

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

Visits to a pastorate by the Synod Moderator and representatives of the pastoral committee (or equivalent) enable everyone involved in the process of the movement of ministers 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 ministry needs of the pastorate, review the draft pastorate profile and prepare the way for the introduction of possible candidates. What follows are headings, which should be covered in one or more of these visits.

- a) Explanation of the Synod's responsibilities through the pastoral committee (or equivalent) for determining the pastorate and its scoping, and declaring a vacant post
- b) Appointment and role of Interim Moderator(s)
- c) Synod Moderators' role with Pastoral Committee and Synod
- d) Movement of Ministers
  - i. at each meeting Synod Moderators give consideration to ministers seeking a call;
  - ii. ordinands and married couples are given priority;
  - iii. Moderators Meetings are normally the first Wednesday and Thursday of the months in which they meet;
  - iv. the process deals with ministers seeking a call and with pastorates seeking a minister. A summary personal profile for each minister and a summary pastorate profile for each pastorate are circulated to each Synod Moderator. (see Appendices 3 and 10);
  - v. sometimes there are specific requests from ministers to see a profile.
  - vi. ministers requesting specific profiles are usually challenged to consider others;
  - vii. occasionally, settled ministers are challenged to consider a call to a particular pastorate;
  - viii. a full pastorate profile, or more than one, is offered to a minister. In some cases, the same profile is offered to more than one minister. If so, a deadline is set by which ministers have to express their wish to proceed usually by 12 noon on the last Thursday in the month;
  - ix. a minister's full personal profile is sent to the Interim Moderator for consideration by the pastorate call group. More than one minister's profile may be offered. However, the pastorate can only choose one to pursue;
  - x. The minister meets with the pastorate call group and the Interim Moderator;
  - xi. The minister meets with congregation and preaches with a view;
  - xii. The church meeting(s) decides on whether to offer a call;
  - xiii. The minister indicates verbally, and then in writing, that they accept the call;
  - xiv. Concurrence is sought from both the sending and receiving Synods;
  - xv. The Induction Service is planned, co-ordinated by the Interim Moderator;
- 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.
- f) Review of ministry needs of pastorate, including -
  - i. The state of congregation:- mission opportunities; special needs or features; ecumenical context; scoping comments; openness to change
  - ii. Minister (person specification): - equal opportunities church; age and gender; length of future ministry; appropriateness for an ordinand; special skills, e.g. pastoral, preaching,

administration, youth and children, leadership, evangelism, social involvement, music, reconciliation, theological range, ecumenical commitment

iii. Terms of settlement, manse, any other relevant comments

iv. Positive aspects of vacancies

v. The need to keep congregation informed of process and steps being taken whilst keeping confidentiality.