



The
United
Reformed
Church

Northern
Synod

GUIDELINES

Local Mission & Ministry Review

The Pastorate Profile



January 2017 Issue 2

Spirituality
and
Prayer

Identity

Ecumenical Partners

Community
Partnerships

Hospitality
and
Diversity

Evangelism

Church Growth

Global Partnerships

Justice and Peace

Integrity of Creation

INTRODUCTION

General Assembly 2006 introduced the Local Mission and Ministry Review (LMMR) and the Minister's Accompanied Self-Appraisal (MASA) both of which are designed to assist congregations and ministers review and appraise their church-life, mission and ministry opportunities and priorities as outlined in the Pastorate Profile. Mission Council in 2008 formalised the process and instructed Ministries to include these reviews in all Terms of Settlement.

The Synod Pastoral Committee (SPC) oversee the process and practical arrangements. A co-ordinator for the MASA part of the process organises and oversees the work of the Appraisal Partners (AP) whilst the LMMR Co-ordinator does like-wise with the Pastorate Partners (PP) and accompanying companion (C).

Two documents provide the foundation for the LMMR and MASA and they are:

- The Pastorate Profile (used for LMMR and assisting with the MASA)
- Taking Stock (used for guiding the minister through the MASA)

These Guidelines have been put together to assist the local congregation and minister discover more about a Local Mission and Ministry Review and to offer guidance with regards the content of the Pastorate Profile.

It must be stressed that Local Ecumenical Partnership Reviews are co-ordinated by the Local Ecumenical Group of NECCT and the Review Structure is also enclosed in this booklet (see page 7).

CONTENTS:

Part One—Local Mission and Ministry Review (LMMR)

Time table
 How it works in practice and where MASA fits into the process
 The Pastorate Partner
 Role of the LMMR Co-ordinator
 Reviewing the Pastorate Profile
 Other documentation required
 LEP Review Structure

Part Two—The Pastorate Profile and Profile Lite

The Profile Lite
 Contents of Profile and Prayer
 Vision and Priorities for Mission and Ministry
 Who we are
 Activities, Associations and Actions
 Stewardship of Resources
 Minister's Role Description
 Statements: 7 Marks of the Healthy Church
 Dying to Live
 Vision 2020

Part Three—Support

Further support
 Vision 2020 Mission Creed
 Glossary

GLOSSARY

LMMR	Local Mission and Ministry Review
MASA	Minister's Accompanied Self Appraisal
Appraisal Partners	Person paired with a minister in the EM3 period to partner the minister through self-appraisal. Using <i>Taking Stock</i> document as a guide for the review.
Education for Ministry 2	Covers the first three years post ordination / commissioning period during which the minister has a pastoral advisor
Education for Ministry 3	Continuing education programme for ministers
Pastoral Advisor	A companion appointed to partner a minister in the EM2 period. Primarily a dialogue partner support the minister and encouraging them in their professional and spiritual development.
Pastorate Partner	Person visiting a pastorate accompanied by others, to explore the life and work of the pastorate. The <i>Pastorate Profile</i> is the key document and the Pastorate Partner liaises with the Appraisal Partner. The Pastorate Partner makes recommendations for revision of the profile as appropriate.
Pastorate Profile	The profile is prepared by the pastorate in order to describe the key aspects of its life and to set out its strategic vision and goals. The profile is also the basis for creating a role description for the minister.
Role Description	The Minister's Role Description is the identifying of the minister's responsibilities arising from the Profile, in particular from the work undertaken to clarify the mission priorities.
Terms of Settlement	This is a document which outlines the scope of the pastorate, arrangements for accommodation, expenses, holiday etc for the minister.

The Mission Creed

We believe in God's mission:

beginning at creation
with a word of possibility
and a promise of abundance;
breathing us into existence
to delight in creation
and to tread carefully;
we are creatures of the earth,
reflecting God's diversity,
interconnected and interdependent.

We believe in God's mission:

