



The Methodist Church of New Zealand  
Mission Resourcing



## Tauwi Stationing Manual

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# Presbyter Stationing Process Guidelines / Checklist 2017

## Summary

The stationing process is designed to deploy the resources of the church so that Parishes and Presbyters can exercise their best mission and ministry in local communities.

The following is a guide for Presbyters engaging in the Stationing process. This is intended to give further information in assisting Presbyters through the stationing process.

The Stationing process is a Methodist Church of New Zealand process. It will not be the same as other churches, nor is it the same as an employment process.

The Synod Superintendents carry the primary responsibility for the stationing process for any Parishes and Presbyters stationed within their Synod. This person is identified in the Year Book. In regards to any students being stationed as probationers, the Principal acts as the Synod Superintendent.

We hope these guidelines / checklist is helpful for you.

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All the Stationing Documents and Guidelines  
are on the disk attached the to back cover of this booklet

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## Step 1) March 1: Advise General Secretary of Movements

All seeking a change of appointment must inform their Synod Superintendent and the General Secretary as soon as possible. The General Secretary must know of all movements and vacancies by **1 March**.

Your Synod Superintendent will inform Mission Resourcing. Mission Resourcing will then post a Stationing Information Pack.

As soon as you receive your Stationing Pack you may begin to complete your Stationing Profile, in consultation with your Synod Superintendent. All finalised profiles are due to Mission Resourcing by 15 June.

Please note the following;

- Except in exceptional circumstances a Presbyter cannot indicate a move after 1 June.

- Presbyters need to appreciate that by entering the stationing process they are effectively breaking their existing pastoral tie. Only in exceptional circumstances will the stationing committee approve a presbyter staying on in their current appointment once the stationing process has commenced. Presbyters should not, therefore, enter the stationing process in a speculative frame of mind to “have a look at what’s available” and then seek to withdraw if nothing meets their approval.

There will be occasions when a presbyter or a parish wishes to withdraw from the stationing process part way through. In such circumstances, it is reasonable to expect that any such request to withdraw should be approved by the Synod Superintendent who will then inform Mission Resourcing immediately and give a reasoned statement at the next stationing committee meeting.

## Step 2) June 15: Stationing Profiles

Completed Stationing Profiles are **due to Mission Resourcing by 15 June.**

### Purpose

The purpose of the Presbyter Profiles is to;

- Provide an opportunity for you to clarify;
  - Your ministry identity
  - The context/s in which you work best
  - Your areas of giftedness and experience where you can provide leadership
  - Your hopes and priorities for ministry and development in your next appointment
- Provide information to the Tauwiwi Stationing Committee and the Parishes when considering the best matchings for Stationing.

### Process

- ☐ **Once you receive the current profile form begin to complete it, ensuring it is an honest, accurate and current representation of you and that you are proud of it.**

Take your time on your Profile, and discuss any questions it raises with your Supervisor or a Colleague, and your Synod Superintendent or Advocate for Stationing.

Please note that your Profile will be read by many people in the Parishes who are seeking new ministry. Therefore please be aware of;

- Your use of jargon terms and in-house phrases which may not be commonly understood (E.g. JRC, CV, etc)
- Your use of confidential information. Although profiles are treated with care, they are not confidential documents.

- ☐ **Choose who will be your Advocate during the Stationing process**

The ‘**Advocate**’ is the person speaking on behalf of either a Parish or Presbyter. The Parish or Presbyter needs to be confident that this person will represent them well.

This person would normally be your Synod Superintendent, but could also be;

- Your Synod Lay Representative on the Stationing Committee

- The Superintendent of the Evangelical Network
- The Principal of the Theological College
- The Mission Resourcing Director

☐ **Decide whether you would like to attend the Tauivi Stationing meeting (August) as an Observer**

Presbyters and Parishes on the Stationing Sheet may choose to attend the Tauivi Stationing Meeting (August) as an Observer. The costs will need to be paid by the Presbyter or the Parish.

The ‘**Observer**’ must;

- Sit behind their Synod Representatives at the meeting
- Not receive the Stationing worksheets or other Confidential material
- Not participate in the committee discussions, or Time Out, and should not attempt to influence the committee in any way
- Respect the confidentiality of the Committee. Nothing discussed in the committee meetings can be passed on to any other person or group, except what is finally agreed to by the committee. (This is normally only the outcomes of the meeting, observing the embargo agreement of the committee.)

☐ **Email the completed Profile to your Synod Superintendent before 15 June.**

It is important to ensure that you are proud of your Profile.

Please send it to **your Synod Superintendent before 15 June**, to ensure your Synod Superintendent has enough time to check that all questions are answered clearly and then complete the Synod Superintendent section, before forwarding it to Mission Resourcing by the due date.

☐ **Set a date to meet with your Synod Superintendent to discuss, consider & identify Possible Matches.**

**Notes;**

Once Mission Resourcing receives all the completed profiles, copies will be made and then posted out in packs to the Parishes and Presbyters on the Stationing Sheet, and the members of the Tauivi Stationing Committee.

