

# GUIDE FOR MINISTRY SETTLEMENT BOARDS

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## INTRODUCTION

This booklet provides guidelines to the procedures to be used when there is a ministerial vacancy to be filled in a parish or charge.

The procedures to be followed are stipulated in the Book of Order (2008), the Conditions of Service Manual and the Guide to Procedures for Co-operative Ventures. Ministry Settlement Boards should familiarise themselves with these documents.

This booklet is intended for

- ☐ Clerks of presbyteries/UDCs
- ☐ Interim Moderators
- ☐ Ministry Settlement Boards

A time of ministerial vacancy is a significant stage in the life of a congregation. It can produce feelings of loss, at the departure of the previous minister, and of uncertainty, as to the future. It can also be a time of excitement and anticipation as the congregation looks to the mission and ministry to which God is calling them now and in the days ahead.

Below are definitions for terms used in the Ministry Settlement process:

### Personnel Work Group

The Work Group processes applications for reception of ministers from other churches who wish to be received as ministers of the Presbyterian Church of Aotearoa New Zealand.

### **Uniting Congregations of Aotearoa New Zealand (UCANZ)**

This was formerly known as the Forum of Co-operating Ventures and the Forum of Uniting Ventures. UCANZ consists of representatives of all co-operative ventures.

The Standing Committee of UCANZ deals with matters relating to the oversight of all cooperative ventures which include members from any of the partner churches which are:

Anglican, Associated Churches of Christ, Congregational Union, Methodist and Presbyterian.

The **Joint Regional Committee** is the local regional committee of UCANZ made up of representatives of the five negotiating/partner churches, which has oversight of the cooperative ventures in their area. The Joint Regional Committee is often known as the JRC.

### **Ministry Settlement Board**

The Board was previously known as a Board of Nomination. The Nominator is now referred to as the **Convener** of the Ministry Settlement Board.

### **Charge**

Term used to describe a congregation recognised by presbytery as entitled to have ministry settlement. The minister is **called** to the charge.

### **Interim Moderator**

A minister appointed by presbytery to ensure that ministry of word and sacrament is still available to a congregation during a vacancy.

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## **MINISTERIAL VACANCY IN A PARISH OR CHARGE**

A parish or charge has a ministerial vacancy when the presbytery/UDC is satisfied there is no person or team to undertake functions set out in chapter 6 of the Book of Order (2008) or that the congregation would benefit from having an additional person(s) to undertake these functions.

**In the event of a minister being called to another charge or ministry appointment** the calling presbytery will determine the date on which the pastoral tie is to be dissolved. This is usually the date on which the minister is inducted to the new charge or ministry appointment. The presbytery appoints an Interim Moderator who takes up his/her duties on the date the pastoral tie is dissolved. The procedure for filling a ministerial vacancy is then followed.

**When a minister reaches the end of a term of ministry appointment** the process is similar to the one outlined above. If the appointment is in a uniting congregation the procedure to be followed is outlined in the Guidelines to Procedures in Uniting Congregations, (*Part 4, Section 2, p81 ff*), available from UCANZ.

**When a minister retires from ministry**, and thus from a parish or charge, the minister advises both the presbytery/UDC and the church council of his/her intention to retire and the date from which the retirement is to take effect. The pastoral tie is dissolved as from the date of retirement. The presbytery appoints an interim moderator and the procedure for filling a ministerial vacancy is then followed.

**In the event of a minister resigning from a parish or charge** (without another ministry appointment to go to) section 10.32 of the Book of Order (2008) applies. Once the presbytery accepts a resignation it appoints an Interim Moderator. The procedure for filling a ministerial vacancy is then followed from the time the resignation takes effect.

**In the event of the death of a minister while in office** the presbytery will appoint an

Interim Moderator and the procedure for filling a ministerial vacancy will then be followed.

### **A ministerial vacancy may also occur**

- ☐ if the parish is unable to pay the stipend
  - ☐ if the presbytery, or the Assembly, has dissolved the pastoral tie
  - ☐ if a new ministerial position is established by the parish and presbytery/UDC
- In the event of the pastoral tie being dissolved, the presbytery takes the appropriate steps to determine the future of the parish. This will involve the appointment of an Interim Moderator and a Ministry Settlement Board.

If a new ministerial position is established it will probably be one of the following

1. Another ministry position in an already established parish
2. A new ministry position in a new parish or charge.

If the position is in an already established parish, it will be what was formerly referred to as a 'collegiate', 'associate' or 'assistant' position. These terms are no longer recognised by the Book of Order 2008. Instead, positions are either ordained or lay. Where the position is an ordained one, the ministry settlement guidelines apply. Lay positions come under the section on recognised ministries in the Book of Order. Ordained ministers cannot be appointed to lay positions.

Parishes may, however, use these terms 'in-house' as descriptors of types of ministry roles and their relationship to existing positions in a parish.

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## **DUTIES OF A CHURCH COUNCIL DURING A VACANCY**

### **Information about the role and tasks**

Together with the Interim Moderator, the church council is responsible for the continuing oversight of the parish. The church council is accountable to the presbytery/UDC for the welfare of the parish and continues to be responsible to the presbytery/UDC for the exercise of its authority and the discharge of its duties in the normal way.

