



## Placement Guide for Church, Chaplaincy or Missional Opportunities

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# **Placement Guide for Church, Chaplaincy or Missional opportunities**

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**2023 – 2024**

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## 1. Introduction

The training of those called to serve the Lord has always been rightly viewed as a vital component in spreading the good news of Jesus Christ. The example of our Lord Jesus Christ in training and forming those who would take his life transforming message after his resurrection is one that informs and shapes the training of men and women today for Christian mission, ministry and leadership in the contemporary world. The opportunity for a Minister in Training (MiT) to be called by a church or missional opportunity is a critical component in their ministerial formation and training.

The information in this booklet outlines what it means to call a MiT to work in your church, chaplaincy setting or missional opportunity whilst they train for ministry. It is a guide to help everyone, including students, understand the expectations of their ministerial placement whilst studying at Spurgeon's College.

If the leadership in a Church, chaplaincy setting or missional opportunity are considering appointing a MiT, they are strongly encouraged to read all the information in this booklet. The leadership in a Baptist Church are strongly advised to contact their regional association for guidance and advice. If, after prayer, reflection and discussion, a Church, chaplaincy setting or missional opportunity is interested in seeking to appoint a MiT, then they are invited to:

- Compile a profile of their church, chaplaincy setting or missional opportunity;
- Write a job description of what the church, chaplaincy setting or missional opportunity expects of their MiT during the appointment; and
- Compile a person specification regarding the type of person they are looking for.

The next step is to invite the Head of Admissions and Placements to visit and meet the leadership of the church or missional opportunity to discuss the information and guidance in this booklet and answer any questions or queries the leadership may have.

There are various ways in which the ministerial placement setting can find a MiT:

- a suitable candidate may be home grown from within their setting;
- in a Baptist context, the regional associations may suggest a suitable candidate;  
or
- a potential placement setting may approach the College.

Any questions you may have can be raised with the Head of Admissions and Placements, Linda Campbell.

Phone: 07917 906464 or main reception on 020 8653 0850

Email: [l.campbell@spurgeons.ac.uk](mailto:l.campbell@spurgeons.ac.uk)

## 2. About the College

In 1856, C H Spurgeon founded Spurgeon's College in London. Often called 'The Prince of Preachers', he was an extraordinarily gifted communicator with an immense zeal for the gospel. In addition to founding the College, he planted 198 new churches and established two large orphanages during his lifetime. In the early days of the College, the majority of students were evangelical Baptists. Formerly located near the Metropolitan Tabernacle at the Elephant and Castle in Southwark, it moved to its present premises in 1923.

Spurgeon's College is an evangelical College in membership with BUGB, the Evangelical Alliance and the Micah Network. As a confessional College, it is committed to studying and understanding the gospel of Jesus Christ as witnessed by the Scriptures, and the challenges of the world in which this gospel is to be proclaimed. In doing this it combines classical and contemporary emphases in theology and ministry in serving the Church. Academic programmes are offered in the light of the expectations and standards contained in the QAA Subject benchmark statement: Theology and Religious Studies, and the counselling courses according to the principles stipulated by the Counselling and Psychotherapy Central Awarding Body (CPCAB).

The College has always trained students for Baptist ministry. BUGB sets the criteria for all those they accredit or recognise as ministers. The College works in partnership with the BUGB Ministries Team to ensure those being formed as Baptist ministers meet these criteria. While the core dimension of the College's week-by-week work is ministerial formation rooted in the Baptist tradition, the majority of the College's student body does not seek accreditation with BUGB.

The ministerial formation and training offered by the College is widely accepted by non-Baptist Church partners. The College is known for its enterprise and initiative in developing new courses in response to the changing needs of the Church and society. Ministerial formation and training is open to, and benefits from, the presence of many preparing for ministry/ordination from other denominations, networks and church contexts. The participation of students who are pursuing a biblical/theological education in its own right further enriches the life and experience of Spurgeon's learning community. The College has also developed provisions for continuing ministerial development and academic research as well as for the training of church members seeking to serve in lay capacities.

### 2.1. The College's Mission

The College's mission is to train men and women for Christian mission, ministry and leadership in the contemporary world.

### 2.2. The College's Vision

The College draws its vision from three sources:

- *A confessional foundation* – established by CH Spurgeon in 1856 as the Pastor's College, Spurgeon's College is a Christ-centred, evangelical college in the Baptist tradition, engaged in biblical and theological education.

