

Ministry Development Programme



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1. Introduction

The Ministry Development Programme is the culmination of 10 years of work by the Church towards determining how best congregations and ministers can be supported to meet the challenges faced today.

In 1998, the Assembly Doctrine Committee presented a report titled *Theology of Mission*, which determined there is a place for the Church in the community. The Mission Resource Team developed this further, in 2002, into *Healthy Congregations*. In 2004, the Equipping the Leadership policy group introduced “leadership development reviews” that would:

- provide a system whereby leadership development needs can be identified for congregations, and particularly for ministers
- provide relevant and timely feedback (on a no-surprises basis), thus providing role satisfaction, mission/role clarity, cohesiveness between the minister and congregation, and training for specific areas identified to benefit both
- assist ministers in their future mission decisions, with the chance to reflect on the past and to prepare for the future (including personal goals).

The 2006 General Assembly referred to the Leadership Sub-committee a proposal to develop a way of formally recognising those ministers who diligently serve their congregations and their communities to the best of their abilities. It was also proposed that ministers should be required to undertake regular professional development in order to meet the criteria.

The 2008 General Assembly affirmed the work that had been done by adopting the Ministry Development Programme under the guidance of the Leadership Sub-committee.

This publication sets out the requirements of this programme for ministers, congregations and presbyteries alike. It is divided into three sections: the Certificate of Good Standing, minister reviews and parish reviews. Each section concludes with a flowchart for ease of understanding.

For further information on the Ministry Development Programme please contact the Assembly Office (see last page for contact details).

The criteria for ministry development and review have been approved pursuant to the Supplementary Provisions for Book of Order chapter 6.8

2. Certificate of Good Standing

2.1 Provisions for current ministers

2.1.1 As a member of their presbytery, each national and local ordained minister serving in a congregation or chaplaincy must hold a Certificate of Good Standing.

2.1.2 *General criteria*

To be in good standing a minister must:

- complete a review every 3 years
- fulfil the developmental requirements of the previous ministry review
- receive regular and adequate supervision
- not be the subject of disciplinary procedures
- have received a clearance from NZ Police at the beginning of each new appointment
- have completed a PCANZ-approved ministry ethics and risk management course.

2.1.3 *Ministers who are additional members of presbytery*

A minister who has been granted membership of a presbytery but is not in a congregation or chaplaincy, and who seeks to maintain his/her status of good standing, may apply to his/her presbytery for provisional status of good standing. The presbytery, at its discretion, may recommend to the Assembly Executive Secretary that a provisional status of good standing be issued for three years, provided that:

- the presbytery has appointed the minister as an additional member
- the minister satisfies the presbytery that he or she is continuing to fulfill his or her sense of call to ministry, and is an active and contributing member to the life and witness of the Presbyterian Church, and that the general criteria for good standing are met as far as practicable.

The minister's provisional status may be renewed. It must be rescinded when the minister ceases to be recognised as a member of the presbytery and/or ceases to be a member of a Presbyterian or Cooperating Venture congregation.

2.1.4 *Ministers in Uniting/Cooperating charges (Presbyterian oversight)*

Ministers in a Uniting or Cooperating charge under Presbyterian oversight will be required to undergo a ministry review. The only difference will be that at least one representative of the Participating Partner(s) should be included in the review.

2.1.5 *Ministers in Uniting/Cooperating charges (non-Presbyterian oversight)*

Presbyterian ministers appointed by a partner church to a charge will satisfy the requirements of the ministry review by supplying a reference from the Coordinating Partner to confirm that they are engaged in a development programme based on the same or substantially similar competencies in the Ministry Development Framework.

2.1.6 Ministers are required to revalidate their Certificate of Good Standing every three years by applying to the Assembly Office.

2.1.7 *Ministers working in overseas churches*

A minister working in an overseas church may remain on the PCANZ roll of ministers so long as the minister continues in good standing with their overseas church.

Refer Book of Order chapter 8 Supplementary Provisions, clause 2.8.