This includes:

- ☐ setting the times and places for public worship
  - ☐ Christian Education programmes
  - ☐ pastoral care
  - ☐ whatever projects the parish is currently responsible for
  - ☐ calling congregational meetings, as required, to
  - ☐ elect parish representatives to the Ministry Settlement Board
  - ☐ to approve the Terms of Call
  - ☐ to vote on any name that the Ministry Settlement Board might bring for consideration as the appropriate person to fill the ministerial vacancy.
- Under the new Book of Order, church councils have the authority to appoint non-ministerial roles without presbytery/UDC approval. Ministry Settlement Boards must be consulted by the church council at the outset to ensure that funds intended for the vacant parish are not re-allocated to the non-ministerial role. The church council must ensure that no act or omission on its part circumvents or interferes with the ministry settlement process. The church council/board of managers is responsible for
- ☐ continued maintenance of church property including the manse
  - ☐ letting the manse, if that is deemed desirable
  - ☐ continued payment of the parish contribution to the Assembly Assessment including the contribution to the Beneficiary Fund and the Seniority Allowance as these

payments are a charge on a parish, not a minister, and are part of the collective responsibility of the wider church family.

### **For co-operative ventures only**

Church councils of co-operative ventures will have similar duties to those listed above. When a ministerial vacancy occurs in a co-operative venture the Joint Regional Committee convenes a meeting with representatives of the parish and the partner churches to discuss how the ministerial vacancy will be filled. One of the partner churches will be appointed as the church of oversight.

If the Presbyterian Church is the church of oversight the presbytery will appoint an Interim Moderator and Convener and the normal appointment process, as outlined in this booklet, will be followed.

If one of the other partner churches is the church of oversight then that church's appointment processes will be followed.

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## **DUTIES OF A PRESBYTERY/UDC CLERK**

The Presbytery Clerk has an important role to fulfill in ensuring that all the documentation is in order and all relevant decisions accurately recorded in the minutes of the Presbytery. The clerk should ensure that the following takes place:

- ☐ Appointment of an Interim Moderator to begin their duties from the date the pastoral tie is dissolved.
- ☐ The parish is advised of who the Interim Moderator is and the starting date.
- ☐ A Convener is appointed by presbytery/UDC to convene the Ministry Settlement Board. The Convener is normally appointed from the date the pastoral tie is dissolved but sometimes there may be reasons for this appointment to be deferred.
- ☐ The parish is advised of who the Convener is.
- ☐ The presbytery/UDC invites the other denomination(s) to appoint representatives to the Ministry Settlement Board in the case of co-operative ventures.
- ☐ The presbytery/UDC considers any recommendations from the Ministry Settlement Board regarding vacancy or the future of the parish within the prescribed timeframes (chapter 10, Book of Order 2008).
- ☐ The terms of call for the vacancy is considered and approved by the presbytery/UDC.
- ☐ The terms of call include the length of term and review provisions for limited tenure charges (e.g. in a co-operating venture).
- ☐ That the presbytery/UDC has given consideration to carrying forward study or other leave by the minister where it sustains a call, and has notified the parish for its own records.
- ☐ The presbytery/UDC transmits the call, when sustained, to the presbytery/UDC of the minister concerned and advises the presbytery and the parish when the call has been sustained by both presbyteries/UDCs and accepted by the minister.
- ☐ A service of induction is organised by the Presbytery Moderator in conjunction with the Convener, the Interim Moderator, the church council and the minister concerned. In the case of a co-operative venture, refer to the Guidelines for Co-operative Ventures.
- ☐ The relevant change of status forms for minister and parish are filed with the Assembly Office at the beginning and end of the period of ministerial vacancy.

## INTERIM MODERATORS

### Information about the role and tasks

The appointment of an Interim Moderator for a parish with a ministerial vacancy is the way in which a presbytery/UDC ensures that the role of the teaching elder in a congregation is provided while the parish is without a settled ministry appointment.

The Interim Moderator is responsible for ensuring ministry of word and sacrament is available to the congregation in accordance with chapter 6 of the Book of Order (2008).

### The appointment process

If it is satisfied that there is an opportunity for ministry settlement in a congregation, presbytery must appoint one of its members as Interim Moderator of the congregation. Presbytery may appoint a minister from the congregation as Interim Moderator.

### The tasks for an interim moderator

- ☐ To moderate meetings of church council.
- ☐ To ensure, together with the church council, that the life and work of the parish is maintained and be responsible for the oversight of the parish
- ☐ This includes ensuring the continuation of
  - ☐ worship; sacraments
  - ☐ Christian education
  - ☐ pastoral care
- ☐ To report as required to presbytery/UDC on the well being of the parish.
- ☐ To appoint pulpit supply in consultation with the church council, the Ministry Settlement Board and the presbytery/UDC as may be helpful for the life and work of the parish during the ministerial vacancy.
- ☐ To liaise with the church council regarding the arrangements for a social function after the induction service.
- ☐ If the Interim Moderator is also the Convener then the duties listed on the next page also need to be fulfilled.
- ☐ If the Interim Moderator is not also the Convener then it is essential that the Interim Moderator work closely with the Convener to ensure that all the processes run smoothly.

