# The Movement of Church Related Community Workers

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# 1    Introduction and Outline Process

This document sets out advice and guidelines on the movement of Church Related Community Workers (CRCWs).  It includes an overview of the process from the time a vacancy has been declared to the end of an induction period when a CRCW has been called. This document parallels the paper 'The Movement of Ministers' (of Word & Sacraments).

NOTE: One significant difference between the ministry of CRCW and that of Ministers of Word and Sacraments is that CRCWs are engaged in development work in such a way that it is generally expected that each post will only be for a maximum of two five year terms, although

an exceptional third term may be considered. Additionally, the CRCW, the accredited Church-in-Community ('the project'), the Synod and the Accreditations (CRCW and SCM) Committee also express their ministry and working together through the signing of The CRCW Covenant.

### Preparing to declare a post vacant
- A post will become vacant because it is either a newly accredited project or because a CRCW moves on from an existing accredited project
- A CRCW informs their Synod Moderator of the intention to leave
- When appropriate, the CRCW informs their Church-in-Community of their intention to leave
- Concurrence to move is given by the Synod, co-ordinated by the Synod Clerk
- Review of the post by the Church-in-Community, Accreditations (CRCW & SCM) Sub- Committee and Synod
- If required, the preparation of the Post Profile Application for a continuation, extension or new post to the Accreditations (CRCW & SCM) Sub-committee
- Confirm the configuration of the Church-in-Community
- If required, the submission of the Church-in-Community Post Profile application including the Draft Terms of Settlement and housing arrangements and Summary Profile and The CRCW Role Description & person Specification
- Accreditation of the CRCW project by Synod and the Accreditations (CRCW & SCM) Sub-committee.  This may or may not include a visit by the Synod Moderator sometimes with representatives from the Pastoral Committee
- Declaration of the Vacancy by the Synod
- Appointment of an Interim Moderator by the Synod
- Identification of the Vacancy Group

### Calling a CRCW
- The Role of Synod Moderators' meetings
- The profiles
- First informal visit by a candidate
- Second formal visit, including an Interview
- Deciding on a call
- Concurrence given by Synod
- Induction Service including signing of The CRCW Covenant and Induction period

## 2.    Preparing to declare a post vacant

The best current practice in the movement of CRCWs contains the following elements. The order and timing of events will vary according to circumstance. Practice varies between Synods.
 (*NB: 'Synod' here implies 'or the appropriately authorised committee or officers of Synod'. Synod procedures need to be clearly agreed and understood on such matters, including who can give concurrence to calls. A Church-in-Community can consist of one or several congregations arranged as a joint Church-in-Community, group or cluster etc.*)

2.1    The CRCW informs the Local Steering Group and Elders, Church meeting(s) and any colleagues of the receipt of a call to another post, retirement or other reason for leaving; normally three months' notice of a move is given, though because each post is time limited and in the case of retirement some moves will be known earlier. At the same

time any call is referred to the Synod, whose concurrence needs to be given. Care should be taken as to the timing of the announcement and the way it should be done, particularly when several partners are involved in the work. A statement of the reasons for leaving the post should be prepared by the CRCW for sharing with the Synod Moderator, Secretary for Ministries, CRCW Development Worker, Local Steering Group, and Church-in-Community to enable reflection on learning and possible action to take place. There may be an occasion when the CRCW is formally released from The Covenant.

2.2     Where a vacant post is on the Moderators List for the first time the Synod will normally appoint an Interim Moderator to the vacant post that a CRCW is considering. The role and duties of Interim Moderator should be clearly defined.

2.3     In cases where the post ends early the Synod initiates discussion with the Church-in-Community with a view to appointing an Interim Moderator.  This should be someone who is independent of the Applicant Group or LSG.  Ahead of the departure of the CRCW the Interim Moderator will chair any meetings about the future and will be the point of contact with Synod and the Synod Moderator.

2.4     Synod and the Synod Moderator arrange one or more meetings with the Local Steering Group, to explain the process of the movement of CRCWs and to discuss the post in the light of the mission needs of the area and Synod.

   2.5  After consultation with all involved, and in the light of any recommendation from the Local Steering Group, Synod decides whether or not an application for the continuation or extension of the post or a new post should be made. It is possible to have a part-time appointment or a non-stipendiary appointment. If a CRCW leaves in their 1$^{st}$ term, then the Church-in-Community has to be reassessed for a further 2$^{nd}$, 5-year term. If a CRCW leaves in Year 6 or 7, then either another 3 or 5-year post is possible after a successful reassessment. If a CRCW leaves in Year 8 or 9, then a Church-in-Community would no longer be accredited. CRCWs approaching retirement need to be considered separately. 'Exxceptional circumstances' may be allowed.

2.6     An Application for a continuation, extension or new post is prepared (See Appendix 3). This needs to include a budget for a five-year period, with sources of income identified and a draft role description and person specification (See Appendix 4). Draft Terms of Settlement and housing provision including details of the manse or housing allowance should also be included.

2.7     A 'Vacancy Group' is created by the Church-in-Community and Synod. It is best practice to ensure that the group is fully representative, with a balance of ethnicity, gender, age etc. In order to be most effective, it is recommended that the appointment group has no more than twelve members (in addition to Interim Moderator(s).

2.8     Agreement should be reached on the procedures for decision-making in relation to a call. The decision is taken by those present and able to vote in church meeting. The size of majority that will be required in the voting must be agreed in advance. In the case of a joint or group Church-in-Community, there are various options to consider. It is recommended that there be a joint church meeting so that the whole Church-in-Community shares in prayer and discussion. The vote may then be taken as a single

vote of the Church-in-Community, or separate ballot papers may be used for the different congregations. If separate church meetings are held, it is good for them to take place concurrently. If that is not possible, the decision of each meeting should be held in confidence until all have met and made their decision. In addition to agreeing an overall majority required for the issuing of a call, it is possible to set a lower threshold for the vote of each individual congregation within the Church-in-Community. (See Appendix 11 for the procedure agreed by General Assembly for voting as one joint church meeting in a group Church-in-Community.) Reasons for accepting or rejecting a candidate must be clearly noted, and as appropriate shared with the candidate.

2.9     The Church-in-Community prepares, and Synod agrees, draft 'Terms of Settlement', to be finally negotiated with a prospective CRCW. Synod needs to confirm the suitability of the manse.   Changes to the manse (or housing allowance) to accommodate a particular CRCW should be made before the induction.

2.10    The summary profile is prepared and agreed.

2.11    A copy of the full profile and summary profile should be sent to the Synod Office electronically for the Synod Moderator.

2.12.1 Once the Accreditations (CRCW & SCM) Sub-Committee has approved the Post Profile application and informed the Synod that the project has been accredited, then Synod will declare the CRCW vacancy and the Synod Moderator will seek a candidate through the Synod Moderators' meeting.

# 3.     Seeking and issuing a call

The best current practice for the movement of CRCWs follows the process given here. The basic framework will be adapted for ecumenical or 'special' situations. The process should be regarded as confidential to those involved.

