



Protocol for a Minister to Minister Exchange (Ministerial Exchange)

1. Introduction

The United Reformed Church supports the broader understanding that the Gospel of Christ can be achieved through the exchange of leadership for the purpose of sharing ideas, learning from different perspectives and identifying those things we hold in common though our loyalty to Christ. Recognizing that what we share in Christ is of far greater significance than the unique ways we seek to serve, we also recognize that our

- 2.2.3 Exchanges are for 3 months or less. The MoM sub-committee took the decision supporting ministers from outside of the UK for a period of less than 12 months was prohibitive on grounds of cost. This would include sponsorship, visa and healthcare supplement costs and removal and resettlement costs under the Plan for Partnership (to which someone receiving a stipend would be entitled). An exchange would not encounter the same issues as they would not be under the plan but would remain a minister of their home church during the exchange period;
- 2.2.4 Any consideration longer than 12 months will be considered under the processes of Certificate of Eligibility (when applicable) and Certificate of Limited Service (when applicable);
- 2.2.5 Once an application has been received, the Secretary for Ministries would send the profile of the minister to the Synod Moderators to seek potential pastorates/URC ministers to exchange with;
- 2.2.6 The Synod Moderator should inform the Secretary for Ministries of a potential match;
- 2.2.7 The Secretary for Ministries will inform the Secretary for Global and Intercultural Ministries who will draw up an Exchange Agreement (see Appendix 1);
- 2.2.8 The minister will need to provide an up to date DBS check or equivalent (police check) at their own expense;
- 2.2.9 Following the exchange an evaluation report should be sent to the Secretary for Global and Intercultural Ministries on what has been learned, what went well

2.3 For those URC ministers wishing to go abroad:

- 2.3.1 Enquiries should be made to the Secretary for Ministries who will advise on the internal protocol;
- 2.3.2 The Secretary for Ministries will consult with the Secretary for Global and Intercultural Ministries for the potential of locations and possibilities;
- 2.3.3 URC ministers will need to be responsible for complying with the visa requirements of participating denominations;
- 2.3.4 URC ministers will need to be responsible for complying with the safeguarding requirements of participating denominations;

3. The participating churches will need to

- 3.1 Ensure the manse is in good order;
- 3.2 Provide pastoral support to the exchange minister and their dependents for the duration of their stay;
- 3.3 Make available access to resources for medical care, dentistry, banking, legal counsel and insurance if such services become necessary;
- 3.4 Expenses for travel shall be paid in full upon receipt of a written claim;
- 3.5 Free use of the manse shall be provided if it is the property of the church/Synod. If it is the property of the local church/Synod an agreement of the trustees shall be drawn up. Routine costs of operating the manse shall be the responsibility of the owner;

- 3.6 Free use of the car shall be provided if it is the property of the church/Synod. If it is the property of the local church/Synod an agreement of the trustees shall be drawn up. Routine costs of operating the car shall be the responsibility of the owner (ie. petrol). Fully comprehensive insurance costs shall be the responsibility of the local church/Synod;
- 3.7 For further helpful considerations kindly read the checklist (see appendix 2)

APPENDIX 1

AN EXCHANGE AGREEMENT

transport and living arrangements are attended to; provide pastoral support and generally ensure that the exchange process provides for both church and minister the best outcomes possible.

2. The church agrees to make available access to resources for medical care, dentistry, banking, legal counsel, insurance -- if such services become necessary, it is assumed the cost for such services will be borne by the individual.
3. The church agrees to provide opportunities for fellowship both in church-wide activities and in opportunities with member families in the church.
4. The church agrees to provide access to other church professionals both from within the Denomination and beyond, where it will help the visiting professional to more fully understand the dynamics of ministry.
5. The church agrees to provide an allowance for travel costs, telephone, internet access and other necessary expenses according to local allowance provisions.
6. The church agrees to provide introductory resources in the form of annual reports, church history, video tape or other photographic description of the church, its life, its work, as well as the community in which the church resides. This information is to be provided sufficiently in advance of the exchange to allow it to be used both by the minister and the other church in the exchange.
7. The church agrees to engage in a comprehensive evaluation of the exchange identifying any unique aspects, strong points, weaknesses -- to be shared with the exchanging ministers and their denominational bodies. Such evaluation to have input from the Support Team in each context.
8. The church agrees to support the exchange with corporate and personal prayer throughout the time of preparation, execution and evaluation.

be included in documentation for advance preparation.

6. We agree to identify persons with unique and special concerns likely to become the responsibility of the visiting minister.
7. We agree to clarify in advance of the exchange what expectations there might be for the administration of Sacraments and steps necessary to achieve permission to administer the Sacraments.
8. We agree to identify whether or not the visiting minister would be expected to (or allowed to) perform marriages.
9. We agree to provide adequate information through the lay-support team regarding the conduct of funerals, if that becomes necessary. (A part of the preparation includes a description of the role the exchanging minister has played vis-a-vis family visitation and interaction with funeral directors.).
10. The terms of the agreement shall be shared with Denominational leadership for its evaluation and support.

The contractual relationships agreed to are to be understood as representing the commitments and concerns of the church ministers and churches involved.

Endorsements:

Representing _____ Church

Lay leader _____ Title _____

Church Professional _____

And

Representing _____ Church

Lay leader _____ Title _____

Church Professional _____

Date _____

Copies for each church and church professional.

Also send a copies to:

Secretary for Ministries and Secretary of Global and Intercultural Ministries
The United Reformed Church
86 Tavistock Place
London WC1H 9RT
The United Kingdom
Email:
ministries@urc.org.uk
global.intercultural@urc.org.uk

APPENDIX 2

Check List

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, legal counsel, insurance are available where necessary; where the