



The Methodist Church of New Zealand  
Mission Resourcing



## Tauwi Stationing Manual

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# Face to Face Meeting Guidelines

Face to Face Meetings must be completed by **13 September**

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. A decision about the appointment is to be made at this meeting.**

### **Roles**

The Face to Face meeting involves;

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

## Parish 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.

### **Ensure that the following are included in the Face to Face meeting;**

- 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 Congregational members or groups within the Parish (E.g. Youth groups, worship committee, etc)
- A meal with Congregation members (Optional)
- A special Congregational meeting, is the final meeting which makes the final decision on behalf of the Parish

- Ensure that the Face to Face process is set up and conducted with sensitivity and honesty.**

- Ensure that your Synod Superintendent has arranged a chair person for this meeting. This person must be present at the Face to Face meeting and must be appropriately briefed.**

This person could either be;

- Your Synod Superintendent
- Your Synod Lay Representative on the Stationing Committee
- Another appropriate person who has been present at Stationing conversations

- Ensure that all Parish members present at the meeting fully understand the Face to Face meeting process and are well prepared.**

- Ensure that the Face to Face guidelines are followed.**

- **Ensure that you take notes at the meeting, especially noting any changes to profiles, ministry descriptions and any other agreements. Please check these with the Presbyter 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.**
- **(If successful)** Engage in a discussion with their Synod Superintendent about closure regarding your current ministry, farewell, grief, closure of projects, issues and any unfinished business.
- **(If unsuccessful)** Ensure that your Synod Superintendent in consultation with the Mission Resourcing Directors investigate any other possible matches. (Full process with Mission Resourcing)

## Presbyter 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.