3.1     The Synod Moderators meet 11 times per year to consider the movement of CRCWs. When the post has been accredited and the Post Profile Application and Summary Profile are available, the Synod Moderator gives information about the post to the Synod Moderators' meeting using the Summary Post Profile.  The vacant post is advertised through the monthly emailing from the Moderators Meeting to all serving CRCWs before any consideration of an introduction. CRCWs can view all Summary Post Profiles via the website www.urc-profiles.org.uk . If candidates can be identified, or if any CRCWs have asked for it (if appropriate), they are shown the full Church-in-Community Post Profile and asked about letting their name go forward.  CRCWs seeking a move may be shown more than one profile, from which they may choose one to pursue.

3.2     If a candidate agrees, his/her Personal Profile is given to the Vacancy Group. If several wish to be introduced their Personal Profiles are given to the Vacancy Group which has to choose one with whom to proceed. (See Appendix 6 for a description of the process as printed in Assembly Reports 2004 page 120.)  It is important for the Vacancy Group to understand that this is a call process and not a competitive interview.

3.3　　The Synod should appoint a CRCW interim moderator if they have not already don't so and the church-in-community should form the CRCW vacancy group if not already appointed.

3.4　　An invitation may then be given to the CRCW for an informal visit to meet the Interim Moderator and Vacancy Group as well as the Local Steering Group members, elders and other key people to get a feel for the project. These meetings should be confidential and carefully handled; some guidance is offered in Appendix 7. Members of any ministry team and ecumenical representatives may be met at this point and the manse may be seen.

3.5　　If the CRCW and Vacancy Group both agree, the candidate should be invited for a formal meeting, to include meeting with appropriate groups and partner agencies, sharing in worship, social gatherings, etc. An interview should take place with opportunity for a presentation and questions and answers by both Vacancy Group and Candidate.　This is the equivalent of a Minister of Word and Sacraments 'preach with a view'.

3.6　　The Vacancy Group should make its recommendation to the Church Meeting immediately after the interview. The decision to issue a call or not should be taken by the Church Meeting as soon as possible and the decision communicated to the candidate immediately after the meeting, or as soon as possible, by telephone and confirmed in writing. Reasons for the decision should be offered and an opportunity, if the candidate is not offered the post, to talk through the issues. If the candidate is willing to accept the call, the acceptance is provisional until Synod concurrence is given; a provisional acceptance should therefore be communicated to the Synod Clerk as soon as possible, with a request for concurrence again in writing.

　　　　The interim moderator should collect all the CRCW profiles in after the interview and ensure these are destroyed.　The interim moderator should also ensure that arrangements are in hand to reimburse the candidate's expenses.

3.7　　The CRCW will normally have a current Disclosure and Barring Service/Protecting Vulnerable Groups Scheme disclosure as these are issued every 5 years.　The Ministries Office at Church House will be able to advise.

3.8　　The Interim Moderator works with the Church-in-Community, newly called CRCW and Synod Moderator to co-ordinate the preparation of the Induction service, which is under the auspices of the Synod. The Interim Moderator and/or Local Steering Group Chairperson will also work with the incoming CRCW on an induction to the role and context process.

# 4.　The Appointment, Responsibilities and Role of Interim Moderators

### 4.1 Introduction
The ministry of Interim Moderators has been recognised from the foundation of the United Reformed Church. Their purpose is to provide a continuing mutual link between the wider

church and and the Church-in-Community during a time of CRCW vacancy or transition. A function of a Synod is "to appoint, in consultation with the local church and the Moderator of the Synod, from among its members an Interim Moderator during a pastoral vacancy". It is important that the Interim Moderator be able to act and to be seen as a neutral person – someone outside the local situation. The Interim Moderator needs to be objective and sensitive to the Church-in-Community's tradition, theological stance and ways of operating. The agreement of the Church-in-Community in the appointment is essential. The Synod is responsible for the training and support of Interim Moderators. The Interim Moderator is the point of contact for the Synod Moderator and may be invited to report on the state of the Church-in-Community during the time of CRCW vacancy or transition to the Synod Pastoral Committee (or equivalent).

### 4.2  Appointment
When a CRCW receives a call to another post, or is within six months of the end of a term of service or retirement, or for any other reason is leaving the Church-in-Community, the Synod, in consultation with the Church-in-Community, should appoint an Interim Moderator. The role and duties of the Interim Moderator should be agreed and clearly defined.

Best practice is for clearly defined terms of service to be agreed by all parties at the beginning. An appointment for a year at a time is helpful. All will then understand the time available to be used, the cost of the operation (Interim Moderators' expenses are paid by the receiving Church-in-Community) and the tasks to be undertaken by the Interim Moderator. One of the first needs will then be to determine who will be responsible for what the Interim Moderator is unable to do. Note that the oversight by the Church-in-Community continues, intensifies and in many instances flourishes during the time of transition.

### 4.3. Responsibilities
The role of the Interim Moderator will have to be negotiated. The responsibilities of Interim Moderators normally include:

a. Chairing all meetings where the calling of a CRCW is discussed
b. Chairing all meetings with prospective CRCWs
c. Providing a mutual link between the Synod and the Church-in-Community
d. Providing a mutual link between the Synod Moderator and the Church-in-Community
e. Providing a mutual link between the prospective CRCW and the Church-in-Community
f. Aiding the negotiating of Terms of Settlement, including housing provision
g. Encouraging consideration of any relevant issues as a new CRCW is sought, in particular the denomination's Equalities & Diversity Opportunities Policy (Appendix 8), noting that there is a helpful and important document 'Equalities Training for Churches in Vacancy' in the equalities section of the URC website.
h. Informing both prospective CRCWs and/or the Church-in-Community/ Vacancy Group and the Synod Moderator of any decisions.
i. Overseeing and co-ordinating the planning of the Induction Service in consultation with the Synod, Synod Moderator and future CRCW
j. Advising on what is appropriate at each stage.

### 4.4  The Role
The question of how much leadership to give and of what nature is difficult to prescribe because it has to be assessed in the light of varied circumstances. In this period, it can be helpful to reflect on such matters as the sense of 'bereavement' that the loss of a

CRCW might bring, the anxiety about a time without a CRCW and any underlying conflicts that might have emerged during the previous period of service. This time can also be an opportunity for hidden gifts to be released.

The transition time is not just a waiting time; the Church-in-Community can develop. The Interim Moderator can help the church grow in awareness and confidence in the process and be prepared to address difficult issues. If this growth and development does not occur the Church-in-Community may be restricted in its vision for the future. The LSG plays an important role in this process.

It follows that good relations with the Interim Moderator are not enough if they inhibit the kind of in-depth appraisal and discernment for ministry, which may be essential for the future. It is better to take time in order to reach a fruitful outcome.

The Interim Moderator also has a role in helping a candidate through the process and in reflecting on it, whether or not a call is issued.

