



GUIDE FOR MINISTRY SETTLEMENT BOARDS

A Guide for Presbyteries, Interim Moderators
and Ministry Settlement Boards

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1 Introduction

This booklet provides guidelines to the procedures to be used when there is a ministerial vacancy to be filled in a PCANZ church, or a co-operating venture when PCANZ is the appointing partner.

For ministry settlement boards for co-operative ventures, please read the [Uniting Churches of New Zealand Procedures for Cooperative Ventures](#), which contains information specific to a ministry settlement board of a co-operative venture. Reference to some additional features of a ministry settlement board in a co-operative venture has been made under appropriate headings in this guide but may not be comprehensive.

A ministry settlement board (MSB) is a joint committee, with membership from the presbytery and the local church (and other members if a co-operative venture). Its function is to do all the work related to making a new ministry appointment.

1.1 References

Ministry settlement boards should familiarise themselves with the procedures stipulated in following documents, to which this guide refers.

- [The Book of Order](#)
 - Chapter 10 – Ministry settlement
- [Other Supplementary Provisions](#)
 - Chapter 10 Short Term Ministry Appointments
 - Chapter 10 Ministry Settlement Boards
- [The Conditions of Service Manual](#)
 - Part 2 Ministers of Word and Sacrament
- [Uniting Churches of New Zealand Procedures for Cooperative Ventures](#).

1.2 Definition of Terms

Ministry Settlement Board

When a minister informs his or her presbytery that he or she intends to leave the congregation, the presbytery must, without delay, establish a ministry settlement board. Membership is prescribed in Chapter 10 of the Book of Order, and is also detailed in this Guide.

Ministry Settlement

Ministry settlement means the provision of leadership in a congregation or charge through one of the four strands of ministry (national ordained ministry, local ordained ministry, commissioned local shared ministry team, and te amorangi ministry)

Interim Moderator

A minister appointed by presbytery to provide oversight and advice and to ensure that ministry of word and sacrament is still available to a congregation during a vacancy.

Personnel Work Group

The Work Group processes applications for reception of ministers from other Churches who wish to be received as ministers of the Presbyterian Church of Aotearoa New Zealand.

Uniting Congregations of Aotearoa New Zealand (UCANZ)

UCANZ consists of representatives of all co-operative ventures. The Standing Committee of UCANZ deals with matters relating to the oversight of all cooperative ventures, which include members from any of the partner churches:

- Anglican Church in Aotearoa New Zealand and Polynesia
- Christian Churches New Zealand,
- Methodist Church of New Zealand – Te Haahi Weteriana O Aotearoa
- Presbyterian Church of Aotearoa New Zealand

A Regional Forum is a gathering of cooperative ventures and regional partners in a particular area.

2 Cooperative Ventures

Refer: [Uniting Churches of New Zealand Procedures for Cooperative Ventures](#).

Those involved in a ministry settlement board for cooperative ventures need to read the Uniting Churches of New Zealand Procedures for Cooperative Ventures, which contain additional functions for the ministry settlement board of a co-operative venture.

The Convening Partner, Participating Partner(s) and the local church need to meet together and decide which church partner will be the Appointing Partner.

This decision should be notified to the UCANZ office.

The Appointing Partner runs the appointment/call process according to their tradition/process, but with all partner(s) involved.

All local church partners should have input into the development of a local church profile, job descriptions, interviews (by whatever title or process) and final approval.

3 Ministerial Vacancy in a Church

A church has a ministerial vacancy when the presbytery is satisfied there is no person or team to undertake functions set out in Chapter 6 of the Book of Order, or that the congregation would benefit from having an additional person(s) to undertake these functions.

In the event of a minister being called to another charge or ministry appointment, the calling presbytery will determine the date on which the pastoral tie is to be dissolved. This is usually the date on which the minister is inducted to the new charge or ministry appointment.

The presbytery appoints an interim moderator who takes up his/her duties on the date the pastoral tie is dissolved. The PCANZ procedure for filling a ministerial vacancy is then followed.

When a minister reaches the end of a term of ministry appointment, the process is similar to the one outlined above. If the appointment is in a uniting congregation the procedure to be followed is outlined in the [Procedures for Cooperative Ventures](#)

When a minister retires from ministry, and thus from a church or charge, the minister advises the presbytery and the church council of his/her intention to retire and the date from which the retirement is to take effect. The pastoral tie is dissolved as from the date of retirement and the presbytery appoints an interim moderator from that date. The procedure for filling a ministerial vacancy can be followed once the retirement date has been announced.