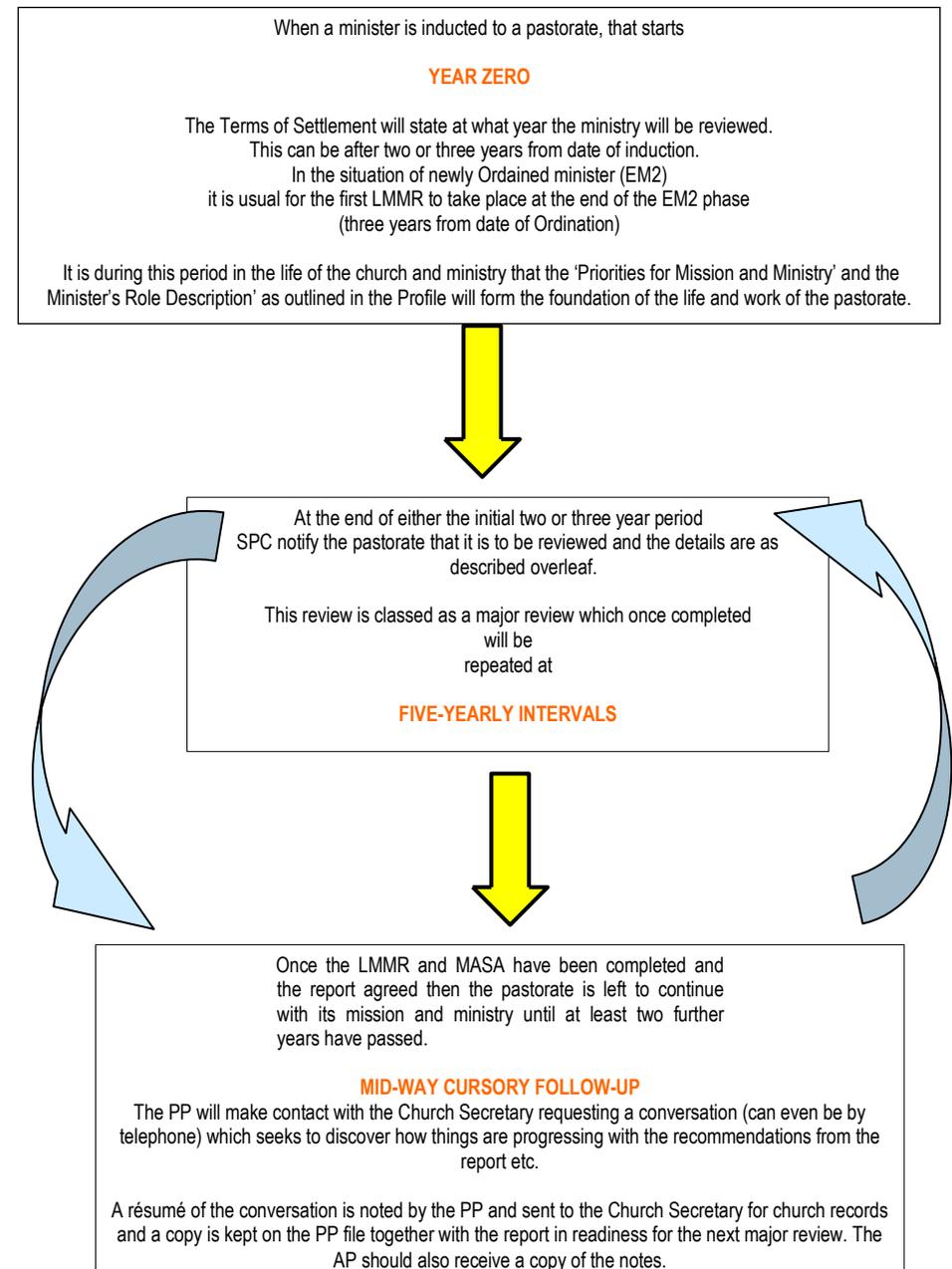
bringing good news in person,
starting where others need to begin
and finding holiness in every encounter;
bursting through the walls of our churches,
to reach out to the marginalised
with unconditional love;
we are called to be a people of resurrection,
sojourners in this generation,
dependent on the generosity of God.

We believe in God's mission:

challenging complacency,
and calling for action,
through contemplative love;
so that we might be at one
with each other,
and at peace with the world;
we are commissioned by God,
Creator, Saviour, Holy Spirit,
Source of the mission we seek to fulfil.

Part One: Local Mission and Ministry Review

TIMETABLE



HOW IT WORKS AND WHEN MASA IS UNDERTAKEN

The secretary of SPC will notify the pastorate in January that they are to be reviewed. The LMMR Co-ordinator notifies the Church Secretary and Minister who the review group is to be and the contact details of the PP and C's. This documentation also includes a copy of 'Guidelines' (LMMR and Pastorate Profile)

During this time the MASA Co-ordinator will contact minister in order to appoint a suitable AP.

The PP, C's and AP agree some dates to offer to the pastorate for the review meeting. A copy of the Pastorate Profile (if one exists) is given to the review team by the LMMR Co-ordinator. The review group either meet together or electronically plan their visit (s). If there is more than one congregation in the pastorate then it is usual that each is reviewed separately. The review meetings take place. Following the meeting(s) the PP and C's prepare the report making any Recommendations. At this point the report is in 'draft' state. It is sent to the church secretary and minister for comment. Once all are satisfied that it is an accurate record then the report is finalised and sent to all parties again plus a copy to the Synod Moderator, Secretary of SPC and the LMMR Co-ordinator.