## CONVENERS

The Convener is the person appointed by the presbytery/UDC to convene the Ministry Settlement Board, and ensure that the work relating to the filling of the ministerial vacancy is done effectively.

### The appointment process

- ☐ The presbytery/UDC appoints a Convener to for the Ministry Settlement Board.
- ☐ A Convener may be either a minister or an elder of the presbytery.
- ☐ The Convener takes up his/her duties from the date stipulated by the presbytery/UDC. This date may or may not coincide with the date of the dissolution of the pastoral tie.

- ☐ The appointment concludes when the new minister is inducted.
- ☐ The presbytery/UDC may appoint the same person to be both Interim Moderator and Convener or it may appoint two people, one to each of the roles.
- ☐ A minister or elder from the vacant parish cannot be appointed as Convener.

### **The tasks for a Convener**

- ☐ To chair meetings of the Ministry Settlement Board
- ☐ To deal with all administrative matters arising from the work of the Board e.g. prompt attention to correspondence and keeping any prospective minister advised regularly as to the progress being made by the Board
- ☐ To report regularly to the church council and to the congregation(s)
- ☐ To report regularly to the presbytery/UDC
- ☐ To liaise with the Interim Moderator, the church council and the presbytery/UDC over any supply appointments made during the ministerial vacancy.
- ☐ To obtain presbytery/UDC approval (at the appropriate times) to
  - (a) the Terms of Call
  - (b) fill the vacancy
  - (c) sustain the call
- ☐ To liaise with the presbytery moderator and the church council regarding the arrangements for the induction service and to prepare a three to five minute narrative to be given at the induction service.
- ☐ If the Convener is also the Interim Moderator then the tasks listed on the previous page also need to be attended to.
- ☐ If the Convener is not also the Interim Moderator then liaison with the Interim Moderator is an important aspect of the role.

***Good liaison and team work between Interim Moderator, Convener, church council and Ministry Settlement Board is an important feature of life during a ministerial vacancy.***

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## **MINISTRY SETTLEMENT BOARDS**

### **The principle**

A Ministry Settlement Board is a joint committee, with membership from the presbytery/UDC and the parish. Its function is to do all the work related to making a new ministry appointment.

### **The appointment process for a Ministry Settlement Board**

The presbytery/UDC appoints:

- ☐ A Convener
- ☐ Two members of presbytery (or two elders who may or may not be within presbytery bounds)
- ☐ The three appointed must include both elders and ministers
- ☐ If the role is an additional one, the current minister should also be appointed

The church council appoints two members.

The congregation appoints four members.

## Process for election of Parish Representatives

The congregational members are elected at a duly constituted congregational meeting called by the church council and moderated by the Convener. It is wise to give plenty of warning of the meeting so congregational members can give consideration to those whom they might wish to nominate and elect.

The parish may apply to presbytery to appoint more than four members.

Note: The Convener becomes the moderator of the church council while the charge is vacant. If there is another minister in the parish then that minister continues as moderator and the Convener is a member of council.

## The tasks of a Ministry Settlement Board

- ☐ To review the life of the congregation as set out in the ministry settlement supplementary provisions, and
- ☐ To discern and recommend which of the four strands of ministry described in chapter 9 of the Book of Order (2008) would be suitable for the congregation, and
- ☐ To make any other recommendation regarding the future of the congregation, and
- ☐ To develop a report of its review and recommendations for submission to the church council, congregation and presbytery that includes:
  - Whether one of the four strands of ministry is the appropriate
  - ministry settlement
  - Which strand of ministry is appropriate
  - Whether it is appropriate for the congregation to join or amalgamate with another congregation
  - Whether it is appropriate for the congregation to continue
  - Any other proposal for the future life, worship and mission of the congregation
  - If the report recommends a call to stipendiary ministry settlement from any of the four strands of ministry, it must include proposed terms of call.

***A Ministry Settlement Board should approach its tasks with prayerful discernment.***

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## TASK ONE –THE PARISH PROFILE

### Introduction

- ☐ Drawing up a parish profile must be done in consultation with the church council
- ☐ If the parish has a ministerial team, the members should be consulted as part of the process
- ☐ It is helpful to provide appropriate opportunity to consult with the congregation as part of this process and to keep them well-informed about the process and any decisions made
- ☐ If a parish review has been done recently the work of compiling the profile will probably be straightforward as much of the information will be readily available
- ☐ Where a parish has not had a review within the last three years they will be required to undergo one to assist the Ministry Settlement Board
- ☐ If a parish is having a transition ministry then much of the work of developing the profile will be done by the transition minister working with the parish on the developmental tasks of transition ministry. Close liaison between the transition minister and the convener is crucial to avoid unhelpful duplication

## **Process**

### **Step 1**

The Board should analyse

- ☐ the current state of the parish; spiritual, financial, membership etc
- ☐ the needs and aspirations of the parish
- ☐ the needs and opportunities presented by the community in which the parish is situated
- ☐ the latest congregational appraisal/visitation report
- ☐ the parish's ability to support ministry

### **Step 2**

This information should be used to draw up a parish profile.

### **Step 3**

This profile should then be tested with the congregation to ensure that the profile reflects reality.