# 5. Special cases:

Experience gained from a variety of special cases enables the Synod Moderators' meeting to offer guidance and support to CRCWs, Church-in-Communities, and Interim Moderators. For further information beyond that, contact one of the Synod Moderators or the CRCW Development Worker.

a)     **Newly Qualified CRCWs**
See Appendix 6 for guidelines for Interim Moderators in introducing a newly qualified CRCW to a Church-in-Community. CRCWs-in-Training prepare their Personal Profiles in time for interviews with the Synod Moderators normally in September of their final year of training. The October Synod Moderators' meeting then seeks to offer each CRCW-in-Training a suitable post to consider and should be available to serve anywhere within the United Reformed Church. Most CRCWs-in-Training receive a call within their final year of training. Before proceeding to commissioning the Synod and the Assessment Board should be satisfied that training has been satisfactorily completed.

b)     **Married Couples**
The settlement of couples is complicated and therefore requires sensitive and careful handling. Two call processes will be interlinked, and the Interim Moderators will need to liaise closely.  Particular care will need to be taken over confidentiality, whilst issues such as housing etc. will be different from normal.

c)     **Advertising posts**
The Synod Moderators' meeting produces each month a list of posts seeking a CRCW, which is circulated to all serving ministers and CRCWs through the payroll system. In addition, the summary Church-in-Community profile is placed on the website so that they are available to be viewed. This is the way that posts are made known within the church. When a post first appears on the list normally no names are considered by the Synod Moderators, normally for one month, so that all CRCWs have the opportunity to express an interest.

**d) Fixed term appointments**

The vocation of CRCWs is to a life-long ministry. However, the call to a particular Church-in Community is time-limited, lasting five years in the first instance and extendable for a further period of five years after successful review.

**e) Health and Disability issues**

The post should be made fully aware of all relevant matters in cases where there may be health and disability issues.

# Appendix 1    Notes for a visit at a time of CRCW transition

Visits to a post by the Synod Moderator and representatives of the pastoral committee (or equivalent) enables everyone involved in the process of the movement of CRCWs to have a clearer understanding of what is involved. These visits can explain the process, clarify the role of the Synod, Interim Moderators and Synod Moderators, review the needs of the post, review the draft Application and prepare the way for the introduction of possible candidates. Guidance and clarification should be sought from the CRCW Development Worker where necessary. The Accreditations (CRCW & SCM) Sub-committee will initiate a review meeting to discuss the vacancy after two years. What follows are headings, which should be covered in one or more of these visits.

a)      Explanation of the Synod's responsibilities through pastoral committee (or equivalent) for determining the post and its scoping, drawing up Terms of Settlement and agreeing to an application for a continuation, extension or new post.
b)      Appointment and Role of Interim Moderator(s)
c)      Synod Moderators' Role with Pastoral Committee and Synod
d)      Movement of CRCWs
i.      at each monthly meeting Synod Moderators give consideration to ministers and CRCWs seeking a call;
ii.     CRCWs-in-Training and married couples are given priority;
iii.    Moderators Meetings are normally the first Wednesday and Thursday of the month in which they meet;
iv.     the process deals with CRCWs seeking a call and with posts seeking a CRCW.  A summary personal profile for each CRCW and a summary post profile are circulated to each Synod Moderator (see Appendices 3 and 10);
v.      sometimes there are specific requests from CRCWs to see a profile;
vi.     CRCWs requesting specific profiles are usually challenged to consider others;
vii.    occasionally, settled CRCWs are challenged to consider a call to a particular post;
viii.   consideration is given to CRCWs from other churches with a certificate of eligibility;
ix.     a full Church-in-Community post profile, or more than one, is offered to a CRCW. In some cases, the same profile is offered to more than one CRCW. If so, a deadline is set by which CRCWs have to express their wish to proceed usually by 12 noon on the last Thursday in the month;
x.      The CRCW's Full Profile is sent to the Interim Moderator for consideration by the Appointment Group. More than one CRCW profile may be offered, however, the Church-in-Community can choose only one to pursue;
xi.     The CRCW meets informally with Vacancy Group and the Interim Moderator
xii.    If all agree to proceed, the CRCW also meets formally with the Church-in-Community, partners and the CRCW is interviewed by the Vacancy Group;
xiii.   The Vacancy Group decides on whether to recommend a call; The Church Meeting decides upon the call;
xiv.    If the call is issued, the CRCW indicates verbally, and then in writing, that they accept the call;
xv.     Concurrence is sought from both the sending and receiving Synods;
xvi.    The Commissioning and Induction Service (or if already Commissioned, the Induction Service) is planned, co-ordinated by the Interim Moderator and/or Synod.


e)  General

- The timetable is unpredictable and may be lengthy;
- In cases when the process is halted by either party, support and reflection are important;
- The whole process is confidential;
- Everything should be under-girded with prayer.

# Appendix 2    Making good use of a time of transition

**Reaction to change**
The movement of a CRCW brings with it many different reactions and a wide range of emotions. Sometimes symptoms of bereavement will predominate, at other times perhaps the excitement of a possible new beginning.  The Interim Moderator will need the gifts necessary to help the church-in-community through a period of change.

**Supporting**
It is not easy in a transition period to support the life of the Church-in-Community. (This is particularly true where the leadership expectations have rested almost entirely on the CRCW. Church members and community groups may need help in encouraging their self-confidence and recognising their gifts. But the life of the church in community is their responsibility Positive thinking about the present, together with the constructive view of the past will provide the best foundations for a healthy future.

**Reflecting**
The transition period is not a time for simply maintaining what has been the case. For the health of the Church-in-Community (and in order to be more attractive to an incoming CRCW) it should be seen as a time of reflection on where the Church-in-Community is and where its future lies. There is time to re-assess resources and discover ones previously unrecognised. The Interim Moderator as an independent observer is well placed to serve as a catalyst to this process. Square pegs and round holes can sometimes be better seen from a distance and lateral solutions to problems suggested. Adequate reflection takes time but is an important prerequisite for the writing of a clear and visionary profile.

**Planning**
A well-used transition period can be used to plan for the future. The Church-in-Community's participation in God's mission continues and, while there are some things which are better developed with the new CRCW, it is a mistake to put aside all new ideas, especially those which are likely to raise the spirits of members. The Interim Moderator's experience and objectivity again will help the church to analyse when to do and when to defer. It seems safe to assume that a new CRCW will look more favourably at a Church-in-Community which is moving forward rather than one which is bogged down in struggles to stay where it is.

# Appendix 3        CRCW Post Profile Application

**Church Related Community Work Project Application Process**

**What is Church Related Community Work?**

- Church Related Community Work is a vision of the Church as an agent of social change and is one way for the Church to share in God's mission.
- It is about the Kingdom of God because it is committed to justice, peace and is not afraid of costly involvement with people. **It is not a means of increasing church membership or an attempt to impose any set of values on people**, rather it recognises the Gospel where it is being lived out by people and communities even if they, themselves, do not use the word of God.
- It is a challenge to both an insular Church and an uncaring society.

**What is a Church Related Community Work and how will they work with a church(es)**?

- A CRCW is someone who has accepted a call from God to serve in local communities and who has trained and is qualified in CRCW ministry in the URC.
- CRCWs are trained to the same theological standard as ministers of Word and sacrament. They are also trained as professional community development workers. Their unique task is to enable the local congregation, or designated project to engage with a community development process in their local neighbourhood.
- A CRCW will work to build bridges between the church and local communities by being present and engaged within those communities. It also involves challenging injustice, facilitating community initiatives and projects and challenging churches to become more actively involved in what God is calling them to do in their neighbourhood. A CRCW will therefore be working closely with church members and members of local communities, enabling the Church to engage with individuals and community groups, resident's associations, housing associations, voluntary and statutory organisations, etc.

**A Step by Step Process for Churches wanting to start a CRCW Project**

A CRCW project can be based from an individual church or a group of churches.

