



The Movement of Church Related Community Workers

Contents

1. Introduction and Outline process
2. Preparing to call a Church Related Community Worker (CRCW)
3. Seeking and issuing a call
4. The Appointment, Responsibilities and Role of Interim Moderators
5. Special cases
 - Newly Qualified CRCWs
 - Married couples
 - Advertised posts
 - Fixed Term Appointments

Appendices

- Appendix 1 Notes for a visit at a time of CRCW transition
- Appendix 2 Making good use of a time of transition
- Appendix 3 CRCW Post Profile Application & Summary Profile
- Appendix 4 Role Description & Person Specification for a CRCW
- Appendix 5 Terms of Settlement
- Appendix 6 Guidelines for the introduction of CRCWs
- Appendix 7 Interim Moderator notes for the introduction of a CRCW including a CRCW-in-Training
- Appendix 8 A meeting of the Vacancy Group and the CRCW

Appendix 13 Shared Management & Oversight Responsibilities for CRCW ministry

1 Introduction and Outline Process

This document sets out advice and guidelines on the movement of Church Related Community Workers (CRCWs). It includes an overview of the process from the time a vacancy has been declared to the end of an induction period when a CRCW has been called. This document parallels the paper 'The Movement of Ministers' (of Word & Sacraments).

NOTE: One significant difference between the ministry of CRCW and that of Ministers of Word and Sacraments is that CRCWs are engaged in development work in such a way that it is generally expected that each post will only be for a maximum of two five year terms, although

vote of the Church-in-Community, or separate ballot papers may be used for the

- 3.3 The Synod should appoint a CRCW interim moderator if they have not already don't so and the church-in-community should form the CRCW vacancy group if not already appointed.
- 3.4 An invitation may then be given to the CRCW for an informal visit to meet the Interim Moderator and Vacancy Group as well as the Local Steering Group members, elders and other key people to get a feel for the project. These meetings should be confidential and carefully handled; some guidance is offered in Appendix 7. Members of any ministry team and ecumenical representatives may be met at this point and the manse may be seen.
- 3.5 If the CRCW and Vacancy Group both agree, the candidate should be invited for a formal meeting, to include meeting with appropriate groups and partner agencies, sharing in worship, social gatherings, etc. An interview should take place with opportunity for a presentation and questions and answers by both Vacancy Group and Candidate. This is the equivalent of a Minister of Word and Sacraments 'preach with a view'.
- 3.6 The Vacancy Group should make its recommendation to the Church Meeting immediately after the interview. The decision to issue a call or not should be taken by the Church Meeting as soon as possible and the decision communicated to the candidate immediately after the meeting, or as soon as possible, by telephone and confirmed in writing. Reasons for the decision should be offered and an opportunity, if the candidate is not offered the post, to talk through the issues. If the candidate is willing to accept the call, the acceptance is provisional until Synod concurrence is given; a provisional acceptance should therefore be communicated to the Synod Clerk as soon as possible, with a request for concurrence again in writing.

The interim moderator should collect all the CRCW profiles in after the interview and ensure these are destroyed. The interim moderator should also ensure that arrangements are in hand to reimburse the candidate's expenses.

- 3.7 The CRCW will normally have a current Disclosure and Barring Service/Protecting Vulnerable Groups Scheme disclosure as these are issued every 5 years. The Ministries Office at Church House will be able to advise.
- 3.8 The Interim Moderator works with the Church-in-Community, newly called CRCW and Synod Moderator to co-ordinate the preparation of the Induction service, which is under the auspices of the Synod. The Interim Moderator and/or Local Steering Group Chairperson will also work with the incoming CRCW on an induction to the role and context process.

4. The Appointment, Responsibilities and Role of Interim Moderators

4.1 Introduction

The ministry of Interim Moderators has been recognised from the foundation of the United Reformed Church. Their purpose is to provide a continuing mutual link between the wider

church and and the Church-in-Community during a time of CRCW vacancy or transition. A function of a Synod is “to appoint, in consultation with the local church and the Moderator of the Synod, from among its members an Interim Moderator during a pastoral vacancy”. It is important that the Interim Moderator be able to act and to be seen as a neutral person – someone outside the local situation. The Interim Moderator needs to be objective and sensitive to the Church-in-Community’s tradition, theological stance and ways of operating. The agreement of the Church-in-Community in the appointment is essential. The Synod is responsible for the training and support of Interim Moderators. The Interim Moderator is the point of contact for the Synod Moderator and may be invited to report on the state of the Church-in-Community during the time of CRCW vacancy or transition to the Synod Pastoral Committee (or equivalent).

