



Ministry Development Programme



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1. Introduction

- 1.1.1 The Ministry Development Programme is the culmination of 10 years of work by the Presbyterian Church towards determining how best the Church can support parishes and ministers to meet the challenges they face today.
- 1.1.2 In 1998 the Doctrine Committee presented its report titled *Theology of Mission*, which determined there is a place for the Church in the community. The Mission Resource Team developed this further into *Healthy Congregations* in 2002. In 2004 the Equipping the Leadership policy group introduced “leadership development reviews” that would:
- Provide a system whereby leadership development needs can be identified, for parishes and particularly for ministers.
 - Provide relevant and timely feedback (on a no-surprises basis), thus providing role satisfaction, mission/role clarity, cohesiveness between the minister and parish, and training for specific areas identified to benefit both the minister and the parish,
 - Assist a minister in her/his future mission decisions, with the chance to reflect on the past and to prepare for the future (including personal goals).

- 1.1.3 The 2006 General Assembly referred to the Leadership Sub-committee a proposal to develop a way of formally recognising those ministers who diligently serve their charges and their communities to the best of their abilities. It was also proposed that ministers should be required to undertake regular professional development in order to meet the criteria.
- 1.1.4 At the 2008 General Assembly the Church affirmed the work that had been done by adopting the Ministry Development Programme under the guidance of the Leadership Sub-committee.
- 1.1.5 This booklet sets out the requirements of this programme for ministers, parishes and presbyteries alike. It is divided into three sections: the Certificate of Good Standing, ministry reviews and parish reviews. Each section concludes with a flowchart for ease of understanding.
- 1.1.6 For further information on the Ministry Development Programme please contact the Parish and People Advisory Service (details in the contacts section at the back of this booklet).

2. Certificate of Good Standing

2.1 Provisions for current ministers

2.1.1 As at 5 October 2008, each national and local ordained minister holds a provisional Certificate of Good Standing¹. They have five years from this date to apply for a full Certificate of Good Standing.

2.1.2 *General criteria*

For a minister to be in good standing they must be able to show that:

- They have been reviewed every two years;
- They have fulfilled the developmental requirements of the ministry review;
- They receive regular and adequate supervision²;
- They are not the subject of disciplinary procedures;
- They have received a clearance from the Police.

2.1.3 *Kindred service*

Ministers in kindred service will satisfy the requirements of the ministry review by supplying a reference from their employer

¹ This does not apply to any minister subject to disciplinary action by the Presbyterian Church.

² This is not the same as appointing a mentor for a ministry review (section 3).

confirming they are engaged in a development programme based on the same or substantially similar competencies in the Ministry Development Framework.

2.1.4 *Ministers in Uniting/Co-operative charges (Presbyterian oversight)*

Ministers in a Uniting or Co-operative charge under Presbyterian oversight will be required to undergo a ministry review. The only difference will be that at least one representative from the local Joint Regional Committee (JRC) should be included in the review.

2.1.5 *Ministers in Uniting/Co-operative charges (Non-Presbyterian oversight)*

Presbyterian ministers appointed by another denomination to a charge will satisfy the requirements of the ministry review by supplying a reference from the church of oversight confirming they are engaged in a development programme based on the same or substantially similar competencies in the Ministry Development Framework.

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

2.2 Provisions for new or returning ministers

2.2.1 Upon ordination and/or reception, ministers will be granted the provisional status of

good standing. They will have two years to apply for the full Certificate of Good Standing. Ministers will then apply to the Assembly Office every five years to renew their certificate in the usual way.

2.2.2 Ministers who have not been in a charge or kindred service for more than five years will not be able to apply for a Certificate of Good Standing. Instead they should apply to the Personnel Work Group, in accordance with the Book of Order, for reinstatement to the ministerial roll.

2.3 Provisions for ministers emeriti

2.3.1 Ministers retired prior to 5 October 2008 will continue to be recognised as a minister in good standing and will remain on the marriage celebrant register.

2.3.2 Ministers who retire between 5 October 2008 and 4 October 2013 will have received the provisional status of good standing and will retire with the status of minister emeritus.

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

2.3.4 Ministers who retire after 4 October 2013 and do not hold a Certificate of Good

Standing may not remain on the marriage celebrant register.