The MASA co-ordinator contacts minister to seek agreement of the AP to be appointed. A copy of the 'Taking Stock' document is sent to the minister so that he/she can begin the self-appraisal. The PP offers an opportunity for the minister to meet the review team separately from the congregation. (optional for the minister) The AP is present (as an observer only) during the initial meeting between the PP and C's and representatives from the congregation. Following the review meeting with the congregation the AP and minister meet to work through the 'Taking Stock' document and Profile, with the AP being able to offer insight to the minister of any issues that may have been raised at the pastorate review. The AP encourages minister to notify the Synod training officer of further training requirements etc.

Once the LMMR and MASA have been completed the pastorate and minister should together review the Profile and the recommendations made in the report. After an appropriate time the SPC may make contact to ensure that any further help is offered. If no Pastorate Profile existed prior to the review then there is an automatic encouragement to compile a new profile. The Pastorate should inform the Church Meeting of the review report and of any changes to the Profile which should form the basis of the life and work of the church's mission and ministry. The LMMR Co-ordinator notifies SPC that the review has been completed.

Part Three:

SUPPORT

Whilst this may for some, appear a daunting task, remember that you are not alone in this task and that the synod is available to support you and that may take the form of:

- Facilitating the process with a frequency as deemed appropriate by the group tasked with putting the profile together
- Leading discussions as the group explore opportunities and priorities for mission and ministry

Further support, advice, education and development can be drawn from many sources within the Synod and some of these are listed below

Convenor Synod Pastoral Committee	Revd Dr Grant Wilson
Convenor of Ministries & Training	Revd Hilary Collinson
Synod Moderator	Revd David Herbert
Synod Clerk	Mrs Melanie Campbell
Mission Enabler	Revd Jane Rowell
Ecumenical Officer	Mr Andy Lie
Finance Officer	Mrs Helen Hogg
Synod Executive	Mr Andrew Atkinson
Synod Treasurer	Revd Dr Tony Haws
MASA Co-ordinator	Mrs Margaret Humberston
LMMR Co-ordinator	Revd Joan Grindrod-Helmn

Contact addresses can be found in the Synod yearbook or from Wendy Watson in the Synod Office

wendy.watson@urc-northersynod.org

6. We will be more confident to engage in evangelism, proclaiming the good news of the kingdom of God with friends, families and strangers, through story and action.

Learning to tell the Christian story and our ever evolving stories of faith needs to be a regular part of church life so that disciples of all ages are equipped and encouraged to share the good news of Jesus Christ in their daily lives. Equipped with a robust and reflective knowledge of the Bible and a commitment to openness, our churches will be communities where faith is explored and the questions of the present day engaged with.

7. We will be a growing church with an increasing membership.

A significant number of local congregations are growing in number and other denominations are experiencing local growth as well. Whilst our growth must be qualitative in terms of our spirituality and fellowship (our faithfulness), we should be bold enough to seek quantitative growth also (our fruitfulness). With the many resources at our disposal we have every reason to be hopeful that we can grow again. We must explore and embrace new forms of emerging church.

8. We will be a church that is an active partner in God's global mission with other churches around the world.

We will continue our active participation in the world Church, knowing that together we will more faithfully discern God's action and call, and that by sharing our resources we will be able to respond obediently and effectively in the costly struggle for peace with justice.

9. We will be a church committed to peace making and reconciliation that keeps faith with the poor and challenges injustice.

Together with our ecumenical partners we need to influence those in power and equip local congregations to take action against everything that undermines or destroys fullness of life.

10. We will be a church that has taken significant steps to safeguard the integrity of creation, to sustain and renew the life of the earth.

Our churches, reflecting faith in God the creator and sustainer of life in all its fullness, must discover the radical voice of care for the earth that is supported by the way we live.

THE PASTORATE PARTNER AND COMPANIONS

The role of the Pastorate Partner (PP) is quite specific and comprises the following:

- PP arranges the timetable of visit(s) to the congregation (s) usually via the Church Secretary
- At the meeting(s) with representatives from the the congregation(s) the PP states the purpose / objectives of the visit and introduces the Companions (C) that accompany the PP. Also introduced is the Appraisal Partner (AP) who is in attendance as an 'observer'.
- The PP also offers an opportunity to the minister to meet—separately from the congregation
- The PP will lead the opening devotions—unless the congregation wish to do otherwise
- The PP facilitates a reflection of the pastorate by reference to the Pastorate Profile
- The PP enables the pastorate to decide if, and how, the priorities for mission and/or the Minister's Role Description require amendment and will seek to explore what wider church resources may be helpful at the particular stage in the life of the congregation
- Following the visit(s) the PP together with the V's draft a report for comment, discussion and action
- The PP liaises with the LMMR Co-ordinator—in particular with reference to points concerning the process or unforeseen difficulties / issues that may arise.

