# S14 Initial stationing 2021

# Application for the stationing of a probationer presbyter within the Methodist Church in Britain

Notes

1. 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 Probationers’ Secretary, 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.
2. The District Chair, as Chair of the District Probationers’ Committee, 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 nominee either (1) is or will be an accredited supervisor under the interim supervision policy or (2) has previous experience as a supervisor and will be seeking accreditation under the district’s supervision implementation plan before the appointment commences. The letter should also provide a reference for the Minister in Oversight (see appendix).

3. Please note that this application can be submitted alongside an application for a presbyter from another church or conference. It is possible that either (1) your application may not be accepted or (2) even if it is accepted, there may be a shortfall at stationing. If, in either event, you wish the appointment to become part of the main stationing process, please submit a Circuit Appointment Profile with this form. Please note that the same appointment cannot be entered into initial stationing and stationing matching simultaneously.

4. Please note that this form deals with all probationer presbyters regardless of whether their ministry is full-time or part-time or stipendiary or non-stipendiary, and regardless of whether they are to live in a manse provided by the circuit or elsewhere.

1. 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.
2. 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.

# 7. This form remains confidential to those in the stationing process. Should a match be made, it will be seen by the student who is matched to the appointment, the Minister in Oversight 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 by the probationer presbyter (if any).

**<insert>**

### 4 | Is the person appointed expected to live in a manse provided by the circuit?

<yes / no>

If **yes**, please complete section 5 below.

If **no**, please state any other expectations or arrangements concerning where the probationer will live.

**<insert>**

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

**<yes / no>**

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

**<insert>**

Is the appointment stipendiary?

**<yes / no>**

If **yes**, is it a full stipend or pro rata stipend?

**<insert>**

If **no** (i.e. if not stipendiary), what payments will be made, other than agreed expenses?

**<insert>**

### 6 | If the appointment is part-time or non-stipendiary or does not entail living in a manse provided by the circuit, has it been designed with a particular person in mind?

**<yes / no>**

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

**<insert>**

7 | 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

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

**<insert>**

### 9 | What is the expected number and composition of the circuit staff from September 2021?

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.).

**<insert>**

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

**<insert>**

### 11 | 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 ensure that the membership figures are given for each church in the circuit.

Please note who manages any lay workers, and note that this should not be a major part of the probationer’s role

**<insert>**

### 12 | 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 probationer will exercise pastoral care, the relationship between this circuit and neighbouring circuits and ecumenical relationships.

**<insert>**

# Section 3

## The appointment

### 13 | 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.

**<insert>**

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

**<insert>**

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

**<insert>**

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

**<insert>**

### 17 | What ecumenical involvement will the person appointed have? Please give details of any formal structures and the probationer’s proposed responsibility within them. If the appointment includes a LEP, please attach a written agreement with the partner church. See [here](https://www.methodist.org.uk/media/1877/probationer-presbyters-in-local-ecumenical-partnerships-guidance-note.pdf) for guidance

**<insert>**

### 18 | Please give a realistic appraisal (referring to the criteria in Appendix 1) of the strengths of this appointment, especially the opportunities it offers for learning and development in ministry.

**<insert>**

### 19 | 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>**

### 20 | 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>**

### 21 | 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>**

### 22 | What is the estimated number of occasional offices that the probationer will be expected to conduct per annum?

### baptisms

**<insert>**

### weddings

**<insert>**

### funerals

**<insert>**

**Section 4**

## The probationer

### 23 | 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 probationers’ profiles are considered so please complete it as fully as possible

**<insert>**

Setting up a probationer appointment for a presbyter should include deciding whether it is desirable or permissible to apply for the probationer to be authorised to preside at Holy Communion. The criteria set out in CPD Book VI, Part 8, should be applied. Students about to be stationed are free to decide whether or not they are prepared to accept an authorisation to preside. Applying for, receiving or refusing authorisation is a matter of conscience (for people in the circuit as well as the probationer) and varying views must be sensitively handled.

24|Does the circuit meeting intend to apply for an authorisation for the probationer to preside at Holy Communion?

**<insert>**

# Section 5

## Supervision, learning and development

Please see section 2 of the **Notes** at the beginning of this form.

### 27 | How often does the ministerial staff and / or circuit leadership team meet and for what purposes?

**<insert>**

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

**<insert>**

### 29| Who will be the Minister in Oversight of 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. The same is true for the Minister in Oversight.*

### Please attach a letter of reference from the District Chair for both the supervisor and the Minister in Oversight to include confirmation that they can offer continuity of supervision and oversight for the whole of the two years. Please indicate if both roles are going to be held by the same person.

