

APPENDICES TO THE CODE OF PRACTICE 2024

I16. A Letter of Understanding (see sample in **Appendix 1**) should be agreed between the Circuit Stewards and the probationer presbyter or presbyter of another Church or Conference and issued to them within **six** weeks of the visit. It should include details of the pastoral charge to be committed to a presbyter or pastoral responsibility to be committed to a probationer presbyter.

The Letter of Understanding records the result of the invitation process or (if **I15** applies) of the matching process and visit. It does not affect the Conference's power to station annually as it sees fit.

In addition, it should include a general description of the expectations which the Circuit, on behalf of the Methodist Church, has of all its presbyters, together with a statement of the initial length of the invitation or (in the case of a probationer presbyter or a presbyter in a first appointment in the British Conference) deemed invitation. It should also include details of the manse and of any work to be done at the manse before the presbyter arrives. It should include an assurance that the Circuit will uphold the standards of good practice set out in various sections of CPD and an assurance that the presbyter understands their responsibilities in the care of the manse.

The Letter should be approved by the District Chair and the District Lay Stationing Representative. It is very important that the Letter is signed by the senior Circuit Steward and the presbyter. Copies should be sent to the District Chair and the District Lay Stationing Representative.

Letters of Understanding are an important part of the Stationing process, and they should be agreed and signed within **six** weeks of the visit. They were introduced following the Supreme Court decision that ministers were not employees of the Church. For this reason, **the wording has been carefully chosen and should not be altered**. However, content important to each match, including but not limited to, any agreement reached between the presbyter and the Circuit Stewards, should be included and reference to the gifts and graces of the minister and the needs of the circuit may be made. However, the paragraph immediately before the signatures should always appear where it is currently located.

APPENDIX 1(a) SAMPLE LETTER OF UNDERSTANDING (PRESBYTERAL APPOINTMENTS) Read

To be written on headed paper with the address and contact details of the Circuit

Letter of understanding

<Name of Presbyter>

<Name of Circuit>

Period of Invitation From Sept 2024 to Aug 20...

The appointment

This *full time (or *part time) appointment is as a Methodist Minister (presbyter) to the <name of Circuit> Circuit.

The presbyter will share with colleagues in the exercise of pastoral responsibility in the Circuit. It is currently expected that they will do so through exercising *pastoral charge primarily in <names of churches> **(or other specified responsibilities)**. It is recognised that, during the course of the appointment, after discussion and agreement, this may vary in response to the developing needs of the Circuit and any changing membership of the Circuit staff.

Areas of responsibility

(Please expand at each relevant point below with reference to the Circuit profile, including any agreed variations therein, so that all are clear what has been agreed about the areas of responsibility (See Section I). Any specific expectations in any of the areas should also be included.)

- Preach and lead worship in the above churches and elsewhere in the Circuit.
- Be responsible in collaboration with others for the pastoral care of church members.
- Encourage congregations, groups and individuals in their faith journeys.
- Guide the churches in acts of mission, both within the church and in outreach.
- Build on existing contacts in local communities and with church user groups and develop this outreach work.
- Develop existing ecumenical links.
- Explore opportunities to improve inter-faith understanding within the community.
- Help develop a shared vision, locally ecumenically and within the Circuit.
- Help churches to identify priorities and focus resources upon them.
- Exercise your particular distinctive and God-given gifts on a Circuit-wide basis and as appropriate beyond the Circuit.
- **(If the presbyter has identified on their profile, or at the visit to the Circuit, any distinctive gifts and skills, explain how these gifts and skills might be used to the benefit of the mission of the Church and the presbyter.)**

This involves:

- Working collaboratively as a member of the Circuit Staff (and agreeing Circuit ministerial responsibilities with ministerial colleagues).
- Engaging with Circuit Staff and stewards in pursuit of challenges and opportunities with regard to the future direction and development of circuit-wide issues and policies.
- Working in partnership with Church Stewards and pastoral visitors.
- Attending and supporting social and fellowship events (e.g. coffee mornings, women's fellowship).
- **(Include any other expectations.)**

Supporting each other

The Circuit Stewards exercise a general pastoral care for and are sensitive to the needs of ministers and their families. We meet with ministers as a leadership team on a regular basis.

We encourage our ministers to have sufficient rest and recreational time to develop family life, hobbies, exercise and fellowship and also to have time for continuing study, learning and reflection upon experience.

Every ordained minister is required to meet one-to-one with a trained, resourced and approved supervisor in line with the Methodist Church Supervision Policy (2021-2026) ([What is supervision? \(methodist.org.uk\)](https://www.methodist.org.uk)) to reflect on their vocation and practice at least six times per year. Others with significant pastoral responsibility are encouraged to be in supervision. Ministers are also required to undertake Ministerial Development Review each year.

(Insert any particular Circuit policies concerning time off, study, support etc.)

Period of invitation

This *initial invitation is for <number> years in accordance with SO 543(1) (or 547(2)). It will therefore be open to extension in <year> by a decision of the Circuit Meeting in September <year>.

or

This extension of invitation is for <number> years in accordance with SO 545(2) (or 545(3)). It will therefore be open to further extension in <year> by a decision of the Circuit Meeting in September <year>.

Please note that when a re-invitation is being sought by a Minister of an Other Church or Conference (MOCC), that re-invitation is subject to the presbyter having secured an extension to their 'Recognised and Regarded' status, or been recommended to be received into Full Connexion, through the process specified in the Handbook for Ministers of Other Churches and Conferences 2023/2024: [Induction Handbook \(methodist.org.uk\)](https://www.methodist.org.uk). See [Ministers of other Churches \(methodist.org.uk\)](https://www.methodist.org.uk) for more information.