4.2 Appointment

When a CRCW receives a call to another post, or is within six months of the end of a term of service or retirement, or for any other reason is leaving the Church-in-Community, the Synod, in consultation with the Church-in-Community, should appoint an Interim Moderator.

The role and duties service or 74.2 775 525.43 Tm0 g0 G[(Syn)-5(o)-6(d)-6(000912 0 612 792 reW*nBT

d) Fixed term appointments

The vocation of CRCWs is to a life-long ministry. However, the call to a particular Church-in Community is time-limited, lasting five years in the first instance and extendable for a further period of five years after successful review.

e) Health and Disability issues

The post should be made fully aware of all relevant matters in cases where there may be health and disability issues.

Appendix 1 Notes for a visit at a time of CRCW transition

Visits to a post by the Synod Moderator and representatives of the pastoral committee (or equivalent) enables everyone involved in the process of the movement of CRCWs to have a clearer understanding of what is involved. These visits can explain the process, clarify the role of the Synod, Interim Moderators and Synod Moderators, review the needs of the post, review the draft Application and prepare the way for the introduction of possible candidates. Guidance and clarification should be sought from the CRCW Development Worker where necessary. The Accreditations (CRCW & SCM) Sub-committee will initiate a review meeting to discuss the vacancy after two years. What follows are headings, which should be covered in one or more of these visits.

- a) Explanation of the Synod's responsibilities through pastoral committee (or equivalent) for determining the post and its scoping, drawing up Terms of Settlement and agreeing to an application for a continuation, extension or new post.
- b) Appointment and Role of Interim Moderator(s)
- c) Synod Moderators' Role with Pastoral Committee and Synod
- d) Movement of CRCWs
 - i. at each monthly meeting Synod Moderators give consideration to ministers and CRCWs seeking a call;
 - ii. CRCWs-in-Training and married couples are given priority;
 - iii. Moderators Meetings are normally the first Wednesday and Thursday of the month in which they meet;
 - iv. the process deals with CRCWs seeking a call and with posts seeking a CRCW. A summary personal profile for each CRCW and a summary post profile are circulated to each Synod Moderator (see Appendices 3 and 10);
 - v. sometimes there are specific requests from CRCWs to see a profile;
 - vi. CRCWs requesting specific profiles are usually challenged to consider others;
 - vii. occasionally, settled CRCWs are challenged to consider a call to a particular post;
 - viii. consideration is given to CRCWs from other churches with a certificate of eligibility;
 - ix. a full Church-in-Community post profile, or more than one, is offered to a CRCW. In some cases, the same profile is offered to more than one CRCW. If so, a deadline is set by which CRCWs have to express their wish to proceed usually by 12 noon on the last Thursday in the month;
 - x. The CRCW's Full Profile is sent to the Interim Moderator for consideration by the Appointment Group. More than one CRCW profile may be offered, however, the Church-in-Community can choose only one to pursue;
 - xi. The CRCW meets informally with Vacancy Group and the Interim Moderator
 - xii. If all agree to proceed, the CRCW also meets formally with the Church-in-Community, partners and the CRCW is interviewed by the Vacancy Group;
 - xiii. The Vacancy Group decides on whether to recommend a call; The Church Meeting decides upon the call;
 - xiv. If the call is issued, the CRCW indicates verbally, and then in writing, that they accept the call;
 - xv. Concurrence is sought from both the sending and receiving Synods;
 - xvi. The Commissioning and Induction Service (or if already Commissioned, the Induction Service) is planned, co-ordinated by the Interim Moderator and/or Synod.

e) General

- The timetable is unpredictable and may be lengthy;
- In cases when the process is halted by either party, support and reflection are important;
- The whole process is confidential;
- Everything should be under-girded with prayer.

Appendix 2 Making good use of a time of transition

Reaction to change

The movement of a CRCW brings with it many different reactions and a wide range of emotions. Sometimes symptoms of bereavement will predominate, at other times perhaps the excitement of a possible new beginning. The Interim Moderator will need the gifts necessary to help the church-in-community through a period of change.

Supporting

It is not easy in a transition period to support the life of the Church-in-Community. (This is particularly true where the leadership expectations have rested almost entirely on the CRCW. Church members and community groups may need help in encouraging their self-confidence and recognising their gifts. But the life of the church in community is their responsibility. Positive thinking about the present, together with the constructive view of the past will provide the best foundations for a healthy future.

