

# **UNITING CHURCH IN AUSTRALIA**



## **NATIONAL HANDBOOK OF PROCEDURES**

**FOR THE**

**PLACEMENT OF MINISTERS**

**2006**

# PREFACE

One of the most important tasks undertaken by our congregations and agencies is the calling of a person to serve with them in one of the specified ministries. However this vitally important undertaking is usually only experienced every five years or so. Consequently people come to the task of participating in the call process with either limited or infrequent experience. The purpose of this National Handbook is to help guide people through this often unfamiliar territory in a way that enables the processes of the church to be understood, effective and appreciated.

Placement time can be one of the most stressful times that individuals seeking a placement, their families and the congregations involved can experience. Good information and clear processes are very helpful in dealing with stressful situations.

The primary document to guide the placement of Ministers and other Specified Ministries is the Regulations. However the relevant regulations are scattered in various sections and it is helpful to bring them, and the practical steps that go with them, into a document that takes a process approach. The Synod Secretaries have collaborated very closely on this Handbook and have produced a document that should be invaluable for experienced and less experienced persons alike. I am confident that if all the parties involved in the placement of persons in Specified Ministries make use of this handbook then the process will run smoothly and effectively.

The filling of vacant placements is an exercise in discerning the will of God for the life of individuals and the life of the church. With prayer and openness to the leading of the Holy Spirit we can know God's leading. It is in a spirit of openness to the workings of God that these guidelines have been produced. I commend the National Handbook for Placement Procedures to the church.

Grace and Peace,

Terence Corkin  
Assembly General Secretary

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## SECTION 1:

### 1.1 PURPOSE OF THE HANDBOOK

## INTRODUCTION

This Handbook should be read in conjunction with the UCA Regulations (2004 Edition) 2.7.1 – 2.7.22, Section 11 of this handbook.

**The point of the call process is that all those involved endeavour to discern the call of God between Ministers and Congregations or other bodies.** Everyone involved in the process should exercise sensitivity, openness and act prayerfully. This is a listening and discerning process.

Where participants carefully follow these guidelines and expectations, information will flow freely, misunderstandings will be avoided, and placements will be achieved with reasonable speed.

Ministers of the UCA are free to accept placements in any Synod, however no approach to a Minister in another synod should be made by the Placements Committee without prior consultation between the Secretaries of the relevant Placements Committees.

### 1.2 DEFINITIONS

In this Handbook, terms are used in the following way:

- **Call** to a placement gives effect to the perceived will of God as expressed by a decision of a Council or Councils of the Church and by the response of the Minister concerned. After careful consideration and prayer, the Minister discerns therein an expression of the will of God in relation to ministry at that time.
- **Congregation(s)** means a Congregation or cluster of Congregations or other grouping approved by the Presbytery.
- **Conversation** means the process of seeking the will of God. The purpose of the conversation is to identify **for all involved** how the gifts and graces, skills and abilities of the Minister would contribute to the priorities of the placement identified in the mission study and placement profile. Given this understanding, it is important to note that such a conversation is different from a job interview in a secular setting.
- **Minister** includes Minister of the Word, Deacon, Lay Pastor, Ministry Intern, person accredited to the specified ministry of Youth Worker or person eligible for commissioning to the specified ministries of Youth Worker or Lay Pastor.
- **Placement** means an approved placement [Reg 2.7.1(a)(i)] in a Congregation or other body wherein ministry is exercised.
- **Profile** means the Synod - approved profile (Minister and Placement) available from your Synod Office, or from Synod websites.

**SECTION 2:**

**STEPS WHEN A PLACEMENT IN A CONGREGATION(S) CONCLUDES OR IS TO CONCLUDE**

**2.1 DECISION TO SEEK A PLACEMENT**

At the earliest opportunity after a vacancy exists or is known to be impending in a placement over which the Presbytery has oversight, the Presbytery and the Congregation or other body affected by the vacancy jointly conduct a special consultation/mission study in order:

- (i) to determine the priorities in congregational life and mission, and the role the new Minister will have in assisting a Congregation to bring the identified priorities to fruition
- (ii) to recommend to the Congregation and the Presbytery if and when the vacancy shall be filled, and if so:
- (iii) to recommend whether the placement will be a Presbytery, Congregation or other body placement;
- (iv) to recommend whether the placement should be designated as a Priority Placement
- (v) to recommend which specified ministry (lay or ordained) may best suit the ministry and mission situation of the Congregation or other body
- (vi) to prepare a profile on the placement according to Synod-approved guidelines
- (vii) to recommend whether to seek Placements Committee approval to advertise for expressions of interest, although such approval is not required in respect of Youth Worker placements.

The profile, together with proposed Terms of Placement is submitted for approval by the Church Council or other body and forwarded to the Presbytery, which completes the Presbytery section.

The Presbytery forwards the Placement Profile to the Placements Committee.

**2.2 APPROVAL TO FILL PLACEMENT**

The Placements Committee gives approval for the placement to be filled and where appropriate designates the approved placement as a Priority placement.

**If the placement is designated a Priority Placement by the Placements Committee, the process under “Priority Placement” should be followed (see Action 3.1 page 6).**

**2.3 JOINT NOMINATING COMMITTEE**

For a placement to be filled by call of the Congregation, a Joint Nominating Committee (JNC) is constituted as follows:

- (i) at least two persons appointed by the Presbytery, one of whom is to be appointed by the Presbytery as Chairperson, and preferably at least one of whom is a member of the Pastoral Relations Committee; and
- (ii) two to six persons appointed by the Congregation(s) or other body/ies. *In special circumstances the Presbytery may authorise up to ten persons being appointed. Special circumstances may include:*
  - *a large number of congregations comprising the placement*
  - *the size and complexity of the placement*
  - *other factors considered important to the Presbytery.*

The words in italics (above) have been approved by the Assembly Standing Committee, and will be included in the next edition of the Regulations.

Four members of the Joint Nominating Committee shall constitute a quorum, of whom at least one is a Presbytery representative and at least one is an appointee of the Congregation(s) or other body/ies.

**[NOTE: The Joint Nominating Committee may only meet when at least one of the representatives appointed by the Presbytery is present.]**

It is often helpful for a JNC to appoint a local secretary to keep a brief record of the attendance and decisions of each meeting, but in doing so, privacy guidelines need to be observed.

**2.4 PROVISION OF NAMES**

The Placements Committee seeks to provide the names of **up to** three Ministers with whom Joint Nominating Committees may have conversations. In its discernment of appropriate names the Placements Committee, which includes members from several inter-related councils, is engaged in a process of prayerfully seeking God's will.

**Where the Placements Committee recommends a ministry intern, the Placements Committee will normally provide only one name.**

The Placements Committee considers any expressions of interest from a Minister or Joint Nominating Committee and may include these names in those conveyed to the Joint Nominating Committee for conversations. JNCs can obtain a list of Ministers eligible for call from the General Secretary of Synod or the Secretary of the Placements Committee.

The profile of each recommended Minister will be forwarded to the Joint Nominating Committee, and the reasons for the recommendation shall be communicated by the Placements Committee to the Joint Nominating Committee.