1. Meet as a church/group of churches and discuss whether CRCW ministry is something you want to pursue.
2. Form an applicant group of at least three or four key people who will work on the application. Please be aware this could be a long-term commitment as the application process can take between 6 – 18 months.
3. In the first instance, the applicant group must contact their local Synod and check that a CRCW project is part of the Synod strategy for CRCW ministry. There is a restricted number of projects that may be accredited in each synod.
4. Once Synod approval to progress has been gained, the applicant group should complete the first stage of the application process by completing the **CRCW Project Proposal Initial Enquiry Form**. Once this has been completed, the form must be sent back to the CRCW office, with a copy to the appropriate synod committee.

5. You will be contacted by the CRCW Development Worker. It is his role to act as a 'critical friend' to help guide the proposal through the necessary steps so that it can be presented to the CRCW Programme Sub-Committee (PSC). Once the Initial Enquiry Form has been satisfactorily completed, it will be discussed at one of the triyearly PSC meetings (these occur in January, May and October). The proposal must be approved by this committee in order to move forward.

6. If the Initial Enquiry is approved by the PSC, the applicant group and church will be visited by the CRCW Development Worker to talk them through the process of completing the second stage of the application, the **CRCW Post Profile** application form. This second stage involves some similar questions to those in the first stage but will require greater detail. You will be expected to have conducted and analysed research about your local neighbourhood and thought about the implications of the CRCW project for your church. Again, the CRCW Development Worker can assist with completing the Post Profile form and application process.

7. The completed but draft Post Profile application form and additional papers need to be sent to the CRCW Development Worker and you will be contacted by him to clarify details. Once these have been addressed, the final Post Profile application will be taken to the PSC for discussion and probably a visit from a PSC member. If successful, the project will be accredited, and a vacancy

**Stage One: The CRCW Project Proposal Initial Enquiry Form**

The purpose of the CRCW Project Proposal Initial Enquiry form is for the CRCW Programme Sub-Committee to assess whether there is the potential for CRCW ministry in your context and if so, to approve progress to the second stage of the application process. The Initial Enquiry form aims to get a sense of what your proposed project is about, your church(es)' motivations for applying for CRCW ministry, whether you're supported in this by your local Synod and a general sense of your enthusiasm for CRCW ministry.

You are not expected to go into great detail at this stage, a brief outline will be fine. Each application is considered on an individual basis, there is no succinct 'tick box' process. Each application will be judged on its own merits as long as the proposed CRCW project:
    • has a church-related context and encourages and equips local people for community presence and engagement.
    • has been approved by Synod.
    • has significant involvement by URC members.
    • addresses and responds to local issues, needs and opportunities.
    • builds upon a history of community involvement and partnership with local agencies.
    • enables a model of community development both within the given church(es) and communities.

A CRCW project may be scoped across more than one church, but if so, careful consideration about the management of and support for the CRCW ministry must be proven, as well as evidence that each church understands CRCW ministry and how the differing expectations of each church and communities are to be fulfilled.

Once you have completed the CRCW Project Proposal Initial Enquiry Form and the CRCW Development Worker is satisfied with it, the proposal will be put before the CRCW Programme Sub-Committee for approval. If your project is approved, the CRCW Development Worker will be in touch to talk you through the second stage of the application.

The CRCW Programme Sub-Committee cannot guarantee that every project will be approved. Even if yours is, there is no guarantee that a CRCW will be called to work alongside you.

## CRCW PROJECT PROPOSAL INITIAL ENQUIRY FORM

Please fill out the details below

**Proposed CRCW Project Name:**

**Name of Applicant Group:**

**Applicant Group Details (please indicate who will be the main contact):**

| Name | Who the person represents | Email | Contacts ' phone number |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please meet with the applicant group members to discuss the questions and issues below and to complete all the sections **in brief**; more detail about each of these areas will be required if the applicant group is invited to Stage Two of the application process. Answers to Questions 1-8 should amount to no more than two sides of A4.*

1. What is the motivation that brings you to this enquiry and how has it come about? Please describe your ongoing commitment to community involvement and development in your answer.

2. How would you briefly describe CRCW ministry? Please study the CRCW information pages at https://urc.org.uk/our-work/church-related-community-workers.html before completing your answer.

3. Please study the information pages at https://www.scdc.org.uk/who/what-is-community-development and briefly outline what you think community development involves.

4. Is there an established local church/churches, congregation or group involving URC members whom the CRCW would work alongside and reflect with on a regular basis? Please give a brief description of this context.

5. All applicant groups must discuss their CRCW project proposals with church members, local residents, community groups and local agencies etc. Please briefly discuss the process and outcome of these discussions.

6. How widely shared is the motivation and enthusiasm for a CRCW project within your church(es) and neighbourhood(s)?

7. Is there URC involvement with this CRCW Project Proposal and at least one URC member in the applicant group OR is the URC Synod a key partner and member in the applicant group?

8. How and when have you discussed this Project proposal with the Synod and gained their support to submit this proposal?

Please limit your responses below to one side A4 only

**Community Context:**
(e.g. inner city/urban/suburban/market town/rural/coastal town; demographics and analysis of the local neighbourhood(s); other community organisations, local agencies and resources in the area; ecumenical scene, etc.)

**Church Context:**
(e.g. size of congregation/theology.)

**Mission Statement and CRCW Priorities:**
(What are the issues to be tackled and the core work that you have identified.)

**CRCW's Role Priorities and Ministries Arrangement:**
(e.g. other colleagues, pattern of team work, relationship to congregations in joint or group pastorate &/or joint CRCW Project, particularly if other denominations are involved)

**Personal Specification for the prospective CRCW:**

**Any Further Information:**

**Once all the questions have been answered and this Initial Enquiry form has been completed in full, please return it to Steve Summers at steve.summers@urc.org.uk or by posting it to Steve Summers, CRCW Development Worker, Church House, 86 Tavistock Place, London WC1H 9RT. Thank you.**

# CRCW Post Profile Summary

**Church Related Community Work Post Details:**

Name of post:

Church(es)-in-Community:

Date of declaration of vacancy:                    Scoping (%) & Term:

**Community Context:**
(e.g. inner city/urban/suburban/market town/rural/coastal; population size and composition; employment; culture  etc.)

**Church Context:** (e.g.size of congregation, theology)

**Mission Statement and Project Priorities:** (What is the core work that you have identified?)

**CRCW's Role Priorities and Ministry Arrangements:**

**Person Specification for Prospective CRCW:**

**Other Factors that Moderators need to be aware of?:**

# Appendix 4    Role Description & Person Specification for a CRCW

The Role Description and Person Specification for the CRCW has to be submitted as part of the CRCW Post Profile Application. Model role descriptions and person specifications are available from the CRCW Office and the URC web site but need to be contextually relevant and appropriate to the given Church-in-Community.

In general terms, a CRCW is:

- A practical theologian
- An agent of local church transformation and change
- A community development worker
- A social analyst and cultural researcher
- An interpreter of power relationships
- An effective manager
- An educator and storyteller
- A facilitator of and participant in worship
- A collaborator
- A companion and listener
- An effective communicator.

    Fundamental is the ability for contextual theological reflection linked to community development and the ability to enable others to theologically reflect. A URC Church Related Community Worker is a community worker and theologian who works with the church to work for change within its local neighbourhood, rather than someone simply employed by the church to act on its behalf.

