# S14: INITIAL PRESBYTERAL STATIONING

# CIRCUIT APPOINTMENT PROFILE 2024-2025

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| **GUIDANCE** |
| The information you give here is to help those involved in the process of stationing. Please answer the questions as fully as possible, consulting with the District Chair, the District Probationers’ Secretary, the District Lay Stationing Representative and the District Policy Committee as appropriate. The criteria for appointments is included at the end of this document**.**  |
| Please note the checklist at the end of the profile and ensure you have submitted all the necessary additional documents. |
| This application can be submitted alongside an application for a presbyter from another church or conference. It is possible that the appointment may not be accepted, or, if accepted, it is possible that it may not be matched. If, in either event, you wish the appointment to become part of the stationing matching process by the Stationing Matching Group, please also submit a Circuit Appointment Profile. Please note that the same appointment cannot be entered into initial stationing and stationing matching simultaneously. Therefore if it is approved for initial stationing, the appointment profile will then be removed from stationing matching.  |
| Please note that this form deals with all probationer presbyters regardless of whether their ministry is full-time or part-time or stipendiary or non-stipendiary, and regardless of whether they are to live in a manse provided by the circuit or elsewhere. |
| This profile must be approved by the District Policy Committee, and in approving it, they are also confirming that the circuit and its leadership will provide a good context for the formation of a probationer. |
| This form should be returned by the District Chair as a Microsoft Word document attached to an email sent to stationingadministration@methodistchurch.org.uk along with the additional documents by the date set out in the Stationing Code of Practice.  |
| Please do not include information as appendices or other independent documents. Please complete this profile in Arial font minimum size 10 and be consistent in font size and style and please do not alter the question numbers or the layout of the document. Please type in the boxes beneath the questions. The boxes will expand as you type.  |
| Please do not use any acronyms. |
| This profile remains confidential to those in the stationing process. Should a match be made, it will be seen by the student who is matched to the appointment, the Minister in Oversight and by the supervisor.Please keep the probationer in mind as you write it.  |
| In question 18, there is a question about disability access to each church. Churches might consider carrying out an accessibility audit. Information can be found in this part of the Methodist website: [Making Buildings Accessible - Methodist Church](https://www.methodist.org.uk/for-churches/property/making-buildings-accessible/). |
| In questions 27 and 28, * Examples of skills are: preaching, teaching, management, mission leader, pastoral care, fresh expressions, community relations, multi-faith issues.
* Examples of personal qualities are: patience, ability to be prophetic, good listener, gentleness.
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| In question 29,Applying for, receiving or accepting authorisation is a matter of conscience (for people in the circuit as well as the probationer) and varying views must be sensitively handled. Please note that the term used by the church is ‘authorisation’ rather than ‘dispensation’. |

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| **SECTION 1: GENERAL INFORMATION** |
| Q 1 | Circuit name |
|  |  |
| Q 2 | District and Circuit number |
|  |  |
| Q 3 | The name of the minister(s) whose current appointment(s) is/are being reshaped for this probationer’s appointment. Please include all presbyters where part of their previous role is becoming part of this appointment. |
|  |  |
|  | Are they staying in the circuit?  |
|  |  |
|  | If yes – please describe how the circuit plans to manage the situations and their boundaries to ensure that the former presbyter and congregation can flourish in the new context. Please note that this is not just about the way the former presbyter manages boundaries but also how the congregations will be helped to adapt from one minister to another (when the previous one is still in the circuit). |
|  |  |
| Q 4 | Is the appointment full-time or part time?  |
|  |  |
|  | If part time, what is the expected number of sessions per week? |