2.1.8 *Ministers on the roll who are not members of a presbytery*

A minister who is on the roll of ministers but is not a member of a presbytery, is in some other occupation, and who wishes to maintain his/her status of good standing, may apply to his/her presbytery for provisional status of good standing. The presbytery, at its discretion, may recommend to the Assembly Executive Secretary that a provisional status of good standing be issued for 5 years provided that:

- the minister satisfies the presbytery that s/he is continuing to fulfill his or her sense of call to ministry, and is an active and contributing member to the life and witness of the church, and that the general criteria for good standing are met in so far as they are applicable
- the minister's provisional status may be renewed. It must be rescinded when the minister ceases to be recognised as a member of the presbytery and/or ceases to be a member of a Presbyterian or Cooperating Venture congregation.

2.1.9 Ministers who resigned their charges prior to 4 October 2013 will hold provisional status for a period of 5 years from the date of their resignation.
Refer Book of Order chapter 8 Supplementary Provisions 3.3 ff

2.2 Provisions for new or received or returning ministers

2.2.1 Upon ordination and/or reception, ministers will be granted provisional status of good standing. They will have two years to apply for the full Certificate of Good Standing. Ministers will then apply to the Assembly Office every three years to revalidate their certificate.

2.3 Provisions for ministers emeriti

2.3.1 Ministers who retired prior to 4 October 2013 will continue to be recognised as ministers in good standing and will remain on the Church's marriage celebrant register.

2.3.2 Ministers who retire after 4 October 2013 and hold a Certificate of Good Standing will retire with the status of minister emeritus.

2.3.3 Ministers who retire after 4 October 2013 and do not hold a Certificate of Good Standing may not remain on the Church's marriage celebrant register.

2.3.4 Where a minister emeritus, or a minister who has for more than six years been without appointment to a congregation or chaplaincy, wishes to return to active ministry, s/he may do so by applying to his/her presbytery, which may then ask for provisional status of good standing to be issued for two years. After two years, the minister will need to apply for a Certificate in Good Standing if s/he wishes to continue in active ministry.
This does not apply to ministry appointments of less than three months or to pulpit supply on a casual basis.

2.3.5 Where a minister emeritus accepts appointments to stated supply or transitional ministry for periods which exceed a total of three months in any 12 month period, s/he must fulfill the requirements of clause 2.1.2.

2.4 Failure to meet the criteria

2.4.1 A minister who does not hold a valid Certificate of Good Standing is not permitted to:

- transfer to another presbytery
- be inducted into a new charge
- remain on the marriage celebrant register.

- 2.4.2 Where a minister in a charge has not held a Certificate of Good Standing for two years, a commission of presbytery will determine whether the needs of the charge are being met.
- 2.4.3 Where the commission of presbytery determines that the needs of the charge are not being met, the ministry settlement will be terminated and the minister removed from the ministerial roll.
Refer to Book of Order chapter 10 for more information on this process.
- 2.4.4 Where the needs of the charge are being met, the minister will be reinstated with provisional status for a further two years. If, after two years, the minister does not hold a Certificate of Good Standing, the ministry settlement will be terminated and the minister's name will be removed from the roll of ministers.
- 2.4.5 Where a minister fails to meet the requirements of clause 2.1.2 the grounds for termination will be as set out in Book of Order chapter 10.21 (g).
- 2.4.6 Where a minister wishes to appeal against a decision of his/her presbytery the appeal process set out in Book of Order chapter 14 applies.

3. Ministry Reviews

3.1 Review process

3.1.1 *Selecting a reviewer*

i. The Assembly Office publishes a list of accredited reviewers throughout New Zealand. These reviewers are grouped by region to assist ministers selecting a reviewer. Reviewers accredited by the PCANZ are issued a certificate confirming they meet the prescribed requirements for a reviewer.

ii. Ministers select their reviewer. Ministry reviews are neither normative (where the minister is compared to other ministers) nor summative (where there is a 'pass/fail' aspect of assessment) so it is unlikely there will be a conflict of interest between the minister and the reviewer.

iii. Ministers do not have to select a reviewer in their particular presbytery. However, ministers are required to pay any additional costs for a reviewer who is not based in the presbytery. A minister may select someone from outside the Presbyterian Church who is experienced with conducting formative reviews. In this instance, the minister is required to demonstrate that the reviewer has used a review process based on the same or substantially similar competencies as set out in the Ministry Development Framework. The minister will be liable for any additional costs.