- 2.3.5 Where a minister emeritus wishes to return to ministry, they may do so by applying to their presbytery, who may then ask the Assembly Office to issue provisional status of good standing for two years. After two years they will need to apply for a Certificate in Good Standing if they wish to continue in ministry. Note this does not apply to ministry appointments of less than three months or pulpit supply on a casual basis.

2.4 Applying for a Certificate of Good Standing

- 2.4.1 To apply, send a completed Certificate of Good Standing application form to the Parish and People Advisory Service in the Assembly Office.
- 2.4.2 The Assembly Office will contact the minister's presbytery, employer and the Knox Centre for Ministry and Leadership as necessary to confirm the criteria have been met. It is expected that this process will take two weeks.
- 2.4.3 At the same time, the Assembly Office will confirm whether the minister has received a clearance from the New Zealand Police within the last 12 months. If the minister has not, they will be required to undergo another Police check, which can take up to

eight weeks to process. For this reason, ministers are advised to check with the Assembly Office as to whether they require a new Police check before they apply for the Certificate of Good Standing.

2.4.4 Once the Assembly Office is satisfied that the minister meets the criteria it will issue a formal Certificate of Good Standing.

2.5 Failure to meet the criteria

2.5.1 After 4 October 2013, all ministers must hold a current Certificate of Good Standing in order to:

- Transfer to another presbytery
- Be inducted into a new charge
- Remain on the marriage celebrant register

2.5.2 Where a minister in a charge has not held a Certificate of Good Standing for more than five years, a commission of presbytery will be held to determine whether the needs of the charge are being met.

2.5.3 Where the commission of presbytery determines that the needs of the charge are not being met, the ministry settlement will be terminated and the minister removed from the ministerial roll. Please refer to chapter 10 of the Book of Order for more information on this process.

2.5.4 Where the needs of the charge are being met, the minister will be reinstated with provisional status for a further two years. If, after two years, the minister does not hold a Certificate of Good Standing, the ministry settlement will be terminated and they will be removed from the ministerial roll.

2.6 Appeals process

2.6.1 Where a minister has been deemed to not meet the criteria for a Certificate of Good Standing, they should appeal to the presbytery in the first instance. The minister will be given the opportunity by the presbytery to present information supporting their application or setting out why they should be granted an exemption. The presbytery will consider the appeal and either uphold the original determination or write to the Leadership Sub-committee asking that an exemption be made and the grounds for such an exemption.

2.6.2 Where the presbytery upholds the determination that the minister does not meet the criteria it may, at its discretion, ask the Leadership Sub-committee to grant provisional status for a specific period of time in order to allow the minister to work towards the criteria. The presbytery may also proceed with a commission of presbytery under chapter 10 of the Book of Order.

2.6.3 Where a minister wishes to appeal against a decision of their presbytery or the Leadership Sub-committee, they may do so using the process set out in chapter 14 of the Book of Order.

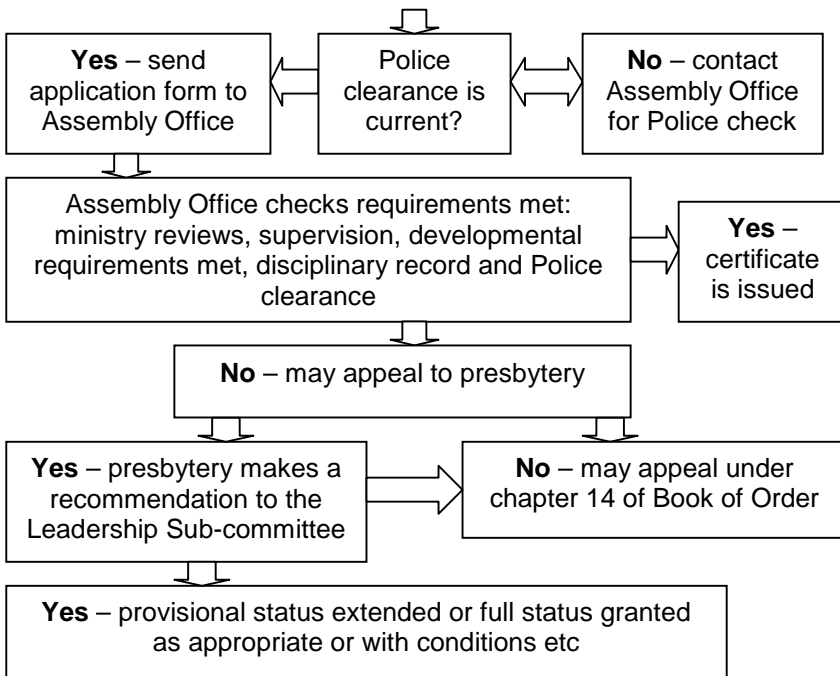
2.7 Flowchart – Applying for a Certificate of Good Standing