Provision of housing

[For example...] A manse is provided as described in the Circuit/appointment profile.

The Circuit, with the support of the District Manses Committee, is committed to uphold the standards of good practice set out in the “Charter for Outgoing and Incoming Ministers” and “Guidelines on Provision of Adequate Accommodation for Manses” (CPD Volume 2, 2022, pages 801 to 804, see also SO 803). The Circuit also upholds the principle that the care of manses is a matter of partnership and co-operation between the occupant(s) and the Circuit Stewards. Circuit Stewards must have whatever access is necessary, whilst respecting the privacy of the manse, to ensure that the property is kept in good repair. It is the responsibility of the occupant(s) to ensure that the manse is kept clean and presentable. An annual review and ongoing programme of maintenance and redecoration will be sustained by the Circuit.

Changes that we anticipate prior to your arrival in August <year> include redecoration to the interior and some re-carpeting. Your input into this process will be sought and appreciated.

(When the occupant(s) vacate the manse the guidance contained in the publication of CPD at the time should be followed.)

Other resources to be provided

[For example...] The Circuit makes budget provision for local training of ministers, lay employees and for those exploring vocation in ordained ministry. *(Include any other commitments given to supporting the presbyter.)*

***[In every case, without change]* This letter records the outcome of the invitation process. It does not fetter the freedom of the Conference to station annually, as it sees fit. Nor does it preclude the development, during the period of invitation, of the understanding, by the Circuit Meeting and the Church Councils, of their mission and policies, or by the presbyter of their vocation.**

Signatures:

<name>

Senior Circuit Steward

On behalf of the <name of Circuit> Circuit of the Methodist Circuit

<date>

<name>

Presbyter

APPENDIX 1(b) SAMPLE LETTER OF UNDERSTANDING (PROBATIONER PRESBYTERAL APPOINTMENTS or PRESBYTER OF ANOTHER CONFERENCE, ENTERING INTO A FIRST APPOINTMENT IN OUR CONNEXION)

To be written on headed paper with the address and contact details of the circuit

Letter of Understanding

<Name of Presbyter>

<Name of Circuit>.....

Period of Invitation From Sept 2024 to Aug 20...

The appointment

This full time (or part time) appointment is as a Methodist Minister, probationer presbyter (or presbyter of another Conference, entering into a first appointment in our Connexion) to the <name of Circuit> Circuit.

The probationer presbyter appointed (or presbyter of another Conference, entering into a first appointment in our Connexion) will share with colleagues in the exercise of pastoral responsibility in the Circuit. It is currently expected that they will do so through exercising *pastoral charge (or in the case of a probationer presbyter *pastoral responsibility) primarily in <names of churches> (*or other specified responsibilities)*. It is recognised that, during the course of the appointment, after discussion and agreement, this may vary in response to the developing needs of the Circuit and any changing membership of the Circuit Staff. For probationer presbyters, any proposed changes to the appointment, at any stage during the probationary period, requires permission from the Ministerial Candidates and Probationers Oversight Committee through the District Chair. For Ministers of Other Churches and Conferences, there would not normally be any changes to this appointment in the first two years.

Areas of responsibility

(Please expand at each relevant point below with reference to the Circuit profile, including any agreed variations therein, so that all are clear what has been agreed about the areas of responsibility. Any specific expectations in any of the areas should also be included.)

- Preach and lead worship in the above churches and elsewhere in the Circuit. **(In the case of a probationer presbyter who will not have authorisation to preside at the Lord's Supper, include what arrangements will be put in place for them to assist in the conduct of the Lord's Supper at least once in each quarter.)**
- Be responsible in collaboration with others for the pastoral care of church members.
- Encourage congregations, group, and individuals in their faith journeys.
- Guide the church in acts of mission, both within the church and in outreach.

- Build on existing contacts in local communities and with church user groups and develop this outreach work.
- Develop existing ecumenical links.
- Explore opportunities to improve inter-faith understanding within the community.
- Help develop a shared vision, locally ecumenically and within the Circuit.
- Help churches to identify priorities and focus resources upon them.
- Exercise your particular distinctive and God-given gifts on a Circuit-wide basis and as appropriate beyond the Circuit.
- **If the presbyter has identified on their profile, or at the visit to the Circuit, any distinctive gifts and skills, explain how these gifts and skills might be used to the benefit of the mission of the Church and the presbyter.**

This involves:

- Working collaboratively as a member of the Circuit staff (and agreeing Circuit ministerial responsibilities with ministerial colleagues).
- Engaging with Circuit staff and stewards in pursuit of challenges and opportunities with regard to the future direction and development of Circuit-wide issues and policies.
- Working in partnership with Church Stewards and pastoral visitors.
- Attending and supporting social and fellowship events (e.g. coffee mornings, women's fellowship).
- **(Include any other expectations.)**

Supporting each other

The Circuit Stewards exercise a general pastoral care for and are sensitive to the needs of ministers and their families. We meet with ministers as a leadership team on a regular basis.

We encourage our ministers to have sufficient rest and recreational time to develop family life, hobbies, exercise and fellowship and also to have time for continuing study, learning and reflection upon experience.

Every ordained minister is required to meet 1:1 with a trained, resourced and approved supervisor in line with the Methodist Church Supervision Policy ([What is supervision? \(methodist.org.uk\)](http://www.methodist.org.uk)) to reflect on their vocation and practice at least times per year. Others with significant pastoral responsibility are encouraged to be in supervision.

(Insert any particular Circuit policies concerning time off, study, support etc. and, in this case of a probationer presbyter or a presbyter of another Conference entering into a first appointment in our Connexion, how provision will be made for supervision, support and time for study.)