### 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.

### 30 | 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>**

### 31 | When was the last district inspection of the manse? Please attach the latest District manse inspection. This must be from within the last 5 years.

**<insert>**

### 32 | Bearing in mind the particular pastoral needs of probationers at this 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>**

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

**<insert>**

### 34 | 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>**

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

**<insert>**

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

**<insert>**

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

**<insert>**

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

**<insert>**

39 | 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>**

Senior Circuit Steward:

**<name>**

**<date authorised>**

District Chair:

**<name>**

**<date authorised>**

Checklist

* Are all questions answered?
* Is the Chair’s reference for the supervisor and Minister in Oversight attached?
* Has this been approved by DPC and has the date been included?
* Is the District manse inspection attached?
* Is the LEP partner church agreement attached (where appropriate)?
* Is a statement from a discussion with the Pioneering and Church Planting officer attached (where appropriate).

Criteria for a presbyteral probationer appointment:

**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 occasional offices (baptisms / weddings / funerals) a year
* not more than 175 members, not less than 90 members and not more than 6 churches unless there are special factors, in which case, a reasoned statement approved by DPC must be attached to this profile
* preferably no management responsibilities for lay staff, or, where necessary, this should not be their sole responsibility and it should be limited.
* 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
* If there is to be a major pioneering element to this role, a prior discussion must have been held with the Connexional Pioneering and Church Planting Officer, and a statement from that discussion must be attached to this profile.
* LEP involvement only if written agreement between the circuit and ecumenical partners about the probationer’s involvement
* opportunities within the appointment for the development of mission

**Adequate induction:**

* A suitable person (or persons) must be available to give sufficient time to the probationer to:
* rehearse in advance the first major example of each type of activity (e.g. liturgical, administrative, pastoral) he / she will undertake
* attend the first occasion when the probationer performs that activity, and a regular sample of subsequent occasions
* de-brief the probationer afterwards and create a dialogue of affirmation, analysis and critical reflection with him / her
* This role will be carried out by the Minister in Oversight

**Adequate supervision and oversight of circuit work:**

* A Minister in Oversight (usually the superintendent or a deputy appointed by the superintendent) to manage the work of the person appointed and to model good practice.
* A superintendent (or someone to whom the superintendent is both willing and able to delegate this responsibility) to be the supervisor for 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 probationer begins the appointment and who is recommended by the District Chair.
* The supervisor and the Minister in Oversight will both attend a preparation meeting at the Queen’s Foundation before the commencement of the appointment.
* Meetings between the person appointed and the Minister in Oversight should take place weekly in the first instance, their frequency being adjusted as time goes on under the oversight of the District Probationers Committee through the District Probationers Secretary.
* There should be not less than 9 hours of reflective supervision regularly spaced through the year.
* If the appointment includes the probationer acting as an assisting or second minister to an experienced colleague, that colleague should not be the supervisor, but could be the Minister in Oversight.
* adequate and sympathetic circuit leadership (lay and ordained)
* ministerial colleagues and lay people in the circuit willing and able to instruct 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
* a Worship Development Group provided by the circuit
* each presbyteral probationer is responsible for identifying their own befriender (though advice can be given if needed). Part of the Minister in Oversight’s role should include checking that a befriender is in place
* clarity that a probationer can have pastoral responsibility but not pastoral charge

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

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

**A clear understanding amongst the people of the circuit about the nature of the appointment and about appropriate expectations of the person appointed.**

**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 probationer 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.

**Once accepted, a probationer’s appointment cannot be changed**

The District Chair must be satisfied that these criteria can be fulfilled before agreeing the application. The District Probationers’ Secretary should be involved in consultations about shaping a proposed appointment for a probationer.

Setting up a probationer appointment for a presbyter should include deciding whether it is desirable or permissible to apply for the probationer to be authorised to preside at Holy Communion. The criteria set out in CPD Book VI, Part 8, should be applied. Students about to be stationed are free to decide whether or not they are prepared to accept an authorisation to preside. Applying for, receiving or refusing authorisation is a matter of conscience (for people in the circuit as well as the probationer) and varying views must be sensitively handled.

Where it is desired to set up a probationer presbyteral appointment so different from the traditional circuit appointment that the criteria do not apply, the proposals should be discussed with the Ministerial Coordinator for the Oversight of Ordained Ministries.