



Ministerial Exchange

APPENDIX 2 - Checklist

1. For participating churches. Ensure

- a) information about the pastorate is fully available for the exchange minister either a recent pastorate profile or Local Mission and Ministry Review; an information pack on the area(s) which may include practical suggestions on shops, pharmacy, local attractions and necessary/useful local contacts including resources for medical care, dentistry, banking, minister to identify priorities for the duration of the

exchange;

- c) clarification is made in advance as to what the expectations are for celebration of the sacraments including baptism;
- d) clarification is made in advance as to what the expectations are for conducting weddings and funerals;
- e) the manse is in good order;
- f) running costs of car and travel have been fully costed;
- g) a small team of lay members is available to offer support to the minister and their family;

- h) Synod is aware of the exchange and make introductions where applicable with the Moderator and Synod staff;
- i) an evaluation report is sent to the Secretary for Ministries and Secretary for Global and Intercultural Ministries at the close of the exchange.