



CHURCHES TOGETHER IN KENT

St Lawrence Vicarage, Stone Street, Seal, Sevenoaks, Kent TN15 0LQ

Telephone: 01732-761766

e-mail: ctk-7@ctkent.org.uk Web: <http://www.ctkent.org.uk>

From: Revd Michael Cooke, Ecumenical Officer for Kent

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Staffing Consultative Group: Guidelines

The following notes draw on information provided in the Local Ecumenical Partnerships section of "Ecumenical Notes", i.e. the advisory documents worked out by Churches Together in England's Group for Local Unity.

1 Overall Purpose of a Staffing Consultative Group

To ensure appropriate representation of the various parties making up the LEP in providing advice those responsible for the appointment of a new staff member, or for changes in such a role.

2 Background to the Decisions affecting Appointments

- ❖ Denominational procedures are followed in the appointment/call of ministers.
- ❖ Recognising, however, the importance of continuity, the Partnership expects that those responsible for the appointment/call of ministers shall select persons who shall develop the Partnership ecumenically. **The Staffing Consultative Group**
 - (a) is the forum in which there is representation both *local* and with the *wider church*, and across the denominations;
 - (b) therefore has a key role in the process of discernment for the appointment/call of a new minister.
 - (c) is a *standing* group, i.e. active only when needed – but this means either when there are actual changes taking place, or when changes are foreseen (see Section 5, below).

3 Membership of the Staffing Consultative Group

Is determined by the LEP's Constitution, but typically should include representatives of

- (a) the local partnership (one from each local church tradition)
- (b) the parent bodies (one from each wider church tradition), and
- (c) the Sponsoring Body (i.e. Churches Together in Kent.) Note that it may be helpful for the SCG's chairman to be drawn from the representative of the Sponsoring Body).

To ensure efficient working, it is advisable to keep SCG membership to the minimum possible!

4 Specific roles of the Staffing Consultative Group

Partnership representatives should consult with their own membership for the purposes of e.g.

- ❖ Drawing up a new (or amending an existing) Job Description
- ❖ Advising on the appropriate level of ministry (Minister, Pastoral Assistant, Evangelist, etc); on the time expected; on resourcing available; etc
- ❖ Advising on the denomination of the new minister to be sought

Representatives from the wider church will provide input on issues such as

- ❖ Availability of ministers (e.g. national/regional staffing levels)
- ❖ Impact of any other role to be combined with the local ministry (e.g. "Dual Role Ministers")
- ❖ Funding from or to the denomination
- ❖ Housing

The Sponsoring Body's representative will endeavour to act as an impartial moderator or advisor.

5 Meeting(s) - when, and how often

The Group shall meet at least once as soon as it is known that

- ❖ a minister/staff member will be leaving the Partnership, *or*
- ❖ there may be major changes in the responsibility of the minister presently in post, *or*
- ❖ additions to the ecumenical ministry team are being contemplated.

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