

Guidelines for an Application for Extension to Ministry

- i. An application for an Extension to Ministry may be initiated by a minister or a Church Council within the Circuit in which the minister is serving.
- ii. The responsibility for producing a formal Application for Extension is the responsibility of the Circuit Executive. The Circuit Executive should forward the Application following the winter Executive meeting in the ministers 6th year. (This may occur in the 7th year if the minister is still in post.) The Circuit should produce an Application for Extension in accordance with Guidelines produced by the Church Development Board. They may form a sub-group for this task, co-opting appropriately qualified members to assist as required.
- iii. The Applications must be forwarded to the Secretary of the Church Development Board by the 28th February.
- iv. A copy is to be sent to the Secretary of the District Home Mission Committee for information who may pass comments to the Secretary of the Church Development Board if thought necessary.
- v. On receipt of the Application, the Secretary of the CDB will arrange an Appraisal Team of two people selected from a panel drawn up by the Church Development Board. The role of the Appraisal Team is to make an independent assessment of the arguments for an extension and make enquiries if there are any reasons against. The Appraisal Team should consult with the Minister, members of Church Council(s) if appropriate and members of the Circuit Executive or their agreed representatives. They may also consult any other individual or group they feel appropriate. Guidelines are available from the Church Development Board. On completion of their work, the Appraisal Team forward their findings to the secretary of the Church Development Board.
- vi. At the meeting of the CDB Executive at which the Application is to be considered, the Minister and Circuit shall be invited to clarify and add comments to their case. The CDB will make a final decision at this meeting.
- vii. There is no right of appeal.

Guidelines for Circuits in producing an Application for Extension to Ministry

The Circuit Executive shall present, in written form, all the relevant information for the Church Development Board Executive to decide on the Application. The written Application should include:

- a) The period of Extension being requested. (One, two or three years)
- b) The specific aims and objectives, including time scales that are being carried out in pursuance of the relevant Circuit/Society Mission Statement(s). (What are the short and long term plans?)
- c) The implementation of specific mission strategies that would be compromised by a change of ministerial leadership.
- d) Other reasons that make it strongly desirable for the present minister to remain.
- e) Difficulties anticipated if the extension is not recommended.
- f) Schemes of co-operation with other denominations.
- g) Signs of growth that are discerned – including for example, development of leadership, training, youth, membership, community involvement. This should be supported by statistical and other evidence if available.
- h) Any other evidence which might support the Application.

Guidelines for Appraisal Team

The Appraisal Team normally consists of two people selected from a panel appointed by the Church Development Board.

The role of the Appraisal Team is to make an independent assessment of the strengths and validity of the arguments for an extension and assess if there are any reasons against. The Appraisal Team do not make any recommendation on the Application.

In performing the appraisal, the Appraisal Team:

- Receives and considers the Application for Extension produced by the Circuit Executive.
- Consults with the Minister on her/his own.
- Meets with the Circuit Executive (or its representatives) to listen to their views. The Minister is not to be present at this meeting.
- If appropriate, provides an opportunity for the Church Council (or its representatives) to meet and present their views. The Minister is not to be present at this meeting.
- Consults with any other individual or group including the District Home Mission Committee or its representatives that the Appraisal Team feel are appropriate.
- The Appraisal Team will produce a report assessing the strengths of the arguments for an extension and report on any reasons given against an extension. The report to be forwarded to the Secretary of the Church Development Board.

Church Development Board process to be followed by the Executive for considering Applications for Ministerial Extensions

1. Church Development Board Executive is presented with Circuit's Application for Extension. This will be sent to members ahead of the meeting.
2. Church Development Board Executive is presented with the Appraisal Teams findings. This will be sent to members ahead of the meeting.
3. At the Church Development Board Executive meeting, the members have an initial discussion on the Application before them.
4. The Circuit and Minister are invited into the meeting to answer questions and add any further comments. They are then requested to withdraw but to remain available. The CDB will then consider the case presented.
5. If further questions or points of clarification are needed, the Circuit representatives and/or Minister may be invited back into the meeting to address these issues.
6. Following further discussion, the Church Development Board Executive makes its final decision.
7. The Circuit and Minister will be notified in writing of the decision by the Secretary of the Church Development Board.
8. The Secretary of the Church Development Board will notify the Stationing Committee of any recommendation for an extension to ministry.