# Initial stationing 2022

# Application for the stationing of a presbyter of another church or conference undertaking their first appointment within the Methodist Church in Britain

Notes

1. This form is to be used to offer an appointment to be matched in initial stationing (Initial Stationing Subcommittee 2) with an ordained presbyter serving his or her first appointment in the Methodist Church in Britain. Please consider carefully whether the appointment outlined here is suitable for a Methodist presbyter from another part of the world and/or a presbyter from another Christian tradition (from this country or overseas).
2. The information you give here is to help those involved in the process of stationing. Please answer the questions as fully as possible, consulting with the District Chair, the District Lay Stationing Representative and the District Policy Committee, as appropriate. A copy of the criteria for assessing applications is included at the end of this document as Appendix 1. If the appointment does not meet the criteria in any way, please attach a reasoned statement from the District Policy Committee.
3. The District Chair is asked to submit with this application a letter of reference regarding the person (usually the Superintendent) who will act as supervisor of the person appointed. The letter should indicate that the nominated supervisor is aware of the particular issues involved in supervising a presbyter from another church or conference and that the nominee is an accredited supervisor under the interim supervision policy or will be seeking accreditation under the district’s supervision implementation plan before the appointment commences.
4. Please note that a circuit can prepare three applications for the same appointment: for a presbyter from another church or conference, a probationer presbyter or a circuit presbyter. However the same appointment cannot be submitted into more than one stationing matching process at the same time.
5. Your profile is subject to scrutiny before being accepted. Some appointments may not be accepted and you may be asked to make changes to the profile before being accepted. If accepted, there is no guarantee that a match will be made at Initial Stationing Subcommittee 2.
6. This form should be returned by the District Chair as a Microsoft Word document attached to an email to [initialstationing@methodistchurch.org.uk](mailto:initialstationing@methodistchurch.org.uk) , along with the letter of reference referred to above, and a copy of the most recent District manse report (which must be from within the last five years).
7. Please click on the grey boxes provided in the body of the form to enter information. Please do not alter the font, spacing, margins or other aspects of the document’s formatting. Please do not use bullet points or automatically numbered paragraphs. Please do not include information as appendices or other independent documents. Please save a copy of the completed form for your own records.Please complete this form in Arial, minimum font size 10.
8. This form remains confidential to those in the stationing process. Should a match be made, it will be seen by the presbyter who is matched to the appointment and by the supervisor.

# Section 1

## Basic information

|  |  |
| --- | --- |
| Type of appointment | Presbyteral |

### 1 | Circuit name.

**<insert>**

### 2 | Circuit number.

**<insert>**

### 3 | Name of the minister to be replaced (if any).

**<insert>**

### 4 | Is the appointment full-time?

**<yes / no>**

If the appointment is part-time, what is the expected number of sessions per week?

**<insert>**

### 5 | If the appointment is part-time, has it been designed with a particular person in mind?

**<yes / no>**

If **yes**, please state the name of the person concerned.

**<insert>**

6 | When was this appointment agreed by the District Policy Committee?

Please answer this question even if the DPC is yet to agree the appointment and state the intended date of the DPC’s approval

**<insert>**

# Section 2

## The circuit

### 7 | What is the circuit’s stated policy about mission and ministry?

**<insert>**

### 8 | What is the expected number and composition of the circuit staff from September 2022?

Please include presbyters of other denominations who have pastoral roles within the circuit (Recognised and Regarded and Authorised to Serve) as well as ordained ministers and lay employees (pastoral workers, youth workers, etc.). Please include this appointment and clearly identify it.

**<insert>**

### 9 | Please describe the area covered by the circuit (e.g. size, geographical, demographic and sociological characteristics, ecumenical links).

**<insert>**

### 10 | What is the present circuit organisation in respect of staffing?

(e.g. each presbyter with pastoral charge of independent section; each presbyter with primary pastoral charge of section, but exercising particular roles or skills in other sections; a collaborative team of presbyters sharing pastoral charge; a probationer sharing pastoral responsibility as the second minister at one church or churches whilst having some independent responsibilities)?

Please include here a table with each member of staff listed against their particular responsibilities. Please do not include the names of the members of staff but refer to them as ‘presbyter A’ or ‘deacon B’ etc.

Please ensure that the membership numbers for each church are stated.

Please note who manages any lay workers, and note that this should not be a major part of this role.

Please indicate the theological outlook/breadth of the circuit churches.

**<insert>**

### 11 | What changes that might affect the nature of this appointment are foreseen in the next two years?

Please consider the organisation of the circuit, the staffing of the circuit, the structure of the churches over which the presbyter will exercise pastoral charge, the relationship between this circuit and neighbouring circuits, and ecumenical relationships.