- *A formative ethos* – this flows from our life as a community that meets daily for worship, where preparation for Christian service is enriched by the practice of gathering daily as a community to glorify God, who is Father, Son and Holy Spirit.
- *A geographical location* – the College is intentionally London based, with a national focus and a global reach.

The College Vision from 2018 is:

- To cultivate a creative learning environment allowing every student to develop spiritually, academically, emotionally and socially.
- To deliver a relevant, structured curriculum tailored to training men and women for mission, ministry and leadership for all who wish to deepen their understanding of the Scriptures and theology.
- To develop the College's position, in the global and diverse city of London, as a research-led, experience-based, centre of excellence delivering positive outcomes for students.
- To maintain the highest professional and ethical standards in every area of college life.

### 2.3. The Values of the College

As a Christian Higher Education Theological College our values are directly drawn from and aligned with biblical principles. In particular:

- We believe in the inherent moral equality, dignity and worth of every individual.
- We value the unique distinctiveness of each member of the College community.
- We celebrate the richness of being a diverse and inclusive community.
- We believe that as a community meeting daily for worship we must be careful to listen to God and discern his will and purpose.
- We will promote the general well-being of all members of the student community and College staff.
- We are committed to assisting every student in reaching their potential.

#### **The College Motto - Et Teneo Et Teneor (I Hold and Am Held)**

### 2.4. Courses Offered by the College<sup>1</sup>

Spurgeon's College offers a variety of courses. Among the courses offered by the College are:

- A full-time undergraduate Bachelor of Arts (Hons) in Theology with ministerial formation over three years;
- A part-time undergraduate Bachelor of Arts (Hons) in Theology with ministerial formation over six years;

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<sup>1</sup> This is not an exhaustive list of the courses offered by Spurgeon's College. The courses listed in paragraph 13 are specifically aimed at those wishing to consider ministerial training.

- A full-time undergraduate Bachelor of Arts (Hons) in Theology with Chaplaincy over three years;
- A part-time undergraduate Bachelor of Arts (Hons) in Theology with Chaplaincy over six years;
- A Master of Theology in Advanced Christian Studies part-time over four years<sup>2</sup>;
- The Professional Certificate in Ministerial Formation over three years
- A Master of Arts in Christian Thought and Practice plus The Certificate in Ministerial formation normally completed in 3 years but the students have up to four years to complete the course.

### 3. Working in Partnership with the College

The training of men and women for Baptist ministry, as well as students from other denominations, includes practical experience, studies in theology and spiritual reflection. Working in partnership with a variety of placement settings is important to the College because it forms an integral part of ministerial formation.

Many MiTs, church, chaplaincy setting or missional opportunity benefit greatly from this pattern of training as the church, chaplaincy setting or missional opportunity calls a MiT to be their minister whilst they train. MiTs are formed and equipped for ministry through their theological studies and spiritual reflection. It has been the College's long experience that church, chaplaincy setting or missional opportunity also benefit greatly from having a MiT appointed as a part-time minister.

The College, church, chaplaincy setting or missional opportunity act in partnership as the next generation of ministers are trained and equipped.

#### 3.1. Types of Placement

There are four types of placement that are now acceptable for ministerial training.

- Church – students can be called to be the sole minister of a small church or an assistant in a larger church.
- Chaplaincy – this can be arranged by the student, or the College may arrange various opportunities which will be discussed on an individual basis, depending on the specific type of chaplaincy the student is interested in. The student may want experience in a variety of settings as they discern the type of chaplaincy to which God is calling them.
- Community – each student's situation will be looked at on an individual basis and an appropriate placement considered to ensure the setting covers the essential elements required for training.
- Missional opportunities – each student's situation will be looked at on an individual basis and an appropriate placement considered to ensure the setting covers the essential elements required for training.

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<sup>2</sup> Please note that ministerial students applying for this course will usually have an undergraduate degree in theology from another institution

**International Students** on a Student Route Visa are only accepted on the full-time undergraduate ministerial course, or the part-time or full time postgraduate ministerial courses. The MiTs are only permitted to work a maximum of 20 hours a week in their setting.

The information in this booklet outlines what it means to have a MiT working in different settings while they train for ministry. There are a variety of ways church, chaplaincy setting, or missional opportunity can receive ministry.

