

Local Shared Ministry Supplementary Provision (BOO 9.23ff)

1. This Supplementary Provision arises from the Book of Order provisions relating to Local Shared Ministry (BOO 9.23ff and 10.18f). It outlines essential processes. These include the discernment process leading to the establishment of a local shared ministry, presbytery's appointment of an enabler, the enabler's role in facilitating the discernment and call processes and the commissioning service and training. Further information is contained in the Leadership Sub-committee's Local Shared Ministry Handbook.
2. The Book of Order describes how the process to establish a local shared ministry can be initiated. (9.23). Once a presbytery decides that a discernment process be undertaken towards forming a local shared ministry team, the presbytery must appoint an enabler to facilitate the process and to provide ongoing support for the ministry as set out below (9.24). The Presbytery, church council and enabler must agree on the terms of appointment of the enabler and record these in a memorandum of understanding. These terms will include arrangements for payment and reimbursement, time allocated to serving as enabler, term of appointment (usually three years) and responsibilities.
3. The enabler must:
 - a. Hold a discernment workshop involving as many of the congregation as possible;
 - b. Help the congregation understand the identity and purpose of congregations;
 - c. Help the congregation explore the concept of local shared ministry;
 - d. Help the congregation identify necessary ministry tasks and record them in role descriptions;
 - e. Report to the Presbytery any decision arising from the discernment process.
4. If following the discernment process described in paragraph 3, the congregation decides to proceed to call a local shared ministry team, the enabler will facilitate the congregational process to choose team members and to form the team (BOO 9.24). The process must enable the congregation to nominate team members with appropriate skills and qualities of which there is a list in the Local Shared Ministry Handbook. The Handbook outlines a possible process.
5. Following the call process that identifies possible team members, the church council may recommend to presbytery that a local shared ministry team be established and ask presbytery to approve membership of the proposed team. On receiving a recommendation from the church council, the presbytery must follow the processes set out in BOO 10.18 and 10.19.
6. If the presbytery decides that a local shared ministry team be appointed and approves membership of the team (10.18 and 10.19), the presbytery must arrange a service to commission the team (9.25 and 10.19 (2)). Prior to the service, the persons being commissioned must sign a copy of the Church's Code of Ethics. The Presbytery Moderator or nominee must preside. The service must contain the following elements:
 - a. The gathering of the congregation;
 - b. A statement of the purpose of the service;
 - c. The reading of scripture;
 - d. The preaching of the Word;
 - e. A narrative;
 - f. The preamble, appropriately revised for a service of commissioning;
 - g. Questions addressed to the people being commissioned;

- h. Questions addressed to the presbytery;
- i. Questions addressed to the congregation;
- j. The signing of the Formula;
- k. A prayer of commissioning;
- l. The pronouncement of commissioning.
- m. The benediction

Communion may be celebrated in the service after the Commissioning.

7. If the congregation is a co-operative venture all steps must be taken in partnership with partner churches.
8. When a local shared ministry team is established, the presbytery must ensure training and ongoing support for the members of the ministry team is provided (BOO 9.26) including by the enabler.
9. Once the team is established, the enabler must:
 - a. Regularly meet with the team;
 - b. Provide ongoing support and encouragement for the team;
 - c. Identify educational and training needs of the team and congregation;
 - d. Ensure ongoing training in ministry including in theological understanding, pastoral care, leadership of worship and in the tasks for which each team member has responsibility;
 - e. Provide mentoring, facilitation and spiritual companionship;
 - f. Provide effective group supervision;
 - g. Assist the congregation to continue to identify and participate in God's mission and where appropriate arrange a congregation vision and planning event;
 - h. Model effective leadership of worship, leading worship at least three times a year;
 - i. Undertake such other tasks as agreed with the church council and presbytery.
10. The enabler may attend church council meetings as required to assist leadership and communication between the council and the team. The enabler may chair the annual meeting of the congregation.
11. There must be clarity about the respective responsibilities of the church council and the local shared ministry team. The Book of Order sets out the responsibilities of a church council (BOO 7.2ff) and in relation to ministry (6.1ff). The church council must reimburse team expenses and decide how reimbursement is to occur.
12. The church council includes commissioned local shared ministry team members (BOO 7.7), one of whom may be moderator (BOO 7.7 (3)). When the church council discusses matters relating to the team, the conflict of roles needs to be actively managed. Members of the team cannot be secretary or treasurer of a congregation.
13. The local shared ministry team must report to the church council however the church council does not exercise authority over the team (BOO 7.14 (2)). The team is responsible to the presbytery in relation to the performance of any power or the exercise of any function (BOO 7.13 (2))
14. In relation to membership of the presbytery, the church council must appoint a member of the team to serve as the "ministerial" member of presbytery and a member of the church council to be presbytery elder. The presbytery must note who is moderator in enabling presbytery oversight of the church council and congregation.

15. For the sake of clarity, Local Shared Ministry Teams are subject to the congregational review provisions in chapter 5.10 and 5.10A of the Book of Order and the termination of ministry provisions in chapter 10.21 of the Book of Order. The presbytery may undertake a review of the Local Shared Ministry at any time and must undertake a review not less than every five years. Among other things, a review may recommend to the presbytery the concluding of the Local Shared Ministry. The enabler has a crucial role in reporting regarding the health and vitality of the Local Shared Ministry to the presbytery.