Provisional status

October 2008 or ordination/reception

Application for full status

Begin mid-2013 for current ministers or after two years for newly ordained/received ministers



3. Ministry reviews

3.1 Requirements for current ministers

- 3.1.1 From 31 July 2009, national and local ordained ministers will be required to undergo a ministry review every two years. The General Assembly has adopted a framework for ministry reviews, including the specific aspects of ministry to be reviewed. Where a minister is under the authority of another denomination or kindred service, they will be expected to demonstrate that the review system being used is compatible with the Presbyterian Church's system.

3.2 Requirements for ministers emeriti and licentiates

- 3.2.1 Ministers emeriti who wish to return to ministry will be issued with provisional status of good standing. They will have two years from this date in which to apply for a full Certificate of Good Standing – one of the requirements being that they have undertaken a ministry review.
- 3.2.2 Licentiates are required to undergo a ministry review within two years of the date of ordination in order to achieve a full Certificate of Good Standing.

3.3 The review process

3.3.1 *Selecting a reviewer*

- a) The Assembly Office has published a list of accredited reviewers around New Zealand. These reviewers are grouped by region to assist ministers selecting a reviewer for their first review. Note that all Presbyterian Church-accredited reviewers are issued a certificate confirming they meet the prescribed requirements of the Church for a reviewer.

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

- c) Ministers do not have to select a reviewer in their particular region. However, ministers are required to pay any additional travel costs for a reviewer who is based more than 25 kilometres away from the minister's parish³. Likewise a minister may select someone from outside of the Presbyterian Church who is experienced in conducting formative reviews. In this instance, the minister is required to demonstrate that their reviewer has used the Church's review

³ Please refer to the section on review costs on page 17

system when conducting the review and has followed the Church's process for reporting on reviews. The minister will also be liable for any additional costs.

3.3.2 *Preparing for a review*

- a) When a minister arranges a review, the reviewer will advise the minister on how best to prepare. As a guide, the minister should bring together information on their ministry, a current Ministers' Information Form or C.V, and details of any continuing ministry formation courses they have taken. The reviewer will also give the minister a brief questionnaire to help them focus on the areas they would like to address during the review. The minister should write a self review around these questions.

- b) At the same time, the minister will be asked to prepare a list of people who should take part in the review. This should be a group of four to eight and include people from the parish's leadership team. In a small parish this might mean the entire church council. In a large parish this could mean a selection of leaders that the minister works with closely and another minister (where they work in a team ministry setting). Ministers in kindred service or chaplaincy may include their manager and colleagues. Please note that ministers in co-operative ventures are required to include at least one member of

the local Joint Regional Committee in the review.

3.3.3 *Selecting a mentor*

The minister will also be asked to consider whether they wish to have a mentor present. A mentor is someone who will support the minister through the review itself and then assist them to complete any goals or objectives that come out of the review. The minister is free to ask anyone to act as their mentor. The minister should be aware however that the mentor will see the final report so the mentor needs to be someone they trust.

3.3.4 *The review*

- a) The ministry review begins with contact between the reviewer, the minister, the minister's mentor and the session/parish clerk. It may also be appropriate in some situations to meet with or contact those who will be respondents in the review. During this discussion the reviewer will introduce the Ministry Development Framework that they will use as their template when conducting the review.
- b) The Framework is divided into mission vision, mission capacity and mission achievement. The first two sections are divided into the following aspects of ministry:

Mission Vision	Mission Capacity
Vision	Written communication
Change	Oral communication
Implementation	Interpersonal skills
Faith	Personal character
Context	

- c) The reviewer will find out from the minister and the session/parish clerk the ministry and context of the parish, where they believe the parish is headed, what they believe should be the parish's ministry goals and the particular challenges they see the minister encountering in their ministry. The reviewer will use this information to determine which specific aspects will be the focus of the review. Once the reviewer has received this information they will recommend methods for determining how the minister is doing in each of these particular areas. Examples could include observing the minister preaching or seeking feedback from parishioners to whom the minister provides pastoral care. It will include responses from those four to eight people who have been asked to be involved. At the end of this initial discussion, there will be a schedule of events or methods that the reviewer will use to review the minister and the expected length of time this will take – this is the review phase. A timetable for this phase will be given to the minister, mentor,

session/parish clerk and other respondents in the review.