## 2.5 PROFILE

The profile of the Congregation or other body shall be forwarded to the Ministers concerned, and the reasons for the recommendation shall be communicated by the Placements Committee to the Ministers.

## 2.6 CONVERSATIONS

The Joint Nominating Committee is not free to initiate approaches to Ministers, and shall have conversations only with those Ministers whose names are recommended to it by the Placements Committee. Similarly, Ministers shall have conversations only with those Joint Nominating Committees recommended to them by the Placements Committee.

- (i) Conversation may include formal and informal discussions, mutual visits and informal gatherings. While there is no expectation that the Minister's spouse (where appropriate) will attend, mutual consideration should be given to whether and to what degree the Minister's spouse may be involved in these conversations
- (ii) While there is no obligation on either the Joint Nominating Committee or a Minister to proceed to call, each is to take into account that the recommendations emerge from the collective wisdom of the Church, and at least an initial conversation is expected to take place with the minister/s
- (iii) The Joint Nominating Committee makes contact as soon as possible with each recommended Minister, and may have conversations with each recommended Minister before making a decision on any; similarly, Ministers may have conversations with each Joint Nominating Committee before making a decision on any
- (iv) Good communication and common courtesy require that a Joint Nominating Committee keep each recommended Minister informed about their progress at all stages of their deliberations. While names are not revealed, it is important to indicate if other conversations are underway
- (v) At any subsequent time after the initial contact a Minister or a Joint Nominating Committee may decline to proceed with a conversation and advises the Placements Committee in writing of their reasons for doing so. This is to assist the Placements Committee in any further consideration of the needs of the minister or placement.
- (vi) Joint Nominating Committees should not discriminate on grounds such as gender, marital status, ethnic background, age, disability. Churches are not necessarily exempt from Commonwealth and State Anti-Discrimination legislation.

**[NOTE: Please refer to Section 10 for conversation guidelines (p.17).**

## 2.7 HOSPITALITY

The JNC ensures that suitable arrangements are made for hospitality and reimbursement of travel costs for each Minister with whom conversation is held.

**2.8 TIME LIMIT**

The Joint Nominating Committee makes a decision about the recommended Ministers within two months of receiving their names from the Placements Committee. This decision will normally be conveyed to the Secretary of the Placements Committee through the Presbytery representative(s) on the Joint Nominating Committee.

**2.9 APPROVAL OF CALL**

When the Joint Nominating Committee, the Minister and the Presbytery (normally through its Pastoral Relations Committee) agree to proceed to call, the Joint Nominating Committee recommends to a meeting of each Congregation involved in the placement that a call be issued. If more than one Congregation is involved in the placement of a Minister the Congregations may choose to meet jointly.

Support for the Call needs to be affirmed by each participating Congregation.

If the meeting of the Congregation(s) does not agree to the call being issued the matter is referred back to the JNC which would either discontinue the conversations or enter further conversation to clarify issues raised.

**2.10 LETTERS OF CALL**  
(See Page 12)

If the Congregation(s) agree to the proposed call being issued a letter of call is sent within three days of the decision being made by the body issuing the call. The letter includes the suggested date on which the placement will commence. (See Section 7 for a suggested format.)

**2.11 MINISTER'S RESPONSE**

The Minister responds in writing within fourteen days of receiving the letter of call. At the same time the Minister advises his/her current Presbytery of the decision.

Note: Ministers normally give at least three months notice of intention to vacate their current placement. [Reg. 2.7.11(b)]

**2.12 COMMENCEMENT AND INDUCTION**

The date of commencement of the placement and the date of the service of induction, commissioning or recognition are set by the Presbytery after consultation with the Minister and the Congregation(s). The Presbytery confirms both of those dates with the Minister and the Congregation.

Note: Placements normally commence on the first day of a month. Removal leave is granted, and a Minister will commence duties in the new placement no later than the 15<sup>th</sup> day of the month, except for interstate moves in which case it is the 21<sup>st</sup> day of the month.

**CHECK LIST**

See Appendix A for check list (page 36)



**SECTION 3:**

**FILLING AN APPROVED PLACEMENT DESIGNATED AS A PRIORITY PLACEMENT**

**INTRODUCTION**

The Placements Committee may designate certain approved placements as Priority placements according to one or more of the following criteria:

- (i) strategic or developmental needs.
- (ii) isolation (geographic or cultural).
- (iii) a history of recent difficulties.
- (iv) special ministries.
- (v) protracted vacancy.

**3.1 FILLING THE PLACEMENT**

The Placements Committee nominates one Minister only, when a priority placement is listed. Subject to consultation with the Presbytery or other body concerned, the Placements Committee may approach any Minister in whatever year of placement to fill a Priority placement. The Minister will usually be approached in person by one or two representatives of the Placements Committee, who explain why the Placements committee considers this match should be tested. The representatives leave a full profile of the proposed placement with the Minister. The Congregation is not advised of the name of the proposed Minister until the Minister concerned gives permission.

**3.2 TESTING THE CALL**

**The Minister treats the nomination of the Placements Committee to fill a Priority Placement as a potential call of the Church that needs to be tested.**

A Minister or a Joint Nominating Committee may decline to proceed after a conversation and will advise the Placements Committee in **writing** of their reasons for doing so. The Placements Committee may then provide another name.

**3.3 CONVERSATIONS**

When the Minister agrees to her/his name being given to the JNC the Placements Committee representatives advise the Chairperson of the Joint Nominating Committee of the name and request the Chairperson to arrange for a conversation to take place.

**The Joint Nominating Committee treats the nomination of the Placements Committee to fill a Priority Placement as a potential call of the Church. The call needs to be tested.**

If the JNC and the Minister discern that a call to the placement is appropriate and should proceed the Joint Nominating Committee seeks the endorsement of the Congregation(s) as soon as possible and notifies the Placements Committee of the outcome of the conversation. If the Minister is not on the Available for Placement List, the Placements Committee arranges for early release from the Congregation and Presbytery in which the Minister currently serves.

**3.4 LETTER OF CALL**

If the Placements Committee decides to proceed with the placement, the Secretary of the Placements Committee writes a letter of call to the Minister, within three days of the decision to proceed.

**3.5 MINISTER'S RESPONSE**

The Minister responds to the Placements Committee in writing within fourteen days of receiving the letter of call.

**3.6 MAKING THE PLACEMENT**

When the Call is accepted the Secretary of the Placements Committee notifies the Congregation(s) and Presbytery accordingly.

**3.7 INDUCTION**

The date of commencement of the placement and the date of the service of induction, commissioning or recognition is set by the Presbytery after consultation with the Minister and the Congregation. The Presbytery confirms both of those dates with all concerned.

**SECTION 4:**

**INTRODUCTION**

**PLACEMENTS TO PRESBYTERIES**

A Presbytery may request the Placements Committee to designate an Approved Placement within the Presbytery for:

- (i) a full-time placement with the Presbytery, e.g. Presbytery Minister/Officer, Presbytery Chairperson, Cluster Minister, Resource Minister
- (ii) a combined placement of part-time ministry across the Presbytery and part-time in a Congregation(s)
- (iii) establishing new initiatives in ministry and mission where there is no existing Congregation
- (iv) any other initiative for ministry approved by the Presbytery.