Period of invitation

This period of deemed invitation is for <number> years in accordance with SO 543 (or 547). It will, therefore, be open to extension in <year> by a decision of the Circuit Meeting in September <year>.

Provision of housing

[For example...] A manse is provided as described in the circuit/appointment profile.

The Circuit, with the support of the District Manses Committee, is committed to uphold the standards of good practice set out in the “Charter for Outgoing and Incoming Ministers” and “Guidelines on Provision of Adequate Accommodation for Manses” (CPD Volume 2, 2022, pages 801 to 804, see also SO 803). The Circuit also upholds the principle that the care of manses is a matter of partnership and co-operation between the occupant(s) and the Circuit Stewards. Circuit Stewards must have whatever access is necessary, whilst respecting the privacy of the manse, to ensure that the property is kept in good repair. It is the responsibility of the occupant(s) to ensure that the manse is kept clean and presentable. An annual review and ongoing programme of maintenance and redecoration will be sustained by the Circuit.

Changes that we anticipate prior to your arrival in August <year> include redecoration to the interior and some re-carpeting. Your input into this process will be sought and appreciated.

(When the occupant(s) vacate the manse the guidance contained in the publication of CPD at the time should be followed.)

Other resources to be provided

[For example...] The Circuit makes budget provision for local training of ministers, lay employees and for those exploring vocation in ordained ministry. *(Include any other commitments given to supporting the presbyter)*

***[In every case, without change]* This letter records the outcome of the matching process and visit. It does not fetter the freedom of the Conference to station annually, as it sees fit. Nor does it preclude the development, during the period of deemed invitation, of the understanding, by the Circuit Meeting and the Church Councils, of their mission and policies, or by the presbyter of their vocation.**

Signatures:

<name>

Senior Circuit Steward

On behalf of the <name of Circuit> Circuit of the Methodist Circuit

<date>

<name>

Presbyter

<date>

APPENDIX 1(c) SAMPLE LETTER OF UNDERSTANDING (DIACONAL APPOINTMENTS)

To be written on headed paper with the address and contact details of the Circuit

Letter of understanding <name of Deacon>

<name of Circuit>

Period of Invitation From Sept 2024 to Aug 20...

<title of appointment/churches> Appointment

The appointment

This full time (or part time) appointment is as a Methodist Minister (Deacon) to the <name of Circuit> Circuit.

The deacon appointed will remain committed to being a member of the Methodist Diaconal Order and share with colleagues in a ministry of servant leadership, pastoral care and outreach and prayer, seeking to equip God's people for service in the world as set out in the profile.

Areas of responsibility

(For example, outline the major areas of responsibility within the Circuit and enlarge as necessary.)

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This involves:

(For example, if there is anything specific or 'special' about the appointment or ways of working, it can be noted here.)

Supporting each other

[For example...]

The Circuit Stewards exercise a general pastoral care for and are sensitive to the needs of ministers and their families. We meet with ministers as a leadership team on a regular basis.

We encourage our ministers to have sufficient rest and recreational time to develop family life, hobbies, exercise and fellowship and also to have time for continuing study, learning and reflection upon experience.

(In the case of a diaconal probationer enter additional information related to how provision will be made for supervision, support and time for study.)

We support the Deacon in their lifelong commitment to the MDO and the obligations and expectations, particularly the requirements to attend the Area Group, Annual Convocation and Spiritual Direction.

Every ordained minister is required to meet 1:1 with a trained, resourced and approved supervisor in line with the Methodist Church Supervision Policy ([What is supervision? \(methodist.org.uk\)](https://www.methodist.org.uk)) to reflect on their vocation and practice at least six times per year. Others with significant pastoral responsibility are encouraged to be in supervision.

Period of invitation

This initial appointment is for <number> years in accordance with SO 542(4). It will therefore be open to extension by invitation in <year> by a decision of the Circuit Meeting in September <year>.

or

This extension of invitation is for <number> years in accordance with SO 546(3) (or 546(4)). It will therefore be open to further extension in <year> by a decision of the Circuit Meeting in September <year>.

Provision of housing

[For example...]

A manse is provided as described in the Circuit/appointment profile.

The Circuit, with the support of the District Manses Committee, is committed to uphold the standards of good practice set out in the “Charter for Outgoing and Incoming Ministers” and “Guidelines on Provision of Adequate Accommodation for Manses” (CPD Volume 2, 2022, pages 801 to 804, see also SO 803). The Circuit also upholds the principle that the care of manses is a matter of partnership and co-operation between the occupant(s) and the Circuit Stewards. Circuit Stewards must have whatever access is necessary, whilst respecting the privacy of the manse, to ensure that the property is kept in good repair. It is the responsibility of the occupant(s) to ensure that the manse is kept clean and presentable. An annual review and ongoing programme of maintenance and redecoration will be sustained by the Circuit.

Changes that we anticipate prior to your arrival in August <year> include redecoration to the interior and some re-carpeting. Your input into this process will be sought and appreciated.

(When the occupant(s) vacate the manse the guidance contained in the publication of CPD at the time should be followed.)

Other resources to be provided

[For example...]

The Circuit makes budget provision for local training of ministers, lay employees and for those exploring vocation in ordained ministry.

There will be a regular steering group to meet with the deacon to support the work. The convener of that group is.....

There will be available an annual budget of..... to support the appointment, apart from the usual travel and out-of-pocket expenses as agreed by the Circuit.

(*[In every case, without change]* This letter records the outcome of the deacon's visit to the Circuit as part of the stationing process. It does not fetter the freedom of the Conference to station annually, as it sees fit. Nor does it preclude the development, during the prospective period of appointment, of the understanding, by the Circuit Meeting and the Church Councils, of their mission and policies, or by the deacon of their vocation.)