In the event of a minister resigning from a church (without another ministry appointment to go to) Section 10.32 *Resignation from Ministry of the Church* of the Book of Order applies. Once the presbytery accepts a resignation it appoints an interim moderator from the date of resignation. The procedure for filling a ministerial vacancy can be followed once the date of resignation has been announced.

In the event of the death of a minister while in office the presbytery will appoint an interim moderator, and the procedure for filling a ministerial vacancy will then be followed.

A ministerial vacancy may also occur

- if the church is unable to pay the stipend
- if the presbytery, or the Assembly, has dissolved the pastoral tie
- if a new ministerial position is established by the church and presbytery

In the event of the pastoral tie being dissolved, the presbytery takes the appropriate steps to determine the future of the church. This will involve the appointment of an interim moderator and may involve a ministry settlement board.

If a new ministerial position is established, it will probably be one of the following:

1. Another ministry position in an already established church
2. A new ministry position in a new church or charge

Where the position is an ordained one, the ministry settlement guidelines apply. See section 14 of this Guide for calling additional ministers. Lay positions come under the section on recognised ministries in the Book of Order. Ordained ministers cannot be appointed to lay positions.

4 Duties of a Church Council during a Vacancy

A time of ministerial vacancy is a significant stage in the life of a congregation. It can produce feelings of loss, at the departure of the previous minister, and of uncertainty, as to the future. It can also be a time of excitement and anticipation as the congregation looks to the mission and ministry to which God is calling them now and in the days ahead.

4.1 Information about the role and tasks

Together with the Interim Moderator, the church council is responsible for the continuing oversight of the church. The church council is accountable to the presbytery for the welfare of the church, the exercise of its authority and the discharge of its duties in the normal way.

This includes:

- setting the times and places for public worship
- overseeing Christian Education programmes
- overseeing pastoral care
- overseeing any church projects
- calling congregational meetings, as required, to
 - elect church representatives to the ministry settlement board
 - approve the terms of call
 - vote on any name that the ministry settlement board might bring for consideration to fill the ministerial vacancy.

Under the Book of Order, church councils have the authority to appoint non-ministerial roles without presbytery approval. However, during a ministerial vacancy, funds intended for the vacancy must not be re-allocated to a non-ministerial role, and the church council should consult with the ministry settlement board before commencing any lay recruitment process.

The church council must ensure that no act or omission on its part circumvents or interferes with the ministry settlement process.

The church council/board of managers is responsible for:

- continued maintenance of church property including the manse
- letting the manse, if that is deemed desirable
- continued payment of the church contribution to the Assembly Assessment

4.2 For Cooperative Ventures

Refer: [Uniting Churches of New Zealand Procedures for Cooperative Ventures](#)

Church councils of co-operative ventures will have similar duties to those listed above. When a ministerial vacancy occurs in a co-operative venture, the Convening Partner, Participating Partner(s) and the local church need to meet together and decide which local church partner will be the Appointing Partner. The Appointing Partner runs the appointment/call process according to their tradition, but with all Partners involved.

5 Duties of a Presbytery Clerk/Executive Officer

The Presbytery Clerk (also sometimes called the Executive Officer) has an important role to fulfil in ensuring that all the documentation is in order and all relevant decisions accurately recorded in the minutes of the presbytery. The Clerk should ensure that the following takes place:

- Appointment of an Interim Moderator to begin their duties from the date the pastoral tie is dissolved.
- The church council and Assembly Office are advised of the Interim Moderator and the starting date.
- A Convenor is appointed by presbytery to convene the ministry settlement board. The Convenor is normally appointed soon after the date of resignation or retirement is announced, but sometimes there may be reasons for this appointment to be deferred.
- The church council and Assembly Office are advised of the Convenor.
- In the case of co-operative ventures, the presbytery invites the other denomination(s) to appoint representatives to the ministry settlement board.
- The presbytery considers any recommendations from the ministry settlement board regarding the vacancy or the future of the church within the prescribed timeframes (Chapter 10 Book of Order).
- The terms of call for the vacancy are considered and approved by the presbytery.