3.1.2 *Preparing for a review*

i. When a minister arranges a review, the reviewer will advise the minister how best to prepare. As a guide, the minister should bring together information on his/her ministry, a current Ministers' Information Form or C.V, and details of any continuing ministry formation courses s/he has taken. The reviewer may also give the minister a brief questionnaire to help focus on any areas s/he would like to address during the review. It is helpful for the minister to write a self-review around these questions. The questionnaire given to the respondents may be used for this purpose.

ii. At the same time, the minister will be asked to prepare a list of people to take part in the review This should be a group of six to eight people and include people from the congregation's leadership team. In a small parish, this might mean the entire church council. In a large parish, this could mean a selection of leaders with whom the minister works closely and another minister (where the ministry is in a team setting). Ministers in chaplaincy may include their manager or colleagues. Ministers in cooperative ventures are required to include at least one member of the Participating Partner in the review.

3.1.3 *Selecting a mentor*

The minister will also be asked to consider whether s/he wishes to have a mentor present. A mentor is someone who will support the minister through the review itself and then assist him/her to complete any goals or objectives that come out of the review. The minister is free to ask anyone to act as his/her mentor. However, the minister should be aware that the mentor will see the final report so it needs to be someone s/he trusts. The minister's supervisor would be an appropriate choice.

3.1.4 *The review*

i. The ministry review begins with interviews with the minister, the minister's mentor and the church council clerk. It is important to meet with or contact those who will be respondents in the review. During this discussion, the reviewer will introduce the ministry development framework that will be used as a template when conducting the review.

ii. The framework covers mission capacity mission vision, and mission achievement.

The first two sections are divided into the following aspects of ministry:

<i>Mission Capacity</i>	<i>Mission Vision</i>
Personal character	Context
Faith	Vision
Communication	Change
Interpersonal skills	Implementation

iii. The reviewer will ascertain from the minister and church council clerk the ministry and context of the congregation where they believe the congregation is headed, what they believe should be the congregation's ministry goals, and the particular challenges they see the minister encountering in this ministry. The reviewer will use this information to determine which specific aspects will be the focus of the review.

Once the reviewer has received this information, s/he will determine methods for assessing how the minister is doing in each of these particular areas. Examples could include observing the minister preaching or seeking feedback from parishioners to whom the minister provides pastoral care. It will include responses from the people who have been asked to be involved as respondents. Where appropriate the reviewer will provide a schedule of the various aspects of the review phase of the process.

3.1.5 *Review events*

i. During the review phase, it is important to note that not all participants will be involved in every review event; also that the review phase may be carried out over one or two of days or consist of a series of individual events over a couple of weeks, depending on the particular minister and their ministry. The minister's spouse may be included in this process where appropriate.

ii. Within six weeks of the review phase, the reviewer will forward a draft report to the minister advising him/her of the initial findings and seeking the minister's feedback. The draft report will document a number of proposed developmental goals to be achieved before the minister's next review in three years' time. The reviewer may also recommend training s/he believes will assist the minister with meeting the goals. The report is not shown to the leadership team or church council.

iii. The reviewer may also request an opportunity to speak privately with the minister and his/her mentor in relation to any of the aspects covered in the report.

An important function of a ministry review is to discern areas of discordance between the minister and the leadership team in terms of perception of the ministry context and the direction the congregation should be taking. Where any such discordance is revealed the reviewer may take further action appropriate to the circumstance, in an effort to resolve the issue.

3.1.6 *Ministry review report*

i. The reviewer will write up the final report, which will include any agreed-upon tasks or training. The reviewer will provide a secure copy of the report to the minister, who may make a copy available to his/her mentor. The reviewer will also send a secure copy to the Assembly Office to be added, unopened, to the minister's personal file.

The reviewer will also advise the parish leadership in writing that the review is completed, and inform them of any recommendations which would require funding from the parish.

ii. The reviewer will then notify the minister's presbytery clerk that the review has taken place. This is to be formally recorded. The reviewer will also ask the presbytery clerk to ensure that the moderator of the presbytery, or their delegate, contacts the minister to provide a confidential, pastoral forum for the minister to raise any concerns they may have with the review itself, the reviewer, or any other issues the review may have raised for them personally.

3.2 Costs of ministry reviews

3.2.1 Information on costs for minister reviews is maintained on the Presbyterian Church's website www.presbyterian.org.nz under Ministry Development Programme.

