**APPENDIX 1(a)**

## SAMPLE LETTER OF UNDERSTANDING (PRESBYTERAL APPOINTMENTS)

#### 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 2025 to Aug 20…

### The appointment

This \*full time (*o***r** *\**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 Church](https://www.methodist.org.uk/for-churches/ministries/supervision/about-supervision/what-is-supervision/)) 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>.

### 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, 2023,

page 812, 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 2025 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 Church](https://www.methodist.org.uk/for-churches/ministries/supervision/about-supervision/what-is-supervision/))](https://www.methodist.org.uk/for-churches/ministries/supervision/about-supervision/what-is-supervision/)) to reflect on their vocation and practice at least six 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, 2023, page 812, 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 2025 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.)

* ​
* ​
* ​
* ​

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 Church](https://www.methodist.org.uk/for-churches/ministries/supervision/about-supervision/what-is-supervision/))](https://www.methodist.org.uk/for-churches/ministries/supervision/about-supervision/what-is-supervision/) 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, 2023, page 812, 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 2025.

*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 2025 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 2025

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:*

* ​
* ​
* ​
* ​

*Points for reflection and exploration that have been discussed with following the*

*consultation:*

* ​
* ​
* ​
* ​

**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 2025. 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 2025

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:*

* ​
* ​
* ​

## 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….).

#### 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?

#### 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.

#### 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 timeline 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!**)

#### 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, J22**). Roles **can** sometimes be used helpfully, ‘a church member said…’ or ‘a colleague minister said….’.

#### 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(a, b, c)**

## CIRCUIT STEWARDS STATIONING FLOWCHARTS (MAY 2023-)

#### a) The Start of the Process

No

Attend Preparation Meeting in May with all those potentially involved in the process. (D1, D2)

Reflect on Circuit Mission Plan and Policy to inform the reasoning for an extension if sought. (D4, D6)

After above; approach presbyter/deacon, “Is an

extension being considered?"

(D5)

Go to APPENDIX 4c

Yes

Circuit Stewards meet with presbyter/deacon and household to discuss personal or family issues relevant in any discussion about an Extension. (E3/J4)

Agree with presbyter/deacon the three week period for consultations, how they are carried out and who is responsible (E4/J5)

No

Provide guidance to those carrying out the

Consultations. (E5- 7, E18 - 24: J6 - 7, J18 - 22)

Ask presbyter/deacon if it would be helpful to put in place a support group (E25/J23)

Prepare a written report on the consultations

and share with the presbyter/deacon. (E8/J8)

After time to reflect ascertain from the presbyter/deacon

whether an extension is sought

(E8/J8)

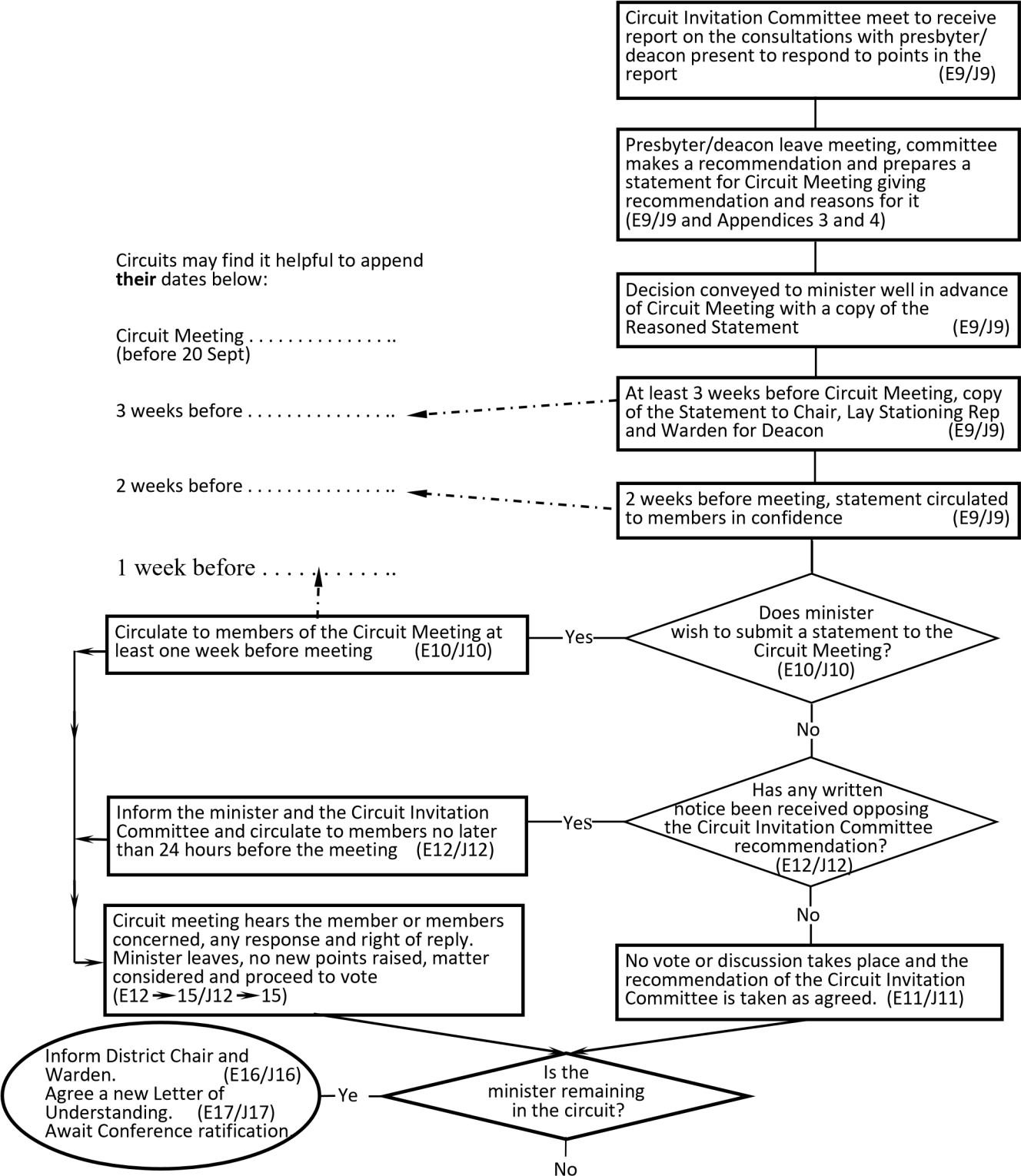
Arrange consultations with relevant churches either in person or by delegation. (E5/J6)

