

Summary of Phase 3 Process

1. PCC Decision and Approval

- Parochial Church Councils (PCCs) vote to participate in the Minster Community (MC) based on the final proposal.
- The Joint Archdeacon Mission Committee (JAMC) recommends the formation of the MC to the Bishop and Trustee Board.
- The Bishop and Trustee Board provide final approval.

2. Transition of Support

- Contracted facilitators conclude their work at this stage.
- Ongoing support for the MC will be provided by the Parish Transition and Ministry Department and the Archdeacons' Office.

3. Appointment of Oversight Minister (OM)

- The process to appoint an OM begins. This may be:
 - A short interim role (approximately 6 months) while a permanent appointment is made, or
 - A longer interim role (up to 3 years) as the MC establishes itself.

4. Formation of Interim Oversight Group

- An Interim MC Oversight Group is created to work alongside the OM and support Phase 3 activities.
- This group may consist of members from the Phase 2 Coordinating Group or new volunteers.
- A Minster Community may wish to form other key groups or communities of practice – such as a Safeguarding Group, Focal Ministry Group.

5. Launch Service

- Phase 3 begins with a Launch Service where the Bishop commissions:
 - The OM
 - The Oversight Group
 - All members of the congregations as they start their journey together.

6. Memorandum of Understanding (MOU) –

- An MOU is developed to outline the intentions and mutual understanding of all parties for the first year within the MC. (Many MCs may already have a similar document which will inform the shape and work of the MOU).
- The MOU will detail commitments for the first year.
- This will need to be communicated and owned by the PCCs as part of the planned approach to the MC. This is the action plan for Phase 3.
- Discernment needed on what is our ‘gift’ to do and what is not

7. Ministry Discernment

- In the discernment and forming of the whole Minster Community ministry team – one that can gather and support one another
- A gathering of all ministers across the MC to reflect on their roles.
 - Share about the mission and aims of the Minster Community and how ministry will be part of that to enable individual prayerful discernment
 - Conversation about how ministry will be rooted and shared.
- Individual discernment conversations for incumbents and associate ministers regarding their current roles and potential MC-wide responsibilities.
 - Conversations will take place with the Oversight Minster/ Archdeacon/ Bishop/ local incumbent (The Oversight Minister will keep track of these conversations)
- Identify named person(s) (this could be a focal minister or member of clergy), for each benefice / parish as appropriate. Discernment led by local PCCs in collaboration with the designated incumbent and Oversight Minister. Safer recruitment process will be followed.
- Outcomes may include:
 - Licensing ministers beyond their existing roles
 - New working agreements
- **Memoranda of Agreement (MOA)** will then be created between ministers to define terms of collaboration. This work will be supported by the Archdeacon’s office.

8. Formation of Key Groups

- **Minster Community wide Resourcing Ministry Group:**

- Works closely with the OM. Gathering to resource one another for the ministry across the MC as they enable others in the MC.
- Includes stipendiary ministers those holding MC wide roles.
- This team will support the whole ministry team of the MC
- Will hold the mission of the MC
- **Minster Community Oversight Group [Transitioning from the Interim Oversight Group]:**
 - A representative governance group (e.g., JCC or similar structure).
 - Handles MC-wide governance including financial and safeguarding matters and MC wide administration as informed by the MC proposal.
 - If a JCC is not formed, a core group will be established to manage overarching responsibilities and clarify parish-level governance.

9. Refocusing on Mission

- With structures in place, the MC can incorporate and honour its proposal and missional priorities.
- Engage with schools to implement missional initiatives in light of the Storyboards and discerned response.
- Participate in a planned **Vision Day** to:
 - Reflect on next missional steps to continue implementing the proposal.
 - Celebrate the work already implemented in the first 6 months

10. At the 12 month point

- One year review of the initial implementation plan, the ministry team formation
- The MOU can then be reviewed and amended as required to take the MC forward.