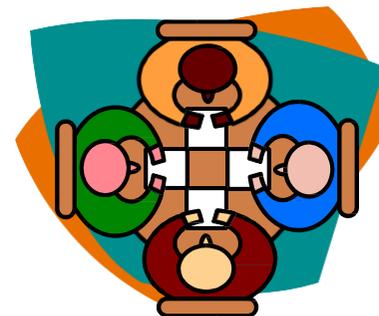
COMPANIONS

The roles of the Companions (C) is to support the PP. They may take notes and/or ask questions, and usually contribute to the discussion and the writing of the report. Ideally, the C's are drawn from other congregations within a closer geographical location than probably that of the PP.

ROLE OF THE LMMR CO-ORDINATOR

The LMMR Co-ordinator liaises closely with the Synod Pastoral Committee (SPC). It is the SPC that notifies the Co-ordinator which congregations are to be reviewed and it is the responsibility of SPC to initially notify in writing to each congregation of the forthcoming review. The LMMR Co-ordinator is responsible for notifying the Church Secretary and Minister of each congregation the contact details of the PP and C's that have been asked to conduct the LMMR. The Co-ordinator will also establish whether a Pastorate Profile is in existence and if so, how copies will be distributed to all who need oversight.

At the end of the review the LMMR Co-ordinator will ensure the report is distributed to the Synod Moderator and SPC.



REVIEWING THE PASTORATE PROFILE

The Pastorate Profile is the document which forms the basis for the Local Mission and Ministry Review (LMMR). The discussions during the review and the format of the report will follow the headings that are to be found in the guidelines for compiling a Pastorate Profile (see pages 8-17).

Now it may be that your current profile is not in exactly the same format but its contents more than likely will include the same information. *Please DO NOT attempt a re-write—offer your profile as it stands to date.*

However, we can all appreciate just how time marches on and it is amazing what changes we make of the months and years within the life of our churches and yet, we rarely record the progress other than within the business minutes. Therefore, when you are notified of a forthcoming review of your congregation, you are encouraged to use the questions in the guidelines as a support in bringing the profile up to date as well as contributing to the exploration of changes that may have occurred with the Priorities for Mission and Ministry and the Minister's Role Description.

Revision made to the profile prior to the review taking place should be put in writing and sent to the Pastorate Partner in advance of the review date.

WHAT TO DO IF NO PASTORATE PROFILE EXISTS

If no profile exists or if your profile commands a major overhaul, then for the purposes of the review you can offer a Profile Lite using the headings given in the template offered on pages 8-10, including anything you would like the Pastorate Partner and Visitors to know about the life and work of the congregation.

Following the review you will be encouraged, along with your minister, to compile or fully update a full profile. By waiting until after the review you will have more time and will have likely discovered through the LMMR particular areas of church life that may become your priorities for the future.



OTHER DOCUMENTS

The other documents required for an LMMR are the most recent set of church accounts and any supporting documentation such as submissions for funding awaiting decisions etc.



A summary of the most recent building survey (if one exists) OR a written report about the current state of the buildings, the most recent maintenance / repairs, outstanding repairs etc.. Include a statement as to the 'fit for purpose' of the church's mission and ministry.

VISION 2020 STATEMENTS OF MISSION PURPOSE

1. We will grow in our practice of spirituality and prayer, nurturing strength for our witness to Jesus Christ, and developing our discernment of where God is and what God is calling us to do by reading and studying the Bible and through the power of the Holy Spirit.

Our faith must be at the heart of all we do. Faith is nurtured by worship and prayer, by reading and studying the Bible, by the life of our church community and by how we practice it from day to day. We must therefore, seek to engage more deeply with Bible study and prayer, seek to develop worship that is engaging and joyful, seek to live faithfully and hopefully as a church community and as individuals, confident that God still talks to us and shows us how to live.

2. The URC will be a church where every local congregation will be able to say who they are, what they do and why they do it.

One of our greatest strengths is our diversity and flexibility which allows our churches, while remaining true to our Reformed ethos, to serve so creatively and effectively across a wide variety of contexts. Our identity in Jesus Christ is central to our mission. We want to encourage local churches to develop mission plans specific to their local contexts, which are owned by the membership of the church, allowing them to articulate clearly to friends, neighbours and colleagues, 'who they are, what they do, and why they do it.'

3. We will be more confident in our identity, valuing the treasures of our tradition, discerning when to seek ecumenical partnerships, and when and how to seek the further unity of the church.

Since the URC unions of 1972, 1981 and 2000 much has developed ecumenically with the focus moving from seeking further unions to that of forming a wide variety of partnerships both locally and nationally. We do not believe our dreams are served well by lacking in confidence, purpose and Identity and so, empowered by the Holy Spirit, celebrating and offering our many gifts will make our partnerships stronger and may speed the way to further unions.

