**S5: CIRCUIT 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 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 |  |