Signatures:
<name>

Senior Circuit Steward
On behalf of the <name of Circuit> Circuit of the Methodist Circuit
<date>

<name>
Deacon
<date>

**APPENDIX 2(a)
SAMPLE REASONED STATEMENT AND NOTICE TO CIRCUIT
MEETING MEMBERS WHERE AN EXTENSION IS
RECOMMENDED BY THE CIRCUIT INVITATION COMMITTEE**

Sample notice

<name of Circuit> Circuit
<date, time and venue of Circuit Meeting>

Private and Confidential

To Members of the Circuit Meeting
Re: Extension of the appointment of <name of presbyter or deacon>

Please find enclosed a Reasoned Statement giving the recommendation of the Circuit Invitation Committee and the reasons for it. If any member of the Circuit Meeting intends to oppose this recommendation or move an amendment, they are required to inform the Chair of the Circuit Meeting, <name>, in written form no later than one week before the commencement of the meeting indicating their intention with the substance of their grounds for doing so.

Please note that these documents are confidential and for the members of the Circuit Meeting only.

The Circuit Meeting will be chaired by:
<Name of person who will chair the meeting>
<Address>
<Tel no>
<E-mail address>

<*Signed by Circuit Meeting Secretary*>

Sample reasoned statement

Extension of the invitation of <name of presbyter or deacon>

Recommendation of the Circuit Invitation Committee:

The Circuit Invitation Committee recommends that the presbyter/deacon be invited for a further <number> years from September 2024.

The Reasoned Statement for the recommendation from the Circuit Invitation Committee to the Circuit Meeting on <date of meeting>:

The current *invitation **(in the case of a period begun as a probationer presbyter or of a first-term presbyter not initially open to invitation [period of deemed invitation/ in the case of a first-term deacon] period of appointment)** of <name of presbyter or deacon> comes to an end in August 2024. They indicated to the Circuit Stewards that they are willing to offer an extension of <number> years.

The Circuit Stewards then ensured that appropriate consultation took place, as follows, in accordance with SO 545 (SO 546 in the case of a deacon) and the Code of Practice 2024.

Circuit Stewards met with <name> and the family to talk about aspirations and family and personal issues.

Circuit Stewards ensured that a consultation process was put in place in the local churches. Views from a representative sample of people were sought about the gifts and graces of <name> in relation to the challenges and developing work of the church.

Circuit Stewards sought views from the wider community and ecumenical partners.

Circuit Stewards reflected on Circuit Policy.

The Circuit Invitation Committee met to receive from the Circuit Stewards a written report on the feedback and, after due consideration, the above recommendation to the Circuit Meeting was agreed.

After further consultation with <name>, they confirmed that they are willing to offer an extension of <number> years.

Reasons for the recommendation of the Circuit Invitation Committee:

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Points for reflection and exploration that have been discussed with..... following the consultation:

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**APPENDIX 2(b)
SAMPLE REASONED STATEMENT AND NOTICE TO CIRCUIT
MEETING MEMBERS WHERE AN EXTENSION IS NOT
RECOMMENDED BY THE CIRCUIT INVITATION COMMITTEE**

Sample notice

<name of Circuit> Circuit
<date, time and venue of Circuit Meeting>

Private and Confidential

To Members of the Circuit Meeting

Re: Extension of the appointment of <name of presbyter or deacon>

Please find enclosed a reasoned statement giving the recommendation of the Circuit Invitation Committee and the reasons for it.

Please note that these documents are confidential and for the members of the Circuit Meeting only.

The Circuit Meeting will be chaired by:

<Name of person who will chair the meeting>

<Address>

<Tel no>

<E-mail address>

<Signed by Circuit Meeting Secretary>

Sample reasoned statement

Extension of the invitation of <name of presbyter or deacon>

Recommendation of the Circuit Invitation Committee:

The Circuit Invitation Committee does not recommend any further invitation.

The Reasoned Statement for the recommendation from the circuit Invitation Committee to the Circuit Meeting on <date of meeting>:

The current *invitation (in the case of a period begun as a probationer presbyter or of a first-term presbyter not initially open to invitation *period of deemed invitation/ in the case of a first-term deacon *period of appointment) of <name of presbyter or deacon> comes to an end in August 2024. They indicated to the Circuit Stewards that they are willing to offer an extension of <number> years.

The Circuit Stewards then ensured that appropriate consultation took place, as follows, in accordance with SO 545 (SO 546 in the case of a deacon) and the Code of Practice 2024.

Circuit Stewards met with <name> and the family to talk about aspirations and family and personal issues.

Circuit Stewards ensured that a consultation process was put in place in the local churches. Views from a representative sample of people were sought about the gifts and graces of <name> in relation to the challenges and developing work of the church.

Circuit Stewards sought views from the wider community and ecumenical partners.

Circuit Stewards reflected on Circuit Policy.

The Circuit Invitation Committee met to receive from the Circuit Stewards a written report on the feedback and, after due consideration, the above recommendation to the Circuit Meeting was agreed.

After further consultation with <name>, they reaffirmed their willingness to offer an extension of <number> years.

Reasons for the recommendation of the Circuit Invitation Committee:

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APPENDIX 3

GIVING AND RECEIVING FEEDBACK

There are five basic principles to observe when giving feedback of any kind.

Wherever possible, feedback should be:

1. specific and clear;
2. regular and balanced;
3. timely and planned;
4. owned;
5. constructive in nature (e.g. - you might consider trying....).