|  |  |
| Q 5 | Is the appointment stipendiary? |
|  |  |
|  | If yes – is it a full stipend or pro rata?If no - what payments will be made? |
|  |  |
| Q 6 | Has the appointment been designed as the result of an offer for local or specific context ministry when a particular student presbyter candidated? |
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|  |  |
|  | If yes, please state the name of the person concerned |
|  |  |
| Q 7 | Is the person appointed expected to live in a manse provided by the circuit? |
|  |  |
|  | If no, please state any other expectations or arrangements concerning where the probationer will live and indicate if they have permission to live in their own home, and when that permission was granted. Also indicate what office provision will be made. |
|  |  |
| Q 8 | Is the appointment expected to last for an initial period of 5 years? |
|  |  |
|  | If no, how long is it expected to last and why? |
|  |  |
| Q 9 | When was this appointment agreed by the District Policy Committee? |
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| **SECTION 2: INFORMATION ABOUT THE CIRCUIT** |
| Q 10 | What is the circuit’s stated policy about mission and ministry? |
|  |  |
| Q 11 | Please describe the area covered by the circuit (e.g. size, geographical, demographic and sociological characteristics, diversity, ecumenical links). |
|  |  |
| Q 12 | Please complete this table with each member of current staff listed against their particular responsibilities, and indicate the current organisation of the circuit staffing (e.g independent sections or shared responsibilities).Please include lay workers and note who line manages them.Please include ordained ministers of other denominations who have pastoral roles within the circuit |
|  | Member of staff (Name and role) | Responsibilities (name of churches/projects) | Church membership figures for all churches listed |
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| Q 13 | Please complete this table showing the expected number and composition of the circuit staff from September 2024 including this probationer.Please also indicate who is expected to be line manager for any lay employees and please note that this should not be a major part of the probationer’s role. |
|  | Member of staff (Name and role) | Responsibilities (name of churches/projects) | Church membership figures for all churches listed |
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| Q 14 | What changes that might affect the nature of this appointment are foreseen in the next two years? Please consider:* the organisation of the circuit,
* the staffing of the circuit,
* the structure of the churches over which the probationer will exercise pastoral care,
* the relationship between this circuit and neighbouring circuits

ecumenical relationships |
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|  | **SECTION 3: THE SPECIFIC APPOINTMENT** |
|  | Please note the criteria listed at the end of this document |
| Q 15 | Total number of members in the appointment.If this is outside the range of 90-175, please give a reasoned statement here |
|  |  |
| Q16 | Number of churches in the appointment. If this is more than 6, please give a reasoned statement here |
|  |  |
| Q17 | If the appointment does not meet the criteria in any other way, please give a reasoned statement here |
|  |  |
| Q18 | Please illustrate any named activities or descriptions with details: e.g. if you say a church is ‘missional in outlook’, please describe how it is demonstrating that description. For example, if a church is a ‘family’ church, please outline the age ranges, how many families are part of that community, what activities and events demonstrate this description.Please add more lines if there are more than three churches |
|  | **CHURCH ONE** |
|  | Name and address of church |
|  |  |
|  | Number of members |
|  |  |
|  | Average number in the worshipping congregation |
|  |  |
|  | General description of the church (not only the building) |
|  |  |
|  | Details of ecumenical and community links |
|  |  |
|  | Age profile and approximately how many of each age group |
|  |  |
|  | Social and cultural background |
|  |  |
|  | Theological outlook  |
|  |  |
|  | Worship styles |
|  |  |
|  | Please describe disability access to this church.  |
|  |  |
|  | Other information |
|  |  |
|  | **CHURCH TWO** |
|  | Name and address of church |
|  |  |
|  | Number of members |
|  |  |
|  | Average number in the worshipping congregation |
|  |  |
|  | General description of the church (not only the building) |
|  |  |
