**S13: STATIONING PROFILE 2024-2025 [CIRCUIT APPOINTMENT – DIACONAL]**

*Please complete this form in Arial font size 10*

Once completed, please return this profile electronically to the Chair of District and the Lay Stationing Representative who will forward a copy to the Warden of the MDO. The Warden is responsible for forwarding the form to Stationing Administration. Please note that it is vital that the Diaconal Stationing Sub-Committee can rely on the accuracy of the information written on the profile.

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| **Q.** | **CIRCUIT DETAILS** |

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| 1 | Circuit name: |       | Circuit number: |       |
| 2 | Date of commencement & length of the appointment: |       |
| 3 | Circuit Steward’s contact details: |       |
| 4 | Superintendent’s contact details  |       |
| 5 | Is funding in place for this appointment? |       |
| 6 | Is this appointment full-time? If not, how many sessions per week? |       |
| 7 | Date appointment agreed by the DPC (new appts. only): |       |
| 8 | All diaconal appointments should be considered to be suitable for a probationer deacon. If there are reasons why this is not regarded as suitable please state them here. Please indicate the date when a conversation was held about this with the Chair of District and the Warden of the MDO: |       |

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|  | **THE CIRCUIT** |
| 9 | Please give a description of the circuit including its size, shape and total membership; the number of churches and membership of each; the size, makeup and responsibilities of the staff team (lay and ordained) and all established ecumenical links.  |
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| 10 | What is the circuit’s stated policy about mission and ministry in this location and its chosen method of working (including the frequency and content of staff and leadership team meetings)?  |
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|  | **THE APPOINTMENT** |
| 11 | Profile of the appointment (outline clearly and in order the priorities, objectives and main tasks of the appointment). |
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| 12 | Please indicate how the appointment is to be funded, what further resources are available to the deacon (i.e. seed funding, ecumenical support etc.) and what systems of review and support are being put in place for this appointment including support or steering groups)? |
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| 13 | What are the potential strengths, weaknesses, opportunities and threats to the work as described? (Please outline what these are as honestly and clearly as possible including any changes (e.g. staffing, redevelopment) that are expected in the next two years that may need to be considered.) |
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| 14 | Profile of the deacon being sought (please indicate the priorities of skills and experience the circuit feels are needed to fulfil this appointment). |
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| 15 | Involvement in acts of worship (please indicate what the expectation is in terms of the deacon’s involvement in worship and whether or not this includes the occasional pastoral offices). |
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|  | **THE MANSE** |
| 16 | Please insert a digital photo of the manse if possible. |
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| 17 | If there is no manse attached to this appointment, please provide the reasons. |
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| 18 | Address of manse:  |       |
| 19 | Location of manse relative to church(es), schools, hospitals etc.:  |       |
| 20 | Public transport links: |       |
| 21 | Number and measurement of rooms:  |       |
| 22 | Study facilities:  |       |
| 23 | Heating arrangements: |       |
| 24 | Size/nature of garden: |       |
| 25 | Parking/garage facilities: |       |
| 26 | Current EPC rating: |       |
| 27 | Arrangement for disability access: |  |
| 28 | Give details of any expected changes to the manse or its location. |
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| 29 | Please indicate the possibilities or difficulties involved if the deacon appointed does not drive.  |
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| PLEASE SEE THE SECTION BELOW WHICH IS EXPECTED TO BE COMPLETED FOR ALL APPOINTMENTS |
| **PROBATIONER APPOINTMENTS***Please bear in mind that probationers are often highly skilled and bring with them a great deal of experience from previous secular employment. If the circuit has good reason to think that the appointment is not suitable for a probationer deacon, this must be clearly explained in the first section of this form and agreed by the Chair of District in conjunction with the Warden of the MDO. Please see the criteria below.* ***This section should be completed for all appointments***. |

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| 30 | *How could this appointment be adjusted to accommodate a probationer deacon? (This would include the time required for probationer studies and attendance at relevant probationer meetings.)* |
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| 31 | Please indicate the name and contact details of the person who would be supervising the probationer.  |
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| 32 | Please indicate the name and contact details of the person who will be the Minister in Oversight of the person appointed. |
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| 33 | Names of those authorising the submission of application.  |
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| **NAMES***The names should be inserted when authorisation has been given to the submission of the application. Those authorising the application should have seen the final version of the application* |
| Superintendent Minister: | <name><date authorised>Email address: |
| Senior Circuit Steward or the Steward in charge of Stationing: | <name><date authorised>Email address: |
| District Chair | <name><date authorised>Email address: |
| Lay Stationing Representative | <name><date authorised>Email address: |
| District Probationers’ Secretary | <name><date authorised>Email address: |
| Warden of the Methodist Diaconal Order | <name><date authorised>Email address: |