**4.1 PLACEMENT PROCESS:**

For a placement to be filled by the call of the Presbytery, Presbytery appoints a Joint Nominating Committee with a maximum of eight members, the majority of whom are Presbytery members. Other persons with involvement or interest in the particular ministry may be included.

For Presbytery placements known as Presbytery Minister/Officer, the Joint Nominating Committee consists of those appointed by the Presbytery together with two persons appointed by the Placements Committee, one of whom is not a serving Presbytery Minister/Officer. The Placements Committee shall designate one of its appointees as Chairperson of the Joint Nominating Committee.

Four members of the Joint Nominating Committee constitute a quorum, of whom at least three shall be Presbytery representatives.

If the placement is a chaplaincy position, the Joint Nominating Committee includes representatives of the Presbytery, the agency in which the placement is situated and at least one serving chaplain in the same field.

The standard processes (see 2.5 – 2.8 above) apply.

When the Joint Nominating Committee, and the Minister agree to proceed to call, the Joint Nominating Committee recommends to a meeting of the Presbytery that a call be issued; if the Presbytery placement is to provide the primary ministry in particular Congregations, those Congregations are given opportunity to express their approval of the recommendation prior to any Presbytery decision to issue a call.

The Standard processes (2.9 - 2.12 above) apply for the issuing and acceptance of a Call.

**SECTION 5:**

**SYNOD PLACEMENTS**

**INTRODUCTION**

The Synod or its Standing Committee (or Council of Synod) may request the Placements Committee to designate an Approved Placement where the body in which a Minister is to be placed is neither a Congregation nor a Presbytery or where there is to be a joint placement between the Synod and a Presbytery(s) or the Synod and a Congregation(s).

**5.1 PLACEMENT  
PROCESS:**

Where the body in which a Minister is to be placed is neither a Congregation nor Presbytery, the principles set out in Regulation 2.7.16 shall be followed as closely as possible.

For a placement to be filled by the call of the Synod or a Synod body, the body in which the Minister will serve appoints a JNC of up to eight members.

For these placements the JNC may advertise for expressions of interest and may also seek from the Placements Committee the names of persons who could be considered suitable to fill the vacancy.

The JNC is responsible for short-listing and engaging in appropriate conversations. Within **some** synods there is an expectation that any Minister proposed by the Placements Committee is short-listed.

When the Joint Nominating Committee, and the Minister agree to proceed to call, the Joint Nominating Committee recommends to a meeting of the appropriate Synod body that a call be issued.

The standard processes (2.9 - 2.12) then apply.

The Synod ensures that if the placement is filled by a person in one of the specified ministries the appropriate Presbytery participates in the induction commissioning or recognition.

**SECTION 6:**

**NOTES FOR MINISTERS**

**6.1 AVAILABILITY FOR PLACEMENT**

Ministers are free to consider a change of placement once their names are published on the Available for Placement List. This List is updated by the Placements Committee monthly, and includes all ministers who have completed four years in their present placement (or, in the case of those who commenced a placement as an Intern, two years).

Ministers may consider a change of placement before their names are included on the Available for Placements List, **only** where Placements Committee approval has been sought and obtained. In such matters the Placements Committee acts only on the advice of the Minister's Presbytery.

Recognising the action taken by a Congregation(s) in seeking a placement is an attempt to be open to the guidance of the Holy Spirit, Ministers should be open to approaches and give serious consideration to each approach they receive from the Placements Committee. This is always the case, but has particular importance when a minister is asked to consider a priority placement.

**6.2 DURATION OF PLACEMENT**

The placement of a Minister is for an undefined term, although subject to the following conditions:

- (i) It shall not be concluded within the first five years, (or, in the case of those who commenced a placement as an Intern, two years) except at the initiative of the Placements Committee, or as prescribed in Regulation 2.7.8(c). [See also Reg. 2.7.18]
- (ii) It shall not exceed ten years, except by mutual agreement of Minister, Congregation(s) and Presbytery if there are circumstances that warrant such extension and after advice from the Placements Committee [For procedures in relation to extension beyond ten years see Reg. 2.7.10.]

**6.3 AVAILABILITY FOR CALL**

When a Minister's name appears on the Available for Placements List, she/he will be free to accept a call to become effective any time after completion of five years, (or, in the case of those who commenced a placement as an Intern, three years), or on completion of an extension beyond ten years. This means that while a Minister is free to engage in conversation and accept a Call, she/he is normally not free to take up a new placement until twelve months after her/his name has been added to the Available for Placement List.

If a Minister wishes it to be known that they are interested in a change of placement, they should advise the Secretary of the Placements Committee or the Presbytery representative on the Placements Committee. They will take initiatives on the Minister's behalf, maintaining appropriate confidentiality.

**6.4 PERSONAL PROFILES**

Ministers are encouraged to provide an updated profile [Reg.2.7.18(e)]. Any special needs related to placement should be included on the Minister's profile. However any particulars of a confidential nature could be provided separately to the Secretary of the Placements Committee.

Ministers may recall or change their profile at any time.

Ministers may express interest to the Secretary of the Placements Committee in having their names considered for one or more placements.

The Placements Committee may recommend a Minister for no more than two placements at any one time.

Profiles are confidential documents, and are made available only to members of the Placements Committees and to the JNCs of those placements for which the Minister is proposed by the Placements Committee.

It is expected that before responding to advertised positions, Ministers whose names are not on the Available for Placement List will have confidential consultation with the Presbytery Chairperson/Minister/PRC Chairperson and/or the Presbytery representative on the Placements Committee.

**6.5 THE CALL PROCESS**

**All responses to official conversations in relation to calls must be written or confirmed in writing.**

The Joint Nominating Committee will make a decision about the recommended names of Ministers provided by the Placements Committee within two months of receiving them. This decision will normally be conveyed to the Placements Committee through the Presbytery representatives on the Joint Nominating Committee.

**6.6 ROLE OF DEPARTING MINISTER**

**It is entirely inappropriate that a departing Minister or any previous Minister of that placement become involved in the placement of a successor in any way.** Such a Minister is not therefore a member of the Joint Nominating Committee, and does not attend any meeting at which arrangements for a new placement are discussed.

**6.7 ROLE OF COLLEAGUES**

Where more than one minister are colleagues in the same pastoral charge the remaining minister/s are not part of the JNC, but have opportunity to meet any Minister with whom the JNC has a conversation. The JNC takes into consideration the response of prospective colleagues.

**SECTION 7:**

**A SUGGESTED OUTLINE FOR A LETTER ISSUING A CALL TO A MINISTER**

**Stating who writes:** The Congregation(s) for the placement of .....extend to you a call to become a Minister of this Congregation(s). This call has been sustained by the Congregation(s)' Meeting and approved by the Presbytery and after consideration of a nomination by the Placements Committee. \*\*

**The Reasons:** This call is made as a result of the prayerful consideration of the members of the Congregation(s). We have been impressed by your gifts and graces, skills and abilities and ministerial qualifications [**here particular references may be made**] as being desirable for the well-being of our Christian community and our effectiveness in mission.

**Congregation(s) Undertaking** Should you agree to accept this call, and should all the requirements of the Church be fulfilled to enable you to serve among us, the Congregation(s) assures you of its faithful and prayerful support, encouragement and co-operation in your ministry.