Reflecting

The transition period is not a time for simply maintaining what has been the case. For the health of the Church-in-Community (and in order to be more attractive to an incoming CRCW) it should be seen as a time of reflection on where the Church-in-Community is and where its future lies. There is time to re-assess resources and discover ones previously unrecognised. The Interim Moderator as an independent observer is well placed to serve as a catalyst to this process. Square pegs and round holes can sometimes be better seen from a distance and lateral solutions to problems suggested. Adequate reflection takes time but is an important prerequisite for the writing of a clear and visionary profile.

Planning

A well-used transition period can be used to plan for the future. The Church-in-Community's participation in God's mission continues and, while there are some things which are better developed with the new CRCW, it is a mistake to put aside all new ideas, especially those which are likely to raise the spirits of members. The Interim Moderator's experience and objectivity again will help the church to analyse when to do and when to defer. It seems safe to assume that a new CRCW will look more favourably at a Church-in-Community which is moving forward rather than one which is bogged down in struggles to stay where it is.

Appendix 3

CRCW Post Profile Application

Church Related Community Work Project Application Process

What is Church Related Community Work?

-

The CRCW Programme Sub-Committee cannot guarantee that every project will be approved. Even if yours is, there is no guarantee that a CRCW will be called to work alongside you.

CRCW PROJECT PROPOSAL INITIAL ENQUIRY FORM

Please fill out the details below

Proposed CRCW Project Name:

Name of Applicant Group:

Applicant Group Details (please indicate who will be the main contact):

Name	Who the person represents	Email	Contacts ' phone number

8. How and when have you discussed this Project proposal with the Synod and gained their support to submit this proposal?

Please limit your responses below to one side A4 only

Community Context:

(e.g. inner city/urban/suburban/market town/rural/coastal town; demographics and analysis of the local neighbourhood(s); other community organisations, local agencies and resources in the area; ecumenical scene, etc.)

Church Context:

(e.g. size of congregation/theology.)

Mission Statement and CRCW Priorities:



Appendix 4 Role Description & Person Specification for a CRCW

The Role Description and Person Specification for the CRCW has to be submitted as part of the CRCW Post Profile Application. Model role descriptions and person specifications are available from the CRCW Office and the URC web site but need to be contextually relevant and appropriate to the given Church-in-Community.

In general terms, a CRCW is:

- A practical theologian
- An agent of local church transformation and change
- A community development worker
- A social analyst and cultural researcher
- An interpreter of power relationships
- An effective manager
- An educator and storyteller
- A facilitator of and participant in worship
- A collaborator
- A companion and listener
- An effective communicator.

Fundamental is the ability for contextual theological reflection linked to community development and the ability to enable others to theologically reflect. A URC Church Related Community Worker is a community worker and theologian who works with the church to work for change within its local neighbourhood, rather than someone simply employed by the church to act on its behalf.

The Synod and the Church-in-Community will honour General Assembly's 2010 Resolution that the ministerial working week for a full-time scope (and reduced pro-rata for part-time scopes), translated into hours over a four-week period, should be not less than 160 hours and not more than 192 hours.

The appointment will commence on [.....]

3. Stipend

The Minister will receive the stipend appropriate for a position of this scope from the Maintenance of the Ministry payroll office. The stipend will be paid without supplement. Other payments (such as Children's Allowances and Housing Allowances) will be paid in accordance with the Plan for Partnership.

4. Housing

The Minister will live from the week commencing [.....] in the manse provided at [.....].

The property is provided (i)-6(n)-6(t)7mTf1 0 0 1 53.7P2cHxcETQ(d)-6((i)9>BDC q792 reW6(t)7mc-6(n))7()7

Finance Committee. At the time of entering this agreement, the rate payable is 45p per mile of business use up to 10,000 miles per year, and 25p per mile thereafter. The Minister will keep a log of all mileage incurred for business purposes. The Church-in-Community will also pay a Fixed Car Allowance in accordance with the Plan for Partnership for Ministerial Remuneration. At the time of entering this agreement the allowance is £1200 p.a., subject to a deduction for tax and National Insurance paid to the Minister in twelve equal monthly instalments through the Maintenance of the Ministry Payroll Office.

[OR The Church -in-Community will provide a car for the Minister and will be responsible for all maintenance, servicing, repairs, tax and insurance. The Minister will reimburse the Church -in-Community for all private mileage at the rate advised from time to the

During the rest of their ministry, Ministers are strongly urged to devote two weeks per year to Education for Ministry (Report to General Assembly 1998, pages 124 and 126).

The Church-in-

Appendix 7 Interim Moderator's Notes for introducing a CRCW including a CRCW-in-Training

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 both a CRCW or a CRCW-in-Training is being introduced to a post. Most of the following would be expected in the normal pattern of introducing a CRCW to a Church-in-Community. Some elements are particularly sensitive where the introduction of a CRCW-in-Training is concerned.