1. Specific and clear

In order to obtain feedback that is specific and clear, the questions posed when seeking feedback also need to be clear and focused. The questioner needs to ask what is good and valued, could be improved or adapted, what is less helpful or unhelpful, and what suggested areas for attention and improvement there are (see **E20, J20**). The questions need to elicit examples of practice and behaviour that fit these categories. Too generalised questions will elicit too generalised feedback. While specific and clear the feedback questions must be open questions (rather than closed ones) so it is helpful to ask:

- What are the gifts and skills of -- (*presbyter*) -- that you most appreciate?

It is not helpful to ask,

- Is -- (*presbyter*) -- a skilled and inspiring leader?

2. Regular and balanced

The series of feedback questions must challenge respondents to name some positive as well as more challenging issues. Feedback, which is only negative, prevents the hearer from engaging with it. Less balanced feedback is more likely just to be rejected. If a range of views can be expressed, it is easier and more possible for a minister to engage with it well.

Many ministers are not used to receiving and engaging with feedback on a regular basis. This will change as ministers become more familiar with seeing supervision and MDR records. It is important for those offering written feedback to consider how best to support a minister engaging with written feedback, especially if they have not been through a re-invitation process before, or for a very long time (see **E25, J23**). Care should be taken to ensure that feedback is offered in a supportive and not a careless way.

3. Timely and planned

The same principles underlying a consultation period apply to the element of giving and receiving of feedback, namely that it should allow sufficient time to be comprehensive but limited in length so that it is not too dominant and stressful and uncertain an experience. It

is therefore important to set out in writing the time-line for seeking feedback, the process used to collate the feedback and offer it to the minister indicating who will do this and agree a venue and date to offer it. This kind of careful planning can re-assure a minister that the process is not careless or rushed or too drawn out. **(Make a plan, agree it and stick to it!)**

4. Owned

In the life of a Christian community, all feedback should be owned when submitted and not be anonymous. The process of collating the summary of feedback then removes names to prevent individual comments being identified. It should be clear when seeking feedback that this is the case. Those collating the feedback need to know who offered which comment – in order to assess its significance and context but these identifying markers are then removed during the process of collation (see **E24**). Roles **can** sometimes be used helpfully, - a church member said... or a colleague minister said....

5. Constructive

Feedback must be honest and real but wherever possible it should be positive about how something that is less than helpful could be made better. So, a comment that identifies that chairing of meetings is a little unfocused and the process is not always clear could be attached to a suggestion to try using a timed agenda to keep better focus. The framing of the questions seeking feedback can suggest to respondents that they might offer suggestions of how to improve in a particular area of work. Feedback on a personal characteristic that cannot be changed or amended is not valid and should never be feedback in a re-invitation process. Feedback on someone's ethnicity, gender, nationality or age is not permitted in any circumstances and should be shredded on receipt. Those receiving and engaging with written feedback will engage more effectively with requested changes of practice if they feel encouraged by hearing what is valued and going well and if it is their practice of ministry which is the focus of the feedback.

It is helpful for those giving and receiving feedback to recognise it is demanding as a process for all concerned and one to be characterized by integrity, care and skill.

APPENDIX 4

CRITICAL APPOINTMENTS (form to be completed and sent to stationingadministration@methodistchurch.org.uk)

STATIONING MATCHING 2023-2024

S4 DESIGNATION OF CRITICAL APPOINTMENTS – PROFORMA FOR REASONED STATEMENTS

Name and number of Circuit and District		
Region		
District priority	Number of critical appointments in District	Priority number for this appointment (1 is highest)
Agreed Regional Band	Number of critical appointments in Region	Agreed Regional Band (A-C with A being most critical)
Number of churches in circuit with the membership numbers for each church		
Number of churches in this appointment		
Number of members in this appointment. Please note that it is possible for small appointments to be designated as critical if they meet sufficient criteria (e.g. in an island context)		
Number of members in whole Circuit		
Details of other staff in Circuit, lay and ordained.		
Please indicate any anticipated changes to staffing/responsibilities before the commencement of this appointment		
If this application is for a one or two minister circuit, please explain how the Circuit is working with neighbouring circuits and outline any plans for the future		

<p>If this appointment were not filled what would be the implications for other appointments, such as a probationer or MOCC?</p>	
<p>Please make notes against the criteria this appointment meets below. Please do not feel you need to complete every box.</p>	
<p>A Missional priority, significant Fresh Expression or new work. <i>This can be in the planning stage but cannot be purely a long term intention. What present or immediate plans are there for this in the next year? Please give specific details.</i></p>	
<p>B The need for a specific skill not available within the current staff team <i>This could include leadership and language skills. Please identify the particular skills needed and why.</i></p>	
<p>C Significant Ecumenical commitment <i>This must be a significant plan or a reality (not just an aspiration). Please indicate if this appointment is part of an ecumenical area or a covenanted partnership. If this is an ecumenical project please give details of why a Methodist Presbyter is needed. To what extent would the mission of the church be impeded should a Methodist minister not be appointed- please give details of other non-Methodist staff in the area/partnership</i></p>	
<p>D An area where not to station a Methodist puts Christian presence at great risk</p>	
<p>E Geographical isolation <i>This includes islands and extreme rural communities where there are no clergy colleagues in reasonable proximity.</i></p>	
<p>F A large pastoral load <i>Where not to fill would leave any member of existing staff with more than 250 members or more than 10 small and widely spaced churches. (These are guideline figures.)</i></p>	

<p>G A history of multiple fragilities <i>Ongoing complex situations arising from:</i></p> <ul style="list-style-type: none"> ▪ <i>The recent death of a presbyter/deacon in circuit.</i> ▪ <i>Where a circuit has experienced significant conflict or division in recent years.</i> ▪ <i>Recent experience of complaints, safeguarding issues, ill health of ministers or resignations.</i> 	
<p>Any other factors you wish the Scrutiny Group to be aware of. Please make a note here if there are additional confidential matters which the Chair wishes to communicate to the group by telephone.</p>	

These criteria are neither exclusive nor exhaustive. We are aware of the different strains and needs round the pastoral care of a large number of members in one or two large congregations and the care of fewer members scattered in many small and more distant congregations.

