



Local Ordained Ministry Handbook

Adopted by the Leadership Sub-Committee, May 2017



Presbyterian Church
of Aotearoa New Zealand

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§1. What is Local Ordained Ministry?

Local Ordained Ministers (LOMs) are Presbyterian ministers of word and sacrament ordained by a presbytery for ministry in a particular ministry context.

Local Ordained Ministry (LOM) was introduced in 2002 as one of four strands of ordained ministry in the Presbyterian Church of Aotearoa New Zealand. The first Local Ordained Ministers were ordained in 2004. The original understanding of Local Ordained Ministry was that it enabled a local person to meet a local need; typically an elder within a congregation was trained and ordained into their own congregation so that they could step up to fill a ministerial vacancy. Since then the church has widened the scope of LOM appointments, to include people coming into a new district, or being called into chaplaincy or missional appointments. LOM procedures were reviewed in 2016, and the 2016 General Assembly approved changes to the Book of Order. This revised Handbook incorporates these changes.

The distinctive characteristics of the LOM strand of ministry are:

- a) a focus on addressing the ministry needs of a local community
- b) robust and comprehensive training in a flexible partnership training process
- c) 'on the job' training, while being active and employed in a ministry role
- d) recognition of a ministry within a particular context (which could be geographic, cultural or theological).

LOMs are selected, trained and ordained by their presbytery, in partnership with the relevant PCANZ bodies in particular the National Assessment Work Group and Knox Centre for Ministry and Leadership.

LOMs are required to engage in significant training and personal development, mostly prior to ordination but some post-ordination training can be negotiated.

Within their ministry appointment, LOMs operate fully as ordained Presbyterian ministers, including chairing meetings, administering the sacraments, etc., as appropriate to their context.

LOMs become full members of their presbytery at ordination, and hold responsibilities in the wider church. LOMs are not automatically able to receive a call to a different ministry position. Any subsequent appointments require the approval of the presbytery (normally involving an interview with the Candidates Committee) to assess the suitability of the appointment and any further learning needs.

LOMs may apply for NOM assessment, in consultation with the Presbytery Candidate Convenor.

Further information about Local Ordained Ministry can be found:

KCML website: www.knoxcentre.ac.nz/ordained-ministry/local-ordained-ministry

Book of Order Ministry regulations: www.presbyterian.org.nz/for-parishes/book-of-order

Relevant sections are Chapter 9, sections 1-6 and 13-21

Supplementary Provisions, Chapter 9, section 4 (pages 15-18). These set out church policy in detail:

www.presbyterian.org.nz/sites/public_files/Other_Supplementary_Provisions_2016_March_.pdf

Churches considering a LOM appointment

In seeking to fill a ministerial vacancy, a LOM appointment could be suitable where:

- there is a person (normally an elder) in the congregation capable of becoming the minister, or there is a suitable lay person willing to come from outside the congregation
- the congregation has the capacity to actively participate in and support the ministry and mission of the church, so is able to function effectively with a minister who may not be as highly trained or experienced as a NOM might be
- a person feels calls to an innovative or specific area of ministry in the life of the church, for which ordination would be significantly beneficial
- there is good support from the presbytery and the wider church.

Presbytery leadership needs to be involved in these conversations, which would also normally involve the church council, the congregation, and a Ministry Settlement Board or Ministry Committee.

Appointments to other than a local church

General Assembly 2016 approved a broadening of the definition of Local Ordained Ministry to include ministries outside church congregations, such as chaplaincy, presbytery or missional appointments. Such appointments are made at the discretion of the presbytery, in consultation with the employing body seeking the LOM appointment. The presbytery must be confident that the LOM will be well supported through their training and ministry.

Being appointed as a Presbyterian minister

Both Local and National Ordained ministers are called by the church under the same conditions. These are known as 'Terms of Call'. Full information about how appointments are made and ended, leave entitlements, allowances, reimbursements, housing and superannuation can be found in the Conditions of Service Manual, section 2: <http://www.presbyterian.org.nz/for-parishes/book-of-order>
Information about current stipend rates can be found from the Assembly office or presbyteries. 'Standard Terms of Call' do not necessarily apply to non-congregation LOM appointments.

Key people involved

Presbytery Candidates Convenor guides the process from initial contact, through the formal application and interviews, to ordination. Ask your Presbytery Clerk for contact details.

The presbytery ensures that during the probationary period as a LOM there are the support people necessary for the LOM to grow in their skill, competencies and formation. Along with the Knox Centre for Ministry and Leadership they oversee the training of the LOM.

The Ministry Committee of Presbytery has oversight of all appointments.

National Assessment Work Group is the group charged by the PCANZ with selecting people for ordained ministry. They will be involved in the LOM process, supporting the Presbytery.

Knox Centre for Ministry & Leadership is our training advisor. It is well worth reading the material about ordained ministry on their website:

www.knoxcentre.ac.nz

Staff are happy to be contacted, especially Geoff New who has primary oversight of those training for Local Ordained Ministry:

www.knoxcentre.ac.nz/about-us/staff/geoff-new

Co-operative Ventures

Membership in a co-operative Venture with a Presbyterian partnership is considered fully equivalent to membership of a 'straight' Presbyterian church. LOM applicants with little experience of the Presbyterian Church will need to learn more about the PCANZ. Equally, anyone taking up a ministry appointment in a 'CV' will need to learn more about the other partner churches.

Other Churches or Countries

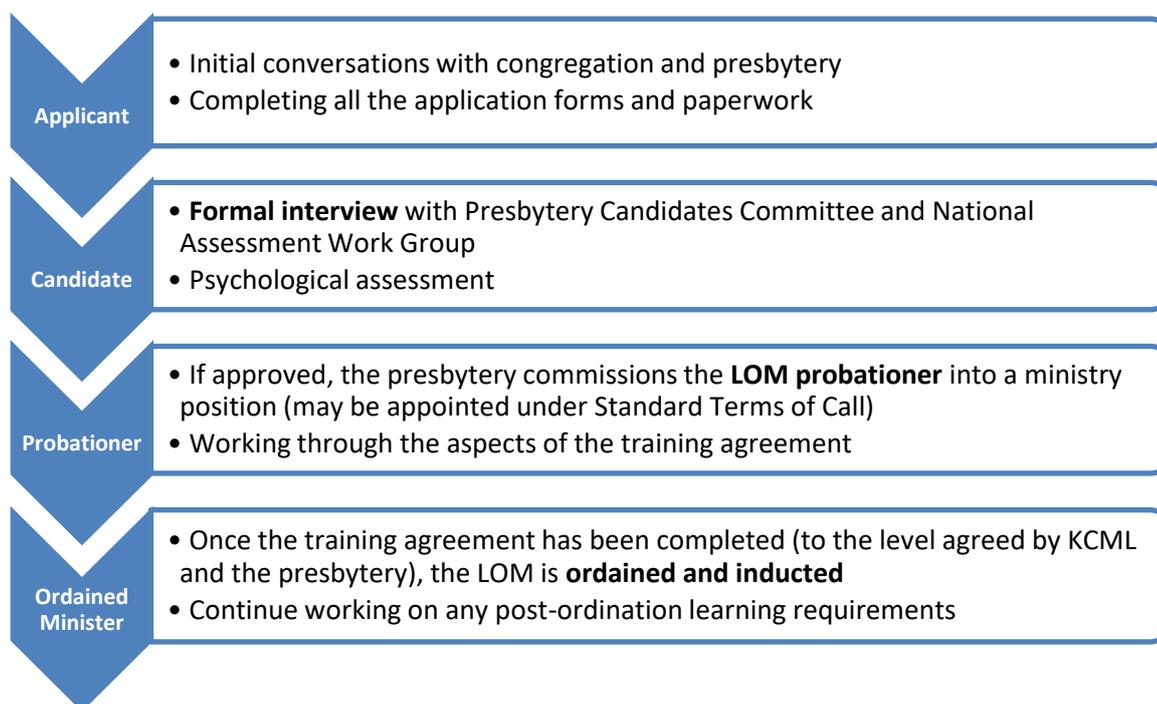
Ministers from other denominations or from overseas need to apply through the Assembly Office for reception to the PCANZ Ministerial Roll. The Personnel Work Group, together with the KCML, is responsible for assessing applicants into our church. A congregation may, with presbytery approval, appoint a non-PCANZ minister to a lay supply position while this process is being worked through.

