there a trial preaching service. It is a creative and open conversation seeking to determine if the profiles match.

Your Synod Superintendent will inform Mission Resourcing of the outcome of the Face to Face meeting which will either confirm the appointment or not.

If a Face to Face meeting is unsuccessful, the Synod Superintendent in consultation with the Mission Resourcing Directors will investigate any other possible matches, continuous stationing or supply.

Step 6) The Stationing Sheet will be approved by the 2023 Conference 14-18 November.

Step 7) November - December: Covenants & the Big Move

Congratulations on the new appointment. It is now time to arrange the 'big move' and draw up a Covenant.

Immediately following Conference, a Covenant needs to be drawn up for part time, supply and self-supporting ministries. This document helps ensure that both parties (Presbyter & Parish) know what is expected of each other in their new appointment. You can find the Covenant Form in your Stationing Information Pack.

It is the responsibility of the Parish & Synod Superintendent to ensure that the Covenant is signed and completed. Finalised copies will need to be distributed to the Parish, Presbyter, Synod and Mission Resourcing. The Administration Division will keep the original covenant in the Connexional office files.

In regards to the move, the Administration Division will contact the Presbyter and the Parish to discuss the process in more details.

Step 8) January - February: Induction Service & Parish Orientation

Induction Service details (date, time, venue, etc) will be set by your Synod Superintendent in consultation with the Parish and the Presbyter.

Once a mutually agreed date, time and venue are confirmed, your Synod Superintendent will inform Mission Resourcing. Mission Resourcing will then ensure that the wider church is informed about the Induction Service, so they can attend, send greetings and pray for the new ministry.

With regards to the Parish Orientation every time a Minister moves, there are things that he/she needs to quickly come to grips with. While there are many things they will get to know as time goes on, there are some facts best communicated as early as possible.

Mission Resourcing has collected as many of those together and put them into a Checklist and a Form for the Parish.

You can find these documents in your Stationing Information Pack on the Mission Resourcing website.