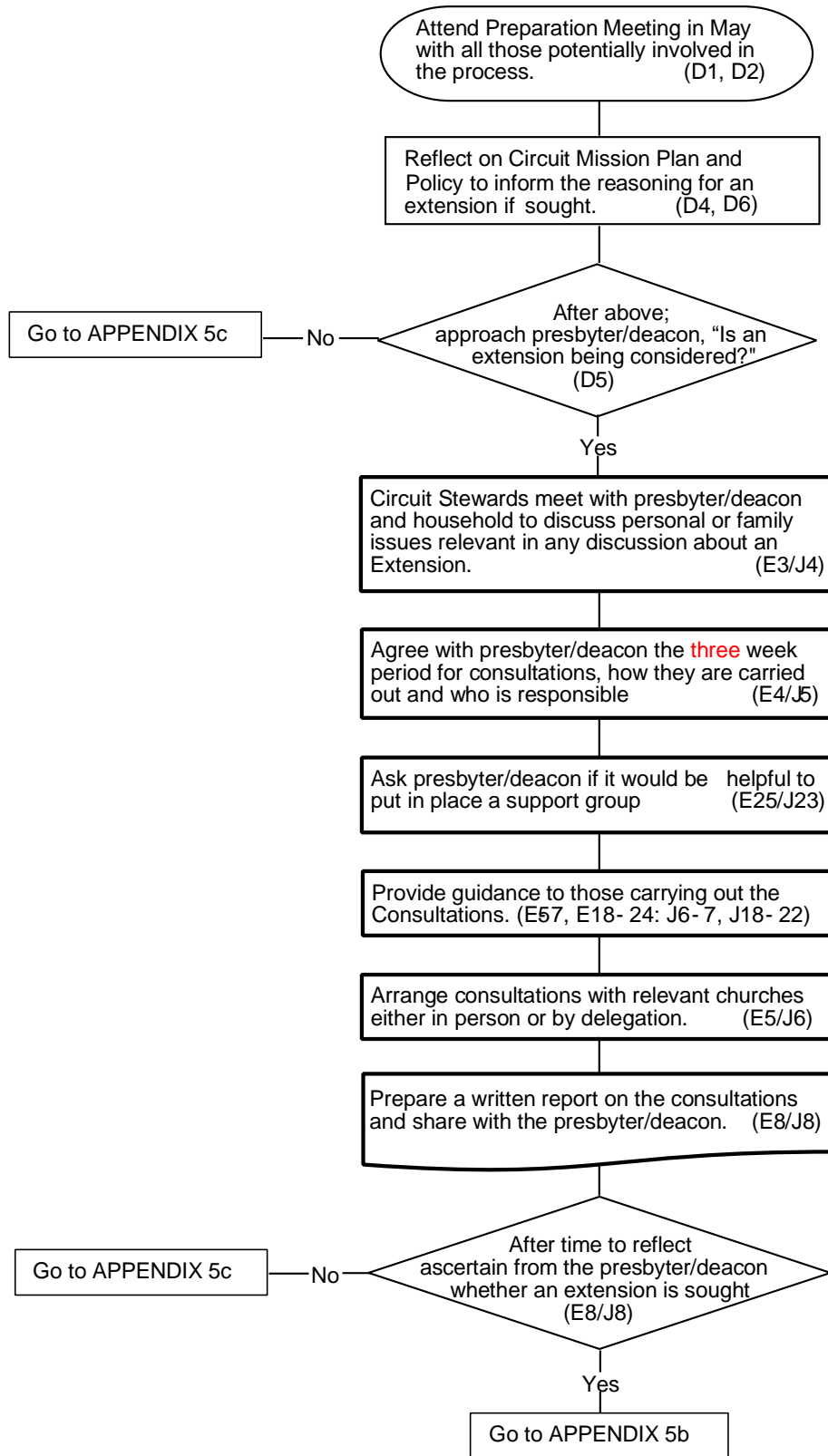
- The Scrutiny Group will prayerfully examine the profiles and Reasoned Statements. In order to ensure that the Scrutiny Group designates those places of the most acute need connexionally, it is likely that such places will match at least **three or four** of the criteria. If one criterion is particularly significant for an appointment, then that appointment may be designated as ‘critical’ while only matching one or two of the criteria.
- The Chair of the Scrutiny Group may, with the agreement of the group, contact the Chair of District during the scrutiny meeting for clarification if required.
- Normally, no more than one appointment from any one circuit can be accepted as ‘critical’. Exceptions to this may apply particularly for very large circuits with multiple appointments in stationing. On occasions, it is felt to be essential that one of two appointments is filled and therefore, the Circuit wishes both to be submitted as critical in the hope that one will be so designated. Districts are asked to make a call on which is the most important and only submit that one – if they face this situation.
- Appeals process. Any Chair wishing to appeal a decision of the Scrutiny Group may do so by sending a clearly titled Reasoned Statement to scrutinygroup@methodistchurch.org.uk **within three days** of receiving the decision. **Do not** send your Reasoned Statement to any other e-mail address. Appeals are considered by at least three members of the Scrutiny Group plus the Chair of Chairs and a nominated Lay Stationing Representative. Results of appeals will be communicated to Chairs by e-mail.
- A scrutiny process will run before SMG2, if required, by previously unforeseen circumstances. Normally, no further appointments will be designated as ‘critical’ after SMG2.
- If designated Critical, the Stationing Matching Group will make every effort to match and fill the appointment but cannot guarantee to be able to do so.
- Feedback on the decisions of the Scrutiny Group will be provided to the Chairs of District and Lay Stationing Representatives before the profiles are published. When published those profiles designated as Critical will be identifiable.
- Please be assured that this form is used only for the purposes of the Scrutiny Group.