Note: The possibility of combining with other parishes in the presbytery/UDC or with other parishes of member churches of UCANZ should also be considered, as part of this process, as should the needs of both the parish and presbytery/UDC

### **The parish profile is the document that presents the parish to the prospective minister.**

The profile should be an attractive document and provide:

- ☐ a realistic picture of the parish;
- ☐ its achievements, past and present;
- ☐ its hopes for the future

Among other things, the profile can include:

- ☐ vision/mission statement
- ☐ goals for the next 3-5 years
- ☐ statistics on membership, age profile, and finances
- ☐ resources, including people, building and financial assets
- ☐ governance structure
- ☐ its pattern of ministry and its expectations for ministerial leadership

Information should also be included about:

- ☐ the community of which the parish is a part
- ☐ the opportunities for outreach, actual and potential
- ☐ the groups which use the buildings

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- ☐ the links with other congregations, and other denominations in the area.

Include:

- ☐ photographs which give a good picture of the people and activities
- ☐ photographs and or plans of the church, buildings and manse.

The material can be prepared in a folder with clear plastic pockets.

Put together several folders as you may want to send the information to more than one person.



Copies of weekly bulletins, newsletters, and the latest annual report can also be enclosed  
The most helpful way to put together a profile is for:

☐ Church council and Ministry Settlement Board to brainstorm the items that should be included.

☐ 2-3 people to be deputised to write up the profile to take back to the Ministry Settlement Board and the church council for approval.

When complete the profile should be circulated to a representative sample of the congregation or to the whole congregation for checking that the profile is a clear and accurate reflection of the parish.

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## **TASK TWO - MINISTRY EXPECTATIONS**

**This second task has two parts.**

**The first is to discern what model of ministry will best serve the needs and aspirations of the parish. The second is to draw up a set of ministry expectations**

### **Models of ministry**

The Presbyterian Church of Aotearoa New Zealand has four strands of ministry. These are:

- ☐ National ordained ministry

- ☐ Local ordained ministry

- ☐ Local ministry teams

- ☐ Amorangi.

A Ministry Settlement Board, in close consultation with the church council and with the congregation, needs to discern which model of ministry is the appropriate one for the parish.

The Board also needs to determine whether the ministry position(s) to be filled are to be full-time or part-time. If part-time, what the size of the position is to be, ie 50%, 75%. In addition, consideration needs to be given to the parish's ability to pay.

Note: If the decision is to seek part-time parish ministry, the same work has to be done in preparing the ministry expectations and person description as outlined below. However, this task requires even more care as it is essential that the ministry expectations are reasonable in the light of the part-time nature of the ministry. It is not reasonable to expect full-time ministry for part-time remuneration.

### **Ministry expectations**

☐ A statement of ministry expectations – identifying the key attributes sought in the person and the key tasks that would be expected to be done – can be used as a basis for discussion with a prospective minister and/or as a guide for applicants if the Board decides to advertise the position

☐ Developing the ministry expectations can be done in the same way as the parish profile and should involve the same level of consultation.

When the parish profile and the ministry expectations are complete the terms of call can be determined

### **The terms of call**

The standard terms of call are set out in the Conditions of Service Manual. This manual is a supplementary procedure to the Book of Order (2008).

☐ If the parish anticipates varying the standard terms of call this should be discussed at this stage (note the parish must meet or exceed the standard terms)

☐ This is particularly important if the ministry position to be filled is a part-time one

- ☐ For a part-time position it is appropriate to pro-rata the stipend and non-taxable allowances
- ☐ Study leave is also calculated on a pro-rata basis
- ☐ If a manse is provided, the full notional rent has to be paid
- ☐ If a manse is not provided it is reasonable to pay a pro-rata allowance which is taxable
- ☐ The amount budgeted for reimbursing car travel should be related to the expectations of the ministry provided and is not necessarily pro-rata

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### **Non-stipended positions**

Even if a stipend is not to be paid ministry expectations must still be drawn up to cover the key tasks, the accountabilities, the provisions for leave and the provisions for remuneration of expenses

### **Getting Presbytery/UDC approval**

- ☐ When the Board has decided the above matters a congregational meeting should be called by the church council, giving at least seven days notice, to approve the model of ministry and the terms of call
- ☐ The parish needs to be able to satisfy the presbytery/UDC that it can fund the ministry position(s) for a mutually agreed period of time.
- ☐ The Convener then needs to get presbytery/UDC approval for the model of ministry and the terms of call
- ☐ The presbytery/UDC then gives permission for the Board to fill the vacancy
- ☐ The Board can then proceed with the third of its tasks – finding the right person to fill the ministerial vacancy.

**It is not appropriate to either approach a minister or advertise the position until the presbytery/UDC has given its approval to fill the vacancy.**

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## **TASK THREE - SEEKING THE APPROPRIATE PERSON**

A Board can decide to:

- ☐ Look through the ministerial roll and identify the ministers it thinks would be a good match and consider each of them in turn
- ☐ Advertise the position
- ☐ Seek an ordinand from the Knox Centre for Ministry and Leadership

### **An important requirement**

Before making any approach to a minister a Convener must check with the 'home' presbytery to ensure that the minister is currently in good standing and that there is no impediment to the person being considered for a ministry position.