§2. The LOM Process

Four Stages in the LOM Process

In becoming a LOM, a person changes status from being an applicant to a candidate, then if appointed, a LOM probationer, then a Local Ordained Minister. At the step between each stage the presbytery and wider church is involved in discerning and affirming. At each discernment point the presbytery is free to bring the process to an end by saying 'no' to the next step.

The LOM process is set out in the Book of Order, sections 9.13 - 9.21.



Abbreviations:

'LOM' refers to either Local Ordained Ministry, or a Locally Ordained Minister

'NOM' refers to National Ordained Ministry

'KCML' refers to the Knox Centre for Ministry and Leadership

'CC' refers to the Presbytery Candidates Convenor, with the Candidates Committee

'NAW' refers to the National Assessment Work Group

'MSB' refers to a Ministry Settlement Board appointed to find a new minister for a congregation

'FIE' refers to the Final Integrative Exercise, the major assignment to be done prior to ordination

The LOM Process

	Congregation / other oversight body	Person: LOM applicant	Presbytery: Candidates Convenor	PCANZ
STAGE 1 Initial steps	Assess local ministry needs as part of review & mission planning. Approve in principle that a LOM appointment could be suitable (normally through MSB).	Discern personal call to ordained ministry, in discussion with parish. Contact CC. Complete application forms & other material. Foundational theology study.	CC meet with LOM applicant for initial dialogue. Guide application so that all paperwork is completed. Consult with Parish (esp MSB convenor) or other setting. Talk to referees. Copy academic records to KCML. May recommend either LOM or NOM process. If LOM, then arrange for psychologist assessment.	KCML assess Applicant's academic record and advise on training required. NAW in a consulting role.
STAGE 2 Discernment	Discern ministry appointment: <u>Congregation</u> : MSB interview candidate. <u>Other</u> : clarify employment & position.	LOM Interview by Candidate Committee, with (2) NAW reps. Decision by interview panel, reported to Candidate. If decision is to proceed with LOM process, this is reported to Presbytery for ratification. Complete the Learning Needs Assessment and negotiate Training Agreement.		
STAGE 3 Probation & Training	LOM probation ministry appointment begins (with a commissioning Service). Interim Moderator continues involvement. Congregation supports LOM Probationer during training.	LOM Probationer Begin ministry appointment. Meet with Supervisor, mentor, and Ministry Reflection Group.	Appoint mentor for LOM Probationer, work through learning needs assessment, draft Training Agreement in conjunction with KCML, plan for Presbytery's training requirements. HR Committee to oversee employment.	KCML, alongside Presbytery and their appointees, actively support LOM Probationer during training.
STAGE 4 Call	MSB or Ministry Committee bring decision to the presbytery re. Terms of Call. Congregational Meeting to vote on Call. Presbytery offer Call.	Complete training, esp, FIE. Final 'Crit Service'. Formal interview with MSB prior to being called.	Supervise final steps of Training Agreement. Once KCML consider the FIE ready for examination, Presbytery appoints a person(s) to consider it for final approval. Report to Presbytery. Moderator to arrange Ordination Service.	KCML works with LOM as they write their draft FIE. When KCML consider it ready for submission they send it to Presbytery for final approval.
STAGE 5 Ordination	Appointing body draws up letter of appointment & terms of Call (Appendix 9).	Ordained and Inducted as Local Ordained Minister . Made full member of presbytery.	Ordination and Induction Service. Involve LOM in life of presbytery. Ensure PCANZ records are updated.	
STAGE 6 Post-ordination	On-going support.	Post-ordination training as agreed. Apply for Certificate of Good Standing.	On-going support including monitoring that any post-ordination study is completed in the approved timeframe.	On-going support as needed and assisting in any post-ordination training requirements.

Please note Appendix 12: suggested Decisions of Presbytery in the LOM process

§3. Application Process

Anyone can apply for Local Ordained Ministry. There are requirements, such as having been a member of a Presbyterian Church of Aotearoa New Zealand, or a member of a co-operating venture with a Presbyterian partner for 2 years. However a person can at any stage submit an application to their presbytery, and seek the guidance of the Candidate Convenor as to how to discern a sense of call. It is essential that an applicant's home church supports testing a call to ordained ministry.

The Application Form (Appendix 1) is to be used by people applying for acceptance for training for ordained ministry of the Presbyterian Church of Aotearoa New Zealand. This is to be completed personally and emailed/delivered to the Presbytery Candidates Convenor, together with the required references and various other supporting material.

There are no set deadlines for LOM assessment in any given year.

Presbytery will involve the National Assessment Work Group and the Knox Centre for Ministry and Leadership in considering each applicant. Once application papers have been received, the Candidate Convenor will forward copies to the registrar of the Knox Centre for Ministry and Leadership, and to the National Assessment Work Group.

An application must include:

- a) The Local Ordained Ministry application form (**Appendix 1**)
- b) A covering letter including any information relevant to your application which does not fit on the form (you might like to refer to **Appendix 2**, the character and competencies required of a LOM)
- c) A one-page account of your sense of call to ordained ministry in the Presbyterian Church of Aotearoa New Zealand (including why Local Ordained Ministry?)
- d) Your current Curriculum Vitae, including your employment record, educational and training, and experience relevant to pastoral leadership in the church;
- e) Two written references from people who have known you in positions of responsibility in the church and in employment or study;
- f) A letter from your congregation supporting your application (including a minuted decision of the church council)
- g) Two recent passport-size photographs
- h) Academic Record: copies of full academic transcripts, and photocopies of all tertiary awards and training course certificates. Originals should be sighted by the Presbytery Candidate Convenor who will sign the photocopies.
- i) A health assessment completed by a medical practitioner. Costs for this consultation will be reimbursed to the applicant by the presbytery (please submit the receipt). Please print off this Form from the KCML website:
www.knoxcentre.ac.nz/wp-content/uploads/2014/10/Medical-Assessment-Form-Jan-2016.pdf
- j) Police Check – Please print off the NZ Police Vetting Request and Consent Form from the KCML website:
www.knoxcentre.ac.nz/forms
 - a) Fill this in and sign it where it says 'Applicant'.
 - b) Photocopy your Drivers Licence and get someone who knows you to sign it as a true copy. They also need to write their name and address on the photocopy.
- k) You will be required to sign the policy document regarding PCANZ's sexual standards and expectations around infant baptism and the ministry of women. If you are unable to sign this in good conscience this will need to be discussed with the Candidates Convenor (**Appendix 4**).

§4. Discernment Process

The Church's processes of ministry selection aim to discern the call of God on our lives. The various stages, of written application, informal conversation, formal interviews, reports and meetings, all seek the mind of God, in partnership with the Holy Spirit, to further the health and mission of Christ's church. A call to ordained ministry can come in various forms, but it normally includes both a collective/church dimension as well as a personal/heart sense of call. With Local Ordained Ministry, the needs of the local ministry context are given special significance.

The presbytery is tasked with leading two parallel processes, towards a LOM appointment.

On one hand are the conversations with the calling parish or mission agency. Presbytery needs to ensure that the ministry context is a suitable one for the LOM model of ministry, and that adequate funding and support will be available. In this, the presbytery will assess the situation in line with the mission planning of the presbytery and local church or other body within the life of the Church.