3.3.5 *Review events*

- a) During the review phase, it is important to note that not all respondents will be involved in every review event. Likewise, the review phase may be carried out over a couple of days or consist of a series of individual events over a couple of weeks, depending on the particular minister and their ministry. The minister's spouse may be included in this process where appropriate.
- b) At the end of the review phase, the reviewer will contact the minister to discuss with them their initial findings and seek the minister's feedback. The draft report will document a number of developmental goals agreed with the minister to be achieved before the minister's next review in two year's time. If appropriate, the reviewer may also recommend training they believe will assist the minister with meeting the goals set.
- c) The reviewer will speak with the church council and/or leadership team to ascertain whether the review information they have is consistent with their experience of the minister. The report is not shown to the leadership team. The reviewer will also speak privately with the minister and their mentor about the minister's perception of

their ministry in relation to the aspects being covered. One of the main functions of a ministry review is to discern areas of discordance between the minister and their leadership team in terms of perception of the ministry context and the direction the parish should be taking. It is hoped that by highlighting these areas and then actively pursuing a consensus on what is required will provide greater role-clarity for the minister and reduce conflict, or the potential for conflict, between the minister and the leadership team as a whole.

3.3.6 *Ministry review report*

- a) The reviewer will then write up the final report which will include any tasks or training agreed to. The reviewer will give a copy of the report to the minister plus an extra copy for them to sign. The minister can make a copy available to their mentor, if they have one. After receiving a signed copy back from the minister, the reviewer will send this signed copy to the Assembly Office in a sealed envelope where it will be kept on the minister's personal file. The reviewer will write to the parish leadership telling them about any recommendations which would require funding from the parish and informing them that the review is completed.

- b) The reviewer will then notify in writing the minister's presbytery clerk and parish/session clerk that the review has taken place. This will then be formally recorded at the next presbytery meeting. The reviewer will also ask the presbytery clerk in writing to schedule a meeting between the minister and the moderator of the presbytery or their delegate one month after the review. The purpose of this meeting is to provide a confidential, pastoral forum for the minister to raise any concerns they may have with the review itself, the reviewer or any other issues the review may have raised for them personally.

3.4 Costs of ministry reviews

- 3.4.1 Information on costs for ministry reviews is maintained on the Presbyterian Church's website www.presbyterian.org.nz under Ministry Development Programme. Please note this information may change from time-to-time.

3.5 Continuing ministry formation

- 3.5.1 Under this system for ministry reviews, the practice of accruing and recording continuing ministry formation points is no longer necessary. Instead, reviewers will recommend courses that would be suitable for a particular minister.

- 3.5.2 However, ministers are still free to suggest to their reviewer courses that would assist them with specific areas they have already self-identified as requiring further development. Likewise the church council will be consulted on training as the parish will be responsible for any costs of training for the minister.
- 3.5.3 Once agreement on a course has been reached, the minister may be directed to the Knox Centre for Ministry and Leadership, which will tailor training for the minister using a combination of existing block courses and workshops. Where a suitable course is not available, the Knox Centre for Ministry and Leadership may assist with finding alternatives for the minister.
- 3.5.4 As a guide, ministers should attend at least one week's training every two years. For information regarding specific costs, please contact the Registrar.

3.6 Dealing with conflict

- 3.6.1 Ministry reviews require co-operation between the minister, the mentor and the leadership team in order to be effective. Where there is existing conflict between the minister and the parish or the leadership team, the reviewer needs to ensure that this conflict does not unduly affect the review.

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

3.7 Pastoral care of the minister

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

3.8 Storage of reports

3.8.1 At the conclusion of a review, the reviewer will supply two final copies of the report to the minister plus an extra copy for the minister to give to their mentor where they have one. It is expected that the minister and their mentor will use the report to track the minister's progress towards achieving the goals agreed to in the two years between ministry reviews. One copy of the

report should be signed by the minister to indicate their acceptance of the report and be returned to the reviewer.