- The terms of call include the length of term and review provisions for limited tenure charges (e.g. in a co-operating venture).
- The presbytery notifies the Assembly Office that approval has been granted for the vacancy. This enables the Assembly Office to advertise the position, and provide information to the ministry settlement board.
- Where a call is sustained, the presbytery has given consideration to carrying forward study or other leave by the minister, and has notified the church for its own records.
- Checking with the ministry settlement board that it has already confirmed the good standing of a minister and conducted a police vet.
- The presbytery transmits the call, when sustained, to the presbytery of the minister concerned and advises the presbytery and the church council when the call has been sustained by both presbyteries and accepted by the minister.
- A service of induction is organised by the Presbytery Moderator in conjunction with the Convenor, the Interim Moderator, the church council and the minister concerned. In the case of a co-operative venture, refer to [Procedures for Co-operative Ventures](#)
- The relevant change of status forms for minister and church are filed with the Assembly Office at the beginning and end of the period of ministerial vacancy.

6 Duties of an Interim Moderator

6.1 Information about the role and tasks

The appointment of an interim moderator for a church with a ministerial vacancy is the way in which a presbytery demonstrates its oversight and support and ensures the provision of the role of the teaching elder in a congregation while the congregation is without a settled ministry appointment.

The interim moderator is responsible for ensuring ministry of word and sacrament is available to the congregation in accordance with Chapter 6 of the Book of Order. An interim moderator may also be the ministry settlement board convenor, unless that minister is also a member of the congregation.

6.2 Appointment process

Presbytery must appoint one of its members as Interim Moderator of the congregation. Presbytery may appoint a minister from the congregation as interim moderator.

6.3 Tasks for an interim moderator

- To moderate meetings of church council.
- To provide oversight of the church and ensure, together with the church council, that the life and work of the church is maintained. This includes ensuring the continuation of:
 - Worship and the sacraments
 - Christian education
 - Pastoral care
 - Vision for mission
- To report as required to presbytery on the wellbeing of the church.
- To oversee the appointment of pulpit supply in consultation with the church council, the ministry settlement board and the presbytery, as may be helpful for the life and work of the church during the ministerial vacancy.
- To liaise with the church council regarding the arrangements for a social function after the induction service.
- If the interim moderator is also the convenor then the duties listed in the section below also need to be fulfilled.
- If the interim moderator is not also the convenor then it is essential that the interim moderator work closely with the convenor to ensure that all the processes run smoothly.

7 Ministry Settlement Board

7.1 Appointment process

The presbytery appoints as its representatives:

- a) one of its members as ministry settlement board convenor
- b) two of its other members to be ministry settlement board members, or
- c) two members who may be elders from within the presbytery's region or elsewhere

The presbytery representatives on a ministry settlement board must include either:

- a) one minister and two elders, or
- b) two ministers and one elder

When a presbytery establishes a ministry settlement board to appoint an additional minister to a congregation, the presbytery must appoint the current minister as a member of the ministry settlement board.

The membership of a ministry settlement board must include:

- a) three persons (including the convenor), appointed by presbytery (see above)
- b) two persons appointed by the church council, and
- c) four persons elected by the congregation

Congregational Members

The congregational members are elected at a duly constituted congregational meeting called by the church council and moderated by the ministry settlement board convenor (or their representative).

It is wise to give plenty of warning of the meeting so congregational members can give consideration to those whom they might wish to nominate and elect.

The presbytery may permit the congregation to elect additional representatives to the ministry settlement board, if the church council so requests and presbytery is satisfied that additional representatives are necessary to serve the interests of the congregation.

Outgoing minister

A minister who has given notice of his or her intention to resign from the congregation must not interfere in the process of establishing the ministry settlement board or in the deliberations of the board once it is established.

Cooperative Ventures

The presbytery must invite each of the participating partner churches in the congregation to appoint one representative to the ministry settlement board if:

- (a) there is an opportunity for ministry settlement, and
- (b) the Church is responsible for the ministry settlement, and
- (c) the co-operative venture wishes to seek a ministry settlement.

7.2 Tasks for a ministry settlement board

These are covered in the section below, *Tasks of a Ministry Settlement Board*.

8 Duties of the Convenor of the Ministry Settlement Board

The convenor is the person appointed by the presbytery to convene the ministry settlement board and ensure that the work relating to the filling of the ministerial vacancy is done effectively.

8.1 Appointment process

- The presbytery appoints a convenor for the ministry settlement board.
- A convenor may be either a minister or an elder of the presbytery.

- The presbytery may appoint the same person to be both interim moderator and convenor or it may appoint two people, one to each of the roles.
- A presbytery must not appoint a minister or elder from the congregation seeking a ministry settlement as convenor of the ministry settlement board.
- The convenor takes up his/her duties from the date stipulated by the presbytery. This date may or may not coincide with the date of the dissolution of the pastoral tie. The appointment concludes when the new minister is inducted.