|  | Details of ecumenical and community links |
|  |  |
|  | Age profile and approximately how many of each age group |
|  |  |
|  | Social and cultural background |
|  |  |
|  | Theological outlook  |
|  |  |
|  | Worship styles |
|  |  |
|  | Please describe disability access to this church.  |
|  |  |
|  | Other information |
|  |  |
|  | **CHURCH THREE** |
|  | Name and address of church |
|  |  |
|  | Number of members |
|  |  |
|  | Average number in the worshipping congregation |
|  |  |
|  | General description of the church (not only the building) |
|  |  |
|  | Details of ecumenical and community links |
|  |  |
|  | Age profile and approximately how many of each age group |
|  |  |
|  | Social and cultural background |
|  |  |
|  | Theological outlook |
|  |  |
|  | Worship styles |
|  |  |
|  | Please describe disability access to this church.  |
|  |  |
|  | Other information |
|  |  |
|  | **PROJECT OR OTHER RESPONSIBILITY** |
|  | General description |
|  |  |
|  | Size and scope – how much of the appointment will be in this project |
|  |  |
|  | How does it relate to the rest of the appointment and to the circuit? |
|  |  |
|  | Who provides management / oversight / support for this project? |
|  |  |
|  | How long has it been established? |
|  |  |
|  | Other information |
|  |  |
| Q 19 | Is there to be a significant pioneering element to this appointment?  |
|  |  |
|  | If yes, have you held a full consultation with the Pioneering and Church Planting officer? If so, please summarise their advice here.Please submit a statement of support from them with this profile. |
|  |  |
| Q 20 | Please give the name and a description of any chaplaincies in which the person appointed might be expected to participate |
|  |  |
| Q 21 | What roles and tasks will the person appointed be expected to undertake in the wider community? |
|  |  |
| Q 22 | Are there particular roles within the circuit that you would wish the person appointed to fill? |
|  |  |
| Q 23 | What ecumenical involvement will the person appointed have? Please give details of any formal structures and the probationer’s proposed responsibility within them. If the appointment includes a formal ecumenical agreement of any form, please complete form **S16** in conjunction with the ecumenical partner(s) and submit it with this profile form. |
|  |  |
| Q 24 | What are the strengths of the appointment, noting especially how it can support learning and development in ministry? |
|  |  |
| Q 25 | What are the weaknesses of the appointment, especially any particular difficulties that the person appointed may encounter. |
|  |  |
| Q 26 | What was the number of occasional offices in this appointment in the last Connexional year?  |
|  | Baptisms |
|  |  |
|  | Weddings |
|  |  |
|  | Funerals |
|  |  |
|  | Please outline any unusual circumstances impacting these numbers |
|  |  |
|  | If the total is more than 40 please explain how this will be supported. |
|  |  |
|  | If the number is very low, please explain how the probationer will be helped to gain experience. |
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| **SECTION 4: THE PROBATIONER** |
| Q 27 | What skills are you looking for in a probationer? |
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| Q 28 | What personal qualities are you looking for in a probationer?  |
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| Q 29 | Does the circuit meeting intend to apply for an authorisation for the probationer to preside at Holy Communion?The criteria set out in CPD Book VI, Part 3, should be applied. |
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|  |  |
|  | If yes, how would the Circuit adapt if the probationer chooses not to accept an authorisation to preside? |
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| Q 30 | What impact would there be if the probationer does not drive? |
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| **SECTION 5: SUPERVISION, LEARNING AND DEVELOPMENT** |
| Q 31 | How often does the ministerial staff meet? |
|  |  |
| Q 32 | Please outline the purposes of staff meetings |
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| Q 33  | How often does the Circuit Leadership Team meet? |
|  |  |
| Q 34 | Please outline the purposes of CLT meetings |
|  |  |
| Q 35 | Please give the name of the person who will be the supervisor. |
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| Q 36 | Please give the name of the person who will be the Minister in Oversight. |
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| **SECTION 6: THE MANSE** |