3.3 Continuing ministry formation (CMF)

3.3.1 Reviewers will keep continuing ministry formation in mind when recommending courses or programmes that would be suitable for a particular minister.

3.3.2 Ministers are also free to suggest to their reviewer courses that would assist them with specific areas they have already self-identified as requiring further development. Where any costs are involved, the church council will be consulted.

3.3.3 Once agreement on a course or programme of training has been reached, the minister may be directed to the Knox Centre to assist with finding appropriate alternatives to consider.

3.3.4 As a guide, ministers should attend at least one week's CMF training every two years.

For information regarding specific costs, contact the Knox Centre Registrar.

3.4 Dealing with conflict

3.4.1 To be effective, ministry reviews require co-operation between the minister, the mentor and the leadership team. Where there is existing conflict between the minister and the congregation or the leadership team, the reviewer needs to ensure that this conflict does not unduly affect the review.

3.4.2 Where the reviewer believes that the level of conflict will impede the review, the reviewer may choose to suspend the review. In this instance, the reviewer will notify all members of the review, including the minister, and will then refer the matter to the presbytery. The review may resume once presbytery is satisfied that the conflict has been resolved.

3.5 Pastoral care of the minister

3.5.1 It is also possible that, during the course of a review, the reviewer may note a pastoral concern with the minister. In this instance, the reviewer will speak privately with the minister and may advise the convenor of the committee of presbytery charged with the pastoral care of ministers. In serious cases, the reviewer must refer the matter on, even if the minister is unhappy about this. The reviewer must inform the minister that s/he is going to consult with, or inform, another person, and disclose who that person is.

3.6 Storage of reports

3.6.1 A signed report or a secure electronic copy will be sent, to the Assembly Office, with the names of the minister, the reviewer, and date of review. A signed report must be enclosed in a sealed envelope with the details on the envelope, marked as confidential. The report will be filed unopened within the minister's personal file and will be returned to the minister upon request for the information of the next reviewer.

3.8 Becoming a reviewer

3.8.1 Selection

A presbytery may nominate people it thinks match the person specification developed to describe the ideal reviewer. Only those individuals whom the Leadership Sub-committee believes match the person specification, and where there is a geographical need, will be trained.

3.8.2 Training

i. The training programme for reviewers will include:

- The role of the reviewer
- The theory behind reviews in general (including explanations of assessment theory)
- The Ministry and Parish Development Frameworks explained
- Conflict management skills
- Knowledge of the Privacy Act and Presbyterian reporting lines
- A workshop on report-writing

ii. The training programme is a series of intensive workshop and tutorial events that assumes experience with both review systems and ministry in New Zealand. The programme concludes with final assessments and only those who are successful are recognised as Presbyterian Church reviewers and issued a certificate.

3.8.3 Moderation

Presbyterian Church reviewers are required to attend an annual refresher day in order to maintain their certification as a reviewer. The refresher includes a peer-review, skill refinement and moderation of a sample of minister review reports undertaken in the previous 12 months. Where a reviewer fails to attend a refresher and moderation day, or they are the subject of an upheld complaint, their status as a reviewer will be revoked. In this instance they will be required to re-train as a reviewer, at their own expense, in order to achieve certification as a reviewer.

3.8.4 Costs for training reviewers

The costs of training and moderating reviewers selected by the Leadership Sub-committee are borne by the Assembly Office. Other individuals who wish to train as a reviewer will still require the approval of the Sub-committee and may be required to meet the costs of training and moderation where the Sub-committee already has enough reviewers. As at 1 November 2012 the fee for training is \$24 plus GST. There is no fee for moderation, however costs

associated with accommodation and travel for both training and moderation need to be considered. Further information on costs is available from the Presbyterian Church's website: www.presbyterian.org.nz under Ministry Development Programme.

4. Congregation reviews

4.1 Requirements for congregations

- 4.1.1 Prior to the 2008 General Assembly, congregations (parishes) were required to undergo a presbytery visitation every five years. These visitations / quinquennial reviews were conducted by 2 committees appointed by the parish's presbytery.
- 4.1.2 Congregation reviews are still conducted every five years by teams appointed by the presbytery, but the focus of the review has shifted from a state of the nation approach to an in-depth analysis of what the congregation could be doing to meet the needs of its community.
- 4.1.3 Additionally, congregation reviews are now also required where there is a ministry vacancy and the last review is more than three years old. This is to assist ministry settlement boards with the process of developing or updating the congregational profile and finding a suitable minister or ministry.