# Appendix 5    Terms of Settlement

Draft Terms of Settlement should be considered by the Synod prior to declaring a vacant post, and then later discussed with any prospective CRCW. Agreed Terms of Settlement can also assist the process of monitoring during a ministry and form the basis of any agreed changes. Terms of Settlement are a local expression of the Plan for Partnership, which is the basis on which CRCWs and Ministers of Word & Sacraments act as office holders within the Church. The latest edition of the Plan for Partnership for Ministerial Remuneration can be found on the URC website www.urc.org.uk. http://www.urc.org.uk/ministry/ministries/resource-documents.html

**Settlement Agreement - Stipendiary CRCWs**

**This Settlement Agreement is made between**

**[……………………………………………..]**
**("the Synod")**

**AND**

**[……………………………………………..]**
**("the Church-in-Community")**

**AND**

**[……………………………………………..]**
**("the CRCW")**

## 1. General
The Synod, the Church-in-Community and CRCW will be bound by the Plan for Partnership in Ministerial Remuneration ("Plan for Partnership") and the provisions of the Basis of Union.  The CRCW (hereafter known as Minister) and the Elders of the Church-in Community will exercise their respective ministries in accordance with the relevant Guidelines for Conduct and Behaviour.

## 2. Scope
The post has been declared to be a [*full-time/part-time*] scope by the [**…………………**] Synod.  [*It is not a time-limited appointment/It is a post limited by time to ….. years/ and is subject to review after …. years*].

The Synod and the Church-in-Community will honour General Assembly's 2010 Resolution that the ministerial working week for a full-time scope (and reduced pro-rata for part-time scopes), translated into hours over a four-week period, should be not less than 160 hours and not more than 192 hours.

The appointment will commence on [**……………………**]

## 3. Stipend
The Minister will receive the stipend appropriate for a position of this scope from the Maintenance of the Ministry payroll office. The stipend will be paid without supplement. Other payments (such as Children's Allowances and Housing Allowances) will be paid in accordance with the Plan for Partnership.

## 4. Housing
The Minister will live from the week commencing [**………………**] in the manse provided at [**………………**].

The property is provided for the exclusive occupation by the Minister and [*his/her*] immediate family for the duration of the period of ministry, for the better execution of their duties as a Minister. The Minister is expected to exercise reasonable stewardship of the property. The Minister is responsible for repairing any uninsured damage to the property, other than normal wear and tear, and for returning the property in the condition it was received when the property is vacated, viz. clean, tidy, in good order and empty of personal possessions. The Minister is also expected to keep all gardens belonging to the Manse in a good and tidy order.

The Minister will co-operate with the Church-in-Community and Synod in allowing reasonable access to the Manse for maintenance and annual inspection. The Minister will report to the [*Elders' Meeting/Synod*] and matter that could lead to the deterioration or damage to the property and any defect that may present a Health and Safety risk to occupiers or visitors to the Manse.

No person may operate a business from the Manse unless specifically agreed in writing by the Synod Trust Company.

The [*Church-in-Community/Synod*] will pay the Council Tax, Water Rates and any other tax(es) on the manse. The [*Church-in-Community/Synod*] will insure the building and accepts responsibility for the maintenance and decoration of the manse.

The provision of heating, lighting, carpets and curtains are the Minister's responsibility.

[**AND** *Specific terms relating to a Synod's Manse Policy may be added here, with appropriate and necessary amendment to the standard terms above.*]

[**OR** *The Minister will live in a house within the post area, towards which the [Church-in-Community/Synod] will pay a Housing Allowance in accordance with the Plan for Partnership.*]

## 5. Travel
The Church-in-Community will reimburse the Minister for using [his/her] own vehicle for business purposes and will be reimbursed at the rates advised from time to time by the URC

Finance Committee. At the time of entering this agreement, the rate payable is 45p per mile of business use up to 10,000 miles per year, and 25p per mile thereafter. The Minister will keep a log of all mileage incurred for business purposes. The Church-in-Community will also pay a Fixed Car Allowance in accordance with the Plan for Partnership for Ministerial Remuneration. At the time of entering this agreement the allowance is £1200 p.a., subject to a deduction for tax and National Insurance paid to the Minister in twelve equal monthly instalments through the Maintenance of the Ministry Payroll Office.

[**OR *The Church-in-Community will provide a car for the Minister and will be responsible for all maintenance, servicing, repairs, tax and insurance. The Minister will reimburse the Church-in-Community for all private mileage at the rate advised from time to the time by the URC Finance Committee.***]

Other travelling expenses will be reimbursed on the basis of costs actually incurred, upon submission of a written claim, and subject to annual review in the light of recommendations from the Synod and/or the URC Finance Committee.

## 6. Administration, telephones and computer
The Church-in-Community will reimburse the Minister for all administrative expenses, including stationery and postage, upon submission of a written claim. Telephone(s) and access to the internet via broadband will be provided by the Church-in-Community. Details of telephone services including broadband will be agreed prior to the Induction. The Minister will reimburse the Church-in-Community for private telephone calls.

A computer will be provided by the Church-in-Community and should be upgraded or replaced to an appropriate modern standard at intervals throughout the period of ministry. Specification for the computer will be negotiated and agreed initially prior to induction.

## 7. Reimbursement of Expenses
[*For the purposes of expenses, shared costs relating to the Manse, car, and administration, etc. shall be split in the proportion of X% (X URC): Y% (Y URC): Z% (Z URC). Shared costs should be claimed by the Minister from the Treasurer at X URC. Expenses relating solely to one identifiable congregation within the Church-in-Community should be claimed from the Treasurer at that church.*]

The Minister shall submit a written claim for the reimbursement of expenses wholly, necessarily and exclusively incurred in the performance of the Minister's duties on an agreed regular basis and not less than quarterly. Except for minor expenditure, all claims should be accompanied by a receipt. The Church-in-Community will reimburse properly claimed expenses without undue delay.

## 8. Education for Ministry
All United Reformed Church Ministers are expected to undertake annual study as part of their Education for Ministry and will support the Minister in taking leave for this purpose.

When a Minister moves from one post to another they may take, by agreement with the relevant Synod Officers, up to four weeks Education for Ministry time in that year (rather than the normal two weeks' allocation) to allow them to undertake specific learning that will assist their induction into the new post.

During the rest of their ministry, Ministers are strongly urged to devote two weeks per year to Education for Ministry (Report to General Assembly 1998, pages 124 and 126).

The Church-in-Community will encourage the Minister to attend an annual Synod School, for which the [**Church-in-Community/Synod**] will pay.

The Church-in-Community will encourage the Minister to take Sabbatical Leave as recommended in the Plan for Partnership. *OR(as in the PSC draft model)*
The Church-in-Community will encourage the Minister to take Sabbatical leave as recommended in the Plan for Partnership and the CRCW Guidelines. The Minister is expected to attend one annual Synod School and study days, the annual CRCW residential, 3 CRCW cluster group meetings per year, and, on the recommendation of the Synod Training Officer, other appropriate Continuing Education opportunities, for which the[**Church-in-Community/Synod**] will pay. The Church-in-Community will also support the Minister in the accompanied self-appraisal scheme.

The Church-in-Community will offer an annual allowance of £250, payable against actual expenditure on books, resources and computer software.