Do not assume that a Good Standing check has been carried out when you request a Minister's Information Form. From 5 October 2013 ministers must have a current Certificate of Good Standing before they can be inducted into a new charge.

In addition to a Good Standing check, the Convener must arrange for a police check for the person being considered. Police checks are not required for ministers holding a current Certificate of Good Standing as a police clearance is one of the criteria for obtaining a Certificate.

### **Important points to note**

□ If the Board wishes to approach, or receives an application from, a minister from another denomination or from any overseas minister the Convener **must** contact the Parish and People Advisory Service for advice on the procedures to be followed.

□ The Presbyterian Church has reciprocal ministry agreements with the Associated Churches of Christ (in New Zealand) and the Methodist Church of New Zealand (Te Haahi o te Weteriana)

If a Board wishes to consider a minister under either of the reciprocal agreements outlined above, contact the Parish and People Advisory Service for advice regarding procedures.

***Normally these processes are fairly straightforward. However make sure you leave plenty of time to ensure no last minute problems.***

### **When a board decides to consider names on the ministerial roll**

□ A Convener should ask the Parish and People Advisory Service for the Five Year List. This is a list of all Presbyterian ministers who have been in their current appointment five years or more.

□ The Parish and People Advisory Service can also provide conveners with a list of ministers and licentiates who are currently available for call or appointment.

□ A list of all parishes with ministerial vacancies is published each month and distributed through the monthly mailing. This list includes the name of the Convener. Any minister interested in a listed parish is entitled to indicate that interest to a Convener. A Convener must pass on to the Board any request by a minister to be considered for a particular vacancy.

□ Having collected possible names a Board can obtain a Ministers' Information Form from the Parish and People Advisory Service. This form supplies basic information about a minister's:

- training and qualifications
- previous ministry experience
- priorities in ministry
- recent study leave and evidence of ministry development

It may also have an open reference, written by a nominee of the minister's choice, which provides comment on the minister's strengths in ministry.

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This form also lists the names and addresses of two or three referees from whom the convener may seek confidential references should the Board decide it wishes to consider further a particular minister.

More than one Ministers' Information Form may be sought at any one time.

However, it is customary for the Board to decide on an order in which to approach ministers and to approach them one at a time.

Notes:

1. Please make these requests in good time before Ministry Settlement Board meetings. The staff members who handle these requests have other responsibilities as well so it is helpful if requests are not left till the last minute. Requests can be made by phone,

letter, fax or e-mail.

2. The Ministers' Information Forms are intended for use by Ministry Settlement Boards. The information in them must be confined to the Board only. If a Convener makes copies for Board members to read they should be made available at Board meetings only, not taken home. When finished with, the Convener should:

- (a) return the copy sent to him/her to the Assembly Office, or
- (b) destroy any copies made for Board use.

3. If copies are made it is helpful to number each copy so that it is easy to check whether all copies have been returned. The same provisions apply to any references the Board may ask for from the confidential referees. All references should be destroyed, by the Convener, when the Board has finished its work.

4. If a Convener asks another member of the Board to act as secretary it is good practice for the Convener to advise the Assembly Office of the secretary's name and address and to ensure that the secretary is aware of the requirements re the confidentiality of documents.

### **When the Board has decided on a minister it wishes to approach**

The Convener may phone the person for an initial sounding out and then follow up with a letter.

It is possible to 'meet' with the person via a conference call, and using a phone with a speaker so that the Board members can all hear. This may be a useful way of having a preliminary discussion.

The next step is a visit by the minister concerned to the parish.

A personal visit needs to include opportunity to:

- ☐ discuss the key tasks and the draft ministry expectations
- ☐ see the parish; the buildings, especially the manse; and other facilities
- ☐ see the general area of the parish and its neighbourhood
- ☐ meet with any members of the ministerial team
- ☐ meet with the church council
- ☐ meet with the Ministry Settlement Board
- ☐ discuss the terms of call, and clarify the amount of any annual leave or study leave which is to be carried forward into the new appointment
- ☐ a visit may include opportunity to attend and/or lead worship

If, after the visit, the Board agrees to recommend the minister's name to the church council and congregation(s) the Convener should ask the minister if he/she is willing to accept the call if asked.

It is important to keep the prospective minister advised as to how the process is going and what stage it has reached.

Note: The parish is responsible for meeting any costs incurred by a minister traveling to meet with a Ministry Settlement Board and for providing suitable accommodation.

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Billeting is generally acceptable though care needs to be exercised in determining who should offer accommodation.

### **When the board decides to advertise the ministry position**

If the Board decides to advertise it can use "Candour" and other publications produced by the Presbyterian Church. Current advertising rates for "Candour" are included in each issue. Note: that *sPanz* is now published four times a year and so it may not easily fit with the Board of Nomination's time plan.

Contact the Communications Team for advertising rates for other publications. All advertisements should be sent to:

Communications Team  
P.O. Box 9049

Wellington 6141

**BEFORE** advertising the Board should work out an appropriate process for handling applications. All applications must be acknowledged promptly on receipt and applicants should be fully informed about the process which is to be followed.

