



The
**United
Reformed
Church**

Ministries

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

Ministerial Exchange

APPENDIX 2 - Checklist

1. For participating churches. Ensure
 - a) information about the pastorate is fully available for the exchange minister either a recent pastorate profile or Local Mission and Ministry Review; an information pack on the area(s) which may include practical suggestions on shops, pharmacy, local attractions and necessary/useful local contacts including resources for medical care, dentistry, banking, legal counsel, insurance are available where necessary; where the care of a pet may be expected, clear instructions including expectations would be most helpful.
 - b) the Elders work with the exchange minister to identify priorities for the duration of the exchange;
 - c) clarification is made in advance as to what the expectations are for celebration of the sacraments including baptism;
 - d) clarification is made in advance as to what the expectations are for conducting weddings and funerals;
 - e) the manse is in good order;
 - f) running costs of car and travel have been fully costed;
 - g) a small team of lay members is available to offer support to the minister and their family;
 - h) Synod is aware of the exchange and make introductions where applicable with the Moderator and Synod staff;
 - i) an evaluation report is sent to the Secretary for Ministries and Secretary for Global and Intercultural Ministries at the close of the exchange.