## 9. Mandatory training
All active United Reformed Church CRCWs are expected to undertake mandatory training as part of their Education for Ministry. This will include Safer Sacred Space Boundary training (Mission Council November 2013) and Safeguarding Training (GA 2018).

Pastoral Supervision (Mission Council July 2020) is also a mandatory requirement and the minister is expected to arrange pastoral supervision in line with guidance from URC Ministries Department. The minister and supervisor are expected to share their agreement with the Synod Moderator *[or nominated person]* who will report annually to the Secretary for Ministries. The pastorate agrees to pay X% of the cost of supervision in the proportions agreed in paragraph 7, and will reimburse the full cost to the minister on production of an invoice and claim back the other 100-X% annually from central funds.

## 10. Holidays and regular days off
The Church-in-Community will honour recommendations for regular weekly days off and will follow recommendations regarding holidays in the Plan for Partnership *(note iii)* – viz. five full weeks' holiday per year (including five Sundays) plus one additional holiday Sunday.

The Minister will be encouraged to nominate a day as a regular day off.

## 11.Sickness and Compassionate Leave
Ministers are reminded that they should notify their Synod Office and the MoM Office if they are unable to work for more than three days due to sickness. This enables the proper records to be maintained.

The first seven days of sickness may be self -certified (by letter, email or telephone) but after that all continuing sickness must be covered by a doctor's statement of fitness for work ('Fit note'). Copies of these notifications should be sent to the Synod Moderator and MoM Office.

Both MoM and Synod offices should also be informed when the minister returns to work after a period of certificated absence.

In cases where the Minister is not off sick but there may be a genuine need for compassionate leave, the Minister should contact their Synod Moderator who may, in appropriate circumstances, grant up to fourteen days' leave.  Again, this allows for good record keeping as well as pastoral care of both the Minister and the Church-in-Community.  It is not sufficient to simply ask the local church for permission or indeed to go absent without permission.

## 12. Renegotiation and Review

The Church-in-Community and Minister are willing to re-negotiate these terms of settlement during the course of a ministry at the request of the Synod through the Synod Pastoral Committee.

In particular, it is recognised that, following appropriate consultation, an alteration to the scoping of the Church-in-Community may be necessary during the course of the ministry.  Any suggested changes from the Church-in-Community or the minister will be subject to the agreement of the Synod through the local Synod Pastoral Committee.

## 13.  The wider United Reformed Church

The Church-in-Community acknowledges that Ministers are ministers of the whole United Reformed Church and have a responsibility to serve the wider church as well as their own local Church-in-Community. Requests for specific pieces of wider service will be discussed between the Elders' Meetings and the Minister.


Signed _____        Minister

_____        [for the Church-in-Community]

_____        [for the Synod]

Date    _____

# Appendix 6   Guidelines for the Introduction of Stipendiary Ministers of Word and Sacraments and Church Related Community Workers

**Report to General Assembly 2004**

'Mission Council welcomes the following procedure and encourages the Synod Moderators to implement them and make them known to the wider church.'

1. A personal profile on one sheet of A4 to standard format shall be prepared by a Minister of Word and Sacraments and Church Related Community Workers (hereafter known as ministers) seeking a move. This will be circulated in advance of the Synod Moderators' meeting. It shall include details of particular geographical or other constraints.

1.  A synopsis of its profile on one sheet of A4 to a standard format shall be prepared by a vacant pastorate and tabled at the Synod Moderators' meeting.

2.  If more than one minister has expressed an interest in a particular pastorate or post then the personal profiles of all those interested shall be made available to the pastorate or post, but they may then choose only one candidate with whom they wish to meet.

3.  Ministers seeking a move may be shown more than one profile.

4.  On request, ministers may be shown the synopsis of any vacant pastorate or post not already the subject of a formal introduction.

5.  The present system of notifying all ministers monthly of all vacancies shall continue.

7. The Synod Moderators' meeting shall be free to approach ministers to consider urgent needs in particular vacancies.

# 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.

# Appendix 8    A meeting of the Vacancy Group and the CRCW

In the context of discovering God's will regarding the filling of a post, the care taken over a meeting of the Vacancy Group and the CRCW is vital. When a candidate visits there should be more than one opportunity for informal contact with a wide range of members (including children and young people) and, if possible, adherents.

## 1. The preparation:
Ensure that all relevant papers are available. This will comprise correspondence; CRCW's personal profile (not for general publication); Application; draft Terms of Settlement. The Vacancy Group should include a good mix of ethnicity, age and gender if possible. A comfortable venue, with freedom from distraction and a friendly atmosphere should be chosen. Well before the meeting the Interim Moderator(s) should consult with the Vacancy Group and the CRCW to decide what form the meeting will take. It is important that this is not determined solely by the Vacancy Group and that the CRCW has significant input into the arrangements for the meeting and is happy with them before the meeting takes place. Prior to the meeting the Vacancy Group with the Interim Moderator(s) should agree topics they wish to cover in the meeting with the CRCW and the Interim Moderator(s) should consult the CRCW about topics s/he wishes to raise in the discussion. It might be helpful if the Interim Moderator arranged an exchange of this information prior to the meeting.

## 2. The meeting:
The Interim Moderator should chair the meeting. Every interview, however formal or informal, has a recognisable sequence, which should be followed:
a)    Opening. It is important to set the scene, to spend time in prayer together, to confirm introductions. Make clear the agenda to be followed; agree on what notes will be taken, by whom and for whom.
b)    Exchange of information. The questions and discussion should cover all topics and at each stage the candidate should be able to ask as well as answer. Only by frank exchange of views can God's will for Church-in-Community and CRCW be discovered.
c)    Closing. Even when the time is pre-arranged, the conclusion of such a meeting must be handled with care. No major matter should be overlooked.
d)    It is important to make clear what the next stages will be, and the probable timing.

## 3. The assessment:
It is vital to stop, think and pray when the candidate has withdrawn, before any conversation, discussion or assessment is begun. Those present should gauge their impressions against the list of factors previously agreed, such as training, qualifications, experience, presentation, motivation etc. Additional factors will now be apparent following the meeting and will probably affect the assessment. It may be useful to score a candidate under each heading as good, acceptable or problematic but not everyone will follow this method. A consensus should be sought in order that a clear recommendation can be made. The Appointment Group should have confidence in the candidate as a prospective CRCW before recommending a call.

# Appendix 9    Equal Opportunities and Diversity Policy

The United Reformed Church believes that all people are created in God's image and are loved by God. In his ministry Jesus showed God's love by his openness to all people, including those who were marginalised in his day.

**For the United Reformed Church's Equalities & Diversity Policy please see**
https://urc.org.uk/equal-opportunites
Latest edition is via The Manual at:
https://urc.org.uk/images/the_manual/I_Section_I_Equalities_policy.pdf

# Appendix 10  Personal Profile for a CRCW

NB This document is to be completed and controlled by the writer. This should not be seen as a pro forma to be completed and the writer is free to vary the order in which information is presented. It may be useful to a Synod Moderator and/or the Interim Moderator, Church Officers and Elders of a Church-in-Community under consideration. It is NOT for general circulation and should be destroyed at the end of a candidature, whether, or not, an accepted call results.