**Words to be included** In issuing this call, the Congregation is acting under the Constitution and Regulations of the Uniting Church in Australia. "A call to a placement gives effect to the perceived will of God as expressed by a decision of a council or councils of the Church and by the response of the Minister concerned." [Reg 2.7.1(c)]

It is an invitation into covenant between God, the congregation(s) and the Minister.

If you accept this call, it is the Presbytery which will induct you into this ministry and you will be responsible to the Presbytery for the exercise of your ministry [Constitution 15].

The terms of placement included/attached in this letter of call are those approved by the Presbytery and are not able to be altered without the authority of the presbytery.

**Conclusion:** We await your reply, within 14 days of receiving this letter, meanwhile praying that God will guide you as you consider God's will for your future ministry.

Yours sincerely

\_\_\_\_\_

[Name]

\_\_\_\_\_

[Secretary of Congregation(s) or body issuing the call]

[NOTE: The above is a suggested outline only, providing a form for the essentials in a letter of call. Personal details should be included to show the warmth and integrity of the call offered.]

**\*\* For legal reasons this section must be included**

## **SECTION 8:**

## **GUIDELINES FOR SUPPLY MINISTRY**

### **8.1 DEFINITIONS**

Supply ministry is used to describe a ministry of short duration, usually extending from a few weeks to twelve months, most commonly when the placement is vacant or the Minister is on extended leave.

Persons providing ministry in a supply capacity will not normally be considered for permanent call to that placement. Should such persons consider themselves suitable for call to the placement, they should either not allow their names to be considered for supply ministry in that placement or if already engaged in supply ministry withdraw from that arrangement.

### **8.2 PURPOSES OF SUPPLY MINISTRY**

The tasks of a Supply Minister are determined by the Church Council and approved by the Presbytery.

### **8.3 CHOICE OF PERSON TO FILL THE POSITION**

The appointment of a Supply Minister will normally be made by the Presbytery Pastoral Relations Committee in consultation with the Congregation(s) concerned. Supply ministries are exercised by Ministers awaiting placement, Ministers seconded from another placement, Ministers who have retired, Lay Pastors, certificated candidates, ministers of other denominations who are in the Reception of Ministers Committee processes and lay persons.

The Minister [ordained or lay] being approached to fill the vacancy on a supply basis after appropriate dialogue with people from within the Congregations, is sent the following information by the Church Council or the PRC.

- Information on the Congregation(s), e.g. a recent profile.
- The agreed tasks and hours.
- Starting and finishing dates.
- Precise details of stipend and other allowances offered including the rate to be paid for travelling. [Accommodation or an accommodation allowance should be arranged by negotiation between the Supply Minister, the Congregation(s) and the Presbytery Pastoral Relations Committee.]
- A brief inventory of manse furnishings and contents [if appropriate].

The agreement is signed by the Minister and Church Council and sent to the Presbytery.



**8.4 RESPONSIBILITIES OF SUPPLY MINISTER**

Upon arrival in the Congregation(s), the Supply Minister shall, as soon as possible, meet with the Church Council to consider the tasks that need to be done and matters relating to them.

Frequent consultation with officers of the Congregation(s) is essential.

Those serving in supply ministries need to be aware of local Congregation(s) practices regarding such matters as baptismal and pre-baptismal procedures and should adhere to the established practice in consultation with the Church Council.

Care should be taken to provide adequate preparation for couples who are to be married during the supply period.

Where a program has been begun by the local Congregation this should be supported but extreme care must be exercised in starting anything new during a supply ministry unless the person has been sent to the Congregation(s) to initiate some specific new venture.

Sensibility and sensitivity are the essential attributes of a Supply Minister.

**8.5 SHORT TERM SUPPLY MINISTRIES**

Supply for Ministers on sick leave, long service leave, continuing education programs, extended holiday leave, etc., where the Minister of the Word is temporarily absent from his/her placement for a few weeks or months, must be seen clearly for what it is. The purpose of such supply is to maintain the ministry rather than to initiate changes, unless the Congregation has already begun the process before the resident Minister commenced leave. A great deal of common sense and sensitivity is required here.

**8.6 DANGERS**

Those serving in supply ministries should refrain from becoming involved in stewardship and financial matters. If they do become involved it should be at the request of the Congregation(s) and, even then, only in an advisory capacity.

The Code of Ethics for Ministers demands that no criticism or adverse comment should be made regarding the Minister who is on leave, particularly if there have been tensions in the Congregation(s).

**8.7 STIPEND AND ALLOWANCES**

Both the Supply Minister and the Congregation(s) Treasurer retain a printed copy of the statement containing the agreed stipend and the rate at which travelling is to be paid.

**8.8 LEAVE**

The Supply Minister is entitled to annual leave and study leave on a pro rata basis within the period of the supply placement.

Time off should be agreed in the negotiations so that the Supply Minister will be given adequate time to relax.

**SECTION 9:**

**GUIDELINES FOR INTENTIONAL INTERIM MINISTRY**

**9.1 DEFINITIONS**

Intentional Interim Ministry (IIM) is a ministry of short term duration, usually of a period of twelve months to two years. It operates when a Presbytery determines that particular issues are to be addressed in an intentional way and/or new directions developed before proceeding to call to "normal term" placement.

This may include such instances as following a long term placement, when a previous placement has been concluded in abnormal circumstances, when a major reassessment of mission and ministry focus is required.

Persons available to fill interim ministry placement will normally have undertaken a recognised interim ministry training program.

Persons undertaking an interim ministry placement are NOT eligible for call to placement with that Congregation(s).

**9.2 AUTHORITY TO FILL INTERIM MINISTRY PLACEMENT**

Where an interim ministry placement is proposed, the Presbytery takes the initiative and advises the Placements Committee accordingly.

The Placements Committee may suggest minister(s) who may be suitable and available for particular situations.

**9.3 CHOICE OF PERSON TO FILL INTERIM MINISTRY PLACEMENT**

The choice of a person is normally be made by the Presbytery Pastoral Relations Committee following consultation with the Congregation(s) concerned.

Prior to approaching any Minister(s), the Presbytery determines with the Congregation the principal issues to be addressed and responsibilities to be exercised by the Interim Minister. These should include the following:

- Profile of the Congregation(s) (this may be interim)
- A statement of responsibilities to be exercised and issues to be addressed
- Proposed starting and finishing dates, as agreed with Presbytery, the Minister and the Church Council
- The arrangements for regular consultation and review involving the Minister, Presbytery and Church Council
- Remuneration provisions
- The relationship with any liaison person(s) appointed by Presbytery.

These matters may subsequently be the basis of negotiation with a nominated Interim Minister. The responsibility for action on these matters will rest with the Presbytery Pastoral Relations Committee in consultation with the Church Council.

**9.4 RESPONSE OF  
NOMINATED  
INTERIM MINISTER**

Following consultation upon the nature of the Interim Ministry to be exercised, a written agreement shall be signed by the Interim Minister and representatives of the Church Council and the Presbytery Pastoral Relations Committee.