For a congregation appointment this process is lead by a Ministry Settlement Board. For a non-congregation appointment this process requires the direct involvement of the presbytery Ministry/HR Committee. Before a LOM position can be established, the Presbytery Council must give approval, on the recommendation of either a MSB or the HR/Ministry Committee.

On the other hand are the conversations with the person involved in order to discern a call to ordination and a rightness of fit with the specific ministry context. These will normally include:

- a) informal conversations between the applicant and the Presbytery Candidate Convenor (and others in presbytery leadership)
- b) discussion with KCML regarding theological training
- c) a formal interview with the Candidate Committee, together with NAW representatives (see below)

There are no set deadlines for LOM applications. The process allows as much time as needed for initial conversations and exploring options (such as whether the applicant may be recommended for National Ordained Ministry). During this period the applicant is encouraged to learn more about ministry, attend presbytery events, and expand their knowledge of the church.

Requirements

The requirements which must be met prior to a formal interview:

- at least 2 years' membership and active involvement in the Presbyterian Church of Aotearoa/New Zealand or a co-operative venture with a Presbyterian partner
- affirmation of the applicant by their home church
- receipt of all application material, including academic records and medical report
- a psychological assessment, to be arranged and paid for by the presbytery

Please also note the Character and Competencies for LOMs in **Appendix 2**.

Assessment Interview

Once the Candidate Convenor is confident that these have been met, he/she will set up a formal interview.

Present at this should be:

- the LOM Candidate
- his/her spouse or other support person
- the Candidate Convenor and others representing the presbytery (i.e. the Candidates Committee)
- two representatives of the National Assessment Work Group
- the candidate's minister, and/or the interim moderator or chaplaincy representative as appropriate.

The interview will cover a range of topics, such as prior experience, family situation, sense of call, theological understands. It might also include a brief trial sermon or impromptu speech (best to arrange beforehand!). The interview should focus particularly on the LOM context and the skills required for that. Please discuss the PCANZ policies requiring agreement (**Appendix 4**).

Outcomes

After the interview the panel will meet 'in committee' to reach a decision, which is then reported to the candidate. The decision could be:

- a) 'Yes'. If the decision is strongly affirmative, this will be reported immediately to Presbytery Council for confirmation - that the candidate be approved for a Local Ordained Ministry appointment on a probationary basis.
- b) 'No'. If the decision is a clear 'no', the candidate is informed that the presbytery does not discern a call to ordained ministry at this time. If this is the decision, then it is kept confidential. This does not preclude another application being made in the future.
- c) 'Not yet'. The Candidate Committee may decide that an application 'lie on the table' while the candidate continues their ministry and training journey. If so, a mentor must be appointed to support the candidate, and clarity given as to what is required before returning for a follow-up interview.
- d) The recommendation may be to send the candidate for assessment for National Ordained Ministry.

People affected by decisions of a presbytery have a right of appeal within 10 working days of the decision being notified, under the PCANZ's appeals procedures.

Records

Once a decision has been made, either to proceed towards appointment and training, or a person steps out of the discernment process, care is taken with all paperwork.

After ordination, one copy of the application material and reports must be sent to the PCANZ office in a sealed labelled envelope for the minister's file.

All other copies of personal papers should be destroyed.

The Candidate Convenor may keep a copy of all material (but only until the whole process is complete).

Members of the Candidate Committee or interview panel must destroy hard copies of application papers, and delete digital copies, including emails.

Once submitted, application papers are not returned to the applicant.

Please read the Privacy Statement (**Appendix 11**) and the Code of Ethics (**Appendix 12**).

Police Checks

The Police Vetting Request and Consent Form is not easy to fill in and cannot be processed unless every detail is correct. Please read the 'Instructions for completing the NZ Police Vetting form', on the KCML website : www.knoxcentre.ac.nz/forms

You have to:

1: Print out the NZ Police Vetting Request and Consent Form from the KCML website:

www.knoxcentre.ac.nz/forms

2: The applicant fills in and signs it

3: Photocopy their Drivers Licence

4. A person who knows them has to see their Passport or Birth Certificate, and sign the copy of the Drivers Licence. On the copy the Referee has to also write their name and contact address.

4: Candidate Convenor signs the 'Approved Agency Authorised Representative' box.

5. Fill in the Application Form (**Appendix 3**) to go with the Form.

6: Post to the PCANZ office.

Please note this is urgent; once signed the form it has to be at the PCANZ office within 2 months.

An email will be sent to the Candidate Convenor with the Vetting report (normally takes a month).

Psychological assessments

Contact the National Assessment Work Group to arrange. The assessment may happen in person or over Skype. It involves an online questionnaire. Please arrange for the invoice to be sent to the presbytery treasurer.

This is a significant cost to the presbytery, so ensure that there is plenty of time between the assessment and the interview, to allow for the report to be read by the interview panel and reflected on before the interview.

§5. LOM probation appointment

On the recommendation of either a Ministry Settlement Board (with congregational approval) or the Ministry Committee of Presbytery, AND the recommendation of the Candidate Committee, the presbytery may establish a LOM position and appoint the candidate as a LOM probationer.

As a LOM probationer the position may be established under Standard Terms of Call. Other employment or non-stipendary positions could be approved, at the discretion of the presbytery. Use **Appendix 10** to clarify employment expectations and Terms of Call conditions.

As training is a core part of being a LOM probationer, the employing body must be aware that time must be allocated for study and the other training requirements, although he/she may receive the equivalent of a full stipend.

There is no set time limit for a period of probation, but it is expected that the Training Agreement be completed within two or three years, or be reviewed.

At the beginning of the LOM probation the presbytery will hold a commissioning service (similar to that for NOM Interns).

For parish appointments, the interim moderator continues during the period of LOM probation. (Please note **Appendix 13**: suggested Decisions of Presbytery in the LOM process)

§6. Training for Local Ordained Ministry

LOM training is a partnership between KCML and the presbytery. One of the KCML staff acts as the LOM training advisor, who is the main point of contact. Presbytery must appoint a training enabler for each LOM probationer to mentor, support and resource the LOM in their training.

6.1 LOM Training Agreement

A **Training Agreement (Appendix 6)** will be drawn up, to cover:

- any academic courses of study required
- alternative processes for covering topics, such as directed reading, block courses
- practical aspects of ordained ministry to be addressed by the presbytery, including celebrating sacraments, PCANZ policies and doctrines, facilitating meetings, cultural awareness, reflection on worship, preaching and missional leadership, based on Learning Needs Assessment (**Appendix 5**)
- attendance at a PCANZ risk management course (required of all ministers)
- feedback on worship leading (typically through a 'crit service'; a form is provided in **Appendix 9**)
- a significant essay, called an 'Final Integrative Exercise' (FIE) in which the LOM Probationer expresses theological, biblical and personal convictions about their ministry.

The Training Agreement will specify what is required to be completed before ordination. There may be a component of training agreed to be done post-ordination.

6.2 Academic Study

The PCANZ requires LOMs to have completed, at a minimum, the equivalent of full-time two years of **theological study**, to at least diploma level, from approved providers (University of Otago, Laidlaw College, Carey Baptist College or Pacific Theological College - Suva). Consideration will be given to an applicant's experience and academic training, but it is probable that further study will be required.