4. We will be a church that is more active in the life of local neighbourhoods.

An incarnational (being Christ's presence in a community) understanding of mission calls us to shape and be shaped by the communities in which we worship and serve. We want to encourage local churches to get involved in their neighbourhoods in new ways, being creative and taking risks in forming active partnerships with other local agencies and working with people of other faiths in the area in order to seek the benefit of those that live or work in the area.

5. We will be a church committed to becoming even more welcoming and hospitable, and embracing all people equally.

As a multicultural Church we are building on a biblical understanding of God's mission to which the gospel calls us to living God's Word, embodying God's love and promoting God's justice as we aim to include, affirm and welcome all. We will continue to live our calling of prophetic witness to holiness, hope and reconciliation, as we seek greater participation of all to reflect our rich and diverse journeys in all of our life together as a Church.

7 MARKS OF HEALTHY CHURCHES

1. Energised by faith - *rather than just keeping things going or trying to survive*
2. Outward-looking focus - *with a 'whole life' rather than a 'church-life' concern*
3. Seeks to find out what God wants - *discerning the Spirit's leading rather than trying to please everyone*
4. Faces the cost of change and growth - *rather than resisting change and fearing failure*
5. Operates as a community - *rather than functioning as a club or religious organisation*
6. Makes room for all - *being inclusive rather than exclusive*
7. Does a few things and does them well - *focused rather than frenetic*



©Robert Warren 2004
Healthy Churches Handbook
Church House Publishing



DYING TO LIVE

'Dying to Live' asks what needs to happen for new life to come. In acknowledging this we are called to step out in faith and take the risk of planting many seeds, allowing God to give growth so that a harvest of God's kingdom can be reaped.

Northern Synod's vision is, during the next few years (by 2020),

*to be part of a lively church bearing much fruit in the North East,
by enabling local churches to be lively,
informed and effective in 'being church' in their locality.*

Vision 2020 is the primary process of mission planning and church growth for the United Reformed Church agreed by the General Assembly (2010). Listed over the next couple of pages are the ten statements along with the perspective on each statement from Northern Synod (in blue type).

In March 2012 Northern Synod agreed the following:

Synod commends 'Dying to Live—Vision 2020 Northern Synod' as amended March 2012, as a tool to be used, alongside other appropriate resources, by local churches, committees and Synod in constructing frameworks whereby they may be lively, informed and effective in their planning for mission and church growth both locally and regionally in the years leading up to 2020.

Taking time to work through the guidelines for the profile which are based on Vision 2020 statements can assist congregations/pastorates and mission partnerships explore and discover priorities for mission and ministry as well as identify what further support is necessary to achieve desired actions.

LOCAL ECUMENICAL PARTNERSHIP REVIEW

There is a different review system for Local Ecumenical Partnerships (LEPs) and for information purposes the structure for an LEP review is included in these Guidelines. LEPs are normally reviewed every seven years. For further information please contact:

Andy Lie, Synod Ecumenical Officer
andy.lie@urcnorthernsynod.org

Currently, the Local Ecumenism Group of NECCT (the sponsoring body) schedules individual LEP review dates and appoints an Ecumenical Officer (EO) or designated substitute to act as Convenor—who will oversee the whole process and liaise between the LEP reviewer and the LEG

The Convenor notifies the LEP that the review is to take place, recruits the reviewers in consultation with other EOs and meets with key personnel in the LEP to explore the process and timescale.

THE REVIEW TAKES PLACE

This will vary in depth and time according to the individual LEP but should consist of at least the reviewers meeting with clergy, church council or equivalent, LAG reps and members of the congregation. In some cases reviewers may attend worship services or council meetings in addition.

THE DRAFT REPORT

This is compiled summarising LEP history, current situation, review of key activities, key issues and recommendations; with an account of the review progress. It may be presented at LEG meeting at this stage for initial comments.

A copy is sent to the LEP minister, in confidence, for checking by appropriate people for factual information. Corrections to be sent to the Convenor.

THE REPORT IS PRESENTED TO THE LEP

How the report is presented is negotiated between reviewers and LEP. This may be through formal presentation to the whole church, the Council / LAG or other means preferably with the Convenor or reviewers present. The Convenor may convey comments arising to the LEG.

The draft report is normally approved by the LEG.

Finally, the report is sent to the LEP

Part Two:

THE PASTORATE PROFILE / PROFILE LITE

Introduction

Welcome to part two of these Guidelines which is intended to assist in the compiling of a pastorate profile. Vision2020 (V2020) statements, 'Dying to Live' and the 7 Marks of Healthy Church are also included. These tools are part of a wide range of ways available to us to help us explore priorities for mission and ministry within the local church.