- 3.8.2 This signed report will be sent to the Parish and People Advisory Service (formerly known as Personnel) in the Assembly Office. Where training requirements have been indicated, the Parish and People Advisory Service will advise the Knox Centre of Ministry and Leadership of the name of the minister and the details of the training required. The report itself will be filed in a sealed envelope within the minister's file and will be marked as confidential to the Parish and People Advisory Service.
- 3.8.3 Each year, the Parish and People Advisory Service will select a number of random reports for moderation to ensure standardisation of reports across the country. All information in the report that could identify the minister, their parish or any other member of the review, including the reviewer, will be edited out before it is sent to the Knox Centre for use in the moderation.
- 3.8.4 Finally, the reviewer will notify the presbytery clerk so that it may be formally recorded by the presbytery that a review

has taken place. The contents of the review will not be disclosed to the presbytery clerk.

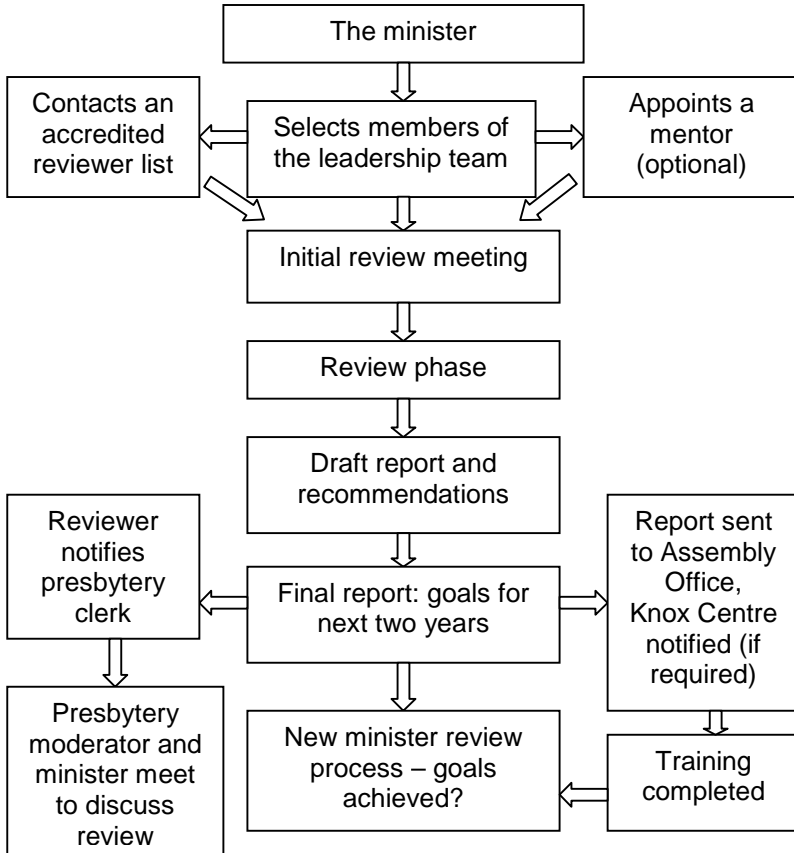
3.9 Appeals process

3.9.1 Where a minister wishes to appeal their review they have different options available to them depending on the nature of their concern. These are outlined below:

- Where the appeal relates to the conduct of the church council or leadership team they may lodge their appeal with the presbytery;
- Where the appeal relates to the conduct of the reviewer or another individual involved in the review they may make a formal complaint under the provisions of chapter 15 of the Book of Order;
- Where the appeal relates to the presbytery (including where presbytery has not upheld a complaint against the church council or leadership team), they may make a formal complaint under the provisions of chapter 14 of the Book of Order.

3.9.2 Where a minister is considering appealing against a review they are advised to speak to the Complaints Officer first to ensure that they follow the most appropriate procedure.

3.10 Flowchart - Ministry review process



3.11 Becoming a reviewer

3.11.1 Selection

The Leadership Sub-committee intends to train approximately 30 reviewers by the end of 2010. The Leadership Sub-committee has asked each presbytery and synod to nominate people it thinks match the person specification developed to describe the ideal reviewer. Only those individuals who the Leadership Sub-committee believe match the person specification will be trained.

3.11.2 Training

- a) The Knox Centre for Ministry and Leadership has developed an initial two-day training programme for reviewers that will include:
 - The role of the reviewer
 - The theory behind reviews in general (including explanations of assessment theory)
 - The Ministry and Parish Development Frameworks explained
 - Conflict management skills
 - Knowledge of the Privacy Act and Presbyterian reporting lines
 - A workshop on report-writing

- b) The training programme is a series of intensive workshop and tutorial events that assumes experience with both review systems and ministry in New Zealand. The programme concludes with final

assessments and only those who are successful are recognised as Presbyterian Church reviewers and issued a certificate.