1. The Synod Moderators will take care to identify the Church-in-Community(ies) that are genuinely suitable for a CRCW-in-Training according to agreed criteria:
 - a reasonable ministry
 - An effective and experienced Local Steering Group Chairperson.
 - openness on the part of the church in community to receiving a newly qualified CRCW and responding supportively to his/her ministry
 - availability of a neighbouring colleague with the gifts to offer meaningful support.

When the Synod Moderator first proposes the name of a CRCW-in-Training, the Interim Moderator should check with the Church-in-Community that they are willing to consider a newly qualified CRCW. This will usually have been covered by the Synod Moderator during a visit according to the above criteria but should be clarified before an introduction is effected.

2. A first consideration of the CRCW's personal profile and an invitation to an initial exploratory meeting with the appointment 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 CRCW-in-Training is available for introduction at the next Synod Moderators' meeting. A CRCW-in-Training's profile will look different from that of a Minister of Word and Sacraments and may not include all headings as outlined in Appendix 10.
3. The Interim Moderator should try to be available in a supportive role for the CRCW-in-Training and the Church-in-Community through each stage of their exploration together. This is particularly important when there may be need for clarification of how this process operates. Specifically, the Interim Moderator should make space for:
 - a) Briefing the CRCW-in-Training about the context and any special factors in the Church-in-Community, unpacking the Post Profile Application as appropriate. This may involve responding to questions of:
 - community development methodology and context
 - theology and worship style;
 - leadership skills in the Church-in-Community;
 - relationships between the Church-in-Community; ecumenical relationships;
 - the manse and Terms of Settlement.

Appendix 9

Appendix 10 Personal Profile for a CRCW

NB This document is to be completed and controlled by the writer. This should not be seen as a pro forma to be completed and the writer is free to vary the order in which information is presented. It may be useful to a Synod Moderator and/or the Interim Moderator, Church Officers and Elders of a Church-in-Community under consideration. It is NOT for general circulation and should be destroyed at the end of a candidature, whether, or not, an accepted call results.

1. About you

Surname Christian names

Address (please include postcode and telephone number)

Date of Birth Date of Commissioning

Spouse: Name Occupation

Child(ren) Name(s) Date(s) of birth

Any other relevant family information.

Medical: If there are any medical factors that might affect your work, ensure that your present Synod Moderator knows.

Education: Please give dates and qualifications.

Secondary Education

General Higher Education (pre- or post- ordination)

Please list other training courses, other professional qualifications, language or similar skills etc.

Pre-ordination/commissioning Theological Training

Education for Ministry 3 (in-service training undertaken)

2. Please give details of your life and faith journey, in a chronological form, including ministries and other posts, (paid or unpaid) academic achievements, in-service experiences.

For each post give:

- its location
- details of the main duties, responsibilities etc.

- a description of the particular skills, techniques or experience relevant to this post.

3. Description of Ministry:

Please give a description of the following

- Your priorities in ministry
- Your view of community development
- Your preferred way of facilitating worship
- Your working style, including the approach you take to leadership
- Your theological approach
- Your views on evangelism
- What areas of community work do you most enjoy?
- How would you describe your strengths and weaknesses?

4. Expectations:

Please describe any experience or special skills not already mentioned which you feel may be relevant to your future ministry.

In which areas of ministerial work are you particularly interested and/or experienced (e.g. pastoral care, youth work, evangelism, community development, administration, leading worship, preaching, training, etc.) Please give your reasons for your choice.

Please outline your immediate objectives in ministry.

5. Please outline your vision for a church in community.

6. If you are considering a move, please complete the following:

Do you presently own a car? yes/no

Do you prefer to run your own car? yes/no

Would you prefer a housing allowance to the provision of a manse? yes/no

No preference

When would you be free to leave your present post?

Are there any factors which would affect your ability to move or determine where you would consider going (e.g. Educational, family, occupation)?

Signed

Date

As well as a full Personal Profile, CRCWs seeking a move will be asked to prepare a summary version, which is parallel to the summary Post Profile. There is a pro forma for ***this, which should be obtained from your Synod Office. CRCWs' summary Personal Profiles are confidential to the Synod Moderators' meeting and not shared*** anywhere else.

Appendix 11 Orientation for Incoming CRCWs to Methodist and United Reformed LEPs

Introduction

LEPs can be among the most exciting churches in which to serve as a CRCW. At their best, they are growing and developing situations that enable congregations and community to see the church fulfilling Christ's prayer "that they might be one." However, each LEP has a different constitution that sits alongside "normal" denominational practice and allows for creative development. It is therefore necessary for incoming CRCWs to understand the practice of the specific LEP to which they have been called. This means that it is necessary to understand:

- the differences between the LEP, and the Methodist and United Reformed Churches;
- the expectations of the wider church structures on the LEP;
- how and why the original Constitution and Sharing Agreement are implemented now.