**<insert>**

# Section 3

## The appointment

### 12 | Describe the specific appointment to be filled, including (as appropriate) names and membership of churches in which the person appointed will exercise responsibility.

Please give, for each congregation, details of ecumenical and community links, age profile, social and cultural background, theological outlook, worship styles, etc. Please ensure that the membership numbers and the average number in the worshipping congregation for each church are included. It is helpful if a separate paragraph is provided for each church or each project or element of responsibility.

**<insert>**

### 13 | Please give the name and a brief description of any chaplaincies in which the person appointed might be expected to participate.

**<insert>**

### 14 | What roles and tasks will the person appointed be expected to undertake in the wider community?

**<insert>**

### 15 | Are there particular roles within the circuit that you would wish the person appointed to fill?

**<insert>**

### 16 | What ecumenical involvement will the person appointed have? Please give details of any formal structures and the presbyter’s proposed responsibility within them as well as informal relationships between church leaders that may be possible to develop.

**<insert>**

### 17 | Please state the reasons (with reference to the criteria in Appendix 1) why you feel this appointment is suitable for a presbyter from another church or conference (noting that this group includes presbyters from other churches and conferences both overseas and within the UK).

**<insert>**

### 18 | Please give a realistic appraisal (referring to the criteria in Appendix 1) of the weaknesses of the appointment, especially any particular difficulties that the person appointed may encounter (as far as can be foreseen).

**<insert>**

### 19 | If the appointment has been adapted from one previously filled by a minister in Full Connexion, what has been done to adapt it for a presbyter from another church or conference?

**<insert>**

### 20 | In which foreseeable ways will the appointment be developed as the British Methodist experience of the person appointed increases?

**<insert>**

### 21 | Is the appointment expected to last for an initial period of 5 years?

**<yes / no>**

If **no**, why not? For how long is the appointment expected to last?

**<insert>**

### 22 | Does the circuit depend on connexional grants to maintain its staffing levels?

**<yes / no>**

If **yes**, when are those grants due to end or be renewed?

**<insert>**

### 23 | | What was the number of occasional offices in this appointment in the last Connexional year? Please indicate if this is typical or outline any unusual circumstances. If these numbers are not available, please give an estimate and make it clear that it is an estimate. Please also indicate if the minister will be expected to conduct all of these.If the total of these exceeds 40, please outline what support will be available.

### baptisms

**<insert>**

### weddings

**<insert>**

### funerals

**<insert>**

**Section 4**

## The presbyter

### 24 | What skills (e.g. preaching, teaching, management, mission leader, pastoral care, fresh expressions, community relations, multi-faith issues, etc.) and personal qualities (e.g. patience, ability to be prophetic, good listener, gentleness) would you like the person appointed to have? Please list them in order of importance.

### This is a key element of the profile when matches to presbyters from other churches and conferences’ profiles are considered so please complete it as fully as possible.

**<insert>**

### 25 | Should the circuit be matched with a presbyter from overseas, please describe what you think he or she might bring to this appointment.

**<insert>**

### 26 | Should the circuit be matched with a presbyter from another denomination, please describe what you think he or she might bring to this appointment.

**<insert>**

### 27 | Please outline any challenges that you think the appointment might present for a presbyter from overseas and/or from another tradition and how the circuit might help to address them.

**<insert>**

# Section 5

## Supervision, learning and development

### 28 | How often do the ministerial staff and / or circuit leadership team meet ?

**<insert>**

*29 | Please outline the purposes of staff and circuit leadership team meetings (e.g. are they held for business, fellowship, study etc)?*

**<insert>**

### 30| Who will supervise the person appointed?

**<insert>**

*It is essential that the person appointed receives supervision from the same person for the whole of the first two years of the appointment. So if the proposed supervisor will be in a reinvitation process or due to take a sabbatical during the two years, they cannot be the supervisor for this person for any part of the two years.*

### Please attach a letter of reference from the District Chair to include confirmation that the supervisor is able to offer continuity of supervision for the two years and is approved to supervise under the Connexional policy.

### It is important that this letter is attached to the profile when it is submitted.

# Section 6

## The manse

If the answer to question 4 in section 1 was **yes**, please complete this section.

### 31 | Does the circuit expect the manse to be used for pastoral interviews, meetings and social events?

**<yes / no>**

If **yes**, is there additional living space which can be occupied by any other family members whilst these are taking place?

**<yes / no>**

If **yes**, are there facilities, including lavatory provision, for all of these to take place downstairs?

**<yes / no>**

### 32 | When was the last district inspection of the manse? Please attach the district manse inspection report from within the last five years.

