# S15: INITIAL STATIONING CIRCUIT APPOINTMENT PROFILE

# MINISTER OF OTHER CHURCH / CONFERENCE (PRESBYTER) 2024-2025

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| **GUIDANCE** |
| The information you give here is to help those involved in the process of stationing. Please answer the questions as fully as possible, consulting with the District Chair, the District Lay Stationing Representative and the District Policy Committee as appropriate.  The criteria for appointments is included at the end of this document**.** |
| Please note the checklist at the end of the profile and ensure you have submitted all the necessary additional documents. |
| This form is to be used to offer an appointment to be matched in initial stationing (Initial  Stationing Subcommittee 2) with an ordained presbyter serving their first appointment in the Methodist Church in Britain. Please consider carefully whether the appointment outlined here is suitable for a Methodist presbyter from another part of the world and/or a presbyter from another Christian tradition (from this country or overseas). |
| Please note that a circuit can prepare three applications for the same appointment: for a presbyter from another church or conference, a probationer presbyter or a circuit presbyter. However the same appointment cannot be submitted into more than one stationing matching process at the same time. |
| This profile must be approved by the District Policy Committee, and in approving it, they are also confirming that the circuit and its leadership will provide a good context for the developing ministry of a Minister from another Church or Conference. |
| This form should be returned by the District Chair as a Microsoft Word document attached to an email sent to [stationingadministration@methodistchurch.org.uk](mailto:stationingadministration@methodistchurch.org.uk) along with the additional documents by the date set out in the Stationing Code of Practice. |
| Please do not include information as appendices or other independent documents. Please complete this profile in Arial font minimum size 10 and be consistent in font size and style and please do not alter the question numbers or the layout of the document. Please type in the boxes beneath the questions. The boxes will expand as you type. |
| Please do not use acronyms |
| This profile remains confidential to those in the stationing process. Should a match be made, it will be seen by the presbyter who is matched to the appointment, the Minister in Oversight and by the supervisor. Please keep the minister in mind as you write it. |
| In question 17, there is a question about disability access to each church. Churches might consider carrying out an accessibility audit. Information can be found in this part of the Methodist website: [Making Buildings Accessible - Methodist Church](https://www.methodist.org.uk/for-churches/property/making-buildings-accessible/) |
| In questions 28 and 29,   * Examples of skills are: preaching, teaching, management, mission leader, pastoral care, fresh expressions, community relations, multi-faith issues. * Examples of personal qualities are: patience, ability to be prophetic, good listener, gentleness. |

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| **SECTION 1: GENERAL INFORMATION** | |
| Q 1 | Circuit name |
|  |  |
| Q 2 | District and Circuit number |
|  |  |
| Q 3 | The name of the minister(s) to be replaced (if any). Please include all presbyters where part of their previous role is becoming part of this appointment’. |
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|  | Are they staying in the circuit? |
|  |  |
|  | If yes – please describe how the circuit plans to manage the situations and their boundaries to ensure that the former presbyter and congregation can flourish in the new context.  Please note that this is not just about the way the former presbyter manages boundaries but also how the congregations will be helped to adapt from one minister to another (when the previous one is still in the circuit). |
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| Q 4 | Is the appointment full-time or part time? |
|  |  |
|  | If part time, what is the expected number of sessions per week? |
|  |  |
| Q 5 | Is the appointment stipendiary? |
|  |  |
|  | If yes – is it a full stipend or pro rata?  If no - what payments will be made? |
|  |  |
| Q 6 | Is the person appointed expected to live in a manse provided by the circuit? |
|  |  |
|  | If no, please state any other expectations or arrangements concerning where the probationer will live and indicate if they have permission to live in their own home, and when that permission was granted. Also indicate what office provision will be made. |
|  |  |
| Q 7 | Is the appointment expected to last for an initial period of 5 years? |
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|  | If no, how long is it expected to last and why? |
|  |  |
| Q 8 | When was this appointment agreed by the District Policy Committee? |
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| **SECTION 2: INFORMATION ABOUT THE CIRCUIT** | | | |
| Q 9 | What is the circuit’s stated policy about mission and ministry? | | |
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| Q 10 | Please describe the area covered by the circuit (e.g. size, geographical, demographic and sociological characteristics, diversity, ecumenical links). | | |
|  |  | | |
| Q 11 | Please complete this table with each member of current staff listed against their particular responsibilities, and indicate the current organisation of the circuit staffing (e.g independent sections or shared responsibilities).  Please include lay workers and note who line manages them.  Please include ordained ministers of other denominations who have pastoral roles within the circuit | | |