The normal process is:

- ☐ Develop parish profile and ministry expectations and have copies ready to send to prospective applicants
- ☐ Set a deadline for applications
- ☐ Advertise
- ☐ Receive applications
- ☐ Check names with Assembly Office
- ☐ Short list
- ☐ Advise those not short listed
- ☐ Set up interviews
- ☐ Interview
- ☐ Decide on appointee to be recommended to church council, congregation and Presbytery/UDC
- ☐ Advise successful applicant that his/her name is being recommended
- ☐ Advise unsuccessful applicants

All application material supplied by the applicants should be returned to them if they request it or destroyed by the Convener, together with any other application material, e.g confidential references, used by the Board after 12 months.

Note: As part of the interview process it may be wise to include opportunity for the following

- ☐ Discussion of the key tasks and the draft ministry expectations
  - ☐ See the parish, the buildings, especially the manse, and other facilities
  - ☐ See the general area of the parish and its neighbourhood
  - ☐ Meet with other members of the ministerial team (if applicable)
- When discussing the terms of call with the preferred applicant the interview committee should clarify the amount of any study leave and/or annual leave which is to be carried forward into the new appointment

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### **When a Ministry Settlement Board has decided on a suitable person**

If there is another minister that person (or those persons if more than one) must be consulted.

If NO the matter goes back to the Ministry Settlement Board

IF YES

The **Board** takes the name to the **church council** for approval.

If NO the matter goes back to the Board

If YES

The **Board and church council** take the name to the **congregation** for approval. The church council must give at least 10 working days' notice of a congregational meeting to consider a possible call. The notice must:

- ☐ Be in writing and placed on the notice board
- ☐ Contain the name of the person being considered

☐ Confirm that person is in good standing

☐ Contain any other relevant information to assist the congregation make an informed decision.

The **Convener** must record the votes of members and associate members separately and include these in their report to the presbytery/UDC.

If NO the matter goes back to the Board

If YES

The **Convener** takes name of the minister the parish wishes to call to the **presbytery/UDC** for approval. Two commissioners, one of whom must be a member of the church council, are appointed at the above congregational meeting to attend the presbytery meeting and speak in support of the call/appointment. At this point, if there have been any variations in the terms of call agreed to by the prospective minister and the parish, presbytery/UDC approval for the terms of call must be gained before the call is sustained.

If NO the matter goes back to the Board

If YES

The call is transmitted by the **presbytery/UDC** to the **presbytery/UDC to which the minister being called belongs**. When that presbytery has placed the call in the hands of the minister, and the minister has accepted the call, the date of induction can be set by the 'calling' presbytery, in conjunction with the minister and church council concerned.

### **The Service of Induction**

This is arranged by the Moderator of Presbytery. For uniting congregations refer to Guidelines to Procedures for Co-operative Ventures for the preparation of ecumenical services of induction. The ministers from neighbouring parishes of other denominations should be invited to attend. The Interim Moderator and the church council are responsible for the arrangements for any social gathering after the induction.

For ordinations of Presbyterian ministers in any parish, not just in uniting congregations, the Superintendent of the Methodist District **must** be invited to participate and so **must** a District representative of the Associated Churches of Christ. (This is a requirement under the Reciprocal Ministry Agreements we have with these churches.)

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## **CALL TO A GRADUATE FROM THE KNOX CENTRE FOR MINISTRY AND LEADERSHIP**

**The Introduction Workgroup has the task of introducing ordinands to possible parishes/charges.**

☐ If a parish, or employing body, wishes to consider an ordinand for a ministerial vacancy the parish, or employing body, should contact the Introduction Workgroup and supply a parish profile and draft ministry expectations.

☐ The Introduction Workgroup meets regularly with final-year ordinands.

☐ If there is an appropriate match the Workgroup will invite the candidate to write to you, including all relevant material.

☐ Board and ordinand together need to decide whether an introduction should lead to a call. Ministry Settlement Boards are free to decide to not to call an ordinand who has been introduced to them and an ordinand is free to decide that the parish is not the right match.

☐ However, Boards are reminded of the need to treat such introductions with care and sensitivity as this is a critical moment in an ordinand's life.

☐ If ordinand and Board are in agreement the process for approving the call is followed on the understanding that the call is conditional until the ordinand is licensed.

☐ The process is that when the 'calling' presbytery sustains the call it can be sent to the

ordinand's presbytery. That presbytery then waits until the licensing service at the conclusion of which it presents the call to the new licentiate.

□ It is appropriate to go ahead with arrangements for the ordination and induction service which may follow quite soon after the licensing service, but it must be remembered that all is conditional until the licensing service has been held.

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## **APPOINTMENT OF ADDITIONAL MINISTERS**

If a parish wishes to establish an additional minister's position the church council must determine the parish's need for such a position and its ability to fund it for an appropriate period.

The church council then takes a recommendation for the establishment of the position to the congregation for approval and then to the presbytery.

The church council should consider including in its proposal:

□ Draft ministry expectations

□ The parish's ability to fund the role

□ The possibility of a graduate from the Knox Centre for Ministry and Leadership or identify any ministers it wishes to approach with a view to making such an appointment.