**9.5 REMUNERATION**

Remuneration for persons exercising intentional interim ministry shall be in accordance with the normal provisions for placements within the Synod. This shall include stipend, allowances, accommodation and contributions to appropriate funds on behalf of or in relation to the Minister.

**9.6 LEAVE**

The Interim Minister is entitled to the normal leave entitlements, where necessary on a pro-rata basis within the period in interim ministry placement. An Interim Minister does not normally take long service leave during the term of the placement, although entitlement to long service leave accrues with the payment of contributions by the Congregation.

**9.7 MEMBERSHIP OF  
COUNCILS**

The IIM Minister is a member of Church Council and Presbytery.

**SECTION 10:**

**PLACEMENT CONVERSATIONS BETWEEN A MINISTER AND A CONGREGATION(S) OR OTHER BODY**

**10.1 THE FOLLOWING GUIDELINES ARE MEANT TO ASSIST MINISTERS AND CONGREGATION(S) IN CONVERSATIONS FOR PLACEMENT**

The process is not a "job" interview but a conversation. The intent of the Regulations is to enable both the Congregation(s) and the Minister(s) in question to fully explore the strengths, weaknesses and possibilities of each other. In order to achieve this, open honesty and confidentiality is absolutely necessary. We need to emphasise that the conversation process is not a formal interview. All parties involved must be given sufficient time to discuss all issues which arise.

In the case of a multi-Minister Congregation(s), it is not appropriate for the other Minister(s) to be a member(s) of the Joint Nominating Committee, as there will be other opportunities to explore collegiate matters.

The Presbytery Representatives are encouraged to visit/contact the Minister presently in the placement in order to glean a deeper understanding of the present situation in the Congregation(s) and to discover any issues which could arise in the meetings.

It is in this process that the Church seeks to discover the mind of God.

**10.2 SUGGESTED CONVERSATION FORMAT**

1. When the Joint Nominating Committee meets.

The Presbytery Representatives:

- outline the procedures
- stress that this process is to be treated seriously, openly and with honesty in an atmosphere of care and respect
- point out that there may be differences in expectations
- encourage the committee to be clear about what type of person they expect to be placed in their Congregation(s) and to have an understanding of the style of ministry they anticipate
- assist the Joint Nominating Committee to plan the process they will follow in meeting with each Minister in turn, including hospitality and practical arrangements.

Where a meeting with the Joint Nominating Committee involves interstate or long distance travel, the Joint Nominating Committee may choose to have an initial conversation with the Minister(s) by teleconference or video conference. Normally, all members of the Joint Nominating Committee shall participate and if this conversation looks promising the Joint Nominating Committee will then organise a face to face meeting.

2. The Minister is given some details about the local community and a tour if possible.

Hospitality should be extended to the Minister (and spouse) and to the Presbytery Representatives. Costs should be met by the Congregation(s).

3. It is an advantage for all parties (Joint Nominating Committee, Minister and spouse) to meet informally over a meal.

4. The Minister is introduced to the Joint Nominating Committee.  
  
The Minister shares his/her faith story, ministry strengths, weaknesses, and expectations of/in ministry.  
  
The Joint Nominating Committee briefly outlines a history of the life, witness, service, mission priorities and hopes of the Congregation(s).  
  
Time shall be allowed for open discussion.
5. After the meeting the JNC and the Minister reflect on what happened, clarifying memories of the experience.
6. The Joint Nominating Committee discuss their reactions, impressions and attitudes, seeking God's will for a decision. The Presbytery Representatives ensure that important issues are not overlooked.
7. The Joint Nominating Committee makes its decision and, if the Minister concerned and the Presbytery Pastoral Relations Committee agree to proceed to call, forwards a recommendation to the Congregation(s) Meeting which shall meet as soon as practical. The Congregational Meeting to issue a Call must be properly constituted, with the required notice of meeting being given.
8. The Secretary of the Congregation(s) will write a letter of call to the Minister. The letter of call should include the terms and conditions of the placement.
9. The Minister replies either accepting or declining the call within 14 days of receiving the letter of call.
10. The Congregation informs the Presbytery which in turn informs the Placements Committee.
11. The Ministers' out of pocket expenses are met by the Church, normally by the Congregation(s) or other initiating body.

**SECTION 11:**

**UNITING CHURCH REGULATIONS FOR THE PLACEMENT OF MINISTERS**

**Approved Placements  
2.7.1**

- (a)
  - (i) An approved placement is the position of responsibility for the regular discharge of the duties of the ministerial office to which a Minister is or may be called.
  - (ii) A Synod may from time to time declare that certain positions which are not under the jurisdiction of the Church (but which require the regular discharge of the duties of the ministerial office) are approved placements in which Ministers or ordinands may serve. Deacons, because of the particular focus of their ministry, may often serve in placements which are not under the jurisdiction of the Church.
- (b) A Minister shall be called to serve in an approved placement as provided in these Regulations.
- (c) A call to a placement gives effect to the perceived will of God as expressed by a decision of a council or councils of the Church and by the response of the Minister concerned. After careful consideration and prayer, the Minister discerns therein an expression of the will of God in relation to ministry at that time.
- (d) With the agreement of the Minister and the body which called the Minister to a placement within the bounds, a Presbytery may determine that a portion of the Minister's time be available to serve the Church beyond the particular placement. Such time shall be related to specific activities and the arrangements shall be documented, monitored and reconsidered annually.

**2.7.2**

- (a) Approved placements within the bounds of the Assembly shall be designated by the Assembly or its Standing Committee.
- (b) Approved placements within the bounds of a Synod shall be designated by the Placements Committee.

**Advisory Committee on  
Ministerial Placements  
2.7.3**

- (a) Each Synod shall establish an Advisory Committee on Ministerial Placements (to be known as the Placements Committee).
- (b) The Placements Committee shall consist of:
  - (i) a chairperson, elected by each ordinary meeting of the Synod;
  - (ii) the Secretary of Synod (or nominee), to act as secretary;
  - (iii) one or two persons, as determined by the Synod, appointed by each Presbytery;
  - (iv) Up to six persons elected by the Synod Standing Committee, after advice from the Placements Committee taking account of factors such as gender, age, ethnicity, rural/urban, specialist knowledge/ experience and the need for Deacons and Youth Workers to be represented;

provided that a majority of members shall be appointed by Presbyteries.

**Duties of the Placements  
Committee**  
**2.7.4**

The Placements Committee shall:

- (a) determine, after consultation with the Presbyteries and the relevant bodies of the Synod, the full list of placements to which Ministers and ordinands may be called;
- (b) exercise an overview of placements for Ministers and ordinands
- (c) exercise an overview of placements for Lay Pastors
- (d) exercise an overview of placements for Youth Workers
- (e) exercise an overview of appointments for Community Ministers
- (f) liaise with the faculty in relation to ministry positions in the licensed year for candidates for Minister of the Word, Deacon and Youth Worker;
- (g) take initiatives towards:
  - (i) the deployment of available ministry in such a way that approved placements with imperative needs are not left vacant;
  - (ii) ensuring that Ministers with particular needs are suitably placed;
- (h) establish such order of priority for approved placements as it may deem appropriate;
- (i) at any time initiate (after consultation with the Ministers, Congregations, Presbyteries and other bodies concerned) action (including the disturbance of existing placements) to provide a Minister for a Priority placement;
- (j) supply relevant information to persons or bodies concerned with calling a Minister;
- (k) negotiate with other Synods and bodies concerned regarding the transfer of Ministers between Synods;
- (l) recommend to the Synod and the Presbyteries the making of such by-laws and rules as may be necessary or convenient for the effective operation of placement procedures;
- (m) recommend to Joint Nominating Committees the names of Ministers considered to be suitable for a placement (see Regulations 2.7.16 - 2.7.17); and
- (n) seek to achieve the most appropriate placement of Ministers having regard to the interests of the whole Church.