8.2 Tasks for a convenor

- The convenor appointed by the presbytery must without delay constitute the ministry settlement board.
- The convenor of the ministry settlement board, or his or her representative, must moderate the congregational meeting called to elect its members to the ministry settlement board.
- While the ministry settlement board is in existence, the convenor of the ministry settlement board is a member of the church council and may be moderator if an interim moderator is not appointed. If the outgoing minister is the moderator of the church council, the minister continues as moderator of the church council until the date of his or her departure from the congregation.
- To chair meetings of the ministry settlement board.
- To deal with all administrative matters arising from the work of the board e.g. prompt attention to correspondence and keeping any prospective minister advised regularly as to the progress being made by the ministry settlement board.
- To report regularly to the church council and to the congregation(s)
- To report regularly to the presbytery.
- To liaise with the Interim Moderator, the church council and the presbytery over any supply appointments made during the ministerial vacancy.
- To obtain presbytery approval (at the appropriate times) to
 - a) finalise the terms of call
 - b) fill the vacancy
 - c) sustain the call
- To liaise with the presbytery moderator and the church council regarding the arrangements for the induction service and to prepare a three to five minute narrative to be given at the induction service.
- If the Convenor is also the Interim Moderator then the tasks listed on the previous page also need to be attended to.
- If the Convenor is not also the Interim Moderator then liaison with the Interim Moderator is an important aspect of the role.

9 Church Council

The church council must within a reasonable time of the convenor's appointment:

- a) advise the congregation of the need to establish a ministry settlement board, and
- b) call a congregational meeting after liaising with the convenor, to elect the congregational members of the ministry settlement board.

While the ministry settlement board is in existence, the convenor of the ministry settlement board is a member of the church council, and may be moderator if an interim moderator is not appointed. If the outgoing minister is the moderator of the church council, the minister continues as moderator of the church council until the date of his or her departure from the congregation.

10 Short Term Ministry Appointments

During a ministry vacancy in a congregation, while the ministry settlement board is undertaking its functions, there may be opportunity for short term ministry appointments:

- Stated supply ministers
- Lay supply ministry
- Transition ministry

The processes for these are outlined in [Other Supplementary Provisions to the Book of Order](#) (Chapter 10). The ministry settlement board shall continue to function in all respects during the period of any short-term ministry, and the Interim Moderator shall continue to moderate church council, unless otherwise arranged with the presbytery. A stated supply minister or transition minister may be invited to moderate the church council.

In the case of a **co-operative venture**, the Appointing Partner oversees the processes leading to the appointment of any ministry supply, including checks on standing and status. Before a person is appointed, the Appointing Partner shall inform the Participating Partner(s) about the appointee, the terms of supply, and any ongoing concerns for the local church or ministry. The UCANZ office should be notified of the appointment and terms.

11 Tasks of a Ministry Settlement Board

The ministry settlement board will prepare a report, involving a review of the congregational life and mission and the kind of minister being sought, and the subsequent recommendations. This will need to be approved by the church council and congregation, before going to presbytery for approval. The process is outlined in Chapter 10 of the Book of Order. Check the process with your presbytery in advance.

The report should also include any other proposal for the future life, worship and mission of the congregation that the board considers appropriate.

In the case of a co-operative venture, all local church partners should have input into all aspects of the report.

The report should include at least the following but check your presbytery's requirements in advance:

- a) Church review, of its life and mission
- b) Consideration of options other than ministry settlement
- c) Detailing ministry expectations
- d) Discerning which strand of ministry
- e) A table of recent congregational statistics
- f) Terms of call

Once presbytery has given approval for a ministerial vacancy to be filled, the settlement board will then need to do the following:

- a) Create church profile
- b) Seek a minister by advertising the position or a one-at-a-time personal approach

11.1 Church Review

The first task for a ministry settlement board is to review the life and mission of the congregation as set out in the ministry settlement supplementary provisions.

The ministerial vacancy is an opportunity for the congregation to review its life and mission and the way it fulfils its functions and responsibilities.

During such a review, a congregation, with the support of the presbytery, must clarify its mission, give consideration to how that mission may best be exercised, including the possibility of joining or amalgamating with another congregation, and seek appropriate leadership.