Once the church council is satisfied that its proposal is complete and it has congregational approval, the council should forward its proposal to presbytery. If presbytery approves the request it will then establish a Ministry Settlement Board and the normal process will apply for an ordained vacancy.

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## **NATIONAL AND LOCAL MINISTRY**

In September 2002 the General Assembly determined that there should be four strands of ministry of word and sacrament. They are

□ National Ordained Ministry

□ Local Ordained Ministry

□ Local Ministry Team

□ Amorangi

### **National ordained ministers are**

□ Assessed nationally by the National Assessment Work Group, after initial assessment by congregation and presbytery

□ Trained by means of foundational theological studies and a prescribed internship through the Knox Centre for Ministry and Leadership.

□ Licensed, on completion of the prescribed study programme and meeting the requirements of their presbytery/UDC

□ Ordained, after receiving a call to an initial ministry appointment

□ Inducted, following ordination, to their first, and then subsequent, ministry appointments

□ Available for call to any recognised ministry position within the Presbyterian Church of Aotearoa New Zealand

### **Local ordained ministers are**

□ Assessed locally by their congregation and presbytery with input from the National

Assessment Work Group.

- ☐ Trained by means of a prescribed pre- and post-ordination programme, tailored to meet the needs of the individual and the congregation concerned.
- ☐ Licensed on completion of the required pre-ordination studies and after having a call to the local parish confirmed. The completion of the required pre-ordination studies is certified by the Principal of the Knox Centre for Ministry and Leadership.
- ☐ Ordained and Inducted, following licensing, to the local congregation.
- ☐ Available only to the congregation to which they have been inducted.

Normally national ordained ministers will be appointed to stipended positions, whether fulltime or part-time. Local ordained ministers may be stipended or non-stipended, full time or part-time.

#### **Local ministry teams are**

- ☐ A group of congregation members commissioned for the purpose of providing a team ministry
- ☐ Identified by a process of congregational discernment facilitated by the presbytery
- ☐ Required to undertake such training, pre- and post-ordination as is determined by the presbytery and the Knox Centre for Ministry and Leadership.
- ☐ Given responsibility for the various aspects of the ministry by means of portfolios, each member of the team being responsible for a particular portfolio.
- ☐ Available only to the congregation to which they have been commissioned

#### **Amorangi are**

- ☐ Self-supporting ministers of Te Aka Puaho
- ☐ Nominated by their congregation
- ☐ Accepted, licensed, appointed, ordained and inducted by Te Aka Puaho
- ☐ Trained by Te Aka Puaho and the Principal of the Knox Centre for Ministry and Leadership
- ☐ Appointed for a term which is normally three years and which may be extended by Te Aka Puaho
- ☐ Available only within their community of residence unless Te Aka Puaho determines otherwise.

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## **PROVISION OF MINISTRY DURING A VACANCY**

**The following section has been replaced by the supplementary provisions approved by the 2010 General Assembly for appointments during ministry vacancies (refer recommendation [10.086] of the 2010 General Assembly minutes).**

### **CHAPTER 10 SUPPLEMENTARY PROVISIONS**

#### **Appointments during ministry vacancies**

*Pursuant to Book of Order Chapter 10*

During a ministry vacancy in a congregation, while the ministry settlement board is undertaking its functions, there may be opportunity for short term ministry appointments.

#### **1. Stated Supply Ministers**

1.1 Stated supply is a local appointment made by the church council, and approved by the presbytery/UDC, for ministry to a congregation for a short stated term.

1.2 Before the church council makes any approach to a minister of the Presbyterian Church of Aotearoa New Zealand (PCANZ) to provide stated supply, the minister's status and standing must be ascertained from the Assembly Office.

1.3 Before a church council makes a stated supply appointment, it must consult with, and



obtain the concurrence of, the ministry settlement board.

1.4 The ministry settlement board shall continue to function in all respects.

1.5 The Interim Moderator shall continue to moderate the church council.

1.6 The terms of appointment, including remuneration and allowances, must be approved by the presbytery/UDC.

1.7 A retired minister may not be appointed to a stated supply position in the parish from which the minister retired.

1.8 If a church council wishes to appoint a minister who is not a PCANZ minister, the approval of the presbytery/UDC must be gained prior to the supply arrangement being entered into.

1.9 Before a presbytery/UDC may approve the appointment of a non-PCANZ minister, it must obtain evidence of the minister's ordination, good standing in their denomination, and a current Police check.

1.10 If the congregation is a co-operative venture, the partner church must be consulted before the appointment is made.

## **2. Transition Ministry**

2.1 A ministry settlement board may discern the need for intentional transition ministry, which is for a longer contractual time than stated supply, and has a different intent.

2.2 Transition ministry may be undertaken only by ministers or lay people who have specialized and recognised transition ministry training qualifications.

2.3 (Refer to Assembly Office for list of trained intentional transition ministers.)

2.4 Before a church council makes a transition ministry appointment, it must obtain the approval of the presbytery/UDC.

2.5 The church council should negotiate an appropriate contract with the proposed transition minister and submit this to the presbytery/UDC for approval.

2.6 The ministry settlement board shall continue to function during the period of transition ministry, and the Interim Moderator shall continue to moderate the church council.