LOM training requires study in the following topics in significant depth:

Biblical Studies	Christian History	Systematic Theology	Ministry in Church and Society
<ul style="list-style-type: none"> • Introduction to Old Testament • Introduction to New Testament • At least two additional papers in Biblical Studies 	<ul style="list-style-type: none"> • A survey from the early church to the present day • The study of one period in greater depth • Pacific and New Zealand Christianity 	<ul style="list-style-type: none"> • Introduction to theology including theological method • The person and work of Christ • The Holy Spirit, • Ecclesiology including church and sacraments • Ethics 	<ul style="list-style-type: none"> • Introduction to pastoral theology • At least one additional pastoral theology paper

6.3 Ministry Formation

Formational training: Before a candidate can be approved by Presbytery as a LOM probationer, a programme of formational training must be agreed on. The focus of such training is on the skills required for the particular ministry context of the LOM. Appendix 5 is a **Learning Needs Assessment**. Agreed priorities should be recorded in the Training Agreement (**Appendix 6**).

It is the shared task of the LOM candidate, the appointing body, the presbytery candidate convenor and KCML to identify the training needs of each LOM. This will demand an understanding of the skills and knowledge required for the particular context for the local ordained ministry, and an honest examination of the prior learning, training and skills of the candidate. The LOM candidate should identify their own learning goals, as well as individual preferences of training processes and style.

A range of options are available to presbyteries in providing ministry formation, including:

- directed reading: books read and discussed with a mentor
- written assignments
- seminars and workshops (including those offered by neighbouring Presbyteries)
- short-term supervised ministry placements, e.g. to experience a chaplaincy or different parish or cultural context
- specialist intensives (e.g. with Kids Friendly)
- retreat or a period of Spiritual Direction

Presbyteries must appoint a **Training Enabler** to mentor the LOM probationer through their ministry formation. This person needs to have a good understanding of the ministry context. The LOM probationer and his/her training enabler need to meet regularly to report on training. Together with the candidate convenor and KCML teaching staff, clear goals need to be set and progress recorded.

The training enabler is asked to provide a written report to the candidate convenor every 6 months on progress.

It is recommended that a **Ministry Reflection Group** be established, who can speak from and into the context that the LOM is ministering, and give feedback and support. This group would be formed from people within the ministry context of the LOM Probationer, with mentoring from Presbytery (**Appendix 7**), and report to the candidate convenor every 6 months.

A LOM probationer is also required to have a professional **supervisor** (paid for by the employing body). It would be helpful for the supervisor to be aware of ministry formation and training goals.

6.4 Final Integrative Exercise

LOM probationers are required to complete a Final Integrative Exercise (FIE), an opportunity to reflect at some length on the integration of ministry practice, identity, spirituality and theology in their ministry formation. The focus is on personal theological reflection and the integration of learning, ministry, faith and calling. The LOM probationer is encouraged to write in an autobiographical fashion and begin working on this as soon as possible (about a year before the time s/he expects to be ordained). You will need to discuss initial ideas and several drafts with the LOM training advisor at KCML and your mentoring minister *before* bringing it to completion. The LOM training advisor at KCML will advise when it is considered ready for final submission. It is submitted to the Presbytery whose approval is needed. The central topic needs to be relevant to the LOM's own sense of ministry formation. The final version is around 3,000 words. A full description of what is required for the FIE can be found as **Appendix 8**.

This is a major part of the LOM training process, and both the candidate convenor and the LOM's mentor/training enabler need to be actively encouraging progress on the FIE. Once KCML approves it for submission to the presbytery, two people are asked to formally assess it on behalf of the presbytery, and write to the candidate convenor recommending that the FIE be either accepted or not accepted. The candidate convenor or the training enabler should both read the FIE, but should not be the assessors.

Once the FIE is approved, the final 'sign-off' from KCML is received, and the Crit Service done, the candidate convenor shall write a final report to the Presbytery Council recommending that the LOM probationer be ordained and inducted.

§7. Ordination for Local Ordained Ministry

When the probationer has completed the requirements of the training agreement, the Presbytery, in consultation with KCML, shall satisfy itself that all requirements for ordination have been met. If the presbytery is not satisfied that all requirements for ordination have been met, the probation must be either extended or terminated.

If the presbytery approves the probationer for ordination:

- a) Terms of Call must be confirmed. This may be a continuation of arrangements during the LOM Probation, but needs to be reviewed and formally approved as a call.
- b) the congregation must vote on the call (or other process as relevant to another employing body)
- c) the probationer must accept a call from the presbytery. (ref **Appendix 13**)

The presbytery must conduct a service of ordination, which includes

- (a) the signing of the Formula, and
- (b) the preaching of the word, and
- (c) a prayer of ordination, and
- (d) the laying on of hands, joined in by all ministers who are present, and
- (e) a declaration of ordination.

Then the presbytery also inducts the probationer into the position to which he or she has been called.

If the appointment is to a partnership context, such as a cooperative venture, the other partner denominations will be involved.

At ordination, the LOM becomes a full member of the presbytery, and will be expected to participate fully in the life of the wider church. LOMs have access to other church provisions for ministers, including holidays at Glen Innis, study leave, etc.

If the church council or Presbytery does not approve the call, or if the LOM Probationer does not satisfy the requirements for ordination, a ministry settlement board shall be reconstituted.

§8. Re-Appointment Process

Local Ordained Ministers are not automatically eligible to receive a call to a ministry position other than the one that they are trained and ordained into (*Book of Order 9.13*). If a LOM feels called to a new ministry, or if their previous ministry comes to an end for some reason, and a Ministry Settlement Board (or other appointing body) wishes to invite a LOM into a conversation about a new appointment, the calling presbytery needs to be confident that:

- a) the calling parish (or other ministry context) is suitable for a Local Ordained Ministry, and
- b) that the LOM is suitable for the ministry position.

This would normally involve an interview between the LOM and the candidate convenor/committee, and a fresh assessment of experience and skills. If areas of further training are required, a new training agreement would be drawn up, and a training enabler appointed.

If the presbytery is satisfied of the suitability of the appointment (taking into account any further training required), the presbytery may issue a call and induct the LOM into the ministry position.

§9. Ministry Development and Reviews

All Presbyterian ministers, both locally and nationally ordained, require a Certificate of Good Standing. This is part of our Ministry Development Programme:

Section 2.1 Certificate of Good Standing: 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.

www.presbyterian.org.nz/sites/default/files/a.Ministry_Development_Programme_Jan_2014_.pdf

Ministry Reviews are explained in Section 3 of the Ministry Development Programme, and Parish Reviews in Section 4.

Professional Supervision is required for all Ministers, including LOM Probationers, to be paid for by the Parish or employer.

It is important to be familiar with our Code of Ethics (**Appendix 12**) and to understand our disciplinary processes, set out in Chapter 15 of the Book of Order:

www.presbyterian.org.nz/sites/public_files/Oct.14.Book_of_Order_2014.pdf

Ministers are expected to be engaged in life-long learning, to take up opportunities for study, networking and further training.

Appendix 1: Local Ordained Ministry Application Form

Please fill this Form in, preferably on a computer and save as a named file. If you need to fill in by hand, please print off and add in spaces between the questions. Email (or deliver) documents to the Candidate Convenor in your Presbytery.

With this Form you also need to submit:

- a) a 'statement of call' explaining your sense of call to ministry*
- b) your CV, with your work history, qualifications and other training*
- c) your academic record*
- d) a covering letter with anything else you think is relevant to your application*

CONTACT DETAILS

Full name:

Preferred name:

Date of birth: Male/female

Home address:

Alternative address:

Contact Numbers: (home) (work)

Email:

FAMILY

Marital status: Spouse's name:

Children living at home, names and ages:

Other financial dependents:

Previous marriages/civil unions:

CHURCH INVOLVEMENT

Where and when did you become a communicant member of the church?

(Applicants must have been members for a minimum of two years at the time of their application to the presbytery.)

(If different from the above) Where and when did you become an active member of the Presbyterian Church of Aotearoa New Zealand or Co-operating church?

What do you consider to be your home church?

How are you involved in your congregation at the present time?