4.2 Review process

4.2.1 *Appointing reviewers*

Presbyteries continue to appoint people to review teams for congregation reviews. Presbyteries are encouraged to include at least one member who has undergone ministry reviewer training in each review team. There are no fees for reviews.

4.2.2 *Preparing for a review*

i. Prior to a review, the review team will meet with the congregation leadership to explain the process of the review. The review team will discuss in depth where the leadership believes the congregation is headed, its vision and the challenges to this vision.

ii. The review team will ask the leadership to provide any background reports or documents they may have (such as attendance, community data, congregation profile etc). At this meeting, the review team may also ask the leadership to compile a list of individuals in the congregation (including members of the leadership team) to complete a questionnaire on the congregation. Participants are asked to give feedback on how they feel their congregation compares with the dimensions of a Healthy Congregation, which are as follows:

- An *outward focus* among leaders and attenders in their concern for evangelism and wider community care. There is a readiness to discuss matters of faith with others, to act with Christ where there is a need and to invite others to church. The congregation behaves as a good steward of Creation (the created and built worlds) and works with others for justice and peace, being with those with whom Jesus identifies.
- *Healthy relationships with the wider church* - locally, nationally and beyond. The congregation will participate in mission and share activity at these levels.
- *A sense of direction*. Attenders perceive their congregation as having a definite sense of direction and purpose.
- *Worship* that is true to God, *enhancing of life*, promotes growth in faith, is *relevant* to the cultures/contexts in which we live, and is **inviting** to people unfamiliar with church.
- *A lively faith*. Healthy congregations tend to have higher levels of attenders growing in their faith or experiencing moments of conversion or faith commitment. Among attenders there are high levels of devotional activity such as prayer and Bible reading.
- *A strong sense of community* among attenders embracing all generations, different cultures and diverse ways of being human - creating a sense of

belonging, managing conflict, and working towards reconciliation, healing, and renewal. High levels of involvement in small congregational groups will be evident but will not exclude participation in activities in other communities and settings.

- *An involving leadership.* Leadership has a strong sense of vision for the mission of the congregation to which attenders are committed. Leadership is inspiring and purposeful yet puts a priority on listening to attenders' ideas and encouraging them to discover their gifts and use them. Those with roles receive adequate levels of support.
- *Newcomers and numerical growth.* Healthy congregations are more likely to be attracting and holding newcomers, retaining young adults and growing numerically. For congregations whose mission is in the many places/contexts in which its members live through most of the week the indicators of health include the outcomes of their activities and the ways the local congregation provides support.

4.2.3 *The review*

The next step is for the review team to compare the background information and feedback from the questionnaire to the vision the leadership has for the congregation. During this stage, the team may attend events or interview members in order to ascertain whether the congregation is indeed on-track to meeting its needs and the needs of its community. Once the review team is satisfied that it has understood the congregation's context, it will call the leadership team together to discuss the findings of the review.

4.2.4 *The report*

- a) The final stage of a review brings the review team and congregation leadership back together, and they establish goals for the congregation over the next five years. The review team will consult with the leadership on the final report before submitting it to the presbytery. Although reports will differ widely depending on the congregation and its particular context, as a minimum the report will contain:
 - An executive summary
 - The mission vision and passion that this congregation holds (Mission Vision)
 - The capacity of the congregation to reach this vision (Mission Capacity)
 - The achievements the congregation has made to date
 - Spiritual and mission reflection – i.e. where the congregation will go next
 - An action plan (agreed to by the congregation and reviewers) setting out what the congregation will do in the next five years to achieve its vision
 - Support required by presbytery in order to achieve vision
- b) Unlike a ministry review, presbyteries may choose to publish reports from congregation reviews in the presbytery documents or at presbytery meetings. During the years between reviews, the congregation is responsible for providing updates to the presbytery on its progress towards the goals agreed to. A copy of the congregation review is sent to the Assembly Office, where it is added to the congregation's file.