## **3. Lay Ministry Supply**

3.1 The purpose of a lay supply appointment in a ministry vacancy is to "fill in", for a short fixed term, until an ordained minister can be appointed.

3.2 Before a church council makes a lay supply appointment, it must obtain the approval of the presbytery/UDC and the concurrence of the ministry settlement board.

3.3 Lay supply appointees are employees of the church council, and their appointment must conform with 'best practice' and relevant employment legislation. Church councils should obtain qualified advice before finalising an employment agreement, with particular regard given to the fixed-term nature of the appointment.

3.4 The presbytery/UDC must approve the terms and conditions of employment for a lay supply appointee. Appointments should be for no longer than six months in total.

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3.5 The lay supply appointee may conduct worship and undertake pastoral responsibilities but may not administer the sacraments of baptism or communion, unless that person is specifically authorised to do so under the relevant regulations.

3.6 The provisions of the Conditions of Service Manual Chapter 3 (Pastoral Lay Positions) apply to lay supply appointments.

3.7 The ministry settlement board shall continue to function in all respects.

3.8 The Interim Moderator shall moderate the church council, and shall arrange for an ordained minister or authorised elder to administer the sacraments.

## **EXPENSES TO BE ALLOWED FOR DURING A MINISTERIAL VACANCY**

### **A parish is responsible for the following:**

- ☐ Costs of travel and accommodation for a minister travelling to be interviewed by a Ministry Settlement Board
- ☐ Removal expenses for a minister when called
- ☐ Travel expenses for the Interim Moderator and Convener, plus travel, postage,

photocopying and toll calls incurred on Ministry Settlement Board business for the Convener

☐ Pulpit supply fees for anyone taking services of worship.

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## **GENERAL HINTS FOR INTERIM MODERATORS/CONVENERS**

- ☐ Constitute each Board meeting with prayer, conducting the business in an orderly fashion.
- ☐ Advise Board members on the process of prayer and discernment when considering the needs of the parish and the qualities of any minister being considered.
- ☐ Keep a record of the nominees from the parish for the Ministry Settlement Board.
- ☐ Ensure Board members are aware of the importance of dealing confidentially with Ministry Settlement Board business.
- ☐ Keep minutes of Board meetings. The minutes should be stored confidentially and destroyed after 12 months from when the Board is discharged.
- ☐ Deal carefully with confidential material such as Ministers Information Forms and references.
- ☐ Remember to ensure that the Ministry Settlement Board does not discriminate against any potential minister on the grounds of ethnicity, gender, age, or family situation and deals promptly and courteously with any enquiries or applications.
- ☐ Discourage departing ministers from attempting to take part in discussions regarding their successor. Parishes cannot move on until the minister has moved out.
- ☐ Note that the Book of Order expressly forbids canvassing.
- ☐ Note it is customary for the Interim Moderator or Convener to be the person responsible for showing a prospective minister around the parish. It may be helpful for an Interim Moderator to include one of the elders from the Board in such a task or for a Convener, who is an elder, to include one of the ministerial members of the Board. This gives an opportunity for a range of experience and information about the parish and the presbytery/UDC to be provided in the discussion that accompanies such a visit.
- ☐ Keep any prospective minister advised as to the progress being made by the Board.
- ☐ Keep the congregation informed as much as possible without breaking confidence. The congregation can be consulted during the process of preparation of the parish profile and ministry expectations.
- ☐ Give consideration, together with the church council and the Ministry Settlement Board, to the possibility of organising some form of stated supply during the ministerial vacancy. Transition ministers, with specialist skills, may be helpful in assisting a parish to prepare for a new ministry.

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## **RESOURCES AND CONTACTS**

### **PERSONNEL WORKGROUP**

The Work Group has responsibility for matters relating to the work of ordained ministers (including receiving ministers from overseas and other denominations) and lay workers employed by the church.

Contact:

Juliette Bowater, Parish and People Advisory Service

Personnel Work Group  
PO Box 9049  
Wellington 6141

**Uniting Congregations of Aotearoa New Zealand (UCANZ)**

This was formerly known as the Forum of Co-operative Ventures. UCANZ consists of representatives of all co-operative ventures and the partner churches. The Standing Committee of the Forum deals with matters relating to the oversight of all co-operative ventures which include members from any of the partner churches which are: Anglican, Associated Churches of Christ, Congregational Union, Methodist and Presbyterian.

Contact:

Rev Peter MacKenzie  
PO Box 6469  
Wellington 6141

**JOINT REGIONAL COMMITTEE (JRC)**

The local regional committee, made up of representatives of the five negotiating/partner churches, which has oversight of the co-operative ventures in their area.

For JRC contact details refer to the Forum or to your Presbytery Clerk

**Resources**

This guide should be read in conjunction with the following documents:

- ☐ Book of Order (2008)
- ☐ Conditions of Service Manual
- ☐ Presbytery Clerk Resource Folder
- ☐ Guide to Procedures for Co-operative Ventures

The Book of Order and Conditions of Service manual is available electronically and in hardcopy. Please contact the Office Manager at the Assembly Office on (04) 801-6000.

The Presbytery Clerk Resource Folder is held by each presbytery clerk.

Contact UCANZ for a copy of the Guide to Procedures for Co-operative Ventures.