They may choose to:

- i. Appoint a part-time minister who works either three days per week or at least an eight-hour placement for a church, chaplaincy setting or missional opportunity, while either attending College in London for one or two days per week or three long weekends per year.<sup>3</sup>
- ii. Appoint a part-time minister, chaplain or missional worker who studies at College for one day per week or three weekends per year.
- iii. Release a full-time minister from a church, chaplaincy setting or missional opportunity to study at College for one day per week or three weekends per year.
- iv. Appoint a pioneer or bi-vocational minister in a missional setting who is released one day per week or three weekends per year to study at College and works either three days per week or at least an eight-hour placement for church, chaplaincy setting or missional opportunity.

## 4. Expectations upon the placement

### 4.1. Sufficient opportunities for the MiT to gain experience and to grow

Where a MiT is working in a local church, missional opportunity, or chaplaincy the College expects the MiT to perform a broad-based expression of ministry. This includes allowing the MiT to:

- have regular opportunities to lead worship;
- have regular opportunities to preach;
- have opportunities to be engaged in mission/outreach;
- be involved in working in small groups;
- be engaged in the pastoral care of the church or missional opportunity;
- be involved in the spiritual life of the church;

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<sup>3</sup> The Professional Certificate in Ministerial Formation is for students who are not required to undertake degree studies for their ministerial formation. They will normally have completed their theology degree at another institution and be required by the Baptist Union or by their own churches to undertake the more practical elements only of the College's ministerial training programme. They will complete three weekends per year for three years, covering the practical units. This Pathway is also followed for the practical elements of ministerial formation by students on a master's programme whose core teaching takes place at the London campus.



- manage any changes the MiT may have introduced;
- learn how to be involved in church governance and lead business-type meetings (e.g., deacons' or church members').

Where a MiT is appointed in a missional opportunity, the College would expect the MiT to grow and develop in their specific context gaining as wide an experience in their context as well as developing some of the broad-based ministry expectations mentioned above.

Where a MiT is appointed in a chaplaincy context, the College would expect the MiT to grow and develop in their specific context gaining as wide an experience as possible. They would also be expected to be part of a local Baptist church and gain insight as mentioned above.

#### **4.2. Commitment to engaging with the learning processes**

The College expects the leadership of the church, chaplaincy setting or missional opportunity to complete an Annual Assessment on the MiT. Information and guidance on completing an Annual Assessment on a MiT is available from the Head of Admissions and Placements<sup>4</sup>.

Where a MiT is appointed in a local church, chaplaincy setting or missional opportunity, the College strongly encourages its partner in the ministerial formation of a MiT to provide pastoral care to their MiT. Ministerial formation and training is almost without exception very demanding. Church and non-church settings are encouraged to assist and work closely with their MiT in keeping a healthy and appropriate balance between their studies at College, their ministry in their church, chaplaincy setting or missional opportunity, their family life and their physical health.

#### **4.3. Commitment to the financial cost**

This section is most relevant to Baptist Union churches who are calling MiT's to be pastors in the local church on a three day a week placement or are releasing their current minister for one day a week at college; it may also be a useful guide for non-Baptist Union church, chaplaincy setting or missional opportunity wishing to appoint a MiT.

A church, chaplaincy setting or missional opportunity considering calling a MiT on a church-based (three day a week) course needs to be fully aware of, and understand, the financial commitment that is involved.

The College highly recommends that a MiT receives:

- Half of the recommended Home Mission<sup>5</sup> minimum stipend and related National Insurance contribution. The standard stipend figure for 2023 is £28,600 p.a., so a half stipend is £14,300;
- Contributions towards a pension scheme;

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<sup>4</sup> Contact details can be found at the beginning of this booklet.

<sup>5</sup> Home Mission is the Baptist family purse and each year the church has an appeal to raise money for this purse.

- A manse or other suitable accommodation for them (and their family) plus the normal costs associated with providing a manse as outlined in Annex A<sup>6</sup>;
- The costs of travel to and from the College;
- The costs of Bed and Breakfast, at or near the College (where applicable);
- Other relevant expenses related to their ministry.

College Tuition Fees<sup>7</sup> are the MiT's responsibility and not the responsibility of their church, chaplaincy setting or missional opportunity. A church, chaplaincy setting or missional opportunity is encouraged to assist their MiT with tuition fees wherever possible. Some students may be eligible to apply for a loan from the Student Loan Company. MiTs on a theology course are encouraged to consider setting up a personal account with Stewardship<sup>8</sup> to receive payments from family or individuals that may qualify for Gift Aid.<sup>9</sup>

The College recognises that the extent to which a church, chaplaincy setting or missional opportunity can support a MiT will depend upon its own circumstances. Where there are insufficient finances to grasp a significant opportunity to help provide leadership for a church by appointing a MiT, Baptist Union churches are encouraged to pursue the possibility of Home Mission funding via Regional Associations. The College can provide churches with information about other funding opportunities.

