

been accepted and the appointment announced, the Dean of WMS will write to the incumbent-designate with an informal welcome and such further information about the Scheme as may be appropriate at this stage. A date will be fixed as soon as possible for WMS Staff to meet the new incumbent, shortly before or within one month of the Institution / Licensing.

4. Service of Institution or Licensing

Responsibility for the production of the Institution Service rests between the parish, the priest concerned and the Rural Dean. They should ensure that the service includes explicit acknowledgement and affirmation of the Ministry Scheme in the parish. It is recommended that this be done on three levels. The general design of the liturgy and its wording should reflect a commitment to a collaborative understanding of church and ministry. There should be some direct reference to the Ministry Scheme as a feature of the life of the congregation as a whole (e.g. in the context of an Act of Dedication). Finally there should be some recognition of the specific ministry of the Core Group as a shared leadership team alongside the new incumbent.

5. Statement of Purpose

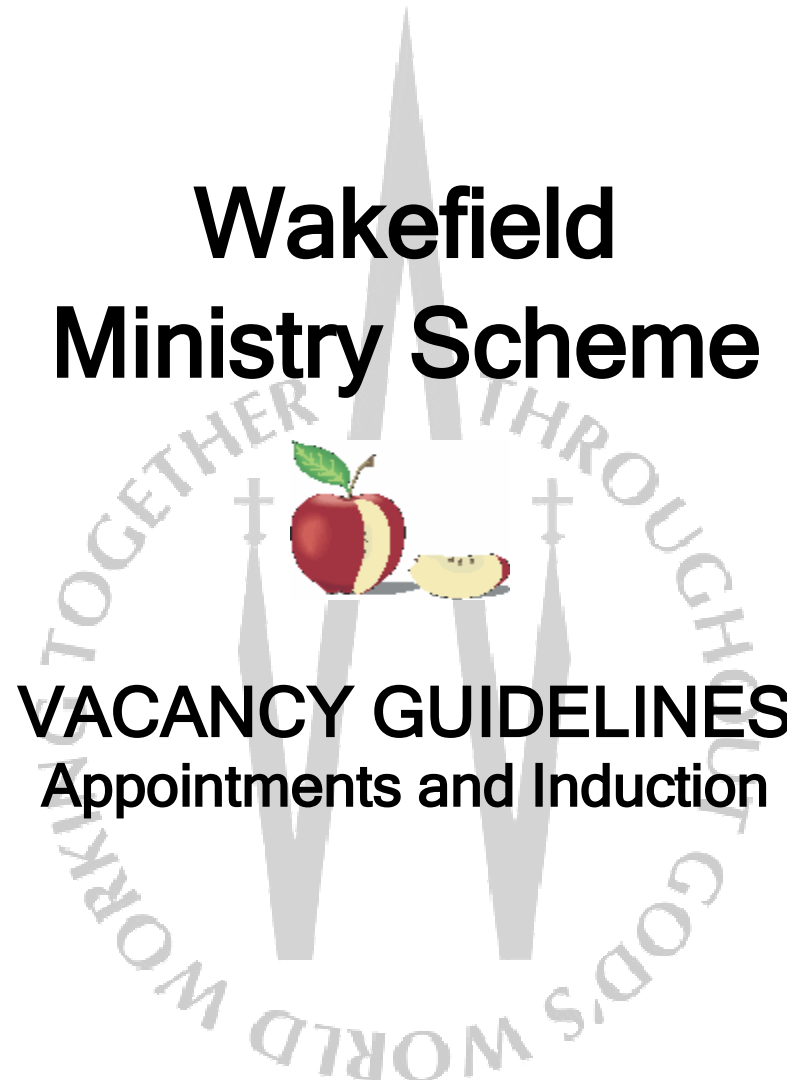
At about six months into the new appointment, the PCC should review the Core Group's written Statement of Purpose and consider whether this needs amending in the light of fresh developments. The Dean of WMS will initiate a meeting with the Incumbent and Core Group to review progress during these early months.



Wakefield Ministry Scheme



VACANCY GUIDELINES Appointments and Induction



These Guidelines have been drawn up to assist bishops, archdeacons and parish representatives with the appointment process in the case of a Wakefield Ministry Scheme Commissioned Parish. Should an interregnum arise in a parish currently working through the three-year Basic Programme but not yet finally commissioned, similar procedures should be followed so that as far as possible the process of education and training in the parish, and specifically for the Core Group, can continue smoothly through the transition from one incumbent to another.

1. Preparation of Papers

When a Wakefield Ministry Scheme parish or benefice falls vacant, the Dean of WMS will prepare a pro-forma to be circulated with other documents during the advertising and appointment process. This consists of two sides of A4: the first gives some background information about Local Ministry Schemes in general and includes recommendations from **Stranger in the Wings**, the Ministry Division Report on Ordained Local Ministry, about how the appointments procedure should be carried out in Local Ministry parishes. The second contains information about the operation of WMS in the particular parish: the current stage of the programme reached, activities of the Core Group (or Ministry Team) and structures for Local Ministry now in place. The Core Group will supply their own wording for this section under the headings, 'Who we are', 'What we do', and 'Our Vision for the Future'.

The Dean of WMS sends copies of the pro-forma to the parish in time for the special PCC meeting called to consider the vacancy and begin the process of drawing up a Statement of Needs. Hereafter the document will be included in circulation at all stages of the process and the Dean of WMS will liaise with the Archdeacon periodically about progress.

2. Interviews

When interviewing a prospective incumbent (or equivalent), the Archdeacon or Bishop will seek to establish that the candidate is committed to working collaboratively, in sympathy with the principles and aims of Local Ministry and willing to support and nurture the ministry of the Core Group. Parish Representatives also should consider carefully what views and experience they are looking for in the area of Local Collaborative Ministry, and what assurances about this they would seek from a prospective incumbent.

Where a post is advertised in the church press and a formal interview process takes place, the advertisement should make clear reference to the Ministry Scheme and the interviewing panel should include at least one person closely involved in it.

The Dean of WMS will supply the Archdeacons with copies of relevant literature about the Scheme to provide to candidates prior to any interview e.g. the leaflets *Information for Incumbents* and the current year's edition of *Basic Information* about WMS (leaflets ILB2 and ILA2).

n.b. In the case of a parish with an Ordained Local Minister in post, additional details are set out in the diocesan *Guidelines for Ordained Local Ministers and Incumbents* (ILO3). The Dean of WMS will ensure that Archdeacons have supplies of these for the information of candidates in appropriate cases.

3. Offer of Appointment

Where the formal letter offering appointment to the post is made by the Patron, steps should be taken to ensure that the letter includes a reference to the position being a Wakefield Ministry Scheme Commissioned Parish. Once the offer has