|  | *If the answer to Q 7 was yes, please complete this section.* |
| Q 37 | Is there a manse currently in place for this appointment? |
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|  | If one is to be purchased, please outline the timeframe, what investigation has been done regarding suitable properties, the financial planning for this and a plan ‘B’ if a purchase is not possible. Note that a manse must be in place by the April before the start of the appointment? |
|  |  |
|  | Is the manse currently rented out to tenants? |
|  |  |
|  | Will it be free of tenants by the April before the start of the appointment? |
|  |  |
| Q 38 | What is the current Energy Performance rating for the manse?  |
|  |  |
|  | If this is lower than C, what steps are the circuit taking to improve the energy efficiency? |
|  |  |
| Q 39 | Is the manse in accordance with Standing Orders (SO 803 and CPD Book VII part 2)? |
|  |  |
| Q 40 | Will all work recommended in the Quinquennial inspection be carried out before the commencement of the appointment?  |
|  |  |
| Q 41 | When was the last district inspection of the manse? A report from within the last five years needs to be submitted with the profile. |
|  |  |
|  | Will all work recommended in the district inspection report be carried out before the commencement of the appointment? |
|  |  |
|  | Does the report confirm that the manse is suitable? |
|  |  |
|  | If not – what action has been taken? |
|  |  |
| Q 42 | If the manse is used for pastoral interviews, meetings and social events, is there additional living space which can be occupied by any other family members whilst these are taking place? |
|  |  |
|  | If yes, are there facilities for all of these to take place downstairs? |
|  |  |
|  | If no, what office and other provision is available elsewhere and please indicate its proximity to the manse |
|  |  |
| Q 43 | Please list any special factors that might affect the suitability of the manse for a large family. |
|  |  |
| Q 44 | Please list any special factors that might affect the suitability of the manse for a person living there alone. |
|  |  |
| Q 45 | Please describe any provisions for anyone with special health needs or a person living with a disability and outline disability access to the manse.  |
|  |  |
| Q 46 | Please outline the location of the manse relative to churches, public transport, schools, hospitals, shops and other facilities |
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| Q 47 | Please list all of the rooms with measurements for each of them.  |
|  |  |
| Q 48 | Please give details of study facilities (including furnishings) at the manse. |
|  |  |
| Q 49 | Please give approximate measurements of the garden and describe its nature. |
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| Q 50 | Please give details of the parking and garage facilities. |
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| Q 51 | Manse address and telephone number |
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| **SECTION 7: SUBMISSION** |
| *We approve this profile. We wish to submit it for initial presbyteral stationing.**We understand that a probationer stationed here would be required to write theological reflections about their experience of ministry in this context, but that all information will be anonymised.* |
| Superintendent Minister |
| Name  |  |
| Signature |  |
| Email address |  |
| Date |  |
| Senior Circuit Steward (or the Circuit Steward in charge of Stationing) |
| Name  |  |
| Signature |  |
| Email address |  |
| Date |  |
| District Chair |
| Name |  |
| Signature |  |
| Email address |  |
| Date |  |
| District Probationers’ Secretary |
| Name |  |
| Signature |  |
| Email address |  |
| Date |  |
| Lay Stationing Representative |
| Name |  |
| Signature |  |
| Email address |  |
| Date |  |

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| CHECKLIST |
| *Please only submit the profile when all of these elements have been completed* |
| Are all questions answered? |  |
| Is the Chair’s reference for the supervisor and Minister in Oversight attached on proforma **S17**?* These should be two different people.
* The reference should indicate that the Supervisor is or will be an accredited supervisor under the supervision policy before the appointment commences.
* The Supervisor must be able to remain in that role for the first two years of the appointment.
* If possible the Minister in Oversight should also remain available for the whole two years.
* In the letter please include confirmation that the supervisor can offer continuity of supervision for the whole of the two years.