Each section contains questions to help prompt thought and discussion when considering what is to be written into the profile. The profile process can assist with identifying priorities for mission and ministry, establishing the minister's role description, discovering the most appropriate ministry(ies) required for mission, facilitating the Local Mission and Ministry Reviews (LMMR) and assisting with the Ministers Accompanied Self Appraisal (MASA). These guidelines are also recommended for use when compiling a profile for seeking new ministry as well as contributing to the annual report and accounts as required by The Charity Commission for large churches.

If there is no pastorate profile to hand or that it has not been updated in readiness for a review, then it may be acceptable to furnish the review team with a copy of your Profile Lite. A blank copy of this can be found on pages 8 – 10. However, it will be a recommendation that an updating of the full pastorate profile be completed following the review.

You will need certain resources before embarking upon this task, such as:

- An identified and representative group of people to work on gathering and collating the information
- Someone with computer skills to edit, collate it all together, and produce the finished document
- Digital photographs that can be incorporated into the document
- A copy of the most recent set of audited accounts
- A survey report of the building(s). (Especially if a survey has not been completed in the last 5 years)

Work through each section as thoroughly as you can, remembering to save all your rough notes. Please contact the Mission and Development Consultant and/or other members of the Synod Staff (see page 24) if you require assistance in compiling the profile and in particular when needing to address the Terms of Settlement.

Content

Introduction to Guidelines
 Contents of Profile Lite
 Contents of Profile
 Vision and Priorities for Mission and Ministry
 Who we are
 Activities, Associations and Actions
 Stewardship of Resources
 Minister's Role Description
 V2020 Statements
 The 7 Marks of Healthy Churches
 Further Support
 V2020 Mission Creed
 Blank page for own notes

Once these priorities have been established there are a few other priorities that also require considering, such as:

Worship leading: What are the priorities in the worship life of the church / group / joint pastorate drawing from the profile? What are the particular responsibilities of the minister and what are the objectives?



Pastoral Care: What are the priorities in the pastoral care of the church / group / joint pastorate, drawing from the profile? What are the particular responsibilities of the minister and what are the objectives?



Decision-Making: What are the priorities for the decision-making of the church / group / joint pastorate drawing from the profile? What are the particular responsibilities for the minister and what are the objectives?



Factors considering the minister's pattern of work:

What factors require special attention?

Are there particular issues to be taken into account?

For example: if this is a part-time post - is there adequate attention paid to how much the minister can do in the time allowed each week? Or, in the case of a church / group / joint pastorate how do the worship times of each church contribute to the demands that each want to see the minister as often as possible? What arrangements are to be put in place for the minister's relaxation and refreshment?



Wider Church Service: What are the priorities of the church / group / joint pastorate's contribution to the wider church, drawing from the profile?

What are the minister's gifts and experience that should be offered to the wider church?



Other:

Finally, is there anything else that needs to be included?

Are there other people within the congregations who have relevant gifts / talents to offer as a ministry within any of the above sections or with the vision and priorities for mission and ministry?



MINISTER'S ROLE DESCRIPTION

The role description is not simply a job description, but the identifying of the minister's responsibilities arising from the Profile (s), in particular from the work undertaken to clarify the Vision and Priorities for Mission and Ministry not only those of a particular congregation (s) but also for the group / joint pastorate of which the congregation (s) are a member (s).



During an Induction the minister makes some promises and one of these is: *"Do you promise to fulfil the duties of your charge faithfully, to lead the church in worship, to preach the Word and administer the Sacraments, to exercise pastoral care and oversight, to take your part in the councils of the Church and to give leadership to the Church in its mission to the world?"*

You now need to take some time and consider the following questions. Once they have been completed the Minister's Role Description is inserted onto the Profile and becomes the working directive for a minister and congregation(s) ministries, and the pattern of ministry is incorporated into a minister's Terms of Settlement.

Pastorate / Post

The minister will have leadership responsibility in particular with:

..... church / group / joint pastorate

and have pastoral oversight of:

.....congregations (s)



Vision and Priorities for Mission and Ministry

The minister will have special responsibility for the development of the 'vision and priorities for mission and ministry' as identified in the Profile (s). You need to be clear as to what you are calling an ordained minister to, bearing in mind the role the churches in the group / joint pastorate are also committing to in undertaking and working through the vision and priorities for mission and ministry.

Priority One.....

Objectives.....

Priority Two

Objectives.....

Priority Three etc.....

PROFILE LITE

For congregations in a group or joint pastorate, you may find it helpful to produce a joint 'profile lite'. This type of profile is acceptable to a review team if there is no current up to date pastorate profile. However, please ATTACH a copy of the building survey summary and the most recent set of accounts.

Name of church

Name of Joint Pastorate / Group to which you are a part

List below your vision and aspirations for mission and ministry, (in priority order) and the action in which you are currently engaged so that these aspirations become more integral to the life and work of your church.

