This form is to be completed and submitted to Daran Golby, Ministries Development Manager, DGolby@churchofscotland.org.uk for the application of Interim Ministry, Transition Ministry or Interim Ministry Accompaniment (IMA).

Please:

* provide as much information as possible to each question below, including supplementary paperwork where appropriate, e.g. Superintendence Report.
* read the summary definitions of each form of interim ministry (Appendix 1) before completing the application.
* note that this form refers to ‘*ministry*’ as a collective term for Interim Ministry, Transition Ministry and Interim Ministry Accompaniment (IMA).

Thank you!

The following questions should be completed by a representative of Presbytery, e.g., Ministries Convener, Interim Moderator or as advised by the Presbytery Clerk.

1. Name of Congregation(s).

Congregation(s):

1. Name of Presbytery and Presbytery Committee who has oversight of this application.

Presbytery:

Presbytery Committee who has oversight for this application and, if approved, the placement:

1. Outline as fully as possible the background to this situation and the reason for this application. Where there is an existing vacancy, please include information about vacancy dates and causes of the vacancy (translation, retirement, severing of pastoral tie etc.).
2. If any, what steps have been taken so far to address the issues outlined above? Please list the people involved and any Presbytery or National Committees involved. (ie Place for Hope)
3. Having read the summary of definitions in Appendix 1, please indicate, if known, which form of interim ministry you are applying for? If you are unsure, please indicate if you would like to discuss further with Daran Golby, Ministries Development Manager.
4. What would you hope to achieve from interim ministry? What would be the ideal outcome? Please provide specific objectives, if known.
5. What is the intention for the congregation(s) in the Presbytery Plan?

Are there any developments proposed since the Presbytery Plan was agreed which may affect this situation?

1. Outline any outstanding Presbytery Planning matters (Adjustment/buildings) that relate to this application and/or congregation(s) and to what degree the Presbytery anticipate the “*ministry*” being involved in addressing these issues.
2. Please confirm whether or not the Kirk Session(s) has/have completed the procedures contained in Sections 2 and 3 of Act 2015 (as amended) concerning Ministers and Deacons in Civil Partnerships and Same Sex Marriages and, if completed, the outcome of the decision taken on whether or not “to depart” from the historic and current doctrine and practice.
3. Please confirm if any accommodation may be available if required. If yes, please give details.
4. Please include here any other information that may not have been covered in any of the above questions and that you wish to be considered as part of your application.

**Please complete the following:**

|  |  |
| --- | --- |
| Name and title/position of person making the application: |  |
| Contact person phone number: |  |
| Contact person email address: |  |
| Name of Interim Moderator: |  |
| Date of application: |  |

**Should you wish to discuss your application please contact Daran Golby – Ministries Development Manager on 0131 240 2237 or by email at** **dgolby@churchofscotland.org.uk**

**Please send completed forms to Lynne Hood at** **LHOOD@churchofscotland.org.uk**

***Thank you!***

**For Office Use:**

|  |  |
| --- | --- |
| Date received: |  |
| Comment/Action Required/Action Taken | Presentation date:Presenters Names: Outcome after the presentation Congregation voted in favour Congregation voted against |

**(Appendix 1)**

**Summary and Definition of each form of interim Ministry**

Both Interim and Transition ministries have unique characteristics, both share an emphasis on helping people change and move forward, on recognising and celebrating the good things of the past, but finding positive and healthy expression of local church and effective witness to the Gospel within the life of the local community. Here is a summary of each to help inform which form of interim ministry is required and therefore being applied for, as follows:

**Interim Ministry (IM)**

* One short term substantive placement up to two years (usually 12 – 24 months).
* The Interim Minister cannot apply for the charge directly following the period of interim ministry.
* The Interim Minister works with a vacant congregation until it is in a position in which Presbytery will lift the sist from the vacancy, or until Presbytery and Council take the view that progress has been made towards identified aims and objectives.
* Interim Ministry Presentation is given to the congregation who are then required to vote on whether to accept interim ministry.
* The Ministries Council and Presbytery will support the Interim Minister for the period of the appointment by providing, through its Interim Ministries Task Group, one named member (Named contact person), and the Presbytery appointing two named members (Named contact people), to form a Transition Support Group (TSG) providing a direct link between the Ministries Council and Presbytery respectively.

**Possible criteria for Interim Ministry:**

* After a long or short ministry
* A need for development or clarity of direction
* After the death, illness or extended absence of a minister
* Changing parish composition
* After a pastoral tie is severed or dissolved
* After conflict

**Transition Ministry (TM)**

* Across a number of vacant congregations, or a single congregation, plus a clearly defined Presbytery role, from three to five years (defined at start of placement.

**Transition Minister - can apply for the charge.**

* The Transition Minister can apply for the charge directly following the period of interim ministry.
* Transition Ministry Presentation is given to the congregation who are then required to vote on whether to accept interim ministry.
* The Transition Minister works with a vacant congregation against an agreed set of objectives in conjunction with Presbytery.
* The Ministries Council and Presbytery will support the Interim Minister for the period of the appointment by providing, through its Interim Ministries Task Group, one named member (Named contact person), and the Presbytery appointing two named members (Named contact people), to form a Transition Support Group (TSG) providing a direct link between the Ministries Council and Presbytery respectively.
* It is agreed that the Transition Group will have a monitoring; reviewing and evaluating role with regard to the Transition Ministry, allowing it to decide, in consultation with the Transition Minister, the best way meet the objectives of the placement. It is further agreed that regular reviews will take place, which will include a re-consideration and, if necessary, re-framing of the original objectives. In addition, the IMTG will receive at each meeting a report from both the Transition Minister and the named contact person on the Transition Group. The Presbytery named contact people on the Transition Group will report to the appropriate Presbytery Committee

**Possible criteria for Transition Ministry:**

* A new shape of ministry across an area needed
* A group of congregations experiencing long-term vacancies or a single congregation, plus a Presbytery remit
* Area involved will have been identified and agreed as needing additional leadership to effect change

**Interim Ministry Accompaniment (IMA):**

* **Short term, occasional support** and not usually more than 6 months.
* A presentation to the congregation is **NOT** required.
* **(IMA)** is a ‘non-embedded’ Interim Ministry, whereby the IM team ‘lends’ its skills, expertise and experience to the wider church (congregations and Presbyteries).
* IMA would be offered by the members of the Interim Ministry team, who would, as agreed and required, give some of their time in order to accompany a congregation, congregations or Presbytery for an agreed period and for an agreed purpose. Of necessity, such accompaniment would be required to be fluid, flexible and adapted to the particular situation and needs.

**Possible criteria for IMA:**

* **Facilitating** decision-making processes, exploration of options, conflict resolution or ‘space’ for listening and discernment
* **Enabling** people to be heard
* **Allowing** recognition and acknowledgement of issues which need addressed
* **Supporting** the Interim Moderator and appropriate Presbytery Committee
* **Assisting** congregation(s) / Presbytery in achieving outcomes
* **Resourcing** movement towards new ways of working
* **Exploring** along with the congregation(s) / Presbytery the dynamics that are operating.