FAITH

How would you describe your relationship with God?

What are your central convictions about God?

SKILLS AND ABILITIES

What do you and others consider to be your skills and abilities relevant to pastoral leadership?

What weaknesses are you aware of?

What areas of strength would it be helpful to develop?

What leadership experience have you had?

LOM training involves academic study. How is this for you?

Which languages do you speak? What is your principal language? What are your skills in written and/or spoken English?

COMMUNITY INVOLVEMENT

What community activities have you been involved in?

LEISURE

What hobbies, sports or other interests do you have?

CROSS-CULTURAL EXPERIENCE

What experience have you had of cultures other than your own?

PERSONAL CIRCUMSTANCES

What is your availability for ministry and further training?

What other commitments do you have?

REFEREES

Please supply the names and contact details of at least TWO referees:

Name:		Relationship with you:	
Address:			
Email:			
Phone:	(wk)	(hm)	(cell)

Name:		Relationship with you:	
Address:			
Email:			
Phone:	(wk)	(hm)	(cell)

DECLARATION

I understand that my presbytery, in fulfilling its obligations, may consult the nominated referees, my medical examiner, or any other person, and I hereby grant them permission to do so.

If I am accepted and called, I undertake to complete any training requirements as agreed in discussion with the Knox Centre for Ministry and Leadership and the presbytery.

I have / have not (*delete one*) previously applied to be considered for training for ministry with the Presbyterian Church of Aotearoa New Zealand or other denomination.
If you have, please provide further information in your covering letter.

I have / have not (*delete one*) been convicted in a court, either in New Zealand or elsewhere, of an offence carrying a maximum penalty of a fine of \$1,000 or more, or where the offence carries a penalty of imprisonment for whatever period. If you have, please give further information in your covering letter.

I give permission for a Police check.

I am aware that the presbytery will require my assent to the doctrinal standards of the PCANZ as set out in the Book of Order and decisions of the General Assembly.

I declare that to the best of my knowledge the statements made in this application are true in every respect.

Signature

Date

Appendix 2:



Presbyterian Church
of Aotearoa New Zealand

Police Check Application

To be completed by the session clerk

Parish
<input type="text"/>
Name
<input type="text"/>
Parish Address
<input type="text"/>
Email Address
<input type="text"/>
Names of people to be vetted
<input type="text"/>

CHECKLIST

- | | |
|--|--------------------------|
| I have checked request and consent forms have been completed in full | <input type="checkbox"/> |
| Copies of photo IDs are attached | <input type="checkbox"/> |
| I confirm that the attached identification belongs to the individuals to be vetted | <input type="checkbox"/> |
| These request and consent forms were filled out less than three months ago | <input type="checkbox"/> |
| Request and consent forms for all individuals listed above are attached | <input type="checkbox"/> |
| My parish belongs to the OSCAR programme (only tick if yes) | <input type="checkbox"/> |

Signature

Date

Please note that applications must be sent by mail. Faxes and e-mails will not be used except for providing general information about the process. Please post completed form to:

Police Checks
Assembly Office
PO Box 9049
Wellington, 6141

Note: Candidate Convenor to fill in. Instead of 'Parish Name' write your presbytery name, and add "LOM Application" beside the applicant's name.

Appendix 3:

The Character and Competencies of Local Ordained Ministers

The church seeks to call to its leadership those people with a maturity of character that is consistent with growing in Christ-likeness and who demonstrate the capacity to function effectively in pastoral leadership. Such persons will evidence the following characteristics and competencies:

Character

Virtues

- Emotional resilience and perseverance
- Reliability and trustworthiness
- Self-control
- Courage and conviction
- A resistance to exercising favour, and with no bias or unbridled self-interest
- Honesty and integrity

Faith, Hope and Love

- Faith – risks trusting in Christ and God’s purposes in Christ (*please see note on faith below*)
- Hope – anticipates the good, the promise of God’s presence and action (grace)
- Love – exercises loving-kindness towards others, including those who are different and difficult

Self Management and Self-care

- The ability to organise oneself through time management, establishing priorities and self-directed implementation
- Attends to self-care – physically, mentally, and relationally

Self Awareness

- The ability to recognise and take responsibility for thoughts, feelings, behaviour and personality difference
- Self-awareness with regard to leadership includes some awareness of the role of ego dynamics

Spiritual Habits

- Evidence of personal prayer, reflection and bible reading (a devotional pattern)
- Some interest in broadening spiritual practices, e.g., meditation and reflective reading, prayer and fasting, journaling, etc.

Accountability

- Respects the ethos of the PCANZ and able to abide by its guidelines and expectations, and Code of Ethics
- Teachable and committed to growth and learning
- Recognises and uses boundaries for handling power appropriately

Theological Integration

- Recognises the value and limitations of their theological beliefs
- Able to articulate these beliefs to others
- Exhibits a growing coherence between beliefs and actions
- Evidences a commitment to ongoing theological formation and learning

Social Coherence

- Attends to the integrity and health of their personal context (spouse, family, friendships)
- Understands their needs in this context

- Is growing in healthy patterns of priority setting in the tension between leadership roles and the roles they play in their personal context

Competencies

Leading worship and Theological Attentiveness

- Preaches and teaches in order that the voice of Christ might be heard
- Handles Scripture wisely with an eye to integrating what is heard into creative practice
- Understands and utilises Reformed liturgical logic in the leading and enabling of worship in traditional and contemporary settings
- Offers and teaches theological reflection
- Demonstrates adaptability and spiritual sensitivity
- Evidences proficiency in the English language

Cultivating Communal and Pastoral Formation

- Recognises and communicates the big picture
- Practices empathy and competency in listening skills
- Applies systems understanding to church and congregations
- Understands and works with Presbyterian polity
- Understands and cultivates the educational and spiritual processes by which people grow in corporate settings
- Communicates competently in social situations
- Equips others to lead, facilitates team-work and motivates
- Negotiates change with people and handles conflict constructively
- Respects different forms of diversity (generational, ethnic, theological) and facilitates transparency and interaction

Enabling Mission Practice

- Cultivates the missional imagination of people
- Respects, interprets and articulates contextual awareness as well as the gospel and culture tensions
- Demonstrates local, cross-cultural, ecumenical and catholic solidarity
- Facilitates an environment of gospel innovation and practice in neighbourhood, society and the world
- Is working out their personal practice

Note on faith conviction:

At ordination, Ministers are required to declare their faith and sign "The Formula". This includes affirming the Old and New Testaments of the Bible as our supreme rule of faith, and the Westminster Confession and our PCANZ Kupu Whakapono as our "subordinate standards". In the candidating process it is important to clarify these, and make a personal response to them.

Appendix 4: PCANZ Policies requiring agreement

Candidate's ability and willingness to work within the decisions of the General Assembly

As the National Assessment Workgroup we are obliged to ascertain the willingness of each candidate to work within the provisions of the Book of Order, its supplementary provisions and the decisions of the General Assembly. This is what is meant by the phrase in the formula signed by Elders and Ministers at ordination which reads 'I acknowledge the Presbyterian government of this Church to be agreeable to the Word of God and promise to submit to it.' (Book of Order Reg 1.7). We strongly recommend that you become familiar with chapters 1-3 of the Book of Order found on the PCANZ website.

<http://www.presbyterian.org.nz/for-parishes/book-of-order>

The church requires that its ministers: make provision for the baptism of infants (Reg 4.4 [b]), are willing to participate in the ordination of women to Eldership and Ordained Ministry (Reg 6.5 d, e, f), and refrain from sexual relationships outside the marriage of a man and a woman. (Reg 9.1 [1a]) Please discuss these with your presbytery candidates convenor, moderator or mentor in order to sign the declaration below with informed integrity. They are explained more fully below.