Go to APPENDIX 4c

Yes

Go to APPENDIX 4b

#### APPENDIX 4(b) Post-Consultation, a Presbyter/Deacon Seeks an Extension



Inform District Chair and Warden. (E16/J16)

Go to APPENDIX 4c

**APPENDIX 4(c) Where a Presbyter/Deacon is Not Remaining in the Circuit**

No

Is a

new appointment required? (F1, F2/K1- K3) )

Liaise with Superintendent re new arrangements

Yes

On receipt of ministers' profiles discuss possible matches (F6-F13/K8 -K11)

Attend October District Preparation meeting for Visits (I /N1)

Be available following each Stationing Matching Group meeting (SMG). On the final day, your District Chair or Warden will notify you if there is a match.

Notify District Chair with

reasons in writing (see Appendix 5 for proforma) and enter next round of SMG or SAG (I13)

You are responsible for arranging the visit. Be prepared for phoning the minister on the following day. The visit should take place within ten days and concerns discernment for both parties as to the appropriateness of the match

- through conversation, mutual respect and planning. (Section I/S/ection N)

**For diaconal appointments**

The match is regarded as a 'given' (M1) but within two days of the visit, you should contact the Warden and Chair to offer feedback.

(N13)

**For presbyteral appointments**

The Circuit Invitation Committee should have delegated powers to offer an invitation and within two days of the visit, you should contact the minister to express your mind. ( I 12/I 13)

Notify District Chair/Warden and agree a Letter of Understanding.

Await Conference ratification

(I15/N 14)

Consider styles/types of ministry and ensure appropriate consultation takes place in the relevant churches (F2)

Complete appropriate Profile Form and submit to District Chair and Lay Stationing Rep by

21 Sept (F3, F4, F5 and Sect. G)

They will forward Diaconal profiles to the

They will forward info to Warden. (K3, 4, 5, 6 and Sect. L)

Yes

Was a match agreed?

No

**APPENDIX 5(a)**

## REPORT OF A STATIONING MATCH – CIRCUIT

**S5: CIRCUIT REPORT FORM - FOLLOWING A MATCH**

**Please fill this form in using Arial font size 10**

|  |  |  |
| --- | --- | --- |
| **GUIDANCE** | | |
| This form is only to be used to support further reflection by the presbyter and circuit, lay stationing reps and Chairs of District in preparation for subsequent 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 person who has signed it, to their Chair of District, Lay Stationing Representative and the presbyter concerned. The Chair of District will send it to the Chair and Lay Stationing Representative of the Presbyter.  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 from this form may be shared at the Unmatched Ministers Group. All copies of the forms should be destroyed following the adoption of the stations at Conference. | | |
| **DETAILS** | | |
| 1 | Name and number of Circuit. |  |
| 2 | Name of presbyter matched. |  |
| 3 | At which stationing round was this match made? (SMG1, SMG2, SMG3, Stationing Action Group). |  |
| 4 | Date and duration of the visit. |  |
| 5 | Did other people accompany the presbyter?  If so, how were they involved with the visit? |  |
| 6 | Outline of the timetable of the visit. |  |
| 7 | Was this adhered to? |  |
| 8 | Was the match declined by the Circuit Invitation Committee or by the presbyter or both? |  |
| 9 | The reason why an invitation has not been offered or has not been accepted. Please give as much detailed information as clearly as possible. |  |
| 10 | Any other information? |  |
| 11 | Signed by the Chair of the Circuit  Invitation Committee (or a member of the  CIC) on behalf of the CIC. |  |
| 12 | Date of signature |  |

**APPENDIX 5(b)**

## REPORT OF A STATIONING MATCH – PRESBYTER

**S6: PRESBYTER’S REPORT FORM - FOLLOWING A MATCH**

**Please fill this form in using Arial font size 10**

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| **GUIDANCE** |
| This form is only to be used to support further reflection by the circuit and presbyter, lay stationing reps and Chairs of District in preparation for subsequent 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 Presbyter 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 from this form may be shared at the unmatched ministers group. All copies of the forms should be destroyed following the adoption of the stations at Conference. |

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| **DETAILS** | | |
| 1 | Name and number of Circuit |  |
| 2 | Name of presbyter matched |  |
| 3 | At which stationing round was this match made? (SMG1, SMG2, SMG3, Stationing Action Group?) |  |
| 4 | Date and duration of the visit. |  |
| 5 | Did other people accompany the presbyter?  If so, how were they involved with the visit? |  |
| 6 | Outline of the timetable of the visit. |  |
| 7 | Was this adhered to? |  |
| 8 | Was the match declined by the Circuit Invitation Committee or by the presbyter or both? |  |
| 9 | The reason why an invitation has not been offered or has not been accepted. Please give as much detailed information as clearly as possible. |  |
| 10 | Any other information? |  |
| 11 | Signed by the presbyter |  |
| 12 | Date of signature |  |