

Appendix 1 Notes for a visit at a time of CRCW transition

Visits to a post by the Synod Moderator and representatives of the pastoral committee (or equivalent) enables everyone involved in the process of the movement of CRCWs to have a clearer understanding of what is involved. These visits can explain the process, clarify the role of the Synod, Interim Moderators and Synod Moderators, review the needs of the post, review the draft Application and prepare the way for the introduction of possible candidates. Guidance and clarification should be sought from the CRCW Development Worker where necessary. The Accreditations (CRCW & SCM) Sub-committee will initiate a review meeting to discuss the vacancy after two years. What follows are headings, which should be covered in one or more of these visits.

- a) Explanation of the Synod's responsibilities through pastoral committee (or equivalent) for determining the post and its scoping, drawing up Terms of Settlement and agreeing to an application for a continuation, extension or new post.
- b) Appointment and Role of Interim Moderator(s)
- c) Synod Moderators' Role with Pastoral Committee and Synod
- d) Movement of CRCWs
 - i. at each monthly meeting Synod Moderators give consideration to ministers and CRCWs seeking a call;
 - ii. CRCWs-in-Training and married couples are given priority;
 - iii. Moderators Meetings are normally the first Wednesday and Thursday of the month in which they meet;
 - iv. the process deals with CRCWs seeking a call and with posts seeking a CRCW. A summary personal profile for each CRCW and a summary post profile are circulated to each Synod Moderator (see Appendices 3 and 10);
 - v. sometimes there are specific requests from CRCWs to see a profile;
 - vi. CRCWs requesting specific profiles are usually challenged to consider others;
 - vii. occasionally, settled CRCWs are challenged to consider a call to a particular post;
 - viii. consideration is given to CRCWs from other churches with a certificate of eligibility;
 - ix. a full Church-in-Community post profile, or more than one, is offered to a CRCW. In some cases, the same profile is offered to more than one CRCW. If so, a deadline is set by which CRCWs have to express their wish to proceed usually by 12 noon on the last Thursday in the month;
 - x. The CRCW's Full Profile is sent to the Interim Moderator for consideration by the Appointment Group. More than one CRCW profile may be offered, however, the Church-in-Community can choose only one to pursue;
 - xi. The CRCW meets informally with Vacancy Group and the Interim Moderator
 - xii.
- xv. Concurrence is sought from both the sending and receiving Synods;
- xvi. The Commissioning and Induction Service (or if already Commissioned, the Induction Service) is planned, co-ordinated by the Interim Moderator and/or Synod.

e) General

The timetable is unpredictable and may be lengthy;
In cases when the process is halted by either party, support and reflection are important;
The whole process is confidential;
Everything should be under-girded with prayer.