The review should include at least the following, but check the requirements of your presbytery in advance:

- a) The current spiritual state of the church: the needs and aspirations, key missional directions and context
- b) The current financial and membership state of the church (see latest church statistics), and the church's ability to support ministry
- c) The current state of buildings, including manse
- d) The needs and opportunities presented by the community in which the church is situated
- e) The expectations of minister/kind of ministry
- f) Identifying which of the four strands of ministry may be required to match the ministry expectations

The ministry settlement board should analyse:

- the latest annual reports of the congregation
- any recent church mission survey
- any recent presbytery reports on the congregation

11.2 Options other than Ministry Settlement

Alongside considering the four strands of ministry (see 11.4 below), the board must also consider:

- whether it is appropriate for the congregation to continue
- whether it is appropriate for the congregation to dissolve and create a new church along with another congregation, whether a PCANZ congregation or a member church of UCANZ

If the report concludes that ministry settlement is appropriate, the board then needs to discern the strand of ministry.

11.3 Ministry Expectations

A statement of ministry expectations – identifying the key attributes sought in the person and the key tasks that are expected – can also be used as a basis for discussion with a prospective minister and/or as a guide for applicants if the board decides to advertise the position.

Developing the ministry expectations can be done in the same way as the church profile (below) and should involve the same level of consultation.

When the church review and the ministry expectations are complete, the model of ministry can be discerned.

11.4 Discerning the Strand of Ministry

The Presbyterian Church of Aotearoa New Zealand has four strands of ministry. These are the four different forms of leadership of the life and mission of a congregation, in terms of ordained ministries of word and sacrament or commissioned members of a local ministry team.

- **National Ordained Ministry (NOM)** – means a model of ministry under which a person is ordained by a presbytery to the ministry of word and sacrament and is eligible for call or appointment throughout the national Church.
- **Local Ordained Ministry (LOM)** – means a model of ministry under which a person is ordained by a presbytery to the ministry of word and sacrament in a particular local context and is not normally eligible for call or appointment to any other position within the Church.
- **Local Shared Ministry Team (LSM)** – means a model of ministry, authorised by presbytery for a specified period of time, by which ministry roles are shared among members of the team. Within the team a person or persons may be recognised by Presbytery for training, ordination and induction to the ministry of word and sacrament.
- **Amorangi ministry** – self-supporting ministry in Te Aka Puaho, as outlined in the Book of Order.

Further details of these strands can be found in the [Book of Order](#), and also Part 2 of the [Conditions of Service Manual](#).

A ministry settlement board, in close consultation with the church council and with the congregation, needs to discern and recommend which model of ministry would be suitable for the congregation.

The board also needs to determine whether the ministry position(s) to be filled are to be full-time or part-time. If part-time, what full-time equivalent it is to be, eg 50%, 75% etc.

In addition, consideration needs to be given to the church's ability to pay.

Note: If the decision is to seek part-time church ministry, the same work has to be done in preparing the ministry expectations and person description as outlined below. However, this task requires even more care as it is essential that the ministry expectations are reasonable in the light of the part-time nature of the ministry. It is not reasonable to expect full-time ministry for part-time remuneration.

If the report recommends a call to stipendiary ministry settlement from any of the four strands of ministry, it must also include proposed terms of call in accordance with the supplementary provisions relating to conditions of service.

11.5 Terms of call

The standard terms of call are set out in the Conditions of Service Manual. This manual is a set of a supplementary procedures to the Book of Order.

In the case of a **co-operative venture**, the initial term of appointment will be five years, with review. It is usual for the stipend package (leave entitlements, etc) to be consistent with the appointing church, but there may be exceptions to this. For example, under the mutuality of ministry agreement with the Methodist Church, their ministers are not entitled to PCANZ seniority allowances, and Beneficiary Fund entitlement or payments to another Church's fund or to Kiwisaver must always be checked with the Assembly Office.

The church should budget for relocation expenses.

If the church anticipates varying the standard terms of call this should be discussed in the ministry settlement board. (Note: the church must meet or exceed the standard terms)

This is particularly important if the ministry position to be filled is a part-time role.

For a part-time position it is appropriate to pro rata the stipend. Leave is also calculated on a pro rata basis. In the case of a **co-operative venture**, and a part-time appointment, with a minister taking on two part-time positions, there should be consultation with all local church partners about the nature of the work.

Provision should be made for seniority allowances.

Options and guidelines for accommodation are detailed in [Accommodation Provisions for Ministers](#).

Presbytery should be notified of any proposal to pro rata an accommodation allowance and the non-taxable reimbursing allowances.

Churches should be aware that study leave may be carried forward by the minister from one church to another and should be negotiated during the ministry settlement process.

The amount budgeted for reimbursing car travel should be related to the expectations of the ministry provided and should be reimbursed at the rates published by the Assembly Office in the Church Management Support Guide.