The Critical Scrutiny Group will read all of the Circuit profiles submitted for stationing. The profiles smaller than those which would be accepted for the appointment of a probationer should be accompanied with a Reasoned Statement to explain why their inclusion is essential. The Group will inform the Chairs of District and the Lay Stationing Representatives if such an appointment does not meet the expectations required, in order that the Circuit can reconfigure the profile for another type of appointment (probationer, MOCC, deacon, etc.) or consider other ways of supporting mission

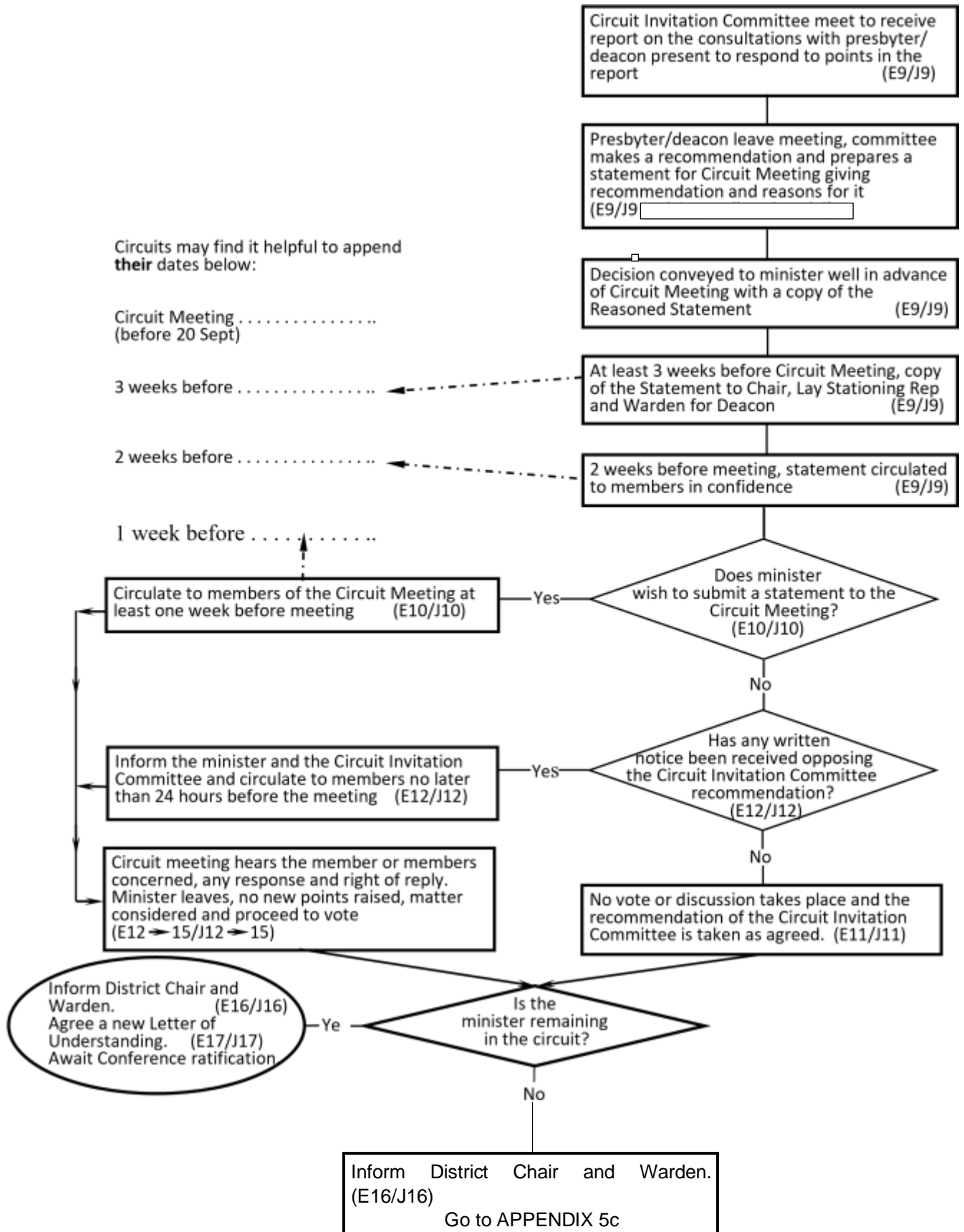
APPENDIX 5(a, b, c)

CIRCUIT STEWARDS STATIONING FLOWCHARTS (MAY 2023-)