Baptism of infants

If your calling to ordained ministry is confirmed, you will be required to make provision for infant baptism in any subsequent parish positions. If you are unable or unwilling to baptise infants yourself you are required to:

- a) make this known during the call or appointment process and before any induction and
- b) undertake not to preach against infant baptism and
- c) make provision for infant baptism to occur within the parish of which you have charge

The ordination of women

The Presbyterian Church of Aotearoa New Zealand ordains women to Eldership and to the Ministry of Word and Sacrament. If your calling to ordained ministry is confirmed, you will be required to support and participate in the ordination of women within the church.

Sexual Relationships

Those who are being trained for or are within the ordained ministry of the Presbyterian Church may not be involved in any sexual relationship other than that of a faithful marriage between a man and a woman.

Please complete and return with the LOM Application to your Candidate Convenor

Name of Candidate: _____

Declaration of Candidate:

In accordance with the Book of Order and Supplementary Provisions, I am willing to work with the practise of the Church as determined from time to time by the decisions of the General Assembly and with particular reference to infant baptism, the ordination of women, and sexual relationships of those ordained and seeking to be ordained within the Presbyterian Church of Aotearoa New Zealand.

Signature: _____ **Date:** _____

Appendix 5: Learning Needs Assessment

LOMs are expected to gain experience and understanding over a wide range of ministry skills and knowledge. Each LOM candidate will bring a unique mix of experience, and the training process will extend this and address any gaps. The following is provided as a guide for self-reflection and for conversation, particularly with the presbytery candidate convenor, and the training enabler/mentor appointed by the presbytery. Ministry training might include mentoring, visiting other churches and outreach ministries, seminars and workshops, reading of books & online resources, reflection on ministry practice, retreats, supervision, spiritual direction, presbytery events, etc.

Please highlight areas for support, training and mentoring, and set plans in place to address these.

	Prior experience	Learning to be done through:
<p>1. WORSHIP</p> <p><i>... able to bring together personal convictions, theology, Presbyterian tradition (and other partner churches) appropriately in the LOM's local church context</i></p> <ul style="list-style-type: none"> • Worship leading, prayer, liturgy, music, accessing resources • Preaching • Inter-generational worship and creativity • Worship across cultures • Communion • Baptism (infant & adult) • Funerals • Weddings 		
<p>2. LEADERSHIP</p> <ul style="list-style-type: none"> • Role of ordained minister in the local context • Team-work, encouraging lay ministry, role of elders • Chairing meetings and facilitation skills • Understanding parish finances • Administration, time-management, reporting • Websites, publicity & appropriate use of social media, emails etc 		
<p>3. MISSION</p> <ul style="list-style-type: none"> • Mission & strategic planning • Outreach, evangelism, social issues & care for creation • Understanding context • Global mission 		
<p>3. PASTORAL CARE</p> <ul style="list-style-type: none"> • Pastoral skills • Use of supervision • Attendance (required) at PCANZ Risk Management Seminar (date:) • Safe practice and boundaries • A breadth of understanding of pastoral practice covering: <ul style="list-style-type: none"> - Relationships & marriage preparation - Children and young people - Death & dying - Grief, loss, abuse & trauma - Mental health & other vulnerable people - Referring on to other professionals 		

	Prior experience	Learning to be done through:
<p>4. BEING PRESBYTERIAN</p> <ul style="list-style-type: none"> • Presbytery involvement • Subordinate Standards (Kupu Whakapono and Westminster Confession) & the Formula • Presbyterian history, Reformation to NZ/Pacific • Book of Order, Conditions of Service Manual, etc. • Able to access the PCANZ website & Assembly Office • Te Aka Puaho, Kids Friendly, PYM, Presbyterian Support, Global Mission, and other aspects of PCANZ • Complaints procedure and Code of ethics • Ministry Development Framework & ministry reviews • Policies related to ministry, such as sexual standards, women in ministry, infant baptism • Conditions of service: stipend, reimbursements, Kiwisaver, allowances, computer, etc. • The 'unit' system for work hours, managing workload 		
<p>5. CO-OPERATING</p> <ul style="list-style-type: none"> • If in a CV or inter-church agency, will need to learn about partner churches, incl traditions, worship, ways of operating, also UCANZ Guide to Procedures • Inter-church networks, e.g. local leaders 		
<p>6. PERSONAL WELLBEING</p> <ul style="list-style-type: none"> • Regular patterns of faith and prayer • Spiritual direction, retreats & inspiration • Study of scripture and reading for personal growth • Sabbath-keeping and holidays • Family life and marriage • Physical health & exercise 		
<p>7. OTHER areas specific to the LOM ministry context ...</p>		

Appendix 6: Training Agreement

KEY PEOPLE:

Contact details:

LOM Probationer:

Church/context:

Presbytery:

Candidate Convenor:

Knox Centre Training Advisor:

Mentor/Training Enabler:

Others involved (*e.g. Interim Moderator*)

Supervisor:

COMMITMENT DURING LOM PROBATION

To be signed during the Commissioning Service to mark the beginning of the LOM Probation.

LOM Probationer:

"I undertake, to the best of my abilities, with the grace of God, to complete the following training during this period of LOM Probation."

Signed: _____

Presbytery:

"We commit to supporting the LOM Probationer during this period of training, providing encouragement and challenge, resources and opportunities."

Presbytery Clerk or Moderator: _____

Candidate Convenor: _____

Mentor/Training Enabler: _____

Parish Clerk or other local representative: _____

Commissioning Date: _____

Training Agreement approved by KCML Training Advisor: _____

FINAL INTEGRATIVE EXERCISE

- ◆ Initial conversations and early drafts to KCML Date: _____
- ◆ FIE submitted to Presbytery
- ◆ FIE approved by 2 Presbytery reviewers: Date: _____

FINAL REPORTS & REVIEW

- ◆ 'Crit Service' Date: _____ Reviewer: _____
- ◆ Completion Report from KCML: Date: _____
- ◆ Summary Report to Presbytery from Candidate Convenor: Date: _____

ORDINATION

Ordination to proceed only upon the satisfactory completion of the above specified training requirements and reviews.

Date of ordination: _____

TRAINING POST-ORDINATION:

Prior to ordination, any training to be done post-ordination must be agreed upon, and follow-up.

Courses of Study:

Training Provider or supervisor:

Completed:

Appendix 7: Ministry Reflection Group

Introduction

The Ministry Reflection Group (MRG) is a representative group of people associated with the LOM ministry setting who are committed to the ministry and mission of the church. They are available to assist the LOM probationer grow personally, intellectually, professionally and spiritually.

Thank you for being willing to be part of the MRG. As a member of the MRD, your job is like being an interpreter, about the life of the congregation/context to the LOM probationer. You can tell the LOM probationer about life as you experience it, and the challenges you face. You can tell the LOM probationer how well s/he is equipping you for your ministry. With loving concern you can tell the LOM probationer about her/his rough edges or weaknesses. We don't always perceive ourselves as others do; someone who honestly reflects our behaviour can be invaluable in our formation.

Appointment

The MRG is appointed by the church council (or equivalent) in consultation with the LOM probationer's mentoring minister. It is recommended that three to five people serve on the group. One person will act as the Convenor of the group.

The group should be representative of the congregation and community in which the ministry occurs, and ideally there should be a balance of age, gender and ethnic background. The key is having persons who have gifts and insights that together will help the Intern grow in the dimensions listed above.

