



A Company Registered in England No. 209505  
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## Guidelines to ministers for completion of settlement documents

### How does the settlement system work?

Once you have prepared a nomination profile and been interviewed by the Regional minister, the nomination Form will be prepared by the Regional Minister and sent to you. You will either receive two copies by post, or if there is time pressure it might be e-mailed. You should return one copy to the NWBA office, signed and dated to indicate you are happy with the information contained within it, and for the form to be circulated to the National Settlement Team.

Once a signed copy has been received, your details are circulated by e-mail to the NST and will be included in "the book".

NST meets approximately monthly and considers the name of each minister in turn. At the next meeting of NST, your Regional Minister will share a little about you and the ministry you have exercised to date. Suitable churches are sought and these are recorded.

The Regional Minister for those churches identified as potentially suitable will send your profile to those churches. Your own Regional minister will send you details of those churches to whom your name has been sent.

All churches who have received your name are asked to let you know whether or not they wish to proceed. However experience has taught us that churches who do not wish to proceed with a particular person, often overlook this.

Regional Ministers report back to the next NST any progress etc. Your own Regional Minister will seek as much as possible to keep you updated of any developments.

Once you are committed to preaching with a view, NST will not normally be willing to pass your name to any further churches until a conclusion has been reached.

Each Regional Minister has an up-to-date list of current pastoral vacancies. You can ask for a copy of this at any time (even if you are not on the settlement list) It is particularly helpful if you are able to receive this by e-mail. You are asked not to forward this to any third party.

If you wish your name to be sent to a particular church, this can be requested on your behalf at the next NST. If the church is fully available, it is unlikely that this request will be refused.

#### Confidentiality:

NWBA operates a confidential office system. i.e. office staff will know that you are seeking re-settlement, but are clear that this is confidential and will not share it beyond the office team.

NST members will obviously be aware of your availability.

It is stressed to churches that they should seek to observe confidentiality and they asked:

Only to contact you at the address given on your nomination profile.

Only to speak to the minister directly on matters of settlement (some ministers may not want younger children to be aware of initial contacts).

To destroy your details if they do not wish to proceed.

Not to send delegations to your present church, or contact your present church in any way.

Only share your details beyond the diaconate/eldership/search committee if you have been invited to “preach with a view”.

Not advertise that you are preaching “with a view” or with an informal view to ministry in any written publication or web-site.

Please remember that the process of settlement is one where an individual and a local church together seek and sense the guidance of the Holy Spirit about the pastorate of that church. The role of NST is to seek to assist in that process, but it is the responsibility of you and the church to discern whether or not this is a call from God.

### **Visiting Churches**

Each local congregation will have their own way of dealing with ministry candidates. It is important therefore that you ascertain clearly from the church what their expectations and understanding of your visit will be. (e.g. if you are taking a Sunday service is this “with a view” or simply as a visiting speaker.) It might also be useful to ascertain from whom the invitation is coming (e.g. deacons, secretary or whole church). If you have limited Sundays available, it may be sensible to arrange a midweek visit in the first instance.

You will clearly need to get to know something of the church and seek to sense God’s leading in relationship to a potential pastorate, but remember that there are more basic issues that you may need to explore too. You can get much more out of your visit if you plan some of these ahead – e.g. if you have children, can the church obtain a local school prospectus or perhaps even arrange a visit while you are there. If there is no manse, you may need to do some research on housing and in any case it may be useful to arrange a daylight tour of the local community.

It may be useful to prepare for the visit by thinking “backwards” – i.e. by asking yourself the question “What would I need to know in order to be confident of making a decision about proceeding to the next stage?” You can then prepare for the visit by thinking through what you need to do in order to find that out.

Some useful questions that you might like to ask a church

Why do you want a minister?

What do you see as the key tasks and responsibilities of a minister? – Why?

Where do you see this church being in ten year’s time?

What do you see as the main mission opportunities in this situation? How are you responding to them?

What do you think you learned as a church during the previous ministry?

What do you think you have learned as a church during this pastoral vacancy?

What do you see as the key challenges that this church is facing? – What are you doing about them?

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