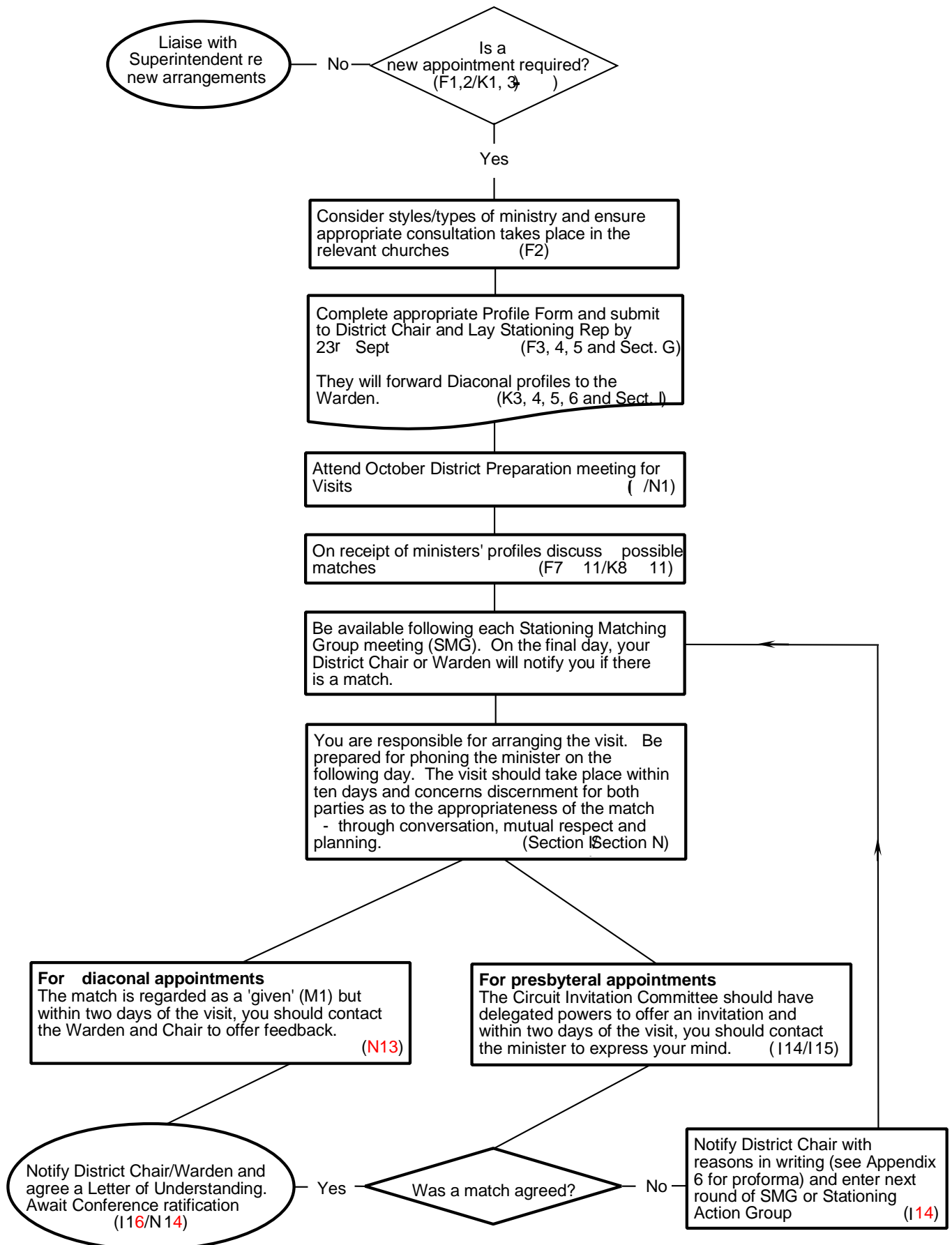
a) The Start of the Process



APPENDIX 5(b) Post-Consultation, a Presbyter/Deacon Seeks an Extension



APPENDIX 5(c) Where a Presbyter/Deacon is not Remaining in the Circuit



APPENDIX 6(a)

REPORT OF A STATIONING MATCH – CIRCUIT

- This form is only to be used to help further rounds in the stationing process where a stationing match has been declined.
- When complete, the form should be sent by the person who has signed it, to the presbyter concerned, the Chair of District and the Lay Stationing Representative of both Districts concerned, within one week of the visit.
- The Chair with oversight of the Circuit will then send the form to the Chair of the Stationing Committee, the Chair of the Stationing Matching Group, the Ministerial Coordinator for the Oversight of Ordained Ministries and the Assistant Secretary of the Conference. The form will remain confidential to these people.
- If necessary, information on this form may be shared during the adoption of the stations by the Conference. It will be destroyed following Conference.

Name and number of Circuit.	
Name of presbyter matched.	
At which stationing round was this match made? (SMG1, SMG2, SMG3, Stationing Action Group).	
Date and duration of the visit.	
Did other people accompany the presbyter? If so, how were they involved with the visit?	
Outline of the timetable of the visit.	
Was this adhered to?	
Was the match declined by the Circuit Invitation Committee or by the presbyter or both?	
The reason why an invitation has not been offered or has not been accepted. Please give as much detailed information as clearly as possible.	

Any other information?	
Signed by the Chair of the Circuit Invitation Committee (or a member of the CIC) on behalf of the CIC.	
Date of signature	

APPENDIX 6(b) REPORT OF A STATIONING MATCH – PRESBYTER

This form is only to be used to help further rounds in the stationing process where a stationing match has been declined.

- When complete, the form should be sent within one week of the visit by the presbyter to their Chair of District and Lay Stationing Representative. The Chair will send it to the Chair and Lay Stationing Representative of the other District involved.
- The Chair with oversight of the Circuit will then send the form to the Chair of the Stationing Committee, the Chair of the Stationing Matching Group, the Ministerial Coordinator for the Oversight of Ordained Ministries and the Assistant Secretary of the Conference. The form will remain confidential to these people.
- If necessary, information on this form may be shared during the adoption of the stations by the Conference. It will be destroyed following Conference.

Name and number of Circuit.	
Name of presbyter matched.	
At which stationing round was this match made? (SMG1, SMG2, SMG3, Stationing Action Group).	
Date and duration of the visit.	
Did other people accompany the presbyter? If so, how were they involved with the visit?	
Outline of the timetable of the visit.	
Was this adhered to?	
Was the match declined by the Circuit Invitation Committee or by the Presbyter or both?	
The reason why an invitation has not been offered or has not been accepted. Please give as much detailed information as clearly as possible.	

Any other information?	
Signed by the presbyter	
Date of signature	