* If there is a new chair or a new Minister in Oversight, the Chair is asked to consult the former Chair in order to produce the reference.
 |  |
| Has this been approved by DPC and has the date been included?The profile cannot be submitted for initial stationing until the DPC has approved it |  |
| Is the District manse inspection from within the last five years submitted?If the manse is currently rented out, there should be a clause in the rental agreement allowing access for inspections to be carried out.  |  |
| Is the **S16** - the ecumenical partner church agreement attached (where appropriate)? |  |
| Is a statement from a discussion with the Pioneering and Church Planting officer attached (where appropriate)?  |  |
| If the appointment does not meet the criteria, have you submitted a reasoned statement from the District Policy Committee within the profile? |  |

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| CRITERIA |
| A suitably defined, appropriate and restricted workload |
| No sole responsibility without regular and close oversight |
| No pastoral charge of churches, but probationer presbyters can have pastoral responsibility.  |
| Recommendations for holidays and breaks in CPD Guidance Section 2 will be observed. |
| One full day each week for study/reflection/training, either individually or as a group activity, in addition to the time necessary for preparation of ongoing work |
| No more than 40 occasional offices (baptisms/weddings/funerals) a year. |
| Not more than 150 members, not less than 100 members and not more than six churches  |
| Preferably no management responsibilities for lay staff, or, where necessary, this should not be their sole responsibility, and it should be limited. |
| Chaplaincies and duties such as school governorships are only acceptable if they have been accepted by the circuit and time is allocated for them within the overall workload. |
| If there is to be a major pioneering element to this role, a prior discussion must have been held with the Connexional Pioneering and Church Planting Officer, and a statement of support from the Officer must be submitted with this profile.  |
| If the role includes involvement in a LEP, the agreement form S16 with the ecumenical partner(s) needs to be completed and submitted with this profile. |
| Opportunities within the appointment for the development of mission should be included. |
| A clear understanding amongst the people of the circuit about the nature of the appointment and appropriate expectations of the probationer. |
| Once accepted, a probationer’s appointment cannot be changed |
| **Supervision and Oversight** |
| A Minister in Oversight (usually the superintendent or a deputy will be appointed by the superintendent) to manage the work of the person appointed and to model good practice.  |
| Their Supervisor for their professional practice will be an experienced practitioner who is approved to supervise under the Methodist Church’s supervision policy before the commencement of the appointment.  |
| The Supervisor will always be a different person to the Minister in Oversight |
| Where the Minister in Oversight is a predecessor for one or more of the churches or projects in the appointment, the supervisor must always be from outside of the circuit. |
| There should be no less than nine (9) hours of reflective supervision regularly spaced through the year.  |
| The Supervisor will, at a suitable point in the process, be invited to contact the probationer to set up arrangements for supervision. |
| The Minister in Oversight will attend a preparation meeting at the Queen’s Foundation before the commencement of the appointment. |
| Meetings between the person appointed and the Minister in Oversight should take place weekly in the first instance, their frequency being adjusted as time goes on under the oversight of the District Probationers Committee through the District Probationers Secretary. |
| If the appointment includes the probationer working closely with another minister, that minister should not be the supervisor, but could be the Minister in Oversight. |
| Sympathetic colleagues in circuit leadership (lay and ordained) who are willing and able to support the ongoing formation and development of the probationer.  |
| Frequent circuit staff meetings (at least monthly) which cover:* regular business;
* prayer and study;
* mutual support, reflection and accountability.
 |
| A Worship Development Group will be provided by the circuit. |
| Each probationer is responsible for identifying their own befriender (though advice can be given if needed). Part of the Minister in Oversight’s role should include checking that a befriender is in place. |
| **Induction** |
| A suitable person (or persons) must be available to give sufficient time to the probationer to:* Rehearse in advance the first major example of each type of activity (e.g. liturgical, administrative, pastoral) the probationer will undertake.
* Attend the first occasion when the probationer performs that activity, and a regular sample of subsequent occasions.
* De-brief the probationer afterwards and create a dialogue of affirmation, analysis and critical reflection with them.
 |
| This role will usually be carried out by the Minister in Oversight, or they will arrange for another to assist in some of these areas. |
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| Where it is desired to set up a probationer presbyteral appointment so different from the traditional circuit appointment that the criteria do not apply, the proposals should be discussed with the Ministerial Coordinator for the Oversight of Ordained Ministries before the profile is submitted.  |