Non-stipended positions

Even if a stipend is not to be paid, ministry expectations must still be drawn up to cover: the key tasks, the accountabilities, supervision, the provisions for leave and the provisions for remuneration of expenses.

11.6 Report to Presbytery

When the board has decided the above matters, a congregational meeting should be called by the church council, giving at least seven days' notice, to approve the ministry settlement board report, the strand of ministry and the terms of call.

The church needs to be able to satisfy the presbytery that it can fund the ministry position(s) for a mutually agreed period of time.

The convenor then needs to seek presbytery approval for the ministry settlement board report, and its recommendations.

If the presbytery then gives permission for the ministry settlement board to fill the ministerial vacancy, the board can then proceed with finding the right person or team.

11.7 The Church Profile

11.7.1 Introduction

Once the presbytery has given permission to fill the ministerial vacancy, a church profile should be drawn up in consultation with the church council. This is the document that will present the church to any prospective minister.

If the church has a ministerial or staff team, the members should be consulted as part of the process.

It is helpful to provide appropriate opportunity to consult with the congregation as part of this process and to keep them well-informed about the process and any decisions made.

If a church is having a transition ministry then the review and mission discernment work done by the transition minister will be helpful in preparing the church profile. Close liaison between the transition minister and the ministry settlement board convenor will be valuable.

11.7.2 Process

Step 1

The most helpful way to put together a profile is for:

- Church council and ministry settlement board to brainstorm the items that should be included.
- Two to three people to be delegated to write up the profile, to take back to the ministry settlement board and the church council for their feedback and approval.

Step 2

This profile should then be tested with the congregation to ensure that the profile reflects reality. This can be produced as a hard copy, but should also be in electronic format, for ease of distribution.

As this is the document that presents the church to any prospective minister, consideration should be given to the following:

The profile should be an attractive document and provide:

- a realistic picture of the church
- its achievements, past and present
- its hopes for the future

Among other things, the profile can include:

- vision/mission statement
- goals for the next 3-5 years
- statistics on membership, age profile, and finances
- resources, including people, building and financial assets
- governance structure
- its various ministries and its expectations for ministerial leadership

Information should also be included about:

- the community of which the church is a part (context)
- the opportunities for outreach, actual and potential
- the groups which use the buildings
- the links with other congregations, and other denominations in the area

Include:

- photographs which give a good picture of the people and activities
- photographs and or plans of the church, buildings and manse
- church newsletters, and the latest annual report

When complete, the profile should be circulated to a representative sample of the congregation or to the whole congregation, for checking that the profile is a clear and accurate reflection of the church.

11.8 Seeking a Minister

Upon being advised that the presbytery has accepted the ministry settlement board recommendation, the ministry settlement board must proceed immediately to seek a minister.

The ministry settlement board must comply with the supplementary provisions in securing a ministry settlement.

11.8.1 Options for a search

A ministry settlement board can decide to:

- Look through the ministerial roll and identify the ministers it thinks would be a good match and consider each of them in turn. The online PCANZ Directory lists all PCANZ ministers, by presbytery. If the convenor doesn't already have access to that, please contact the Assembly Office for the login details.
- Advertise the position on the PCANZ website, through presbytery clerks or any other medium.
- Seek a second-year intern from the Knox Centre for Ministry and Leadership

Any minister on the national ministerial roll or licentiate who is in good standing may inform the ministry settlement board of an expression of interest in the position.

No minister, licentiate or student for ordination may lobby for a call to fill a ministry settlement.

Before advertising, the ministry settlement board should work out an appropriate process for handling applications, and assign responsibilities to its members. All applications must be acknowledged promptly on receipt and applicants should be fully informed about the process and timeframes.

The ministry settlement board should also have the parish profile and ministry expectations available to send out.

In the case of advertising, a deadline can be set. A shortlist of suitable candidates and interviews then can be arranged.

11.8.2 Assembly Office assistance

The presbytery needs to notify the Assembly Office that the vacancy has been approved, whether it is full-time or part-time, and whether sole or team ministry, and supply the name of the settlement board convenor. The Assembly Office is then able to help a ministry settlement board in the following ways:

- Advertise the vacancy on its [ministerial vacancies](#) webpage. There is a *Read More* option that can link to further information, or a church website. The ministry settlement board should let the Assembly Office know if the details change.
- Place an advert, preferably with some nice formatting and pictures, on its [featured ministerial vacancies](#) webpage for a month or so – this replaces adverts previously placed in the PCANZ magazine *Spanz*.
- Provide a list of ministers who have been in church or chaplaincy positions for more than five years.
- Provide a list of ministers not currently in a settled ministry, other recognised ministers, and those in stated supply positions.