*The District Chair, as Chair of the District Probationers’ Committee, is asked to submit with this application a letter of reference regarding the person who will act as supervisor of the person appointed and the person who will be the Minister in Oversight.*

*The letter should indicate that the nominee is or will be an accredited supervisor under the interim supervision policy, before the appointment commences.*

*The letter should also confirm that the Supervisor can offer continuity for the whole of the two (2) years of probation. This means that they cannot hold these roles if they will be in a re-invitation process or due to take a sabbatical during the two years. It is also preferable for the Minister in Oversight to be able to offer continuity for the whole of the probationary period.*

*A district manse inspection report from within the last five (5) years must be provided with this application form. This must indicate that the manse meets manse standards and is in suitable condition and repair.*

**All copies of this form should be destroyed no later than the adoption of the stations at the Conference. Only the deacon stationed to the appointment and those with formal oversight of the deacon and circuit should retain a copy beyond this point.**

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| Criteria for assessing applications for the stationing of a probationer deacon undertaking their first appointment within the Methodist Church in Britain (approved by the Stationing Committee 2020) |

1. **A suitably defined, appropriate and restricted workload. This should include**:
* No sole responsibility for the probationer of project work without regular and close oversight.
* An assurance that the recommendations for holidays and breaks in CPD Guidance Section 2 will be observed.
* One (1) full day each week for study/reflection/training, either individually or as a group activity in addition to time necessary for preparation of on-going work.
* Realistic boundaries set to circuit-wide projects in the initial period.
* Reasonable expectations of what can be achieved in the initial period.
* Chaplaincies to hospitals, prisons etc. and duties such as school governorships only when they have been accepted by the circuit and time allocated for them within the overall workload.
* Opportunities within the appointment for the development of mission should be given.
* Opportunity to maintain the obligations associated with being a member of the MDO – maintaining the Diaconal Rule of Life, attendance at Convocation and Area groups.
1. **Adequate inductions**. A suitable person (or persons) must be available (usually the Minister in Oversight) to give sufficient time for the probationer to:
* Become familiar with the context and the nature of the community. To facilitate community relations and locate existing community networks.
* Attend the first occasion when the probationer performs an activity, and a regular sample of subsequent occasions.
* De-brief the probationer afterwards and create a dialogue of affirmation, analysis and critical reflection with them.
1. **Adequate supervision of circuit work:**
* A Minister in Oversight (usually the superintendent or a deputy appointed by the superintendent) to manage the work of the person appointed and to model good practice.
* A superintendent (or someone to whom the superintendent is both willing and able to delegate this responsibility) to be the supervisor for their professional practice.
* The supervisor will be an experienced practitioner who is approved to supervise under the Methodist Church’s supervision policy before the commencement of the appointment.
* The supervisor and the Minister in Oversight will both attend a preparation meeting at the Queen’s Foundation before the commencement of the appointment.
* Meetings between the person appointed and the Minister in Oversight should take place weekly in the first instance, their frequency being adjusted as time goes on under the oversight of the District Probationers Committee through the District Probationers Secretary.
* There should be not less than nine (9) hours of reflective supervision regularly spaced throughout the year.
* If the appointment includes the probationer acting as an assisting or second minister to an experienced colleague, that colleague should not be the supervisor, but could be the Minister in Oversight.
* Adequate and sympathetic circuit leadership (lay and ordained) should always be available.
* Ministerial colleagues and lay people in the circuit willing and able to instruct the person appointed in some of the practical aspects of their craft, guide them in developing and applying their basic skills and provide models of reflective practice for them to be available.
* A Worship Development Group will be provided by the circuit (whether or not the probationer deacon is a local preacher, all deacons are worship leaders and have skill development needs and should gain experience of rites of passage, proclamation of the gospel, informal and formal worship leading).
* Each probationer is responsible for identifying their own befriender (though advice can be given if needed). Part of the Minister in Oversight’s role should include checking that a befriender is in place. For probationer deacons, this befriender would be their spiritual director.
* The MDO are responsible for appointing a Wise Senior for the probationer.
1. **Frequent circuit staff meetings** (at least monthly) which cover:
* regular business;
* prayer and study;
* mutual support, reflection and accountability.
1. **A clear understanding amongst the people of the circuit about the nature of the appointment and about appropriate expectations of the person appointed and an understanding of distinctive diaconal ministry and membership of the MDO.**
2. **A manse that is in accordance with Standing Orders** and where any work recommended in quinquennial (five-year) inspections will have been carried out by the time the probationer takes up the appointment. For guidance in this area, please see *The Constitutional Practice and Discipline of the Methodist Church* (CPD), Book VII, Part 2. An electronic copy can be accessed on the MCB website here: [CPD (methodist.org.uk)](https://www.methodist.org.uk/for-churches/governance/cpd/).