List below the recommendations from your previous LMMR

What action has been taken in response to these recommendations?

What ministry and leadership do you currently have available to serve your church? This includes Elders and those who convene church groups / committees etc..

What specific gifts / experiences does the leadership employ in the work of achieving your aspirations for mission and ministry?

How does the minister of Word and Sacraments contribute to achieving your aspirations?

What other gifts / experiences are lacking within your church that if available, would be supportive in achieving your vision / addressing your aspirations for mission / responding to LMMR recommendations?

Are there things which need to end because they have reached the end of their life-cycle, or in order to release energy for other things? If so, what other things do you wish to see taken on?

7. STEWARDSHIP OF RESOURCES



Describe your church building and manse (if appropriate).
(number of rooms, size, age, decor, flexibility of use etc.).
What planned maintenance programme exists?
When was the building last surveyed?
(Include in the Appendix a copy of the survey summary with a note of the action taken to date)
Include any current buildings concerns, or plans for development etc..
How well does your building serve your priorities for mission and ministry?

How are financial resources raised and managed?
(Include in the Appendix a copy of the most recent audited accounts).
What stewardship schemes have been used (TRIO / GEM) or are planned?
What funds are in place for worship resources, pastoral care visiting, training, youth and children's work, mission / community activities etc.?



How are new policies, procedures, changes in legislation etc. audited and employed?
Who has the responsibility to organise communication and training in these matters?



What other resources do you have? ie. Technological.
How well are these resources shared by all within the church?
Is there opportunity to share these resources with the community?
If so, how?
Do you have a church web-site? How is this maintained etc?
What use do you make of the Synod web-site / monthly e-mailing?

What resources have you regularly drawn upon that are from outside the local church in the past 5 years?

ie. Synod Education Programme, retreats.
Synod Staff
V4Life, Campaign of radical welcome, Vision 2020, 'Dying to Live' (Synod programme)
etc
How has the use of these resources brought benefit to the life of your church?

Are you an Eco-Church?

Have you carried out an environmental audit and implemented a resulting action plan? (if so, give a summary and include in the Appendix).



5. BEING THE CHURCH TOGETHER WITH OTHERS



Who are your ecumenical neighbours?

What regular collaborative opportunities are there for worship, prayer and reflection with other local churches and for people of all ages?

What opportunities exist and are taken by the congregation to be involved with other local churches to run local mission initiatives / projects etc?

How much sharing of people, buildings, finances and other resources takes place between other local churches?

What involvement do you have with a 'Churches Together' in your area?

Is there a local ecumenical ministers' meeting? How often does it meet?

Ecumenical Partnerships

6. BELONGING TO THE WORLD CHURCH

Describe any active and regular link with a church overseas?

How active is the congregation in 'Commitment for Life' programme or other mission-based aid agency? (ie Christian Aid, CWM etc)

What active participation is there in a particular activity or campaign addressing an issue of justice?

What support is given to individuals especially young people, who are involved in particular campaigns?

In what ways do you strive to be a 'fair trade' church?



Global Partners, Justice and Peace

What resources do you have to share within the group / joint pastorate?

What further training or support would you find useful as you reflect upon your aspiration-shaped mission and ministry?

Is there any further information that you feel the LMMR team need to know about you? *It would be helpful to include the annual statistics of members, attendees, elders, children etc. (A full list can be found on page 14))*

**Please attach the latest building survey summary and
a copy of the most recent set of accounts**

Contents of the Profile

The profile will include the following headings:

<u>Facing Sheet</u>	Photo and Name of the church / pastorate, CR No., Date of Completion
<u>Contents Page</u>	Lists the sections and page numbers of the following: A joint pastorate Our Vision and Priorities for Mission and Ministry Who we are and what is unique about us Our statistics, community and how we are organised Our activities, associations and actions The stewardship of our resources Minister's Role Description
<u>Appendix</u>	Contains some or all of the following: Vision 2020 Statements Financial Statement Summary of Building Survey Terms of Settlement Synod Manse Policy (as appropriate)

It is helpful to have a hard copy retained on church premises for ease of reference by any church member. Also, to retain a full copy in pdf format for forwarding electronically to interested parties is essential.