3.11.3 *Moderation*

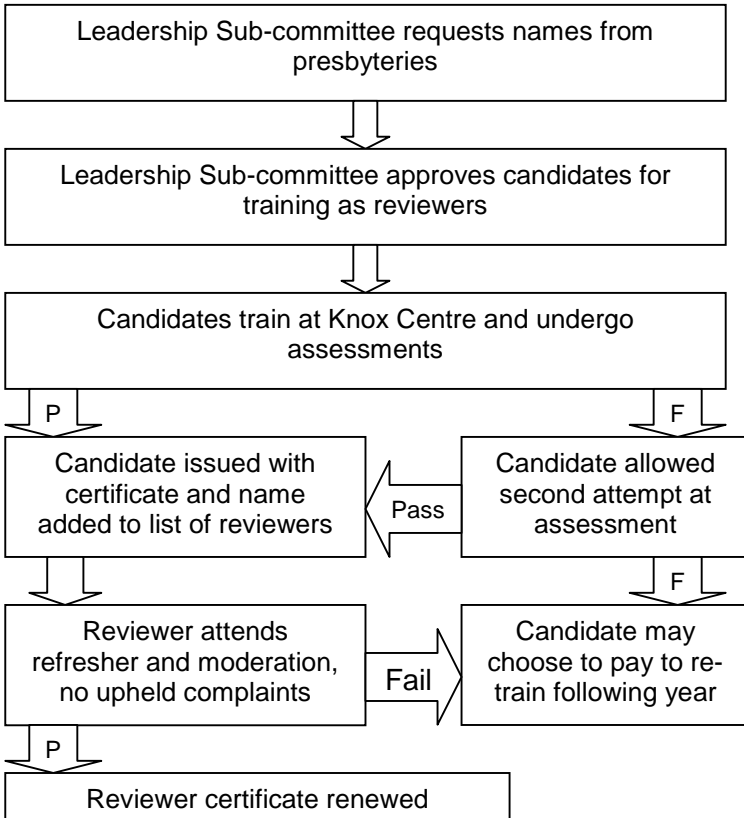
Presbyterian Church reviewers are required to attend an annual refresher day in order to maintain their certification as a reviewer. The refresher includes a peer-review, skill refinement and moderation of a sample of ministry review reports undertaken in the previous 12 months. Where a reviewer fails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

3.11.4 *Costs for training reviewers*

The costs of training and moderating reviewers selected by the Leadership Sub-committee are borne by the Assembly Office. Other individuals who wish to train as a reviewer will still require the approval of the Sub-committee and may be required to meet the costs of training and moderation where the Sub-committee already has enough reviewers. As at 1 November 2010 the fee for training is \$240.00 plus GST. There is no fee for moderation, however costs associated with accommodation and travel for both training and moderation need

to be considered. Further information on costs is available from the Presbyterian Church's website: www.presbyterian.org.nz under Ministry Development Programme.

3.12 Flowchart - Becoming a reviewer



4. Parish reviews

4.1 Requirements for parishes

- 4.1.1 Prior to the 2008 General Assembly, parishes were required to undergo a presbytery visitation every five years. These visitations or quinquennial reviews were conducted by visitation committees appointed by the parish's presbytery.
- 4.1.2 Under the new system, parish reviews will still be conducted every five years by a committee appointed by the presbytery. What has changed is the focus of the review, which has shifted from a state of the nation approach to an in-depth analysis of what the parish could be doing to meet the needs of its community.
- 4.1.3 Additionally, parish reviews are now also required where a parish becomes vacant and the last review is more than three years old. This is to assist ministry settlement boards with the process of developing or updating the parish profile and finding a suitable minister or ministry for the parish.

4.2 The review process

- 4.2.1 *Appointing parish reviewers*
Presbyteries continue to appoint people to review teams for parish reviews. Presbyteries are encouraged to include at

least one member who has undergone ministry reviewer training in each parish review team. There are no fees for parish reviews.

4.2.2 *Preparing for a review*

- a) Prior to a review, the review team will meet with the parish leadership to explain the process the review. The review team will discuss in-depth where the leadership believes the parish is headed, the vision for the parish and the challenges to this vision.