**Issuing calls  
2.7.5**

- (b) by determination of the Placements Committee made at any time that the Minister shall be left without placement for any reasons which the Placements Committee considers to be sufficient.
- (a) The Placements Committee has responsibility for issuing calls:
  - (i) to ordinands and graduating Youth Workers in respect of their initial placements
  - (ii) to Ministers received under Regulations 2.3.5 - 2.3.8 in respect of their initial placements
  - (iii) for filling Priority placements
  - (iv) for filling placements at the request of a Presbytery.
- (b) Placements within the bounds of a Presbytery shall be made by the Presbytery with the exceptions listed in Regulation 2.7.5(a). The Presbytery shall consult with the Placements Committee concerning all vacancies in the Presbytery.
- (c) Any Presbytery may refer any or all of its responsibilities in placement matters to the Placements Committee.
- (d) A Presbytery may delegate any or all of its responsibilities regarding placements to its Pastoral Relations Committee.
- (e) Synod placements shall be made by the Synod with the exception of placements listed in Reg. 2.7.5(a).
- (f) Assembly placements shall be made by the Assembly.
- (g) Each placement shall be made in consultation with the Minister and any other body concerned.

**Duration and Termination  
of Placements  
2.7.6**

The placement of a Minister in a pastoral charge shall normally be made for an undefined term but shall not continue beyond ten years except as provided in Reg. 2.7.11.

**2.7.7**

- (a) A placement in a Congregation within the bounds of a Presbytery may be terminated at any time by the Presbytery according to the procedures in this Regulation.
- (b) Any decision by a Presbytery to terminate a placement in a Congregation shall normally be made as a result of a consultation on the life and witness of the Congregation. The Presbytery shall consider any request for the termination of a placement in a Congregation made by the Church Council pursuant to a resolution carried by a two thirds majority of members present at a special meeting.
- (c) A placement in a pastoral charge shall not be terminated by the Presbytery within the first five years (or in the case of the first placement of a Minister following ordination, three years) except in special circumstances, and either:
  - (i) at the request of the Minister, or
  - (ii) at the request of the Church Council by a two thirds majority of members present at a special meeting, or
  - (iii) at the initiative of the Presbytery after consultation with the Placements Committee.
- (d) Where a Presbytery has delegated its authority to its Pastoral Relations Committee a Church Council may appeal to the Presbytery against any decision of the Committee.
- (e) Any decision of the Presbytery or its Pastoral Relations Committee to terminate a placement shall be by a two thirds majority of those present at the meeting.
- (f) A placement in a pastoral charge shall not be terminated by a Presbytery during the term of any extension beyond ten years pursuant to Regulation 2.7.10 except on the same conditions as set out in (c) above.

**2.7.8**

Placements other than in Congregations:

- (a) shall be of such duration as the body making the placement determines;
- (b) shall normally be reviewed every fifth year in a manner to be determined by the body making the placement;
- (c) may be terminated at any time by the Presbytery, Synod or Assembly as the case may be, after consultation with the Minister and other bodies concerned.

**2.7.9**

The Placements Committee:

- (a) acting on its own initiative or on the request of a Presbytery, the Synod or the Assembly may terminate a placement at any time;
- (b) shall act on its own initiative only after consideration of the good of the whole Church and either in order to meet the particular needs of a Minister or to provide ministry in a Priority placement;
- (c) shall terminate a placement only after consultation with the Minister, the pastoral charge, the relevant Presbytery, and other appropriate bodies.

**2.7.9A**

A Minister whose placement has been terminated shall have a right of appeal, subject to the following provisions:

- (a) An appeal shall be made in writing.
- (b) Unless an appeal is submitted within one month of the date of the written notice given to the Minister of the decision to terminate, the right to appeal shall lapse.
- (c) An appeal against a termination decision:
  - (i) by a Presbytery or its Pastoral Relations Committee pursuant to Regulation 2.7.7 or 2.7.8(c) shall be directed to the Synod or its Standing Committee. The Synod or its Standing Committee shall appoint a committee to determine the matter. The committee shall not include any member of the Presbytery or its Pastoral Relations Committee.
  - (ii) by a Synod or a body responsible to a Synod pursuant to Regulation 2.7.8(c) or 2.7.9(a) or to a by-law of a Synod shall be directed to the President of the Assembly who shall appoint a committee to determine the matter. The committee shall not include any member of the body which made the termination decision.
  - (iii) by the Assembly or a body responsible to the Assembly pursuant to Regulation 2.7.8(c) or 2.7.9(a) shall be directed to the President of the Assembly who shall without delay refer the appeal to the Moderators of two Synods. Such Moderators shall appoint a committee to determine the matter. The committee shall not include any members of the Standing Committee of the Assembly or any body which made the termination decision.
- (d) Any committee appointed shall consist of at least five persons.
- (e) Before making a decision any committee shall consult with the Minister, the terminating body and any other body or person it considers appropriate.
- (f) The decision of the committee shall be final and there shall be no further right of appeal.

**Extension of Congregation  
Placements Beyond the  
Tenth Year  
2.7.10**

- (a)
  - (i) A placement in a Congregation may be extended by the Presbytery beyond the tenth year by agreement of the Minister, Congregation and Presbytery.
  - (ii) Any extension shall require a two-thirds majority by secret ballot of those present in each of the meetings of the Church Council, the Congregation and the Presbytery.
- (b) Such extensions may be for periods of up to five years at a time.
- (c) A decision to extend such a placement may be made at any time during the ninth and tenth year of a placement, or, in the case of any subsequent extension, at any time during the last two years of the current extension.
- (d) When considering requests for extension the Presbytery shall
  - (i) consult with the Congregation, and give consideration to the continued growth in the mission and development of the Congregation;
  - (ii) consult with the Minister, and give consideration to the welfare and vocational growth of the Minister:
  - (iii) seek advice from the Placements Committee.

**Commencement and  
Termination Dates of  
Placements  
2.7.11**

- (a) A placement of a Minister shall normally commence on the first day of the month and terminate on the last day of the month.
- (b) A placement may commence and terminate at any time as agreed between the Presbytery and Congregation or other body which calls the Minister, having regard to the needs of the Minister and the Congregation or other body to which the Minister is called and the normal expectation that not less than three months notice of termination of a placement will be given.
- (c) A Minister entering a new placement may be permitted by the Congregation or other body to which the Minister is called or, failing their agreement, by the Presbytery, to assume responsibilities on a designated date after the placement commencement date but normally no later than:
  - (i) the fifteenth day after the placement commencement date in respect of an intra-Synod move;
  - (ii) the twenty-first day after the placement commencement date in respect of an inter-Synod move.