When the profile is being prepared in a vacancy you also need to complete a summary profile which will be placed on the URC website (www.urc-profiles.org.uk) of pastorates actively seeking a minister once the Synod Executive has agreed to declare a vacancy,

Just before you get started, here is a prayer offering:



Guiding Spirit, we give thanks for your presence with us,
and with those who have gone before us
as we have witnessed to Christ in this community.
As we pause on our journey and take stock of where we are,
we ask for your continued presence with us.
We trust that you will equip us to participate in God's mission
and we ask your blessing upon us
so that we may be channels of
love, hope, peace and justice in our communities
and throughout the world.
Amen

3. CHILDREN, YOUTH, and VULNERABLE ADULTS

Describe the involvement of children and young people in all aspects of church life.
(the following questions may help)

What worship, bible study, prayer opportunities are offered to them on a Sunday or mid-week?
What materials are used? ie Scripture Union, Roots for Children etc..
What other activities (mid-week) exist? ie: Pilots, Girls' / Boys' Brigade etc..
Has the church appointed a children and youth advocate?
Does the church possess a 'Child Friendly Award'?
What local school links does the church have?
Who attends the school(s) on behalf of the congregation?



What training has the church undertaken in respect of protection of children and vulnerable adults?

How many members have disclosure certificates?

3.1 A PLACE OF WELCOME

'All are welcome' is a common phrase to be found on many notice boards, in newsletters and are often included in the Sunday notices. How do you ensure that all are welcome in your church?



To what extent does the congregation reflect the make-up of the local community?

How many of the congregation have undertaken 'training' regarding diversity and inclusiveness? Please state your involvement in exploring 'radical welcome'.

Please include in this section your church meeting position regarding Civil Partnership Blessing / Same Sex Marriage

Hospitality and Diversity

4. 'GOING FOR GROWTH'

"These pews used to be full!" another common phrase that we often hear fairly frequently but how many new people have attended church and returned for a second time in the past 5 years?

How many new church members have there been in the past 5 years?

What does 'membership' or 'being a member' mean to your congregation?

What activity or opportunity has there been employed in developing a 'fresh expression' or new way of 'being church'?

How has an 'awareness of the church' in the local media been employed?

Church Growth



OUR ACTIVITIES, ASSOCIATIONS, ACTIONS

1. WORSHIP

We often say, "we want quality worship" - but what does that statement mean for your congregation?

Describe your pattern of worship. ie: weekly, monthly, style, theology, music provision, hymn book etc (the following questions may help)

What opportunities exist for the young as well as the elderly to be directly involved in prayer, bible study and leading worship?

What opportunities exist for prayer and bible study other than via Sunday services?

Who is involved in the preparation, planning and leading of worship?

What special worship events happen over the course of a year?

How do you monitor how inclusive the worship is? ie: the language used, children partaking in Holy Communion

How do you ensure that worship regularly includes some form of 'call to faith'?



Spirituality and Prayer, Evangelism

2. PASTORAL AND COMMUNITY CARE

Describe how Pastoral Care within the church family is organised (the following questions may help)

- Who is involved? Who organises the 'companions'?
- How is the minister kept informed?
- What training do 'pastoral companions' receive?
- How do you communicate to the housebound?
- What pastoral care is offered to young people?
- How is the minister and his/her family cared for?



What support is given to members working or volunteering in local community-based organisations?

How many members are actively engaged / involved in local civic and / or political life? What support is offered from the church?

What local various organisations or community groups use your buildings?

- Are they community or church-led?
- What is the purpose of each group?
- How are members of the congregation involved in these groups?

Please include your church meeting position regarding Infant Baptism / Dedication.

Community Partnerships

OUR VISION (Identity, Purpose, Direction) AND PRIORITIES FOR MISSION AND MINISTRY

Please state here the vision of the congregation / group / pastorate

List below the priorities for mission and ministry for the congregation / group / pastorate

THE GROUP / JOINT PASTORATE

Describe the Group or Joint Pastorate of which your congregation is a member:

Name the churches comprising the group or joint pastorate

What ministry and lay leadership currently serves the group or joint pastorate?

How would a minister of Word and Sacraments contribute to achieving your aspirations and those of others in the group / joint pastorate?

How is the group / joint pastorate organised?

Other than ministry oversight, what else is shared between the members of the group / joint pastorate?

INTRODUCING WHO WE ARE AND WHAT IS UNIQUE ABOUT US

1. Who we are? Begin with a short piece of historical background of the church. (preferably no more than 1 x A4)
2. Where is the church situated? Describe your local community and what it has to offer (no more than 2 x A4).
3. How is the church organised? Explain how Elders, Officers, Secretary etc work and relate to each other and to the minister. How often Elders and Church meetings are held and who is in the Chair.

4. Complete the following statistics:

Number of members

Average weekly attendance

Number of housebound

Number of others involved in church life

Average age of congregation

Number living within 1 mile of the church

Number of Elders

Number of baptisms (infants / believers) in the past 5 years

Number of funerals each year

Number of weddings each year

Number of children / youth attending regular Sunday worship

Additions or losses to the roll of members in the past 5 years

5. What is it that makes you different or unique?

Don't forget: Gather some photographs of the community and the church so that the reader can gain an idea of what the area looks like.

Identity