Roles and Responsibilities

The MRG's primary role is to support, accompany and encourage the LOM probationer in this learning opportunity by:

- sharing their perceptions and knowledge of the congregation and the local community
- providing support and encouragement during the internship
- reflecting with the LOM probationer on the practice of ministry experience and the learning opportunities that take place during the internship
- offering honest feedback to the LOM probationer and helping the LOM probationer integrate the learning they are experiencing
- helping the LOM probationer gain skills for ministry leadership, deepen awareness of pastoral identity, enhance her/his spirituality and gain in personal awareness
- develop a fuller understanding of the nature of the call to Christian ministry and leadership

Some key skills for the MRG

- a vision for ministry as a shared endeavour between the laity and the minister
- friendship
- listening
- confidentiality
- a willingness to share your faith journey
- a knowledge of different aspects of the congregation
- the ability to observe behaviour and offer constructive feedback

The MRG should meet monthly with the LOM probationer during their time as a probationer. The MRG does not provide disciplinary oversight of the LOM probationer. The MRG reports every 6 months to the presbytery candidate convenor.

Appendix 8: Final Integrative Exercise

LOM probationers are required to complete a Final Integrative Exercise (FIE), an opportunity to reflect at some length on the integration of ministry practice, identity, spirituality and theology in their ministry formation. The focus is on personal theological reflection and the integration of learning, ministry, faith and calling. The final version is around 3,000 words.

It is a chance for you to reflect on what have been significant learnings and outcomes for you during this time and should draw on all aspects of your formation. You should give attention to matters such as spiritual and personal growth, your operational theology, your leadership gifts and strengths, your sense of vocation and the way these are being affected by your experiences within the programme. Attention should also be given to the qualities and professional competencies which you carry into ministry.

This is not primarily an academic exercise, and a bibliography or referencing is not required, although it is expected that it will exhibit robust biblical and theological thinking which illustrate or substantiate your own faith and practice perspectives.

The completed exercise will be assessed on the following criteria:

- Awareness of your own person and practice as these relate to ministry and leadership
- Evidence from your work that illustrates your learning.
- Integration of theological thinking, practical ministry understanding, personal and spiritual growth.
- Identifying the strengths/gifts and weaknesses/limitations you bring to ministry.
- Written in an understandable form following the conventions of good writing and presentation.

Organising your Final Integrative Exercise

The exercise should be a minimum of six pages and a maximum of eight pages (1.5 spaced) in length. Start with an **Introduction**. Then, reflect on the following three questions. The bullet points are only a guide. It is important to provide specific examples.

1. What ministry identity/self-understanding do you have?

- How would you articulate your ministry identity/self-understanding? What kind of minister do you imagine yourself to be now? What will be your emphases/passions and strengths?
- What does becoming an ordained minister in the PCANZ mean to you now? How has this changed/developed?
- What experiences (positive and negative) during your LOM probation have impacted on this?
- What biblical and theological insights have helped to shape this?
- What personal/spiritual growth has directed this?

2. What ability do you have to manage yourself and exercise the role of minister/leader?

- How well have you formed effective pastoral relationships (established trust, clear communication, etc.)?
- How well have you managed personal and role boundaries? Are you learning to exercise good choices?
- Does your leadership influence, guide, teach, and enable others?
- How well do you reflect on your practice (experience, action, theology and feelings)?
- Can you work constructively with conflict?
- What spiritual disciplines have you put in place/strengthened?
- How would you assess your competency in the following areas? Where do you think your strengths/growth areas lay?
 - a) *Leading worship and theological attentiveness* (covering the key experience areas of preaching and worship leading)
 - b) *Cultivating communal and pastoral formation* (covering the key experience areas of pastoral care, Christian education and ministry management)

- c) *Enabling mission practice* (covering the key experience areas of ministry management and mission engagements)

Support your response to any of the above with evidence and examples wherever possible.

3. What do you identify as areas for development?

- What was not addressed in the internship for you?
- What new options and interests have been opened up by your learning?
- What faith discoveries have you made?
- What specific growth areas do you intend to work on?

Finish with a **Conclusion** that picks up the key themes and answers the following question: *'In what way has your call to pastoral ministry been shaped/confirmed?'*

Appendix 9: 'Crit Service' Trial Service Feedback Form

For use prior to ordination, and at other times as appropriate, to give feedback to a candidate on their worship leading and preaching. A small group of people could be included in giving feedback, as well as the appointed examiner. This form should be the basis for a face-to-face conversation, with opportunity for the candidate to identify challenges and be encouraged.

Name of Candidate:
Parish:
Date and time of Service:
Scripture Readings:
Theme of service:
Examiner(s):

Worship Leadership Roles:

Indicate those aspects of the service which were led by the candidate:

- | | |
|---|--|
| <input type="checkbox"/> Music | <input type="checkbox"/> Reading of Scriptures |
| <input type="checkbox"/> Welcome | <input type="checkbox"/> Sermon |
| <input type="checkbox"/> Call to worship | <input type="checkbox"/> Dedication of offering |
| <input type="checkbox"/> Prayers | <input type="checkbox"/> Prayers for others |
| <input type="checkbox"/> Confession and Assurance | <input type="checkbox"/> Sending and Benediction |
| <input type="checkbox"/> Notices | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Children's Address | |

1) As Worship Leader

Gathering and welcoming of the congregation, sense of presence, drawing people into the presence of God, involving others and the community as a whole in worship, well organised, creating a sense of confidence about what was happening, ensuring all key elements of worship (as noted above) are present, dealing with distractions and helping the congregation keep focus.

Strengths:

Weaknesses:

2) Public speaking and presentation

Sense of occasion, clarity, audibility, use of microphone, stance, appropriate dress, eye contact, gestures, pace, pauses.

Strengths:

Weaknesses:

3) Prayers

Content, structure, language, connection with God and with congregation.

Strengths:

Weaknesses:

4) Preaching

Topic, content, connection with Bible readings, connection with congregation, illustration, application, language, length, clarity.

Strengths:

Weaknesses:

5) Team work

Involving others in the conduct of worship and ensuring they did their parts well.

Strengths:

Weaknesses:

6) Any other comments

Reflections arising from discussing together:

Anything for further work or study:

7) Evaluation out of 10 (10 being outstanding): _____

8) Recommendation

Signed: Examiner(s):

Candidate: _____ Date: _____

(Please submit Feedback report to the Presbytery Candidate Convenor a.s.a.p.)

Appendix 10: Letter of Appointment/ TERMS OF CALL

This is a template for an agreement between a Local Ordained Minister probationer and the congregation or other employing body. Please refer to the 'Conditions of Service Manual'.

www.presbyterian.org.nz/sites/default/files/a._Conditions_of_Service_Manual_30_June_2014.pdf

Not all the following will be relevant, but these are helpful topics to discuss prior to an appointment.

Terms of call must be approved by the calling congregation (or other body) and ratified by the presbytery.

Church/Employer:

LOM Probationer:

Presbytery representative:

(either MSB Convenor, Interim Moderator, or Ministry Committee Convenor)

Parish Clerk:

Partnerships involved *(e.g. for union churches, or multiple facets to ministry):*

Percentage of Stipend: *Full-time, part-time or non-stipendiary (or salaried position)*

Payment

Current Stipend rate:

Housing: *Allowance or house provided?*

Other Allowances:

Kiwisaver/Superannuation arrangements:

The PCANZ minimum provision is an employer Kiwisaver contribution of 5% of stipend. Additional voluntary contributions may be made. (LOMs are not entitled to membership of the PCANZ Beneficiary Fund.)

Reimbursements

Travel:

Computer:

Phone/internet:

Other purchases:

Supervision

Supervisor:

Supervision to be paid: (how?)

Other mentoring:

Leave

Standard PCANZ provisions for leave *(including Annual, Sick, Bereavement, etc):*

Recording system:

(Study Leave entitlement begins after Ordination. To be recorded annually.)

Training

Training goals, as per Training Agreement:

Other workshops/seminars:

Parish contribution:

Hours

Expectations of time to be worked:

(The PCANZ system is that Full-time ministry is 12 'units' per week. A 'unit' is 2-4 hours work, normally a morning, afternoon or evening.)