- b) The review team will ask the leadership to provide any background reports or documents they may have on the parish (such as attendance, community data, parish profile etc). At this meeting, the review team may also ask the parish leadership to compile a list of individuals in the parish (including members of the leadership team) to complete a questionnaire on the parish. Respondents are asked to give feedback on how they feel the parish compares with the dimensions of a Healthy Congregation, which are as follows:
 - An **outward focus** among leaders and attenders in their concern for evangelism and wider community care. There is a readiness to discuss matters of faith with others, to act with Christ where there is a need and to invite others to church. The

congregation behaves as a good steward of Creation (the created and built worlds) and works with others for justice and peace, being with those with whom Jesus identifies.

- **Healthy relationships with the wider church** - locally, nationally and beyond. The congregation will participate in mission and share activity at these levels.
- **A sense of direction.** Attenders perceive their congregation as having a definite sense of direction and purpose.
- **Worship** that is true to God, **enhancing of life**, promotes growth in faith, is **relevant** to the cultures/contexts in which we live, and is **inviting** to people unfamiliar with church.
- **A lively faith.** Healthy congregations tend to have higher levels of attenders growing in their faith or experiencing moments of conversion or faith commitment. Among attenders there are high levels of devotional activity such as prayer and Bible reading.
- **A strong sense of community** among attenders embracing all generations, different cultures and diverse ways of being human - creating a sense of belonging, managing conflict, and working towards reconciliation, healing, and renewal. High levels of involvement in small congregational groups will be

evident but will not exclude participation in activities in other communities and settings.

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

4.2.3 *The review*

The next step is for the review team to compare the background information and feedback from the questionnaire to the vision the leadership has for the parish. During this stage the team may attend parish events or interview members of the congregation in order to ascertain whether the parish is indeed on-track to meeting the

needs of its community and congregation. Once the review team is satisfied that it has understood the parish's context it will call the leadership team together to discuss the findings of the review.

4.2.4 *The report*

- a) The final stage of a review brings the review team and parish leadership back together, and they establish goals for the parish over the next five years. The review team will consult with the leadership on the final report before submitting it to the presbytery. Although reports will differ widely depending on the parish and its particular context, as a minimum the report will contain:
- An executive summary
 - The mission vision and passion that this parish holds (Mission Vision)
 - The capacity of the parish to reach this vision (Mission Capacity)
 - The achievements the parish has made to date
 - Spiritual and mission reflection – i.e. where the parish will go next
 - An action plan (agreed to by the parish and reviewers) setting out what the parish will do in the next five years to achieve its vision
 - Support required by presbytery in order to achieve vision

- b) Unlike a ministry review, presbyteries may choose to publish reports from parish reviews in the presbytery documents or at presbytery meetings. During the years between reviews, the parish is responsible for providing updates to the presbytery on its progress against the goals agreed to. A copy of the parish review is sent to the Assembly Office, where it is filed on the parish's file.