**<insert>**

### 33| Bearing in mind the particular pastoral needs of presbyters of other conferences and churches at a time of transition to a new way of life, please comment on any special factors which might affect the suitability of the manse for :

### a large family

**<insert>**

*a family including someone with special health needs or disability.*

**<insert>**

*a single person*

**<insert>**

### 34 | Bearing in mind that some other conferences and churches provide their ministers with furnished accommodation, and the person appointed may or may not be bringing furniture with them, has the circuit thought about how it might help a minister to furnish the manse should that be necessary?

**<insert>**

### 35 | Please give details of the location of manse relative to churches, public transport, schools, hospitals, shops, etc.

**<insert>**

### 36 | Please give details of the number and nature of rooms (e.g. number of bedrooms, number of reception rooms) including measurements and details of study facilities at the manse.

**<insert>**

### 37 | Please give details of the size / nature of the garden.

**<insert>**

### 38 | Please give details of the parking / garage facilities.

**<insert>**

### 39 | Please give details of the nature of disability access.

**<insert>**

### 40 | Please give the manse address and telephone number.

**<insert>**

### 41 | Describe the transport links around the circuit and between the circuit and the rest of the district.

**<insert>**

*42 | Please indicate the possibilities or difficulties involved if the presbyter appointed does not drive.*

**<insert>**

Section 7

## Names of those authorising the submission of application

The names should be inserted when authorisation has been given to the submission of the application. Those authorising the application should have seen the final version of the application.

Superintendent Minister:

**<name>**

**<date authorised>**

**email address**

Senior Circuit Steward:

**<name>**

**<date authorised>**

**email address**

District Chair:

**<name>**

**<date authorised>**

**email address**

Lay Stationing Representative

**<name>**

**<date authorised>**

**email address**

**Checklist:**

Please ensure you have checked all of these before submitting the profile

* Are all questions answered?
* Is the Chair’s reference for the supervisor attached?
* Has this been approved by DPC and has the date been included?
* Is the District manse inspection from within the last five years attached?

# Appendix 1

Criteria for an appointment for a presbyter from another conference or church:

1. **A suitably defined, appropriate and restricted workload:**

* no sole responsibility without regular and close supervision
* assurance that the recommendations for holidays and breaks in CPD Guidance Section 2 will be observed
* 1 full day each week for study / reflection / training, either individually or as a group activity in addition to time necessary for preparation of ongoing work (worship, meetings etc.)
* no more than 40 baptisms / weddings / funerals a year
* usually an appointment that has between 150 and 200 members (fewer if more than 4 churches). If the profile is at variance with this, please attach a reasoned statement explaining why. This must be agreed by the DPC.
* chaplaincies to hospitals, prisons etc. and duties such as school governorships only when they have been accepted by the circuit and time allocated for them within the overall workload
* opportunities within the appointment for the development of mission

1. **Adequate induction:**

* A suitable person (or persons) must be available to give sufficient time to the presbyter to:
* rehearse in advance and if appropriate attend the first major example of each type of activity (e.g. liturgical, administrative, pastoral) he / she will undertake where the context or expectations will be unfamiliar to her or him
* assist the presbyter in getting to know the context and advising on the orientation project
* a reduced workload during the first eight weeks to allow time for orientation and familiarisation

1. **Adequate supervision of circuit work:**

* a superintendent (or someone to whom the superintendent is both willing and able to delegate this responsibility) to manage the work of the person appointed and the supervision of his / her professional practice.
* The supervisor will be an experienced practitioner who is approved to supervise under the Methodist Church’s supervision policy before the commencement of the appointment.
* Meetings between the person appointed and the supervisor should take place weekly in the first instance, their frequency being adjusted in time to be at least six times per annum by the third year of the appointment. .
* adequate and sympathetic circuit leadership (lay and ordained)
* ministerial colleagues and lay people in the circuit willing and able to advise the person appointed in some of the practical aspects of their craft, guide them in developing and applying their basic skills and provide models of reflective practice for them

1. **Frequent circuit staff meetings (at least monthly) which cover:**

* regular business
* prayer and study
* mutual support, reflection and accountability

1. **A clear understanding amongst the people of the circuit about the nature of the appointment, the value of ministerial experience outside the MCB and appropriate expectations of the person appointed.**

**A clear understanding amongst the people of the circuit that an appointment is normally made by direct stationing.**

**6 A manse that is in accordance with Standing Orders** and where any work recommended in quinquennial inspections will have been carried out by the time the presbyter takes up the appointment. If the manse is let, it must be free of tenants by April 2021. If a new manse is being purchased, it must be purchased by April 2021.

# The District Chair must be satisfied that these criteria can be fulfilled before agreeing the application.