The orientation process

a) As part of the orientation process a CRCW will be expected to attend the orientation course on understanding the Methodist Church course in the same way that a Methodist minister will be encouraged to attend the History and Ethos of the URC. The course will include:

- The different processes used for "calling" (United Reformed Church) and

Appendix 13

Shared Management & Oversight Responsibilities for CRCW ministry once a CRCW has been called:

Church Related Community Worker (CRCW)	Local Steering Group (LSG)	Church-in-Community (Local Church(es))	Synod	Accreditations (CRCW & SCM) Sub-Committee (ASC)
<p>Sign the Terms of Settlement and move house.</p> <p>Co-organise & attend the Commissioning &/or Induction Service and sign The CRCW Covenant.</p>	<p>Attend the Commissioning &/or Induction Service and sign The CRCW Covenant.</p>	<p>Attend the Commissioning &/or Induction Service.</p>	<p>Ensure that the Terms of Settlement are written and agreed and housing provision is in order. Co-organise & attend the Commissioning &/or Induction Service (The moderator to preside) and sign The CRCW Covenant.</p>	<p>Attend the Commissioning &/or Induction Service and sign The CRCW Covenant.</p>
<p>Undertake the induction programme that the Local Steering Group and the Synod have devised.</p>	<p>Co-develop an induction programme designed to introduce the CRCW to key people, partners and organisations who are key to the development of the project.</p>	<p>Contribute to and participate in the induction process.</p>	<p>Co-develop an induction programme designed to introduce the CRCW to key people, partners and organisations in the synod. Identify a person to link with the LSG & to attend key meetings and reviews.</p>	<p>Advise about the induction programme, if requested. Monitor the induction programme at the 6-month review.</p>
<p>Meet regularly with the LSG key contact/Chairperson and with the minister of W&S. Convene a personal support group.</p>	<p>Allocate a key contact person from the LSG for the CRCW to act as a day-to-day contact and liaison person.</p>			

Theologically reflect on the work that is being undertaken.	Theologically reflect on the work that is to be undertaken.		relationships within the project.	
---	---	--	-----------------------------------	--

Take part in the bi-annual ministerial appraisal scheme. See Ministry Appraisal (MASA)	Contribute to the ministerial appraisal of the CRCW work.	Contribute to the ministerial appraisal of the CRCW work.	Receive copies of the ministerial appraisal and monitor.	Encourage CRCW's and churches to develop good practice around appraisals for CRCW's.
Meet with the synod 1 st Term Review team.	Meet with the synod 1 st Term Review team.	Contribute to the 1 st Term Review.	After 3.5 years of the project, undertake the 1 st Term Review and submit a report & recommendations to the PSC before the end of the 4 th year of the project. See 1 st Term Review pro forma The 1 st Term Review should recommend (or not) the continuation of the CRCW ministry.	Provide the format and advice for the 1 st Term Review. Concur with or challenge the 1st Term Review and (ideally) accredit a 2nd Term.
Identify and undertake personal training & EM.	Self assess the effectiveness of this committee & identify areas for development. Identify and undertake training as required.	Undertake training to support the development of the CRCW ministry.	Include CRCW's training in the annual education for learning and ministry programme that is developed across the Synod.	Advocate training to the Education & Learning committee. Respond to the training needs identified for CRCW's, LSGs, churches, Synods & the URC.
Ensure that the work carried out reflects the principles and practice of community development work ministry.	Ensure that the work carried out reflects the principles and practice of community development work ministry.	Ensure that the work carried out reflects the principles and practice of community development work ministry.	Ensure that the work carried out reflects the principles and practice of community development work ministry.	Ensure that the work carried out reflects the principles and practice of community development work ministry.
Ensure that legal requirements including Safeguarding and health and safety are complied with. Provide information for the End of Term evaluation and report.	Ensure that legal requirements including Safeguarding and health and safety are complied with. Write or commission an End of Term evaluation and report.	Ensure that legal requirements including Safeguarding and health and safety are complied with. Provide information for the End of Term evaluation and report.	Ensure that legal requirements including Safeguarding and health and safety are complied with. Receive the End of Term	

	See End-of-2 nd Term Review pro forma		Synod Moderator to conduct the exit Interview with the CRCW.	and examples of good practice.
--	---	--	--	-----------------------------------