**Changes in Approved Placements**  
**2.7.12**

- (a) Any change in the number, distribution or designation of approved placements within the bounds of the Synod shall be made by the Placements Committee:
  - (i) within a Congregation: on the recommendations of the Presbytery and a meeting of the Congregation;
  - (ii) within a Presbytery: on the recommendation of the Presbytery;
  - (iii) within the Synod: on the recommendation of the relevant Synod body.
- (b) Any change in the number, distribution or designation of approved placements under the jurisdiction of the Assembly shall be made by the Assembly or its Standing Committee.

**Priority Placements**  
**2.7.13**

- (a) The Placements Committee may designate certain approved placements as Priority placements.
- (b) Priority placements shall be made by the Placements Committee.
- (c) Subject to consultation with the Presbytery or other body concerned, the Placements Committee may approach any Minister in whatever year of placement to fill a Priority placement.

**Decision to Seek a Placement**  
**2.7.14**

- (a) At the earliest opportunity after a vacancy exists or is known to be impending in a placement over which the Presbytery has oversight, the Presbytery and the Congregation or other body affected by the vacancy shall jointly conduct a special consultation/mission study in order to:
  - (i) recommend if the vacancy shall be filled, and if so:
  - (ii) recommend whether the placement will be a Presbytery, Congregation or other body placement;
  - (iii) recommend if the placement is to be filled by call of the Congregation, other body, the Presbytery or the Placements Committee;
  - (iv) recommend which specified ministry may best suit the ministry and mission situation of the Congregation or other body;
  - (v) prepare a profile on the placement according to Assembly guidelines;
  - (vi) recommend whether to seek Placements Committee approval to advertise for expressions of interest, although such approval is not required in respect of Youth Worker placements.
- (b) The profile shall be submitted for approval by the Church Council or other body and by the Presbytery.

**2.7.15**

When the steps described in Regulation 2.7.14 have been completed to the satisfaction of the Placements Committee, the process of filling the vacancy can begin.

**Congregation and  
Presbytery Placements  
2.7.16**

- (a) For a placement to be filled by call of the Congregation, a Joint Nominating Committee shall be constituted as follows:
  - (i) at least two persons appointed by the Presbytery, one of whom shall be appointed by the Presbytery as chairperson, and preferably at least one of whom shall be a member of the Pastoral Relations Committee; and
  - (ii) two to six persons appointed by the Congregation or other body.
- (b) Four members of the Joint Nominating Committee shall constitute a quorum, of whom at least one shall be a Presbytery representative and at least one shall be an appointee of the Congregation or other body.
- (c) The Joint Nominating Committee shall view an Assembly video describing the processes of placement and the appropriate ways to mutually explore ministry needs and opportunities with prospective Ministers.
- (d) For a placement to be filled by the call of the Presbytery, Presbytery shall appoint a Joint Nominating Committee with a maximum of eight members, the majority of whom are Presbytery members. Other persons with involvement or interest in the particular ministry may be included.
- (e) For placements known as Presbytery Minister/Officer, the Joint Nominating Committee will consist of those appointed by the Presbytery together with two persons appointed by the Placements Committee, at least one of whom is not a serving Presbytery Minister/Officer.
- (f) After considering the placement profile and the list of Ministers eligible for a new placement, the Placements Committee shall recommend up to three Ministers for consideration by the Joint Nominating Committee:
  - (i) the Placements Committee may choose to appoint one of its members together with a Placements Committee member from the Presbytery concerned, to meet with the Joint Nominating Committee prior to consideration of eligible Ministers;
  - (ii) the Joint Nominating Committee may itself suggest names of Ministers for the Placements Committee to consider;
  - (iii) Ministers may express interest in having their names considered for one or more placements;
  - (iv) the Placements Committee may recommend a Minister for no more than two placements at any one time.
- (g) The profile of each recommended Minister will be forwarded to the Joint Nominating Committee, and the reasons for the recommendation shall be communicated by the Placements Committee to the Joint Nominating Committee.
- (h) The profile of the Congregation or other body will be forwarded to the Ministers concerned, and the reasons for the recommendation shall be communicated by the Placements Committee to the Ministers.

- (i) The Pastoral Relations Committee on behalf of the Presbytery may, if it wishes, comment to the Joint Nominating Committee on the appropriateness of one or more of the names of Ministers recommended by the Placements Committee to fill the vacancy.
- (j) The Joint Nominating Committee may approach for conversation only those Ministers whose names have been recommended to it by the Placements Committee. Similarly, Ministers may approach for conversation only those Joint Nominating Committees recommended to them by the Placements Committee:
  - (i) conversation may include formal and informal discussions, mutual visits and informal gatherings;
  - (ii) while there is no obligation on either the Joint Nominating Committee or a Minister to proceed to call, they are to take into account that the recommendations emerge from the collective wisdom of the Church;
  - (iii) the Joint Nominating Committee may have conversations with each recommended Minister before making a decision on any; similarly, Ministers may have conversations with each Joint Nominating Committee before making a decision on any;
  - (iv) at any time a Minister or a Joint Nominating Committee may decline to proceed with a conversation and will advise the Placements Committee in writing of their reasons for doing so.
- (k) The Joint Nominating Committee shall make a decision about the recommended names of Ministers provided by the Placements Committee within two months of receiving them. This decision will normally be conveyed to the Placements Committee through the Presbytery representative(s) on the Joint Nominating Committee.
- (l) When the Joint Nominating Committee wishes to recommend that a call be issued, it must obtain the approval of the Presbytery or, where authority has been delegated under Regulation 3.4.38(c)(vi), of the Pastoral Relations Committee. When such approval has been granted, and the Minister consents to the recommendation, the Joint Nominating Committee shall:
  - (i) for placements in a Congregation, recommend to a meeting of each Congregation involved in the placement that a call be issued;
  - (ii) for Presbytery placements, recommend to a meeting of the Presbytery that a call be issued; if the Presbytery placement is to provide the primary ministry in particular Congregations, those Congregations shall be given opportunity to express their mind on the recommendation prior to any Presbytery decision to issue a call.
- (m) Letters of call are to be sent within three days of the decision being made by the body issuing the call. The letter shall include the date on which the placement will commence. The Minister shall respond within fourteen days of receiving the letter of call
- (n) The date of the service of induction to the placement shall be set by the Presbytery after consultation with the Minister and the Congregation.



**Placements other than  
Congregations and  
Presbyteries  
2.7.17**

Where the body in which a Minister is to be placed is neither a Congregation nor Presbytery, the principles set out in Regulation 2.7.16 shall be followed as closely as possible.

- (a) If the placement is a Chaplaincy position, the Joint Nominating Committee should include representatives of the Presbytery, the agency in which the placement is situated and at least one serving chaplain.
- (b) Joint Nominating Committees responsible for Synod or Assembly placements shall seek from Placement Committees the names of persons who could be considered suitable to fill a vacancy. These Joint Nominating Committees may also advertise for expressions of interest.