While the College can make recommendations, financial arrangements are made by negotiation between a local church, chaplaincy setting or missional opportunity and the MiT. The financial arrangements between a church, chaplaincy setting or missional opportunity and the MiT are subject to the College being satisfied that adequate provision for the MiT is being made. All churches, chaplaincy settings or missional opportunities are expected to use the Terms of Appointment, approved by the BU, in Annex A or B depending on the programme undertaken. It is strongly recommended that all contracts be received and reviewed by the College before either the MiT or church, chaplaincy setting or missional opportunity sign them.

## 5. Expectations upon the College

A local church, chaplaincy setting or missional opportunity, can expect the College to:

- deliver outstanding ministerial formation and theological training to their MiT;
- encourage the MiT to fulfil their potential academically;

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<sup>6</sup> If a church manse is not available, the church is required to provide alternative accommodation or a suitable housing allowance. This might be by way of accommodation rented by the church from a third-party landlord or, if the MiT has their own property (sited within reasonable proximity to the church) it might be possible to lease it to the church at an agreed rental. Failing this, the church is expected to pay a housing allowance in lieu – and which should reflect the market conditions for the particular area [Note that the 'Manse Annual Value' (£7,143 in 2023) relates only to the calculation of 'pensionable income' for the purpose of the Baptist Ministers' Pension Scheme and is not meant to be an indicator of the level of a housing allowance or the rental payable under a lease of a minister's own property]

<sup>7</sup> The College's *Tuition Fee Policy* is available via the College website.

<sup>8</sup> Information concerning Stewardship is available at <https://www.stewardship.org.uk/>

<sup>9</sup> Subject to restrictions on payments from close relatives. For further information see

<https://www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid>

- appoint a Pastoral Tutor for the MiT;
- appoint a supervisor/mentor for the MiT;
- appoint a Field Placement Tutor to visit the MiT and supervisor in the placement twice a year;
- be available if problems arise within the situation.

## 6. Expectations upon the MiT

A local church, chaplaincy setting or missional opportunity, can expect the MiT to:

- be in College on the appropriate days during term-time;
- work the appropriate days in the church, chaplaincy setting or missional opportunity (e.g., three days or 8 hours depending on the type of placement that has been agreed);
- have a study day each week;
- have a day off, free from College and church, chaplaincy or missional opportunity, each week.

## 7. Support Systems

### 7.1. Support group

The College strongly encourages the MiT to set up a support group.<sup>10</sup> Where a MiT is in a missional opportunity, they must have a formal support group.

### 7.2. A Placement Supervisor

The supervisor plays a key role in supporting the MiT through their training. There are two types of supervisors:

- i) Senior Minister – where the student is an assistant alongside the team leader, who automatically becomes their supervisor/mentor.
- ii) Local Minister – where a student is in sole pastorate and an appropriately experienced local Minister is appointed as supervisor/mentor by the College. For Baptists, this is done in consultation with the Regional Minister of the appropriate Association.

On the appointment of either type of supervisor the Head of Admissions and Placements will arrange a three-way meeting to discuss the ministerial formation process as outlined in the two sections below.

The church which calls a MiT plays an essential role in the training a MiT receives. The influence of the church, and in particular the supervisor, plays a great part in a MiT's formation, training and development. The supervisor may often find themselves in the role of mentor. The College has found through experience that the role of supervisor

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<sup>10</sup> Guidance for support groups is at Annex C.

and mentor often merge into one. The College's main aim, however, is to provide good support for the MiT. This is often delivered by supervisors/mentors giving the wisdom of their experience in a variety of situations.

