

9.3.3 Guidelines for Ministry Appointments

[\[index\]](#)

The following describes, in general terms, the processes that are followed when appointments are made in Cooperative Ventures. Central to all of the regulations is the need to be flexible and work in partnership to achieve the best possible outcome.

Anglican Process of Appointment in a Cooperative Venture

- A Board of Nomination is arranged by the Bishop (or nominee) which consists of the Bishop, four Diocesan Nominators and four Parish Nominators. The Participating Partner(s) should be part of the Board of Nomination either as Parish Nominators or additional appointees.
- The Board of Nomination develops a local church profile and a ministry profile (job description).
- Expressions of interest in the position are brought to a meeting of the Board of Nomination and a nomination made.
- The nominee generally meets with parties within the local church, including Participating Partners where appropriate.
- After a positive outcome of such a meeting the Bishop negotiates a Covenant between the local church, diocese and minister.
- Before the Covenant is signed it would be appropriate for the local leaders of the Participating Partner(s) to be consulted about the decision to be made and the name of the minister being called. This may involve (depending on the local church) the Moderator of Presbytery or Methodist Synod Superintendent.
- When the Covenant is agreed the appointment is announced and the time and date of the institution is set. The Participating Partner(s) and UCANZ should be formally notified of the pending appointment.
- The Bishop conducts the institution of the minister in the traditions of the Anglican Church, but it should be mindful of the ecumenical nature of the local church and involve leaders of the Participating Partners in the service.
- The Diocese ensures that a Letter of Appointment and a Code of Ethics is signed. Copies of the Letter of Appointment should be sent to the Participating Partner(s) and the UCANZ office.

Presbyterian Process of Appointment in a Cooperative Venture

- A Ministry Settlement Board is established, led by a Nominator appointed by Presbytery. The Ministry Settlement Board should have a representative of each of the Participating Partners (including any Regional Forum) who are full members of the committee.
- The Ministry Settlement Board develops a local church profile and a ministry profile (job description). They also seek permission from Presbytery to fill the position under specific terms of call.
- The process followed is at the discretion of the Ministry Settlement Board but must conform to guidelines set out by the Presbyterian Church.
- If the possible appointee is from a different church or country, the appointment should be discussed in detail with the Participating Partner(s).

- After possible interviews, meetings and worship, the name of the minister is placed before the local church for a vote – it is important that a reasonable percentage of the local church roll participates in the vote.
- Before the decision of Presbytery, local leaders of the Participating Partner(s) should be consulted about the decision to be made and the name of the minister being called. This may involve (depending on the local church) the Anglican Bishop, Methodist Synod Superintendent or the national offices of CUNZ or CCNZ, and any Regional Forum.
- After Presbytery has processed the call, it should formally inform the Participating Partner(s) and the UCANZ office of the name, date of induction and terms of call (including the length of initial appointment).
- Presbytery conducts the induction of the minister in the traditions of the Presbyterian Church, but it should be mindful of the ecumenical nature of the local church and involve leaders of the Participating Partners in the service.
- Presbytery ensures that a Letter of Appointment and a Code of Ethics is signed. Copies of the Letter of Appointment should be sent to the Participating Partner(s) and the UCANZ office.

Methodist Process of Appointment in a Cooperative Venture

- The Synod Superintendent takes responsibility for the process of ministry appointment in the local church.
- The Synod Superintendent facilitates the development of a Parish Profile which is forwarded to the MCNZ Mission Resourcing. The Participating Partners (and any Regional Forum) will have input into the Parish Profile document through either a search committee or the local church council.
- When Presbyter profiles are considered by the local church in June, the Synod Superintendent will ensure that Participating Partner(s) are appropriately represented in the discussion that selects possible matchings.
- After provisional matching in August, face to face consultations are held. Participating Partner(s) will be involved in the face to face meeting.
- If the outcome is positive, the name is placed on the Stationing List for Conference – before Conference, appropriate leaders of the Participating Partner(s) should be consulted about the decision to be made and the name of the minister being appointed. This may involve (depending on the local church) the Anglican Bishop or Archdeacon, Presbytery Moderator or the national offices of CUNZ or CCNZ.
- After Conference has approved the stationing, it should formally inform the Participating Partner(s) and the UCANZ office of the name, date of induction and the length of initial appointment.
- Provision has been made for stationing outside the regular time-frame and approved by the President.
- Synod conducts the induction of the minister in the traditions of the Methodist Church, being mindful of the ecumenical nature of the local church and involving leaders of the Participating Partners in the service.
- Synod ensures that a Letter of Appointment and the Methodist Ethical Standards are signed. Copies of the Letter of Appointment should be sent to the Participating Partner(s) and the UCANZ office.

Christian Churches Process of Appointment in a Cooperative Venture

- The local church appoints a search committee to identify a new minister – this committee should include someone from the Christian Churches and Participating Partners (including any Regional Forum).
- The Search Committee develops a local church and ministry profile and decides what processes to follow in seeking an appointment.
- After possible interviews, meetings and worship, the name of the minister is placed before the local church for a vote – it is important that a reasonable percentage of the local church roll participates in the vote.
- Before final confirmation from the CCNZ office, the Participating Partner(s) should be consulted about the local church's decision. This may involve (depending on the local church) the Anglican Bishop, Presbytery Moderator, Synod Superintendent or the national offices of CUNZ.
- The CCNZ office should formally notify the Participating Partner(s) and the UCANZ office of the appointment, the date of induction and terms of call.
- CCNZ conducts the induction of the minister in the traditions of Christian Churches, but it should be mindful of the ecumenical nature of the local church and involve leaders of the Participating Partners in the service.
- CCNZ ensures that a Letter of Appointment and a Code of Ethics is signed. Copies of the Letter of Appointment should be sent to the Participating Partner(s) and the UCANZ office.

Congregational Union Process of Appointment in a Cooperative Venture

- The local church appoints a search committee to identify a new minister – this committee should include someone from the Congregational Union and Participating Partners (including any Regional Forum).
- The Search Committee develops a local church and ministry profile and decides what processes to follow in seeking an appointment.
- After possible interviews, meetings and worship, the name of the minister is placed before the local church for a vote – it is important that a reasonable percentage of the local church roll participates in the vote.
- Before final confirmation from the CUNZ office, the Participating Partner(s) should be consulted about the local church's decision. This may involve (depending on the local church) the Anglican Bishop, Presbytery Moderator, Synod Superintendent or the national offices of CCNZ.
- The CUNZ office should formally notify the Participating Partner(s) and the UCANZ office of the appointment, the date of induction and terms of call.
- CUNZ conducts the induction of the minister in the traditions of the Congregational Union, but it should be mindful of the ecumenical nature of the local church and involve leaders of the Participating Partners in the service.
- CUNZ ensures that a Letter of Appointment and a Code of Ethics is signed. Copies of the Letter of Appointment should be sent to the Participating Partner(s) and the UCANZ office.