**Ministers Eligible for call  
2.7.18**

- (a) The secretary of the Placements Committee shall prepare and maintain a list of Ministers who are eligible to accept a call.
- (b) The list shall include the names of Ministers in the fifth or subsequent year of a placement (or in the case of a first placement following ordination, the third or subsequent year).
- (c) A Minister in a placement shall be eligible to accept another placement to become effective at any time after the completion of five years (or in the case of a first placement after ordination, three years).
- (d) No approach shall be made except by the Placements Committee to any Minister whose name does not appear on the list. When a Congregation or other body wishes for special reasons to approach such a Minister, it shall request the Placements Committee (in the case of a Congregation, the request shall be made through its Presbytery), and the Placements Committee may at its discretion approach the Minister concerned after consultation with the Presbytery in the bounds of which the Minister is placed or with any other appropriate body. In the case of an approach to a Minister not listed which may result in an inter-Synod transfer, the prior consent of the Placements Committee of the other Synod shall be obtained.
- (e) Ministers who are listed as eligible to accept a call shall ensure that an up-to-date ministerial profile, prepared according to Assembly guidelines, is lodged with the secretary of the Placements Committee.

**Inductions  
2.7.19**

- (a) The Presbytery shall be responsible for inducting a Minister into a placement within the bounds of the Presbytery.
- (b) The Synod shall be responsible for inducting a Minister into a Synod placement and shall ensure that the appropriate Presbytery participates.
- (c) The Assembly shall be responsible for inducting a Minister into an Assembly placement and shall ensure that the appropriate Presbytery participates.
- (d) The Presbytery shall be responsible for, or shall participate in, any service of worship in which a Minister is inducted or commissioned.

**Existing Placements to  
Stand  
2.7.20**

Placements current at the date of the first Assembly may be continued in accordance with the provisions of Regulations 2.7.6 to 2.7.10, the period being calculated from the date the placement commenced; provided that in any case where the original terms of placement allowed for continuance for a longer period, the placement may continue in accordance with those terms unless otherwise agreed between the parties.

**Exercise of Ministerial  
Function  
2.7.21**

Presbytery may determine from time to time, and for good and sufficient reasons, the extent to which a Minister who is designated as on leave of absence, retired or not available for placement (Regulations 2.4.6, 2.4.7 and 2.4.8) shall be limited in the exercise of all or any of the functions of ministerial office. Any such determination shall be immediately reported to the Moderator and the Secretary of the Synod.

**Minister from Another  
Denomination  
2.7.22**

- (a) A person who is ordained or recognised as a Minister in a church of another denomination recognised by the Church, and who
- (i) has been seconded, commissioned, released or otherwise authorised by that other denomination to work in the Church, and
  - (ii) is serving in an approved placement to fulfil substantially the responsibilities of a Minister,

shall be eligible to be elected or appointed to membership of any body or council of the Church (including but not limited to, a Church Council, a Synod or the Assembly).

- (b) If such body or council is so constituted that any member must be counted as either a lay or a ministerial member, then a person so appointed or elected shall be counted as a ministerial member.
- (c) A person who satisfies the provisions of Regulation 2.7.22(a) and who would if a Minister of the Church be, ex officio, a member of any council of the Church shall, while so serving, be a member ex officio of such council.
- (d) Except as may have been otherwise arranged by the Church with a person serving in accordance with this Regulation such a person shall (except in respect of any matter affecting the status of the person as a Minister in a church of another denomination) as far as possible enjoy all the rights and privileges and be subject to the same responsibilities and obligations as would apply to a Minister of the Church.

**APPENDIX A  
PLACEMENTS  
PROCEDURES  
CHECK LIST**

- 1 The Presbytery Pastoral Relations Committee (PRC) arranges a special consultation/mission study to:
  - recommend if vacancy shall be filled
  - recommend whether Presbytery or Congregation placement
  - recommend whether placement is to be filled by call of the Congregation, the Presbytery or the Placements Committee or whether a Priority Placement. (For Priority Placement see handbook).
  - recommend which specified ministry may best suit the ministry
  - prepare a profile on the placement
  - recommend whether to seek Placements Committee approval to advertise for expressions of interest, although such approval is not required in respect of Youth Worker placements.  
[Regulation 2.7.14(a)]
- 2 PRC appoints at least two persons to Joint Nominating Committee (JNC), one of whom is appointed by the PRC as Chairperson and preferably at least one of whom is a member of the PRC.  
[Regulations 2.7.16(a) (i)].
- 3 Congregation appoints two to six persons to JNC  
[Regulation 2.7.16(a)(ii)]
- 4 Placements Profile submitted for approval by Church Council  
[Regulation 2.7.14(b)]
- 5 Profile submitted for approval by PRC  
[Regulation 2.7.14(b)]
- 6 PRC forwards the Placements Profile to Placements Committee, completes the Presbytery section and returns copy to Congregation.
- 7 Placements Committee gives approval for placement to be filled.  
[Regulation 2.7.15]
- 8 (Note: A quorum is 4 members, at least 1 Presbytery member and 1 from each Congregation)
- 9 JNC may suggest names of ministers together with a rationale for this proposal. Synod or PRC will provide a copy of a list of Ministers when approval to fill is given.  
[Regulation 2.7.16(f)(ii)]
- 10 Suggested names will be given to the Presbytery Representative

for passing to Placements Committee. Due to the wider breadth of knowledge and experience on the PRC, members will be invited to add comment to the rationale so that a convincing argument can be put for the proposal.

- 11 Placements Committee provides names of up to 3 ministers to the JNC together with profile of each recommended minister.  
[Regulation 2.7.16(f) (g)]
- 12 PRC may comment to the JNC on appropriateness or names recommended by Placements Committee.  
[Regulation 2.7.16(i)]
- 13 JNC has conversations with those Ministers whose names have been recommended to it by the Placements Committee.  
[Regulation 2.7.16(j)]
- 14 JNC shall make a decision about the recommended names within two months of receiving them and advise PRC and Placements Committee [Regulation 2.7.16(k)]
- 15a If the decision of the JNC and/or the Minister is NOT TO PROCEED with conversation or negotiation, then the JNC should advise the Minister and confirm this in writing to the Placements Committee with a copy to the PRC. This letter should include an indication as to why the proposal is not proceeding. If all proposals are not to proceed then process begins again at '9' above.
- 15b If the decision of the JNC and the Minister is to proceed to call advise PRC of decision seeking agreement providing a copy of the proposed Terms of Placement. [Regulation 2.7.16(l)]
- 16 PRC advises JNC of their decision.  
[Regulation 2.7.16(l)]
- 17 If JNC, Minister and PRC agree, the JNC shall recommend to a meeting of each Congregation involved in the placement that a call be issued. [Regulation 2.7.16(l)(i)].
- 18 Letters of Call together with three copies of the Terms of Placement are to be sent within three days of the decision being made by the Congregation. [Regulation 2.7.16(m)] *(Please send a copy of this letter to Secretary PRC and General Secretary of the Synod.)* If the placement is for an intern the letter of call is sent by Synod.

- 19 The Minister replies in writing accepting the call and sends a copy of this letter to Secretary PRC and General Secretary of the Synod.
- 20 PRC advises Placements Committee details of the call.
- 21 The date of the service of induction to the placement shall be set by the Presbytery after consultation with the Minister and the Congregation. The Presbytery will confirm this with the Minister and the Congregation.