

## **Appendix 7 Interim Moderator's Notes for introducing a CRCW including a CRCW-in-Training**

These notes are to assist the Synod Moderator in ensuring that an Interim Moderator is aware of all the special factors that might obtain when both a CRCW or a CRCW-in-Training is being introduced to a post. Most of the following would be expected in the normal pattern of introducing a CRCW to a Church-in-Community. Some elements are particularly sensitive where the introduction of a CRCW-in-Training is concerned.

1. The Synod Moderators will take care to identify the Church-in-Community(ies) that are genuinely suitable for a CRCW-in-Training according to agreed criteria:
  - a reasonable ministry
  - An effective and experienced Local Steering Group Chairperson.
  - openness on the part of the church in community to receiving a newly qualified CRCW and responding supportively to his/her ministry
  - availability of a neighbouring colleague with the gifts to offer meaningful support.

When the Synod Moderator first proposes the name of a CRCW-in-Training, the Interim Moderator should check with the Church-in-Community that they are willing to consider a newly qualified CRCW. This will usually have been covered by the Synod Moderator during a visit according to the above criteria but should be clarified before an introduction is effected.

2. A first consideration of the CRCW's personal profile and an invitation to an initial exploratory meeting with the appointment group should normally take place within 3 weeks of introduction. This will ensure that, if either or both parties conclude that there is no basis for proceeding further, the CRCW-in-Training is available for introduction at the next Synod Moderators' meeting. A CRCW-in-Training's profile will look different from that of a Minister of Word and Sacraments and may not include all headings as outlined in Appendix 10.
3. The Interim Moderator should try to be available in a supportive role for the CRCW-in-Training and the Church-in-Community through each stage of their exploration together. This is particularly important when there may be need for clarification of how this process operates. Specifically, the Interim Moderator should make space for:
  - a) Briefing the CRCW-in-Training about the context and any special factors in the Church-in-Community, unpacking the Post Profile Application as appropriate. This may involve responding to questions of:
    - community development methodology and context
    - theology and worship style;
    - leadership skills in the Church-in-Community;
    - relationships between the Church-in-Community; ecumenical relationships;
    - the manse and Terms of Settlement.

3.1 Being present to ensure a creative and reflective engagement with meetings of the Vacancy Group, community groups, and informal gatherings of church members. These should include penetrating discussion about:

- priorities for community development, mission and patterns of delivery;
- serious community and local church life issues – including attitudes toward community presence and engagement
- leadership patterns
- gender matters.

3.2 Making arrangements for a daylight visit to the areas where the Church-in-Community is located. This will include an opportunity to meet with non-church community leaders, partner agencies and representatives of ecumenical partners.

3.3 Ensuring the suitability of overnight hospitality arrangements, especially if the CRCW-in-Training is visiting alone, and that there is sufficient and appropriate relaxation and reflection time built in to the timetable.

3.4 Learning from the CRCW-in-Training if there are any special dietary or disability needs to be borne in mind when arranging hospitality or the provision of meals; or any particular personal or family information needs that would facilitate reflection and decision about a possible invitation. This might include:

- local schools' choices
- retirement or sheltered housing provision
- availability of specific specialist medical services

4. Candidates should be given clear and precise travelling directions, especially if coming by road. These should include contact telephone numbers in the event of last minute hitches or getting lost. Travelling expenses should be identified and paid swiftly. The Church-in-Community can claim back for two visits to the Church-in-Community (the first being the initial informal visit and the second being the formal visit including the interview) from the Maintenance of Ministry Office at Church House.

5. Candidates should be clearly informed of:

- the decision-making process including the timetable of response,
- the method of reflection and voting,
- the agreed majority required for a call to be sustained

6. The Interim Moderator should make clear arrangements with the CRCW-in-Training how s/he will make known the outcome of an initial informal meeting and the interview. If this is agreed to be done by telephone it should always be confirmed by a letter. In the case of an offer of a call the CRCW-in-Training should also reply in writing.

7. The Interim Moderator should ensure that, in the event of a decision not to proceed at any stage of the introduction, a detailed de-brief of the process, discussions and reactions should be sent to the receiving Synod Moderator within one week. This is designed to enable a supportive de-brief of the candidate and to assist the Synod Moderators in the next stage of exploring appropriate introductions.

8. After a call to the Church-in-Community is given and accepted, the Interim Moderator is a key person in a number of practical matters:
  - to ensure concurrence has been given and received by the Synod;
  - to arrange a date for the service of Induction, which is suitable for the Synod Moderator, newly qualified CRCW, Church-in-Community and Synod.
  - putting together the order of service in consultation with the newly qualified CRCW and the Church-in-Community, and with the agreement of the Synod Moderator; all parties should agree the content and order before printing deadlines are identified.
  - to ensure that the manse is in good order and ready for occupation, cleaned and with all systems checked to be working; this is especially important if the manse has been let to tenants after a CRCW has left or is subject to building works.
  - There may be times when an Interim Moderator has a role in the handing over of records and contact lists relating to the Church-in-Community; this is especially important in respect of confidential information regarding sensitive pastoral issues. The Synod Moderator may give guidance over these matters.