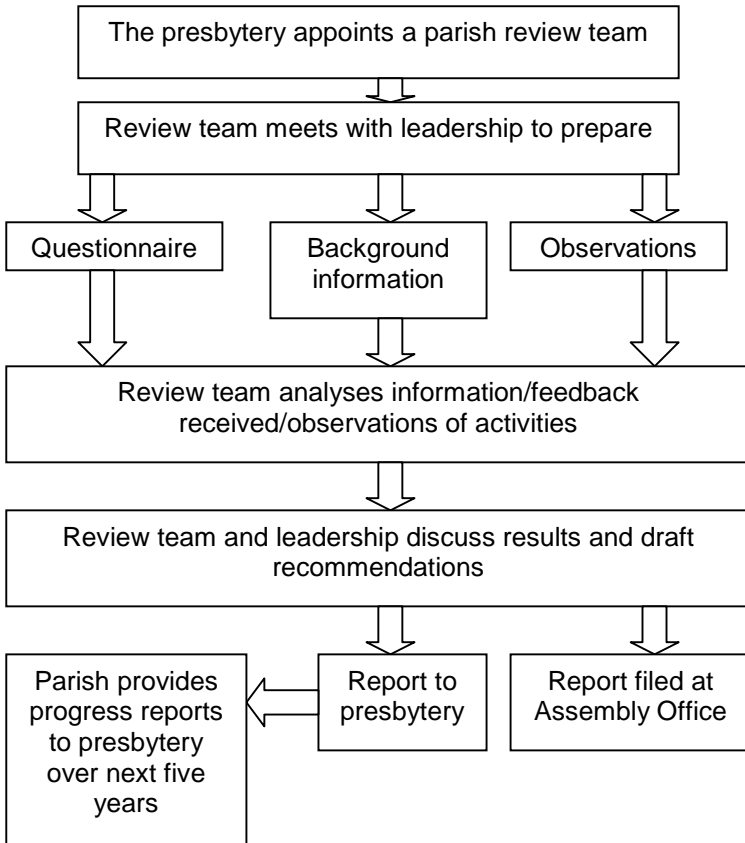
4.3 Appeals

4.3.1 Where a parish wishes to appeal their review, they have different options available to them depending on the nature of their concern. These are outlined below:

- Where the appeal relates to the conduct of the review team they may lodge their appeal with the presbytery;
- Where the appeal relates to the conduct of an individual involved in the review, they may make a formal complaint under the provisions of chapter 15 of the Book of Order;
- Where the appeal relates to the presbytery (including where presbytery has not upheld a complaint against the review team) they may make a formal complaint under the provisions of chapter 14 of the Book of Order.

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

4.4 Flowchart – Parish Review Process



5. Terms used in this booklet

Best Travel Fund

The Personnel Work Group administers the Fund to assist ministers and lay people with the travel costs associated with study.

Charge

A congregation or group of congregations recognised under chapter five of the Book of Order (2008), and declared by the presbytery as entitled to have ministry settlement.

Church council

The governing body of a congregation constituted or organised in accordance with section four of chapter seven of the Book of Order (2008) in order to provide spiritual oversight, leadership, pastoral care and management of a congregation.

Commission of presbytery

A committee created by a presbytery in order to investigate whether the needs of the congregation are being met.

Continuing Ministry Formation (CMF Points)

The previous system whereby ministers were required to accrue 70 points over 10 years through attendance at training/educational events of their choice and/or through study leave.

Co-operative ventures

Congregation set up under the provisions of the Guide to Procedures in Co-operative Ventures which was approved and issued by the five Negotiating Partners (Anglican Church, Associated Churches of Christ, Congregational Union of New Zealand, Methodist Church and the Presbyterian Church).

Disciplinary procedures

Complaints laid or charges proved under chapter 15 of the Book of Order (2008) and any resultant penalties.

Good standing

"**Good standing**" in relation to a minister or licentiate, means a minister or licentiate in respect of whom the Church, on behalf of the Presbytery having oversight of that person, is in a position to issue a letter signed by the Assembly Executive Secretary confirming that person's good standing by reason of the fact that the person is neither facing a disciplinary charge nor is subject to any current disciplinary orders under Chapter 15, and has satisfied the general criteria for ministry development and review as set out in the provisions of the Ministry Development Programme.

Joint Regional Committee (JRC)

A cross-denominational committee that liaises between the parties involved in a co-operative venture.

Kindred service

Employment of a minister with either:

- a) an organisation in which the Church has official representation through appointment by Presbyterian Church courts, or
- b) an organisation which the Church supports but on which it has no official representation

Leadership Sub-committee

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

Local ordained minister

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

Mentor

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

Ministers emeriti/emertus/emerita

Honorary status granted to ministers in good standing upon retirement on age or health grounds.

Ministry settlement

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

Ministry settlement boards

A board established in accordance with section four of chapter 10 of the Book of Order (2008) to perform the functions set out in section seven of that chapter.

National ordained minister

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

Ordination

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

Presbyterian oversight/church of oversight

The church of oversight refers to the denomination with responsibility for a charge. Where the charge is a co-operative venture or uniting charge this responsibility alternates between the Negotiating Partner Churches associated with the charge.

Reception

Process for ministers and licentiates of other denominations transferring to the Presbyterian Church.

Reviewer

A person accredited by the Presbyterian Church to undertake ministry reviews.

Reviews – normative, summative, formative

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

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

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

Supervisor

This is a professional who meets regularly with a minister to discuss the minister's practice of ministry.

Uniting charges

Refer co-operative ventures. This term is often used to describe a joint Methodist-Presbyterian congregation.

Visitations/quinquennial reviews

Process for reviewing parishes established in 1982 and included in the previous Book of Order as appendix E-4.

6. Contact details

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