1.   **About you**

Surname                                                 Christian names

Address (please include postcode and telephone number)

Date of Birth                                           Date of Commissioning

 Spouse: Name                                       Occupation

Child(ren) Name(s) Date(s) of birth

Any other relevant family information.

Medical: If there are any medical factors that might affect your work, ensure that your present Synod Moderator knows.

Education: Please give dates and qualifications.

Secondary Education

General Higher Education (pre- or post- ordination)

Please list other training courses, other professional qualifications, language or similar skills etc.

Pre-ordination/commissioning Theological Training

Education for Ministry 3 (in-service training undertaken)

2. **Please give details of your life and faith journey, in a chronological form, including ministries and other posts, (paid or unpaid) academic achievements, in-service experiences.**

For each post give:

- its location

- details of the main duties, responsibilities etc.

- a description of the particular skills, techniques or experience relevant to this post.

### 3. Description of Ministry:

Please give a description of the following

- Your priorities in ministry

- Your view of community development

- Your preferred way of facilitating worship

- Your working style, including the approach you take to leadership

- Your theological approach

- Your views on evangelism

- What areas of community work do you most enjoy?

- How would you describe your strengths and weaknesses?

### 4. Expectations:

Please describe any experience or special skills not already mentioned which you feel may be relevant to your future ministry.

In which areas of ministerial work are you particularly interested and/or experienced (e.g. pastoral care, youth work, evangelism, community development, administration, leading worship, preaching, training, etc.) Please give your reasons for your choice.

Please outline your immediate objectives in ministry.

### 5. Please outline your vision for a church in community.

### 6. If you are considering a move, please complete the following:

Do you presently own a car? yes/no

Do you prefer to run your own car? yes/no

Would you prefer a housing allowance to the provision of a manse? yes/no

No preference

When would you be free to leave your present post?

Are there any factors which would affect your ability to move or determine where you would consider going (e.g. Educational, family, occupation)?

Signed
Date

***As well as a full Personal Profile, CRCWs seeking a move will be asked to prepare a summary version, which is parallel to the summary Post Profile. There is a pro forma for this, which should be obtained from your Synod Office. CRCWs' summary Personal Profiles are confidential to the Synod Moderators' meeting and not shared anywhere else.***

# Appendix 11    Orientation for Incoming CRCWs to Methodist and United Reformed LEPs

**Introduction**

LEPs can be among the most exciting churches in which to serve as a CRCW. At their best, they are growing and developing situations that enable congregations and community to see the church fulfilling Christ's prayer "that they might be one." However, each LEP has a different constitution that sits alongside "normal" denominational practice and allows for creative development. It is therefore necessary for incoming CRCWs to understand the practice of the specific LEP to which they have been called. This means that it is necessary to understand:

- the differences between the LEP, and the Methodist and United Reformed Churches;
- the expectations of the wider church structures on the LEP;
- how and why the original Constitution and Sharing Agreement are implemented now.

**The orientation process**

a) As part of the orientation process a CRCW will be expected to attend the orientation course on understanding the Methodist Church course in the same way that a Methodist minister will be encouraged to attend the History and Ethos of the URC. The course will include:

- The different processes used for "calling" (United Reformed Church) and "stationing" (Methodist Church) ministers.
- The different roles and understandings of leaders in the two churches at congregational, Circuit and District levels.
- The different understandings of local church governance and authority in relation to decision-making, pastoral care and worship.
- Different accounting and church years have implications for local decision-making and the relationship of the local church to the Circuit and District. The United Reformed Church works on a calendar year (January to December), while the Methodist Church uses the "Connexional" Year (September to August)
- Different rules, practices and laws concerning property.
- Differences around communion practices (for example: how, and by whom, the elements are served to the people and lay presidency), baptism, and transfer of membership.

b) Reading essential documents will be helpful. They include:
- The Constitution or Declaration of Intent.
- The Sharing Agreement. (NB: Please be aware that Sharing Agreements are drafted according to the Sharing of Buildings Act 1969. They are legal documents and might not appear to reflect the dreams and hopes in local situations for equality and goodwill.)
- Practice Documents. Where these exist, they might include terms of reference for committees, processes for electing Elders / Stewards etc.
- Annual Reports
- Minutes of meetings with powers of governance such as Elders and Church Meeting, Church Council, and Joint Councils.

Ministries Office 2020/06

# Appendix 12   Group voting procedures

1. General Assembly 2018 passed the following resolution (resolution 28): General Assembly encourages a flexible approach to how ministerial calls (both Minister of Word and Sacraments and Church Related Community workers) are issued and concurred, noting the variety of existing practice and the provisions of sections 1(1)(b), 1(1)(c), 2(1)(vii), 2(4)(A)(iii) and 2(4)(A)(vii) of the Structure of the URC.

2.The Manual (Section B Structure) states:
1.(1)(b) Where two or more Local Churches together, and in consultation with the synod, decide that their mission will be more effective if they share resources and ordained ministry, they may, with the approval of the synod, form an association known as a group of churches with a structured relationship and a constitution governing the way in which they relate to one another as to the sharing of both resources and the ordained ministry. Each church within the group shall retain its own identity, and its Church Meeting and elders' meeting shall continue to exercise all their functions in relation to that church, save that, so long as the constitution shall so declare, decisions relating to the calling of a minister (see paragraph 2(1)(vii)) may be taken by a single group Church Meeting at which all the members of each of the constituent churches in the group shall be eligible to attend and vote.

and

1.(1)(c) Where two or more local churches together, and in consultation with the synod, decide that their mission will be more effective if they share ordained ministry (but not other resources), they may, with the approval of the synod, form an association known as a joint pastorate, with a structured relationship with respect to the provision of ordained ministry only and a statement of intent governing the way in which they relate to one another in relation to the sharing of ordained ministry. Each church within the joint pastorate shall retain its own identity, and its church meeting and elders' meeting shall continue to exercise all their functions in relation to that church, save that, so long as the statement of intent shall so declare, decisions relating to the calling of a minister (see paragraph 2(1)(vii)) may be taken by a single joint pastorate church meeting at which all the members of each of the constituent churches in the joint pastorate shall be eligible to attend and vote.

2.  The URC does not have one clear policy on this but largely leaves it to the pastorate call group to decide on the mechanism which will best suit their needs. The percentage for a call to be issued shall be determined by the vacancy group as is normal practice within the URC.

3.  It is important that the church meeting(s)agrees with the interim Moderator and the vacancy call group on the process for issuing a call at the start of the process of looking at possible candidates.  This should include the percentage which the church(es) feel is an appropriate percentage to suggest the minister has the confidence of the meeting eg. 85%.  Voting should be by secret ballot.  Tellers will need to be identified prior to the meeting.

4.  In a single pastorate the voting process is more straightforward: only those church members who are present at the meeting should be allowed to vote. Voting should be by secret ballot.  The Interim Moderator will inform the church meeting of the outcome of

the vote which should be kept confidential until the Interim Moderator has had an opportunity to convey the outcome of the vote to the minister.

5.   In multi church pastorates the following are examples of possible processes to use:
**a)**  There should be 1 joint church meeting of all churches involved in the pastorate. Only church members may vote. An agreed percentage eg.  85% of those present and voting is required to issue a call.  One church meeting enables members across the group to prayerfully hear the reflections from different congregations;

**b)**  There should be 1 joint church meeting with a higher percentage required from the church where the minister will have primary pastoral charge than for the rest of the group eg. 80% and 50% or 85% and 45%.