## Step 3) August 15: Possible Matches

Possible Matches are due to Mission Resourcing by **15 August**.

### **Purpose**

In reading the profiles, the intention is that you look for matchings to your gifts, skills and ministry styles.

A **Good Match** is one that takes into account the effective use of the Presbyters skills, is theologically compatible, with an alignment between the vision and mission of the Parish and the vision of the Presbyter.

The Stationing Committee will then meet in August to match the Parishes and Presbyters together, taking into account all the information received including the Possible Matches, Stationing Matrix, Profiles, Synod Strategies, etc.

The final matching of a Presbyter and a Parish belongs to the Conference.

**Please note;**

- Profiles should be treated with care and must be destroyed once stationing has been confirmed at Conference.
- Your Synod Superintendent can guide you through the selection of Possible Matches and will provide you with extra data or obtain it for you if required. **You must not contact people from the Parish as if they were referees.** If you use data that is not factual regarding a Parish then you and your source of information can be challenged. It is acceptable to consider intuition or 'hunches', but discuss these with your Synod Superintendent in case you are wrong.
- All responses regarding Possible Matches are confidential to the Synod Superintendents and the Tauivi Stationing Committee.

**Process**

- Read and study all the Parish profiles carefully.**
- Identify up to four Possible Matches (preferably more than two), in consultation with your Synod Superintendent.**  
Please also indicate to your Synod Superintendent a response to all other Parish Profiles, not just your considered matches.

**Step 4) August 29-30: Tauivi Stationing Meeting**

The Tauivi Stationing Meeting takes place from **29-30 August.**

**Purpose**

The Tauivi Stationing Committee does its work in the context of the whole Church; Presbyters, Parishes, Synods and the Connexion.

The purpose of the Tauivi Stationing (August) Meeting is to match the Parishes and Presbyters together, taking into account all the information received including the Possible Matches, Stationing Matrix, Profiles, Synod Strategies, etc.

Please note that the committee can also consider any Presbyter not already on the Stationing Sheet, but who has completed six years in their current appointment.

The matches will be communicated to each of the Parishes and Presbyters by their Synod Superintendent once the meeting is completed.

If you have been matched, the next step is the Face to Face meeting.

If not, then your Synod Superintendent will investigate any other possible matches available.

**If you would like to attend the Tauivi Stationing (August) Meeting as an Observer, please inform your Synod Superintendent and Mission Resourcing as soon as possible.**

For more information please refer to the information about Observers, which is listed under the Stationing profile section.

# Tauiwi Stationing (August) Meeting Guidelines

- The content of the **Stationing Worksheet** is not for circulation or discussion outside the Stationing Committee and must not be shared with any Observers. The **Stationing Worksheet** will be collected and destroyed at the end of the meeting.
- The **Stationing Worksheet** will be embargoed for a period of time agreed to at the end of the meeting; this must be respected by all Committee members and Observers. The embargo period is used by the Synod Superintendents and Synod Lay Representatives to communicate the results to their Parishes and Presbyters concerned.
- The Committee relies on accurate information that is shared as widely as possible. The Profiles must form the basis of this and be as complete and accurate as possible. Any further information to be shared should be agreed to between the Stationing Advocate and the Parish / Presbyter concerned.
- Any person acting as an **Advocate** for a Presbyter or Parish is encouraged to write in full any statement they intend on making. If it is likely to contain new information, or sensitive data, then the Advocate must ensure that the Presbyter or Parish concerned has seen what is going to be said, and had the opportunity to contest or endorse the comments. If points of view cannot be reconciled, then the Presbyter concerned should be encouraged to ask another person from the Stationing Committee to Advocate for them.
- **Time out** can be called by any Committee member of Stationing if there is a need to clarify an issue. It could be for a Synod or other group to take a moment to reflect on the strengths or weaknesses of a particular suggested matching. The work of the Stationing Committee stops during Time Out. At the end of Time Out the person who called the Time Out reports to the whole Committee.

## Tauiwi Stationing Committee

### Tauiwi Stationing Committee members:

The Tauiwi Stationing Committee does its work in the context of the whole Church; Presbyters, Parishes, Synods and the Connexion. Members include; Synod Superintendents and one other lay representative from each Synod, Superintendent of the Evangelical Network, the General Secretary, Tauiwi Executive Officer, Director/s of Mission Resourcing, Principal of the Theological College, President and Vice President.

### President and Vice President:

The President and Vice President are the chairpersons for the meeting. They are responsible for ensuring that each matching is approved. They are not able to advocate for any Presbyter, Deacon or Parish.

### General Secretary:

The General Secretary has the responsibility of recording all the suggested matches, which he/she will need to read out to ensure that all the details are correct. The General Secretary will advise the Stationing Committee on any legal matters or reports from the Pastoral Committee and will report to Conference. The General Secretary is not able to advocate for any Presbyter, Deacon or Parish.

## Step 5) **October 17: Face to Face Meetings**

Face to Face Meetings must be completed by **17 October**.

The Face to Face meeting is conducted on the basis that this is the best Possible Match for the Presbyter and Parish.