4.3 Appeals

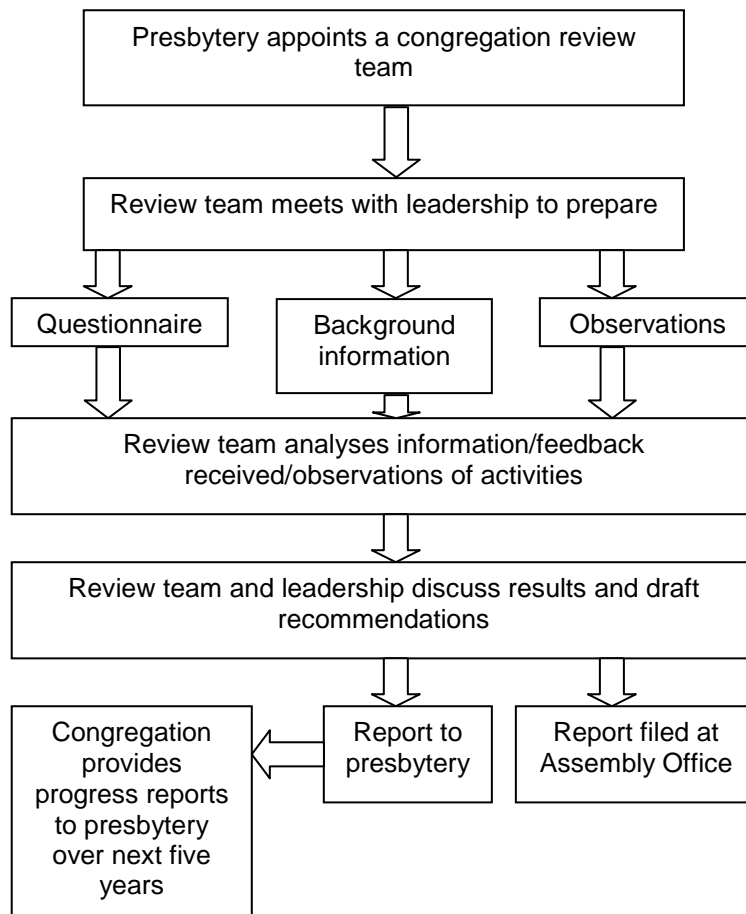
4.3.1 If a congregation has serious concerns about the conduct of a review, it may consider taking action through one of the following options:

- If the appeal relates to the conduct of the review team, an appeal may be lodged with the presbytery;
- If the appeal relates to inappropriate behaviour by an individual involved in the review, a formal disciplinary complaint may be lodged under the provisions of chapter 15 of the Book of Order;

- If the concern relates to the presbytery (including where presbytery has not upheld a complaint against the review team), the presbytery's decision may be appealed under the provisions of chapter 14 of the Book of Order.

4.3.2 Where a congregation is considering appealing against a review, they are advised to first contact the Complaints Officer to ensure that they follow the most appropriate procedure.

4.4 Flowchart –Congregation Review Process



5. Terms used in ministry and congregation reviews

Best Travel Fund

The Assembly Personnel Work Group administers this Fund, whose purpose is to assist ministers and lay people with the travel costs associated with study.

charge

Although this term is no longer used in the Book of Order, it traditionally refers to the congregation a minister is appointed to minister to. *See definition of congregation below.*

church council

The governing body of a congregation. Often called a session or parish council, it is responsible for providing spiritual oversight, leadership, pastoral care and management of the congregation.

commission of presbytery

A presbytery may delegate most of its functions to any committee or person as it sees fit. In relation to congregations, this usually refers to the people appointed by a presbytery in order to enquire into whether the needs of the congregation are being met.

congregation

A congregation consists of its members, associate members, and other persons who unite for worship, life and mission. This may take place in more than one place of worship. 'Congregation' has replaced the term 'parish'. *Refer Book of Order 5.1*

continuing ministry formation

Courses undertaken by a minister in order to assist their ongoing ministry development.

cooperative ventures

Congregations set up under the provisions of the Procedures for Cooperative Ventures, as approved by the five Partner Churches: Anglican, Christian Churches NZ (formerly Associated Churches of Christ), Congregational Union of NZ, Methodist Church of NZ and Presbyterian Church of Aotearoa New NZ.

disciplinary procedures

The process whereby complaints of conduct unbecoming a minister or other church leader, are determined. *Refer Book of Order chapter 15.*

Glen Innis

A working sheep and cattle farm, in Central Hawkes Bay, which was bequeathed to the Presbyterian Church for the purpose of providing free holiday accommodation for ordained PCANZ ministers. Ministers may stay at Glen Innis for one week in each year.

good standing

To remain on the PCANZ ministerial roll (and thus eligible for induction to a new congregation, or to transfer to another presbytery, or to be on the PCANZ marriage celebrant register), a minister must hold a current certificate of good standing. The criteria for good standing are set out in section 2 of the Ministry Development Programme.