6.  A further factor to take into consideration is an increasing use of synod-directed elements as part of a post to which a minister is called.  The usage of such scoping varies widely but it is likely to be direct service in a significant synod role, such as an ecumenical officer, or additional service in a pastorate, which may either be not fully determined at the point of call or deliberately undefined so that it may be moved from one congregation to another in transitional ministry.  In some circumstances the synod may be willing to remit the determination of the call to the pastorate.  However, it is more likely that a prospective candidate will be interviewed by representatives of the appropriate synod committee.  Good practice would be that any such appointment process is completed in advance of the preach with a view.

7.  As well as members-only voting, those voting need to be aware that if they abstain, they are not voting, and their abstention will be recorded but will not be included in the % calculation of 'those present and voting'.

# Appendix 13

**Shared Management & Oversight Responsibilities for CRCW ministry once a CRCW has been called:**

| Church Related Community Worker (CRCW) | Local Steering Group (LSG) | Church-in-Community (Local Church(es)) | Synod | Accreditations (CRCW & SCM) Sub-Committee (ASC) |
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| Sign the Terms of Settlement and move house.<br><br>Co-organise & attend the Commissioning &/or Induction Service and sign The CRCW Covenant. | Attend the Commissioning &/or Induction Service and sign The CRCW Covenant. | Attend the Commissioning &/or Induction Service. | Ensure that the Terms of Settlement are written and agreed and housing provision is in order. Co-organise & attend the Commissioning &/or Induction Service (The moderator to preside) and sign The CRCW Covenant. | Attend the Commissioning &/or Induction Service and sign The CRCW Covenant. |
| Undertake the induction programme that the Local Steering Group and the Synod have devised. | Co-develop an induction programme designed to introduce the CRCW to key people, partners and organisations who are key to the development of the project. | Contribute to and participate in the induction process. | Co-develop an induction programme designed to introduce the CRCW to key people, partners and organisations in the synod. Identify a person to link with the LSG & to attend key meetings and reviews. | Advise about the induction programme, if requested. Monitor the induction programme at the 6-month review. |
| Meet regularly with the LSG key contact/Chairperson and with the minister of W&S. Convene a personal support group. | Allocate a key contact person from the LSG for the CRCW to act as a day-to-day contact and liaison person. | Ensure that the CRCW is effectively supported and ensure that the Terms of Settlement are implemented. | | Monitor LSG progress at the 6-month review. |
| Develop effective communication and a team approach with the Local Steering Group, the local church(es), the synod and other partner organisations. | Develop effective communication and a team approach with the CRCW and the local church(es). | Develop effective communication and a team approach in working with the CRCW. | Develop effective communication with the CRCW. Provide effective support and oversight for the CRCW. Provide mediation if problems develop in the working | In liaison with the synod, provide advice and support to projects where difficulties are being experienced |

| | | | relationships within the project. | |
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| Theologically reflect on the work that is being undertaken. | Theologically reflect on the work that is to be undertaken. | Theologically reflect on the work that is to be undertaken. | Theologically reflect on the work that is to be undertaken. | Support the development of tools for enabling theological reflection. |
| With the LSG, establish and agree aims and objectives for the work along with a work plan, outputs and outcomes for the work. | Establish and agree the aims and objectives for the work along with a work plan, outputs and outcomes for the work. | Reflect on how the CRCW ministry contributes to the mission of the church. | Reflect on how the CRCW ministry contributes to the life and mission of the synod. | Provide support, where requested in developing clear work programmes for the project. |
| Provide regular reports to the Local Steering Group and theologically reflect on the issues. | Meet approximately every 2 months to receive reports, review the work plan progress and to discuss opportunities. | Receive regular reports from the LSG and widely publicise around the church(es). | Request & receive reports from the LSG when appropriate and widely publicise around the synod and to interested parties. | Publicise and promote stories about the CRCW ministry. |
| Provide a written, annual report with the Local Steering Group, to be publicised widely. | Publish a colourful Annual Report for the CRCW PSC and for general circulation. | Contribute to the Annual Report. | Receive and publicise the Annual Report. | Receive and publicise the Annual Report. |
| Meet with the CRCW Development Worker for the 6-month review and also with an ASC member for the arranged visits. | Meet with the CRCW Development Worker for the 6-month review and also with a ASC member for arranged visits. **See 6-month Review and Visits pro formas** | | Meet with the CRCW Development Worker and the ASC member at the arranged visits. | Receive the 6-month and visit reports and provide feedback to the CRCW, LSG & synod. |
| Attend a CRCW cluster group, the annual CRCW residential and other CRCW events. | (Attend the annual CRCW consultation event?) | | | (Co-ordinate an annual CRCW consultation event?) |
| Attend Synod meetings and events, including spring/summer schools. Consider a role in the wider Church, on a Committee, etc. | | | Include CRCW's in Synod EM training, summer schools & key meetings. Consider if the CRCW would be useful on synod groups. | |

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| Take part in the bi-annual ministerial appraisal scheme. **_See Ministry Appraisal (MASA)_** | Contribute to the ministerial appraisal of the CRCW work. | Contribute to the ministerial appraisal of the CRCW work. | Receive copies of the ministerial appraisal and monitor. | Encourage CRCW's and churches to develop good practice around appraisals for CRCW's. |
| Meet with the synod 1st Term Review team. | Meet with the synod 1st Term Review team. | Contribute to the 1st Term Review. | After 3.5 years of the project, undertake the 1st Term Review and submit a report & recommendations to the PSC before the end of the 4th year of the project. **_See 1st Term Review pro forma_** The 1st Term Review should recommend (or not) the continuation of the CRCW ministry. | Provide the format and advice for the 1st Term Review. Concur with or challenge the 1st Term Review and (ideally) accredit a 2nd Term. |
| Identify and undertake personal training & EM. | Self assess the effectiveness of this committee & identify areas for development. Identify and undertake training as required. | Undertake training to support the development of the CRCW ministry. | Include CRCW's training in the annual education for learning and ministry programme that is developed across the Synod. | Advocate training to the Education & Learning committee. Respond to the training needs identified for CRCW's, LSGs, churches, Synods & the URC. |
| Ensure that the work carried out reflects the principles and practice of community development work ministry. | Ensure that the work carried out reflects the principles and practice of community development work ministry. | Ensure that the work carried out reflects the principles and practice of community development work ministry. | Ensure that the work carried out reflects the principles and practice of community development work ministry. | Ensure that the work carried out reflects the principles and practice of community development work ministry. |
| Ensure that legal requirements including Safeguarding and health and safety are complied with. | Ensure that legal requirements including Safeguarding and health and safety are complied with. | Ensure that legal requirements including Safeguarding and health and safety are complied with. | Ensure that legal requirements including Safeguarding and health and safety are complied with. | |
| Provide information for the End of Term evaluation and report. | Write or commission an End of Term evaluation and report. | Provide information for the End of Term evaluation and report. | Receive the End of Term report and publish stories and examples of good practice. | Receive the End of Term report, consider learning points and publish stories |

| | See End-of-2<sup>nd</sup> Term Review pro forma | | Synod Moderator to conduct the exit Interview with the CRCW. | and examples of good practice. |
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