Any particular expectations (e.g. time in office, visiting):

Time for study/reading/prayer:

(Time must be allocated a LOM Probationer for training and study)

Expectations *(These may not need to be written up formally but do need to be discussed)*

Goals for first year:

Key tasks and specific responsibilities:

Who will chair Parish Council?

Preaching/worship leading:

Place of work:

Reporting: to whom? how? (written reports? verbal?)

Regular meetings:

Presbytery involvement:

Ministers' networking/inter-church:

Involvement of spouse?

Any health or personal issues that may impact on ministry? If so, how might these be addressed?

Review

How will feedback be given? Performance reviews? Who by?

Processes for dealing with any concerns or issues that come up:

The first Ministry Review will need to happen – when?

Special Conditions

Specify here any particular provisions which might be included in the Terms of Call and haven't been covered elsewhere in the document.

Agreed by:

Parish Council:

Congregational Meeting:

Presbytery:

Commissioning date:

Appendix 11: Privacy Statement

Preamble

As members of the church of Jesus Christ, we are committed to conducting ourselves in accordance with the principles of the Gospel so that people are treated with dignity, respect, transparency and honesty. As members of the Presbyterian Church of Aotearoa New Zealand (PCANZ) we are bound by the Leadership Code of Ethics. As members of Aotearoa-New Zealand society we are bound by legislation; specifically, the Privacy Act 1993. Should there be any unintentional discrepancy between these guidelines and the Privacy Act 1993, the stipulations of the Privacy Act 1993 will be final.

The privacy commitment of Presbytery and National Assessment Work Group members assessing applicants for Local Ordained Ministry ...

We collect personal information from and about you, including information about your:

- name
- contact information
- Presbytery and National Assessment process summaries, medical report, psychological report, academic transcripts, resume and other supporting documents concerning your employment and ministry history as is relevant.

The medical report and psychological report will be collected at the time of application for the LOM Assessment process, for the purposes of helping ascertain your physical and psychological suitability for ministry training.

We collect your personal information in order to:

- assess, develop and form you for Local Ordained Ministry (or other forms of ministry or leadership as the case may be) in the PCANZ

Besides those members of the assessment workgroup, on occasions, this information is shared with others:

- The presbytery is a part of an inter-connected set of national, regional and congregational workgroups. As such, at times discussions will occur between convenors/representatives of these bodies regarding your progress and readiness for transitions. Such discussion will always be conducted in a confidential manner.

We keep your information safe by ensuring electronic documents are kept on password-protected computers and any additional copies are deleted (e.g. sent items in email software). Hard copies of documents are kept in a locked office and in a secure cabinet.

We keep your information for the duration of your probation as a LOM and destroy it after completion of your training and ordination.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact your Presbytery Candidate Convenor with such requests.

Appendix 12: Code of Ethics

Section 3.10 of the Conditions of Service Manual (pages 45-47)

www.presbyterian.org.nz/sites/default/files/a._Conditions_of_Service_Manual_30_June_2014.pdf

Introduction

This Code is to be read in the context of the Preamble to the *Book of Order*, the Statement on the *Book of Order*, and the Standards set out in Chapter 1, Section A. These set out the basis of the faith, order and discipline of this church. The discipline of our church applies to ministers and other office-bearers, communicants and adherent members who have arrived at the years of discretion.

This Code is a statement of how the Presbyterian Church of Aotearoa New Zealand understands the standards of conduct of those members who undertake the work of pastoral care in its name. In this context the term minister will include all, clergy and lay, who undertake the work of pastoral care.

Pastoral care involves the formation of special relationships characterised by openness and trust. These relationships are developed in a variety of settings and a variety of ways, from informal pastoral care to structured counselling situations.

This Code indicates acceptable ethical behaviour for those offering pastoral care. While its focus is pastoral care, it is also applicable wherever there is a ministry relation between people. By the grace of God we are called to serve, and through the power of the Holy Spirit we are sustained and encouraged to keep within this code.

Responsibilities to Those to Whom We Offer Pastoral Care

- 1) Ministers will deal truthfully with people, encouraging free and open discussion, upholding their best interests, rights and well-being.
- 2) Ministers will respect the right of people to privacy and confidentiality of information except when there is a clear and imminent danger to those people or others, at which time they will be informed of those limits.
- 3) Ministers will recognise the dignity and worth of every person and will offer pastoral care without unfair discrimination.
- 4) Ministers will not abuse their position by taking advantage of people for personal, financial or institutional gain.
- 5) Ministers will recognise that sexual intimacy in the pastoral situation is unacceptable and will not subject people to sexual exploitation, sexual harassment or sexual abuse.
- 6) Ministers will recognise that there are limits to their competence and will refer people to others when this proves necessary or desirable. They will not attempt counselling without training.
- 7) Ministers will recognise that there is a cultural context for pastoral care and will act with awareness and sensitivity.

Responsibilities to the Church

- 1) Ministers will uphold high standards of practice in ministry and work for the advancement of those standards.
- 2) Ministers will exercise stewardship in the time given to ministry, guarding against both over commitment and avoidance of responsibility.

Responsibilities to Colleagues and Other Pastoral Workers

- 1) Ministers will promote co-operation with colleagues, pastoral workers and members of other helping professions, treating them with consideration and respecting professional confidences.
- 2) Ministers will seek mediation through the courts of the church when conflicts with colleagues or others within the church community arise.
- 3) Ministers will take action through the proper channels concerning unethical conduct by colleagues or other pastoral workers.

Responsibilities to the Wider Community

- 1) Ministers will act to prevent and eliminate unfair discrimination in the wider community.
- 2) Ministers will encourage as part of their pastoral task, participation in the shaping of social policies, advocating the promotion of social justices, improved social conditions and a fair sharing of the community's resources.

Personal Responsibilities

- 1) Ministers will use regular approved supervision to maintain accountability and a high standard of pastoral care.
- 2) Ministers will use regular opportunities for spiritual growth, personal recreation and refreshment.
- 3) Ministers will seek to extend and enhance their knowledge.

Appendix 13: Decisions of Presbytery as part of the LOM process

To aid presbyteries in working through the process, these are suggested formal decisions required at the various steps along the way.

1. If a candidate committee assesses a person as being suitable for LOM ministry, this would be reported to the presbytery council, but no decision of the presbytery is required.

2. If a ministry settlement board wishes to move towards a LOM appointment, this must be approved by a congregational meeting, and the presbytery council may affirm

That ... church is a suitable context for local ordained ministry.

The MSB must also bring to the presbytery council recommended terms of appointment, for approval.

(Please note, these may be equivalent to Standard Terms of Call but this is not a call as such.)

3. If a ministry context other than a congregation wishes to move towards a LOM appointment, the ministry committee of the presbytery will engage in discussions with this employing body, and bring to the presbytery council the recommendation:

That ... is a suitable context for local ordained ministry.

The ministry committee will also bring to the presbytery council for approval the employment conditions for the LOM position.

4. If the candidating and appointing processes come together well, and once a Training Agreement has been negotiated, the presbytery may decide:

That ... (name of LOM) be appointed as a Local Ordained Ministry probationer to the ... (parish or other body)

That a commissioning service be held on ... (date, time, venue)

That ... be appointed as the training enabler for the NOM probationer.

5. If a LOM probationer completes the requirements as agreed in the Training Agreement, the presbytery shall review the appointment (this may include a congregational meeting to vote on the call), and may decide:

That a call be extended to ... for ordination as a Local Ordained Minister

That ... be ordained and inducted into ... congregation/ministry on ... (date, time, venue)

That the terms of call shall be ... (details of position, stipend etc)

The MSB & Interim Moderator are thanked and discharged.