|  | Member of staff (Name and role) | Responsibilities (name of churches/projects) | Church membership figures for all churches listed |
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| Q 12 | Please complete this table showing the expected number and composition of the circuit staff from September 2024 including this presbyter.  Please also indicate who is expected to be line manager for any lay employees and please note that this should not be a major part of the presbyter’s role for the first two years of the appointment. | | |
|  | Member of staff (Name and role) | Responsibilities (name of churches/projects) | Church membership figures for all churches listed |
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| Q 13 | What changes that might affect the nature of this appointment are foreseen in the next two years? Please consider:   * the organisation of the circuit, * the staffing of the circuit, * the structure of the churches over which the minister will exercise pastoral care, * the relationship between this circuit and neighbouring circuits   ecumenical relationships. | | |
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|  | **SECTION 3: THE SPECIFIC APPOINTMENT** |
|  | Please note the criteria listed at the end of this document |
| Q 14 | Total number of members in the appointment.If this is outside the range of 150-200, please give a reasoned statement here |
|  |  |
| Q 15 | Number of churches in the appointment. |
|  |  |
| Q 16 | If the appointment does not meet the criteria in any other way, please give a reasoned statement here. |
|  |  |
| Q 17 | Please illustrate any named activities or descriptions with details e.g. if you say a church is ‘missional in outlook’, please describe how it is demonstrating that description.  For instance, if a church is a ‘family’ church, please outline the age ranges, how many families are part of that community, what activities and events demonstrate this description.  Please add more lines if there are more than three churches |
|  | **CHURCH ONE** |
|  | Name and address of church |
|  |  |
|  | Number of members |
|  |  |
|  | Average number in the worshipping congregation |
|  |  |
|  | General description of the church (not only the building) |
|  |  |
|  | Details of ecumenical and community links |
|  |  |
|  | Age profile and approximately how many of each age group? |
|  |  |
|  | Social and cultural background |
|  |  |
|  | Theological outlook |
|  |  |
|  | Worship styles |
|  |  |
|  | Please describe disability access to this church |
|  |  |
|  | Other information |
|  |  |
|  | **CHURCH TWO** |
|  | Name and address of church |
|  |  |
|  | Number of members |
|  |  |
|  | Average number in the worshipping congregation |
|  |  |
|  | General description of the church (not only the building) |
|  |  |
|  | Details of ecumenical and community links |
|  |  |
|  | Age profile and approximately how many of each age group? |
|  |  |
|  | Social and cultural background |
|  |  |
|  | Theological outlook |
|  |  |
|  | Worship styles |
|  |  |
|  | Please describe disability access to this church |
|  |  |
|  | Other information |
|  |  |
|  | **CHURCH THREE** |
|  | Name and address of church |
|  |  |
|  | Number of members |
|  |  |
|  | Average number in the worshipping congregation |
|  |  |
|  | General description of the church (not only the building) |
|  |  |
|  | Details of ecumenical and community links |
|  |  |
|  | Age profile and approximately how many of each age group? |
|  |  |
|  | Social and cultural background |
|  |  |
|  | Theological outlook |
|  |  |
|  | Worship styles |
|  |  |
|  | Please describe disability access to this church |
|  |  |
|  | Other information |
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|  | **PROJECT OR OTHER RESPONSIBILITY** |
|  | General description |
|  |  |
|  | Size and scope – how much of the appointment will be in this project |
|  |  |
|  | How does it relate to the rest of the appointment and to the circuit? |
|  |  |
|  | Who provides management / oversight / support for this project? |
|  |  |
|  | How long has it been established? |
|  |  |
|  | Other information |
|  |  |
| Q 18 | Is there to be a significant pioneering element to this appointment? |
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|  | If yes, have you held a full consultation with the Pioneering and Church Planting officer? If so please summarise their advice here.  Please submit a statement of support from them with this profile. |
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| Q 19 | Please give the name and a description of any chaplaincies in which the person appointed might be expected to participate. |
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| Q 20 | What roles and tasks will the person appointed be expected to undertake in the wider community? |
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| Q 21 | Are there particular roles within the circuit that you would wish the person appointed to fill? |
|  |  |
| Q 22 | What ecumenical involvement will the person appointed have?Please give details of any formal structures and the presbyter’s proposed responsibility within them, as well as informal relationships between church leaders that may be possible to develop. |
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| Q 23 | Please state the reasons why you feel this appointment is suitable for a presbyter from another church or conference (noting that this includes presbyters from other churches and conferences both overseas and within Britain). |
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| Q 24 | What are the weaknesses of the appointment, especially any particular difficulties that the person appointed may encounter. |
|  |  |
| Q 25 | If the appointment has been adapted from one previously filled by a presbyter in Full Connexion, what has been done to adapt it for a presbyter from another church or conference? |