Leadership Sub-committee

Sub-committee set up by the Council of Assembly, with delegated responsibility for ministry and personnel matters of the Presbyterian Church.

local ordained minister (LOM)

A person ordained by a presbytery for the ministry of word and sacrament in a particular context for a particular period of time. A LOM is not normally eligible for appointment to any other ordained ministry position within the Presbyterian Church.

mentor

A person appointed by a minister to support them during a minister review.

minister emeritus/emerita

Honorary status granted by a presbytery to a minister who is in good standing upon retirement.

ministers' loans

The Church Property Trustees administer loan funds to assist ordained ministers experiencing financial difficulty. Eligibility is dependent on Beneficiary Fund membership.

ministry settlement

The provision of ordained ministry leadership in a congregation through one of the four strands of ministry (national ordained ministry, amorangi, local ordained ministry, local ministry team).

ministry settlement board

A team established by a presbytery in order to review the life of a congregation once the previous ministry has ended, and to recommend to the presbytery which type of ministry is suitable. If ordained ministry is appropriate, the ministry settlement board will search for a new minister. *Refer Book of Order chapter 10.*

national ordained minister (NOM)

A person ordained by a presbytery to the ministry of word and sacrament, and who is eligible for call or appointment throughout the Presbyterian Church.

ordination

The setting apart by the Church of men and women as ministers, elders or deacons to perform recognised functions within the Presbyterian Church.

PCANZ

Presbyterian Church of Aotearoa New Zealand

coordinating partner & participating partner

In a cooperative venture where the Presbyterian partner is given responsibility for oversight of a local congregation, it is called the coordinating partner. Where another of the partner churches takes over this responsibility, the PCANZ becomes the participating partner. The roles are usually alternated between partner churches.

reception (of a minister)

The process (under the oversight of the Assembly Personnel Work Group) which ministers and licentiates of other denominations must undertake in order to be admitted to the ministerial roll of the PCANZ.

reviewer

A person accredited by the PCANZ to undertake ministry reviews.

reviews – normative, summative, formative

Normative reviews compare a person's performance to that of a group of people in the same context or occupation. A typical outcome of a normative review would be to rank all of the people reviewed and perhaps even reward those who achieve "the best".

Summative reviews compare a person's performance to a pre-determined set of standards. A typical outcome of a summative review would be to reward those people who meet the standard and penalise those who do not.

Formative reviews discern any factors preventing a person from achieving their goals or performing as well as they would like to. A typical outcome of a formative review would be coaching or training in a specific area to enable the person being reviewed to achieve their goals.

Supervisor

An appropriately professionally qualified person who meets regularly with a minister to discuss the minister's practice of ministry.

uniting charges

Refer cooperative ventures. This term was traditionally used to describe a joint Methodist-Presbyterian congregation.

visitations/quinquennial reviews

The traditional practice, now superseded by the congregational review process, for reviewing parishes on a five-yearly basis.

6. Contact details

Complaints Officer

Heather McKenzie
Telephone: 0800 424-872 or 027 455 0124
Email: heather@presbyterian.org.nz
Post: 85 Eglinton Road, Mornington, Dunedin 9011

Leadership Sub-committee Rev Diane Gilliam-Weeks
Telephone: (03) 443 4395
Email: dianegw@actrix.co.nz
Post: 91 Tenby St, Wanaka 9305

Personnel Administrator Margaret Fawcett
Telephone: (04) 801-6000
Email: Margaret@presbyterian.org.nz
Post: Assembly Office, PO Box 9049, Wellington 6141

KCML Registrar Catherine Van Dorp
Telephone: (03) 473-0109
Email: registrar@knoxcollege.ac.nz
Post: Knox Centre for Ministry and Leadership,
Knox College, Arden Street, Opoho, Dunedin 9001