- Send ministers' information forms (MIFs) to the convenor of the board. These are forms that have been completed by a minister detailing their academic and ministerial service record, statement of understanding of ministry and priorities, and ministry preferences, personal and family information.

While the Assembly Office urges every minister to lodge an MIF, quite often the forms are not up-to-date, or missing. In this case, the Assembly Office can contact the minister on the church's behalf (so the church is anonymous), to ask if the minister is interested in considering a call, and whether they would like to complete and submit an MIF, that can then be passed on to the ministry settlement board. The form does not provide information on the minister's current good standing status.

- Provide information on the good standing of the minister, and in the case of received or reinstated ministers, whether they have completed their reception or reinstatement requirements, which could otherwise affect their status.
- Carry out a police vetting check on a prospective minister – this must be done by the board (see below).

Please contact Kate Wilson at the assembly Office for all of the above, kate@presbyterian.org.nz

11.8.3 Good Standing

Before making any approach to a minister a convenor must check that the minister is currently in good standing and that there is no impediment to the person being considered for a ministry position. These checks can both be done through presbytery, or an enquiry regarding good standing only can be made by contacting Kate Wilson at the Assembly Office. The convenor's report to presbytery making a recommendation for a call will need to include confirmation of good standing.

11.8.4 Police Check

Ministry settlement board convenors must obtain a police check regarding a prospective appointee. This involves obtaining from the Assembly Office the prescribed forms. A prospective appointee must consent to a police check being obtained.

As a guide, convictions for minor traffic offences will not usually impede the progress of a call or appointment. The ministry settlement board must consider all convictions and the prospective appointee must be given the opportunity to comment.

11.8.5 Ministers from other denominations

If the board wishes to approach, or receives an application from a minister from another denomination or from any overseas, the convenor **must** contact the Assembly Office for advice on the procedures to be followed.

The Presbyterian Church of Aotearoa New Zealand has mutuality of ministry agreements with the following Churches:

- Methodist Church of New Zealand
- Presbyterian Church of Korea (PCK)
- Presbyterian Church in the Republic of Korea (PROK)
- Uniting Church of Australia (UCA)

If a board wishes to consider a minister under any of the reciprocal agreements outlined above, contact the Assembly Office for advice regarding procedures, kate@presbyterian.org.nz

Please make all these requests for information in good time before settlement board meetings, as it may take time to gather.

11.8.6 Confidentiality

The ministry settlement board will receive confidential and personal information during the settlement process. It is important for the convenor to make the board aware that the information is for the sole purpose of seeking a minister and must not be shared outside the board. The convenor must also ask the board to return any hard-copy documents for secure destruction, and ask that the board delete any settlement board information that has been conveyed or stored electronically.

11.8.7 Approaching a minister

Once the board has agreed that an approach can be made, the Convenor may phone the minister for an initial sounding out and then follow up with an email or letter.

It is possible to meet with the person via a zoom call or a video or phone conference call, using a phone with a speaker so that the Board members can all hear. This may be a useful way of having a preliminary discussion.

The next step is a visit by the minister concerned to the parish, if that is possible. A personal visit may include opportunity to:

- discuss the key tasks and the ministry expectations
- see the church buildings and facilities, including the manse (if there is one)
- see the general area of the parish and its neighbourhood
- meet with any members of the ministerial team
- meet with the church council
- meet with the ministry settlement board
- discuss the terms of call, and clarify the amount of any study leave which is to be carried forward into the new appointment
- a visit may include opportunity to attend and/or lead worship

If, after the visit, the board agrees to recommend the minister's name to the church council and congregation(s), the convenor should ask the minister if he/she is willing to accept the call if asked.

It is important to keep the prospective minister advised as to how the process is going and what stage it has reached.


In the case of a co-operative venture, the potential appointee should be made aware of the nature of the cooperative venture and be made familiar with the local church partners. UCANZ has a brochure on ministry in a Cooperative Venture that might be helpful.


Note: The parish is responsible for meeting any costs incurred by a minister travelling to meet with a ministry settlement board and for providing suitable accommodation. Billeting is generally acceptable though care needs to be exercised in determining who should offer accommodation.



11.8.8 Decision


If there is another minister in the church, a settlement board must consult with that minister when it has decided on a suitable person.

The decision by the board on a minister:

If **NO**  the matter goes back to the MSB
or
If **YES**


The board takes the name to the church council for approval.