|  |  |
| Q 26 | How will the appointment be developed as the British Methodist experience of the presbyter increases? |
|  |  |
| Q 27 | What was the number of occasional offices in this appointment in the last Connexional year? |
|  | Baptisms |
|  |  |
|  | Weddings |
|  |  |
|  | Funerals |
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|  | Please outline any unusual circumstances impacting these numbers |
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|  | If the total is more than 40 please explain how this will be supported. |
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| **SECTION 4: THE PRESBYTER** | |
| Q 28 | What skills are you looking for in a presbyter |
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| Q 29 | What personal qualities are you looking for in a presbyter? |
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| Q 30 | If the Circuit is matched with a presbyter from overseas, what do you think they might bring to this appointment? |
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| Q 31 | If the Circuit is matched with a presbyter from another denomination, what do you think they might bring to this appointment? |
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| Q 32 | Please describe any challenges the appointment might present and how the Circuit might help the presbyter to address them. |
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| Q 33 | What impact would there be if the presbyter does not drive? |
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| **SECTION 5: SUPERVISION, LEARNING AND DEVELOPMENT** | |
| Q 34 | How often does the ministerial staff meet? | |
|  |  | |
| Q 35 | Please outline the purposes of staff meetings | |
|  |  | |
| Q 36 | How often does the Circuit Leadership Team meet? | |
|  |  | |
| Q 37 | Please outline the purposes of CLT meetings. | |
|  |  | |
| Q 38 | Please give the name of the person who will be the supervisor. | |
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| Q 39 | Please give the name of the person who will be the Minister in Oversight. | |
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| **SECTION 6: THE MANSE** | |
|  | *If the answer to Q 7 was yes, please complete this section.* |
| Q 40 | Is there a manse currently in place for this appointment? |
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|  | If one is to be purchased, please outline the timeframe, what investigation has been done regarding suitable properties, the financial planning for this and a plan ‘B’ if a purchase is not possible. Note that a manse must be in place by the April before the start of the appointment. |
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|  | Is the manse currently rented out to tenants? |
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|  | Will it be free of tenants by the April before the start of the appointment? |
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| Q 41 | What is the current Energy Performance rating for the manse? |
|  |  |
| Q 42 | Is the manse in accordance with Standing Orders (SO 803 and CPD Book V11 part 2)? |
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| Q 43 | Will all work recommended in the Quinquennial inspection be carried out before the commencement of the appointment? |
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| Q 44 | When was the last district inspection of the manse? A report from within the last 5 years needs to be submitted with the profile |
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|  | Will all work recommended in the district inspection report be carried out before the commencement of the appointment? |
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|  | Does the report confirm that the manse is suitable? |
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|  | If not – what action has been taken? |
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| Q 45 | If the manse is used for pastoral interviews, meetings and social events, is there additional living space which can be occupied by any other family members whilst these are taking place? |
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|  | If yes, are there facilities for all of these to take place downstairs? |
|  |  |
|  | If no, what office and other provision is available elsewhere and please indicate its proximity to the manse |
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| Q 46 | Please list any special factors that might affect the suitability of the manse for a large family. |
|  |  |
| Q 47 | Please list any special factors that might affect the suitability of the manse for a person living there alone. |
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| Q 48 | Please describe any provisions for anyone with special health needs or a person living with a disability and outline disability access to the manse. |
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| Q 49 | Please outline the location of the manse relative to churches, public transport, schools, hospitals, shops and other facilities |
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| Q 50 | Please list all of the rooms with measurements for each of them. |
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| Q 51 | Please give details of study facilities (including furnishings) at the manse |
|  |  |
| Q 52 | Please give approximate measurements of the garden and describe its nature. |
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| Q 53 | Please give details of the parking and garage facilities |
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| Q 54 | Manse address and telephone number |
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| **SECTION 7: SUBMISSION** | |
| *We approve this profile. We wish to submit it for initial presbyteral stationing.* | |
| Superintendent Minister | |