### **Purpose**

The purpose of Face to Face meetings is to affirm the provisional matching made by the Tauwi Stationing Committee by;

- Beginning to develop a relationship
- Developing a shared understanding regarding leadership styles and expectations
- Clarifying the Presbyter or Deacon's tasks in this particular Parish, and to clarify their expectations of the Parish
- Identifying any relevant issues arising from the discussion or the profiles

This meeting is not an interview, nor is there a trial preaching service. It is a creative and open conversation, seeking to determine if the profiles match.

Parishes vary in their understandings of the many aspects, roles and tasks involved in ordained ministry. So it is important to identify the expectations for each particular situation. Clarification at this point will help to develop openness and trust, strengthen the ministry of the whole Parish, and minimize conflict later in a ministry.

Any notes gathered at the meeting indicating any changes to profiles, ministry descriptions or any other agreements, should be recorded by the Synod Superintendent and sent to the Parish, Presbyter and Mission Resourcing. These notes are kept for purposes of Lay – Clergy dialogues or first year and subsequent reviews.

Please note: Any agreements (E.g. Housing) made at the Face to Face meeting must stand for the first year of ministry, unless significant changes arise.

Your Synod Superintendent will inform Mission Resourcing of the outcome of the Face to Face meeting which will either confirm the appointment or not.

### **Roles**

The Face to Face meeting involves the;

- Presbyter being appointed
- Parish Leaders
- Congregation members
- Synod Superintendent
- Other Synod Staff (Optional)
- The Chair person

The Presbyter goes to the Face to Face meeting with the support of the Tauwi Stationing Committee as the best possible match in terms of the staff and positions available.

The Synod Superintendent of the Parish has a key role in this process, and is responsible for ensuring that the process is set up and conducted with sensitivity and honesty.

Note: An incumbent Presbyterian or Lay Supply or Appointment must not be involved in any part of the stationing decision-making process relating to his or her successor, and in particular the Face to Face meeting process.

## Costs

Travel and reasonable accommodation costs for;

- The Presbyterian, will be paid by the Connexional Office (Please note that the Presbyterian may be billeted)
- The Spouse / Partner / or other significant person (where there is no spouse or partner) of the Presbyterian, will be paid by the Parish
- The Synod Staff (Synod Superintendent and Lay Representative), will be paid by the Synod

## Process

- **Work in consultation with your Synod Superintendent to organise a mutually agreed date, time and venue for the Face to Face meeting.**

Please note that various meetings may need to take place as part of the Face to Face meeting. This may take a full day or maybe 2 days to complete well.

Included in the Face to Face process shall be;

- An opportunity to view the Church property, the parsonage, and any other property considered significant to the mission and ministry of the Parish
- A meeting with the Parish Stewards or their Co-operating Venture equivalents and any other stationed, ordained staff, or Ministry team personnel
- A meeting with the Parish Council and / or Parish Leaders' meeting personnel
- A meeting with Congregational members of groups within the Parish (E.g. Youth groups, worship committee, etc)
- A meal with Congregational members (Optional)
- A special Congregation Meeting, which is normally the final meeting which makes the final decision on behalf of the Parish

- **Ensure that you fully understand the Face to Face meeting process and that you are well prepared**

- **Ensure that you take notes at the meeting, especially noting any agreements made. Please check these with the Parish and Synod Superintendent at the time.**

Please note: Any agreements (E.g. Housing) made at the Face to Face meeting must stand for the first year of ministry, unless significant changes arise.

- **Ensure that you meet with your Synod Superintendent before the conclusion of the final Face to Face meeting, to discuss your decision as to whether there is a match or not and the reason for your decision.**

Please note: If the Face to Face is unsuccessful your Synod Superintendent in consultation with the Mission Resourcing Directors will investigate any other possible matches.

## Step 6) November 2: Conference Stationing Meeting

When Conference is not meeting, the Stationing Committee will meet by Video Conference to do the work. Once the work has been done, the General Secretary will take the Stationing Sheet to the President for ratification.

### **Purpose**

The purpose of the Conference Stationing Meeting is;

- To receive reports from each Synod Superintendent in regards to each matching.
- To check that the Parishes & Presbyters have been fairly & justly treated.
- To review the Stationing Sheet
- To make any necessary changes to the Stationing Sheet
- To prepare and finalise the Stationing Sheet for Conference

### **Process**

- Provide a short report to your Synod Superintendent in regards to how Stationing went for you and what improvements can be made.**

## Step 7) November - December: Covenants & the Big Move

- Ensure a Covenant is drawn up and signed where appropriate.**  
This document helps ensure that both parties (Presbyter and Parish) know what is expected of each other in their new appointment.
- Ensure that you discuss the moving process in detail with the Administration Division immediately following Conference to ensure everything is organised and goes smoothly.**

## Step 8) Jan / Feb: Induction Service & Parish Orientation

Induction Service details are due to Mission Resourcing by **1 December**

- Work in consultation with your new Synod Superintendent to organise a mutually agreed date, time & venue for your Induction Service.**
- Celebrate your Induction with your new Parish**