Not approved by church council  the matter goes back to the MSB
or
Approved by church council


The **MSB and church council** take the name to the **congregation** for approval.

The church council must give at least 10 working days' notice of a congregational meeting to consider a possible call. The notice must:

- Be in writing and placed on the notice board, or advertised through the church newsletter
- Contain the name of the person being considered
- Confirm that person is in good standing
- Contain any other relevant information to assist the congregation make an informed decision.

The **convenor** must record the votes of members and associate members separately and include these in their report to the presbytery. Stating the total number of members and associates is also helpful for presbytery to clarify the level of congregational support.


Not approved by congregation  the matter goes back to the MSB
or
Approved by congregation



The **convenor** takes the name of the minister the parish wishes to call to the **presbytery** for approval.

In the case of a **co-operative venture**, it is appropriate for the local church partners to be notified of the pending appointment/call after local church confirmation and before presbytery approval of the appointment/call by the Appointing Partner.

At this point, if there have been any variations in the terms of call agreed to by the prospective minister and the parish, presbytery approval for the terms of call must be gained before the call is sustained.

If presbytery does not approve the call  the matter goes back to the MSB
or
If presbytery approves the call



The call is transmitted by **the presbytery to the presbytery to which the minister being called belongs**.

In the case of a **co-operative venture**, when the call is formally made by the local church partners, the UCANZ office should be notified of the appointment/call. When that presbytery has placed the call in the hands of the minister, and the minister has accepted the call, the date of induction can be set by the 'calling' presbytery, in conjunction with the minister and church council concerned.

12 Call to a Graduate from The Knox Centre for Ministry and Leadership

The Introduction Workgroup has the task of introducing National Ordained Ministry (NOM) Interns to possible parishes/charges.

The ministry settlement board should contact the Knox Centre for Ministry and Leadership for the contact details of the Workgroup.

Please do not enter conversation with a NOM Intern if you have not contacted the Introduction Workgroup first

- If a parish, or employing body, wishes to consider a NOM Intern for a ministerial vacancy the parish, or employing body, should contact the Introduction Workgroup and supply a parish profile and draft ministry expectations.
- The Introduction Workgroup meets regularly with final-year NOM Interns.
- If there is an appropriate match the Workgroup will invite the NOM intern to write to you, including all relevant material.
- The ministry settlement board and NOM Intern together need to decide whether an introduction should lead to a call. Ministry settlement boards are free to decide to not to call a NOM Intern who has been introduced to them and NOM Intern is free to decide that the parish is not the right match.
- However, boards are reminded of the need to treat such introductions with care and sensitivity as this is a critical moment in an NOM Intern's life.
- If the NOM Intern and board are in agreement, the process for approving the call is followed on the understanding that the call is conditional until the NOM Intern is licensed.
- The process is that when the 'calling' presbytery sustains the call it can be sent to the NOM Intern's presbytery. That presbytery then waits until the licensing service at the conclusion of which it presents the call to the new licentiate.
- It is appropriate to go ahead with arrangements for the ordination and induction service which may follow quite soon after the licensing service, but it must be remembered that all is conditional until the licensing service has been held.

13 The Service of Induction/Ordination

This is arranged by the Moderator of Presbytery.

The ministers from neighbouring parishes of other denominations should be invited to attend. The Interim Moderator and the church council are responsible for the arrangements for any social gathering after the induction.

In the case of a **co-operative venture**:

- the induction service is the responsibility of the Appointing Partner, the minister being inducted as a minister of their national church. However, the service should reflect an ecumenical ethos and involve participants from Partner Churches.
- the traditional rites and practices of the appointing church should be followed, including any affirmation or documentation required.

- a Letter of Appointment should be signed by representatives of all the local church partners and the local church council. The Letter should clearly state the term of the initial appointment.
- a Code of Pastoral Ethics should be signed – either the UCANZ Code of Ethics or one approved by the Appointing Partner.

14 Appointment of Additional Ministers

If a parish wishes to establish an additional minister's position the church council must determine the parish's need for such a position and its ability to fund it for an appropriate period.

The church council then takes a recommendation for the establishment of the position to the congregation for approval and then to the presbytery.

The church council should consider including in its proposal:

- Draft ministry expectations
- The parish's ability to fund the role
- The possibility of a graduate from the Knox Centre for Ministry and Leadership or identify any ministers it wishes to approach with a view to making such an appointment.
- Once the church council is satisfied that its proposal is complete and it has congregational approval, the council should forward its proposal to presbytery. If presbytery approves the request it will then establish a ministry settlement board and the normal process will apply for an ordained vacancy.