| Name |  |
| Signature |  |
| Email address |  |
| Date |  |
| Senior Circuit Steward (or the Circuit Steward in charge of Stationing) | |
| Name |  |
| Signature |  |
| Email address |  |
| Date |  |
| District Chair | |
| Name |  |
| Signature |  |
| Email address |  |
| Date |  |
| Lay Stationing Representative | |
| Name |  |
| Signature |  |
| Email address |  |
| Date |  |

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| CHECKLIST | |
| *Please only submit the profile when all of these elements have been completed* | |
| Are all questions answered? |  |
| Is the Chair’s reference for the supervisor attached on proforma **S17**?   * The reference should indicate that the Supervisor is or will be an accredited supervisor under the supervision policy before the appointment commences. * The Supervisor must be able to remain in that role for the first two years of the appointment. * In the letter please include confirmation that the supervisor can offer continuity of supervision for the whole of the two years * If there is a new chair or a new Minister in Oversight, the Chair is asked to consult the former Chair in order to produce the reference’ |  |
| Has this been approved by DPC and has the date been included?  The profile cannot be submitted until the DPC has approved it |  |
| Is the District manse inspection from within the last five years submitted?  If the manse is currently rented out, there should be a clause in the rental agreement allowing access for inspections to be carried out. |  |
| If the appointment does not meet the criteria, have you submitted a reasoned statement from the District Policy Committee within the profile? |  |

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| CRITERIA |
| A suitably defined, appropriate and restricted workload |
| No sole responsibility without regular and close oversight. |
| Recommendations for holidays and breaks in CPD Guidance Section 2 will be observed. |
| Time each week for orientation and integration for ministers in their first year. This may be used for study/reflection, training, either individually or as a group activity, in addition to the time necessary for preparation of ongoing work |
| No more than 40 occasional offices (baptisms/weddings/funerals) a year. |
| Usually an appointment will have between 150 and 200 members (fewer if more than 4 churches). If the profile is at variance with this, please attach a reasoned statement explaining why. This must be agreed by the DPC. |
| Chaplaincies and duties such as school governorships are only acceptable if they have been accepted by the circuit and time is allocated for them within the overall workload. |
| Opportunities within the appointment for the development of mission should be included. |
| **Supervision and Oversight** |
| A Minister in Oversight (usually the superintendent or a deputy will be appointed by the superintendent) to manage the work of the person appointed and to model good practice. |
| Their Supervisor for their professional practice will be an experienced practitioner who is approved to supervise under the Methodist Church’s supervision policy before the commencement of the appointment. |
| The Supervisor will always be a different person to the Minister in Oversight |
| Where the Minister in Oversight is a predecessor for one or more of the churches or projects in the appointment, the supervisor must always be from outside of the circuit. |
| There should be the same arrangements for supervision as for all ordained ministers in the British Methodist Church. |
| Meetings between the person appointed and the Minister in Oversight should take place weekly in the first instance, their frequency being adjusted as time goes on. |
| Ministerial colleagues and lay people in the circuit should be identified who are willing and able to:   * + Support the minister in practical aspects on the role.   + Guide them in making cultural or denominational transition.   + Help them in transferring their skills into the new context.   + Provide space in which they can reflect. |
| Frequent circuit staff meetings (at least monthly) which cover:   * regular business; * prayer and study; * mutual support, reflection and accountability. |
| A clear understanding in the circuit about the nature of the appointment, the value of ministerial experience outside the British Methodist Church and appropriate expectations of the person appointed. |
| A clear understanding in the circuit that an appointment is normally made by direct stationing. |
| A manse that is in accordance with Standing Orders and where any work recommended in quinquennial (five-year) inspections will have been carried out by the time the presbyter takes up the appointment. If it is let, it should be free from tenants by the April before the start of the appointment. |
| **Induction** |
| A suitable person (or persons) must be available to give sufficient time to the presbyter to:   * Rehearse in advance (if appropriate) the first major example of each type of activity (e.g. liturgical, administrative, pastoral) the presbyter will undertake where the context or expectations may be unfamiliar to them. * Assist the presbyter in getting to know the context * Ensure a reduced workload during the first eight weeks to allow time for orientation and familiarisation   This role will usually be carried out by the Minister in Oversight.  The minister and the circuit will be supported by a Conneixonal programme of induction through the first year. |
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| Where it is desired to set up an appointment so different from the traditional circuit appointment that the criteria do not apply, the proposals should be discussed with the Ministerial Coordinator for the Oversight of Ordained Ministries before the profile is submitted. |
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