



Ministries

The United Reformed Church
86 Tavistock Place, London WC1H 9RT

Ministerial Exchange

APPENDIX 1 - AN EXCHANGE AGREEMENT

This agreement shall include the preparation for the exchange, the exchange itself and reflection upon and evaluation of the International Exchange between:

and

(Churches)

and

(Exchanging Ministers)

Exchanging Ministers

We, the leaders of the two congregations identified above commit ourselves to the support of a broader understanding of the Gospel of Christ to be achieved through the exchange of leadership for the purpose of sharing ideas, learning from different perspectives and identifying those things we hold in common though our loyalty to Christ. Recognizing that what we share in Christ is of far greater significance than the unique ways we seek to serve, we also recognize that our uniqueness can be a means of stimulating growth. For this reason, we commit ourselves to be open to each other so that we might all learn and benefit.

As part of the covenant relationship, the church ministers first and foremost recognize their role as students in the adventure. In the same way the churches recognize their roles as hosts and bearers of a tradition.

Participating Churches

1. The church agrees to provide a team of supportive lay members. The team shall take responsibility for ensuring good communication between exchanging minister and local

congregation, community and wider church; ensure day to day matters of accommodation,

transport and living arrangements are attended to; provide pastoral support and generally ensure that the exchange process provides for both church and minister the best outcomes possible.

2. The church agrees to make available access to resources for medical care, dentistry, banking, legal counsel, insurance -- if such services become necessary, it is assumed the cost for such services will be borne by the individual.
3. The church agrees to provide opportunities for fellowship both in church-wide activities and in opportunities with member families in the church.
4. The church agrees to provide access to other church professionals both from within the Denomination and beyond, where it will help the visiting professional to more fully understand the dynamics of ministry.
5. The church agrees to provide an allowance for travel costs, telephone, internet access and other necessary expenses according to local allowance provisions.
6. The church agrees to provide introductory resources in the form of annual reports, church history, video tape or other photographic description of the church, its life, its work, as well as the community in which the church resides. This information is to be provided sufficiently in advance of the exchange to allow it to be used both by the minister and the other church in the exchange.
7. The church agrees to engage in a comprehensive evaluation of the exchange identifying any unique aspects, strong points, weaknesses -- to be shared with the exchanging ministers and their denominational bodies. Such evaluation to have input from the Support Team in each context.
8. The church agrees to support the exchange with corporate and personal prayer throughout the time of preparation, execution and evaluation.

Exchanging Ministers

1. We agree to provide the free use of personal residence whether it is privately held or the property of the church. If the residence is the property of the church, then a memorandum or agreement of the official Board shall be attached to the basic agreement.
2. It shall be understood that the routine costs of operation of the residence shall be the responsibility of the owner.
3. We will provide reasonable transportation in good working order identifying any idiosyncrasies or instructions to enable its adequate performance. The name of the person 'able to make decisions regarding maintenance and repairs shall be provided to the incoming minister. It is understood that the costs of operation for the vehicle(s) shall be the responsibility of the incoming minister, unless otherwise stipulated.
4. We agree to provide complete information regarding the services of worship, their content and who is responsible for the component parts; what is expected of the exchanging minister regarding preparation of the bulletin, interaction with the music leadership and any other details necessary to the preparation and conduct of worship.
5. We agree to identify the general dynamics of weekly schedule and what responsibilities would be expected to be assumed by the visiting minister. In this regard, a sample of weekly schedules and any special activities likely to occur in the time frame of the exchange should

be included in documentation for advance preparation.

6. We agree to identify persons with unique and special concerns likely to become the responsibility of the visiting minister.
7. We agree to clarify in advance of the exchange what expectations there might be for the administration of Sacraments and steps necessary to achieve permission to administer the Sacraments.
8. We agree to identify whether or not the visiting minister would be expected to (or allowed to) perform marriages.
9. We agree to provide adequate information through the lay-support team regarding the conduct of funerals, if that becomes necessary. (A part of the preparation includes a description of the role the exchanging minister has played vis-a-vis family visitation and interaction with funeral directors.).
10. The terms of the agreement shall be shared with Denominational leadership for its evaluation and support.

The contractual relationships agreed to are to be understood as representing the commitments and concerns of the church ministers and churches involved.

Endorsements:

Representing _____ Church

Lay leader _____ Title _____

Church Professional _____

And

Representing _____ Church

Lay leader _____ Title _____

Church Professional _____

Date _____

Copies for each church and church professional.

Also send a copies to:

Secretary for Ministries and Secretary of Global and Intercultural Ministries
The United Reformed Church
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The United Kingdom
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