

Appendix 7 Interim Moderator's Notes for introducing a Minister or an Ordinand

These notes are to assist the Synod Moderator in ensuring that an Interim Moderator is aware of all the special factors that might obtain when a minister is being introduced to a vacant pastorate. Most of the following would be expected in the normal pattern of introducing a minister to a pastorate. Some elements are particularly sensitive where the introduction of an ordinand is concerned.

- 1 The Synod Moderators will take care to identify the pastorates that are genuinely suitable for an ordinand according to agreed criteria:
 - a reasonable role description
 - openness on the part of the pastorate to receiving a student and responding supportively to his/her ministry
 - availability of a neighbouring minister with the gifts to offer meaningful support

- 2 A first consideration of the minister's personal profile and an invitation to an initial exploratory meeting with the pastorate call group should normally take place within 3 weeks of introduction. This will ensure that, if either or both parties conclude that there is no basis for proceeding further, the minister is available for introduction at the next Synod Moderators' meeting. An ordinand's profile will look different from that of a Minister of Word and Sacraments and may not include all heading as outlined in Appendix 10.

- 3 The Interim Moderator should try to be available in a supportive role for the minister and the pastorate through each stage of their exploration together. This is particularly important when there may be need for clarification of how the Church's settlement process operates. Specifically, the Interim Moderator should make space for:
 - 3.1 Briefing the minister about the context and any special factors in the pastorate, unpacking the pastorate profile as appropriate. This may involve responding to questions of:
 - theology and worship style;
 - pastoral practice, especially baptismal policy;

3.5 Learning from the minister if there are any special dietary or disability needs to be borne in mind when arranging hospitality or the provision of meals; or any particular personal or family information needs that would facilitate reflection and decision about a possible invitation. This might include:

- local schools' choices
- retirement or sheltered housing provision
- availability of specific specialist medical services

4 Candidates should be given clear and precise travelling directions, especially if coming by road. These should include contact telephone numbers in the event of last minute hitches or getting lost. Travelling expenses should be identified and paid swiftly by the pastorate. The pastorate can claim back for two visits to the pastorate (the first being the initial visit and the second being the preach with a view) from the Maintenance of Ministry Office at Church House.

5 Candidates should be clearly informed of:
the decision-making process including the timetable of response,
the method of reflection and voting, especially if more than one congregation is involved
the agreed majority required for a call to be sustained

6 The Interim Moderator should make clear arrangements with the minister how s/he will make known the outcome of an initial exploratory meeting or a church meeting. If this is agreed to be done by telephone it should always be confirmed by a letter attached to an email. In the case of an offer of a call the minister should also reply in writing.

7 The Interim Moderator should ensure that, in the event of a decision not to proceed at any stage of the introduction, a detailed de-brief of the process, discussions and reactions should be sent to the receiving Synod Moderator within one week. This is designed to enable a supportive de-brief of the candidate and to assist the Synod Moderators in the next stage of exploring appropriate introductions.

8 After a call to the pastorate is given and accepted, the Interim Moderator is a key person in a number of practical matters:

- to ensure concurrence has been given and received by the Synod;
 - to arrange a date for the service of ordination and induction, which is suitable for the Synod Moderator, minister, pastorate and Synod;
 - putting together the order of service in consultation with the minister and the local pastorate, and with the agreement of the Synod Moderator; all parties should agree the content and order before printing deadlines are identified. For the ordination of an ordinand, a representative of the training college should be invited;
 - to ensure that the manse is in good order and ready for occupation, cleaned and with all systems checked to be working; this is especially important if the manse has been let to tenants after a minister has left or is subject to building works;
- There may be times when an Interim Moderator has a role in the handing over of records and contact lists relating to the pastorate; this is especially important in respect of confidential information regarding sensitive pastoral issues.