

Procedure for Appointing Graduating Students (2023)



Introduction:

The Code (7.13) provides that each graduating student, when licensed by the Presbytery, passes under the direction of the Ministry & Mission Committee for one year for the purpose of the committee appointing those students to available ministries. These notes define the procedure to be followed by students and churches to facilitate the making of those appointments.

Philosophy:

The Committee is eager to maximise “best fit” appointments between congregations, graduating students and their families to enhance the potential for relational, joyful ministry. Therefore, the Committee values the informed involvement of congregations and students.

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Superintendent
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Limitation:

A congregation may wish to express an interest in a particular graduating student. The Committee welcomes such input. However, in order for the Committee to make optimal appointments for all parties, congregations and students must neither seek commitments from, nor give commitments to, one another. This limitation is imposed for several reasons. Some students might have special needs (e.g. medical needs which restrict their availability to certain areas). Equally, students will not be aware of all the congregations seeking appointments and might be unreasonably restricted when assessing their options. All relevant factors need to be considered and this cannot be done except with comprehensive knowledge of the needs of congregations and students.

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Process:

In outlining the following process, the Committee affirms the dignity of both students and congregations. For that reason, it will not initiate or knowingly allow procedures that are unfair or undignified, including competitive preaching.

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The placement process will begin with the Superintendent, Matt Oates writing to all graduating students, vacant charges and presbyteries seeking a relevant profile from each graduating student and each interested congregation or pastoral charge. (A template for that profile is at www.mmpcnsw.org.au > Procedures > Graduating Students.) All graduating students and their wives (if married) will then attend a dinner with the Committee for the appointment process to be explained and for students and their wives to meet members of the Committee. (The same applies to deaconess candidates and their husbands, if married.)

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Profiles of students and of congregations expressing an interest in a graduating student appointment should be received by M&M by Monday 29 May so they may be distributed, as appropriate, to students and Committee members.

Central Mail
PO Box 2196
Strawberry Hills
NSW 2012

At its June meeting the Committee will consider each of the congregational profiles and may assign relative priorities to them. These priorities will be reported to the students, each of whom (with their spouse, if married) will be **interviewed by members of the M&M Committee on either Saturday 3 June or Saturday 10 June**. In association with that interview, graduating students will have an opportunity to express and explain their top three appointment preferences. While the Committee will fully consider student preferences, it cannot guarantee that students will eventually be assigned to one of their preferred placements. After consideration, the Committee will recommend that particular students contact particular congregations. At that time, the student profiles will be provided to the relevant congregations. Churches not involved in these “first-round” discussions will be informed before the end of June.

Discussions between the parties will follow and the Committee, through Superintendent, will be informed of their progress.

If both parties agree to proceed with an appointment, the Committee will confirm that appointment as soon as possible.

If the discussions indicate that the student and congregation are not suited to each other, the Superintendent or Associate Superintendent may ask the student to contact a different congregation until a satisfactory appointment may be made or it becomes apparent that there is no suitable appointment at that time. This process does not give licence for congregations or students to compete with one another. Nor will students be allowed to reject a proposed appointment until they have spent at least five days, including one Sunday, with the congregation involved.

The aim of this process is to have harmonious appointments made as early in the year as possible. Ideally, the process should be completed by the end of October.

Note: before this process can be completed, students must have obtained their “employed” **Working With Children Check**.

Profiles:

Students will be asked to provide a personal profile. This will be made available to any congregation to which they might be recommended. Go to the [Graduating Students page](http://www.mmpcns.org.au) on the M&M website www.mmpcns.org.au and follow the link to a sample Student Profile.

Congregations will be asked to provide a profile of the congregation and its environment. Go to the [Graduating Students page](http://www.mmpcns.org.au) on the M&M website www.mmpcns.org.au and follow the link to a sample Congregational Profile. Each congregational profile must:

- Identify the congregation/s seeking an appointee
- Identify the ministry location
- List congregational aspirations in ministry and expectations of a graduating student
- State any other information that might interest a prospective minister.

If the congregation wishes to continue with the graduating student process a FORMAL APPLICATION MUST BE LODGED BY 21 AUGUST INCLUDING:

- Extract minutes of the congregation and the Presbytery endorsing the application
- A copy of the financial return from the previous year
- A copy of Terms of Call approved by M&M and the Presbytery within the last 12 months (or in the case of a Pastoral Assistant position a draft contract and commitment to providing the normal ministerial package).

Questions:

The Superintendent is eager to provide real and meaningful help in the appointment process. Please direct any questions about the process to Matt Oates by:

Email	moates@pcns.org.au	Website	www.mmpcns.org.au
Mobile	0425 325 436		

Summary Timeline for appointment process during 2023:

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|-------------|---|
| April | ✓ Superintendent writes to all graduating students and vacant congregations seeking expressions of interest and profiles. |
| | ✓ Superintendent writes to all presbyteries informing them of the appointment process and seeking their support for those congregations that might wish to receive a graduating student. |
| April / May | ✓ Congregational expressions of interest submitted (including congregational profile) |
| May 4 | ✓ Dinner for graduating students and their wives, hosted by the Ministry and Mission Committee |
| May 29 | ✓ Lodgement date for profiles for students and expressions of interest plus profile from congregations |
| May 30 | ✓ All profiles sent to Committee members. Appropriate congregational profiles sent to graduating students. |
| June 1 | ✓ Committee discusses and priorities expressions of interest as appropriate. |
| June 3 & 10 | ✓ Graduating students and their wives are interviewed by the Committee, non-binding preferences are lodged and recommendations are made for discussions between students and congregations. |
| June 12-16 | ✓ Students and churches informed of first-round discussions. |
| July | ✓ Graduating students initiate discussions with congregations. |
| August 21 | ✓ Formal applications from congregations with extract minutes from congregation and presbytery are due. |
| Aug - Oct | ✓ Appointments confirmed by Committee when agreements are reported. |
| November 2 | ✓ Process completed wherever possible. |

