



A Company Registered in England No. 209505
Registered Charity No 247113

Guidelines to ministers for completion of settlement documents

It is strongly recommended that before completing and submitting nomination profiles to the National Settlement Team, a meeting is arranged with one of the Regional Ministers to discuss on a personal and informal basis your sense of calling to seek a new pastorate. These notes are prepared as a guide to the preparation of the necessary documentation and are part of the overall support that we seek to give ministers who are considering re-settlement.

There are two documents that will be submitted to the National Settlement Team

Nomination Form

This will be prepared by the Regional Minister after an interview with you, based on your responses to the document "NOMINATION INFORMATION FOR NST".

The nomination Form is distributed to all members of NST and will be used as the basis for the various Regional Ministers to write their commendations to churches. The form will not be distributed beyond NST, and comprises:

Financial Information: Details of the stipend you currently receive/will be seeking, housing arrangements (manse, shared ownership etc.) please indicate if your family arrangements require any special housing (e.g. more than 3 bedrooms, disability access etc.) If you own a house that you envisage selling our order to buy one in which to live in your next pastorate, it is a useful idea to arrange an informal valuation so that this can be considered

Settlement Preferences: Ministers applying to NST are encouraged to be fully open to God's leading whenever possible, however it is possible to make some allowance for geographic or other preferences. Please be clear in identifying what are preferences (we would like to work in the inner city) and what are essential considerations (We need to be within 2 hours of an elderly parent). You are also asked to indicate on a scale of 1-5 your openness to various forms of ministry.

Regional Ministers' Commendation: This will be written by the RM on the basis of an initial interview. This is key in guiding other Regional ministers of your suitability for various pastorates, and will probably provide the form of words that is used in their letters to potential churches.

Confidential Information: It is important that NST members are aware of any previous difficulties or concerns arising from ministry. These will be included here along with any other personal information that may affect a future settlement. The content and wording of this section will be mutually agreed by you and your Regional Minister and will not be passed on to churches unless you give permission. You should also include in this section.

Some indication of your reasons for seeking re-settlement

Any specific health concerns that may affect your ministry or settlement needs

Any comments you wish to make about your spouse's involvement in church life

Any relevant family concerns

Nomination Profile

This is a fuller document that gives you the opportunity to present to prospective churches something of your gifts, experience, theological outlook and style of ministry. This is not a document in which you seek to “sell” yourself to churches but give a straightforward presentation of yourself to help Regional Ministers and prospective churches to make some initial judgement of your suitability for a particular pastorate. It is vital to the well-being of your future ministry that you are clear about your own priorities, especially highlighting any issues of personal conscience that might not be normally anticipated by a potential future congregation.

The nomination profile is a relatively simple document consisting of a number of sub-headings. You may find it easier to produce this electronically by simply copying the subheadings into a Microsoft word document. (This will also be of great help to your Regional Minister!). You are free to style the document yourself, but we strongly recommend that you adhere to the basic order and format of the master. In any instance, you should ensure that your Nomination Profile does not exceed (or falls much short of) two sides of A4.

The Nomination profile covers the following areas:

1) Personal Gifts and skills:

This should identify what you see as the key strengths and main aspects of your ministry thus far. Try to support these with examples of where you have displayed these attributes.

You should include any experience you have gained in specific aspects of church life and mission (e.g. community work, schools/children, building development, chaplaincy etc.)

You should make some reference to your preaching and pastoral gifts and the particular style and strengths you have in this respect.

Try to reflect not only your own perceptions but also what others have observed as the strengths of your ministry.

Do not overlook relevant skills and experience that you have gained outside of the immediate church context (e.g. in employment prior to ministry, community activity etc.)

2) Theological Principles:

This section gives you an opportunity to express the underlying principles that drive your ministry.

You might seek to include:

Your understanding of Scripture and the nature of the Gospel

Your understanding of the nature of God and how this has influenced your approach to ministry and church life.

Your perception of the purpose, nature and mission of the local church.

How you perceive leadership and governance in the church, particularly in relation to your role as minister.

Christian Relationships, including your convictions about working with Christians of other theological positions and your attitude to Ecumenical working.

Your normal worship style and the breadth of your openness to other traditions.

Reflections on personal and corporate spirituality within the local church community.

Any strong theological principles that you hold that will affect your approach to ministry and expectations in a local church context.

3) Conversion and Christian journey

This is an opportunity to share your personal journey of faith with a future congregation. It will probably include

Your initial exposure to church life and community.

The events surrounding your commitment to Christ and Baptism.

Developing Christian service and discipleship within the local church and/or wider contexts

Your experience of calling into Christian ministry.

Some reflection on how you sustain your own faith and your experience of God in the present.

4) Education and work experience

Give details of your higher/further education prior to theological qualifications and ministerial training, together with any degrees or awards gained.

List both full-time and part-time appointments under work experience including dates. Please also account for any breaks in continuity of employment/full-time study.

5) Other Interests

Indicate how you are involved in any community activities and also how you spend your leisure time, any hobbies and interests that you have etc.

6) Any other information

If you feel this is any further relevant information that you wish to share, this can be included here.

7) Personal details

Please give details of your immediate family including names and ages of children. Include contact details (including e-mail). Remember to include any relevant family details that may affect your housing needs.

Phil Jump
July 2004