The College's expectations of the role of the supervisor are:

- To meet with the MiT regularly for consultation, planning and prayer;
- To meet with the MiT at least once every four weeks with the MiT being the subject of conversation, rather than the church;
- To encourage the MiT to engage in a broad-based ministry to gain experience in all the varied aspects of pastoral leadership. The MiT should not be exclusively responsible for all ministerial work; a MiT is training for leadership and ministry in Baptist or other denominational churches, chaplaincy settings or missional opportunities;
- To provide constructive critical comment to the MiT on all aspects of their ministry including leadership, pastoral concern, attitudes, preaching, preparation, worship leading and evangelistic ministry;
- To encourage the development of the MiT's personal spirituality and devotional life and to ensure that the MiT has a support group<sup>11</sup>;
- To complete an annual assessment form by the date requested by the College's Placements Department, in collaboration with the leaders of the church, chaplaincy setting or missional opportunity. This assessment asks for comment on various areas of the MiT's ministry and is an essential part of the practical training units. This form must be returned in order for the MiT to receive academic credit for their engagement with the church and missional opportunity. The completed annual assessment form is a significant component in helping the MiT to grow and develop in ministry and in the College's future commendation to receiving churches, chaplaincy settings or missional opportunities;
- To meet with the MiT and their Field Placement Tutor in the church, chaplaincy setting or missional situation twice a year;
- To attend the Supervisors' Conference, at the College, each year.

Some additional information for supervisors:

- A member of staff or College representative will visit the MiT once a year to hear them preach and/or lead worship;
- During their formation the MiT is accountable to their supervisor regarding their conduct within their local church. The Head of Admissions and Placements is responsible for the administration and overall supervision of the formation programme;
- Attendance at College and engagement in person with tutors and peers is a crucial element of ministerial formation. In addition, the College is required to certify the attendance of those in receipt of funds from the Student Loans Company;

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<sup>11</sup> See Annex C.

- Any problems that do arise which cannot be resolved between the supervisor and the minister should be referred in the first instance to the Head of Admissions and Placements.

### 7.3. Local Minister

The church is an essential part of the training a MiT receives. The influence of the church, and in particular the supervisor, plays a great part in a MiT's formation, training and development. There are occasions when the MiT is in a sole pastorate, that is, there are no other ordained ministers serving in a formal ministerial appointment. In this situation, for Baptist Union students, the College will, in consultation with the relevant Baptist Association, identify a supervisor to assist in the training of a MiT and act as a mentor.

The College's expectations of the role of the supervisor to a MiT in a sole pastorate are:

- To meet regularly with the MiT for consultation, reflection and prayer. The College encourages this to be at least once every four to six weeks or more regularly, and not just if, or, when a crisis arises. The MiT may seek the support of their supervisor at other times by telephone for advice or guidance for specific matters;
- To encourage the MiT to engage in a broad-based ministry to gain experience in all the varied aspects of pastoral leadership. Even in the situation of a sole pastorate the MiT should not be exclusively responsible for all ministerial work in the church; they are training for leadership and ministry in Baptist churches, chaplaincy settings or missional opportunities;
- To complete a Record of Meetings form with the student each semester;
- To give constructive critical comment to the MiT on their ministry, leadership, pastoral concern, attitudes to preaching, preparation and worship leading, evangelistic ministry and all other aspects of their ministry. The supervisor to a MiT in a sole pastorate should visit the church and observe the MiT in action;
- To encourage the development of the MiT's personal spirituality and devotional life;
- To ensure that the MiT has a support group<sup>12</sup>;
- To complete an annual assessment form in collaboration with the leaders of the church or missional opportunity which asks for comment on various areas of the MiT's ministry. This assessment is an essential part of the Professional, Ministry and Practice unit. This form must be returned in order for the MiT to receive academic credit for their engagement with the church. The completed annual assessment form is a significant component in helping the MiT to grow and develop in ministry and in the College's future commendation to receiving churches or missional opportunities;
- To meet with the MiT and their Field Placement Tutor in the church or missional opportunity twice a year;

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<sup>12</sup> See Annex C.

- To attend the Supervisors' Conference, at the College, each year.

The additional information for supervisors in the previous section is also applicable for supervisors to a MiT in a sole pastorate.

## 8. Additional Information

### 8.1. Home Mission Funding (BU Churches only)

Home Mission grants may be available to churches or missional settings that need financial assistance to call a MiT, provided that:

- the church or missional setting has a mission focus; and
- the church or missional setting is able to support the ministry with the help of a grant.

Churches that need financial assistance to enable them to call a MiT **must** speak to their Regional Minister at the earliest opportunity. The Regional Minister will be able to explain the practicalities and the grant application process.

### 8.2. Moving Towards Settlement<sup>13</sup>

When the MiT's training in the College is approaching completion, the future for both the MiT and the church need to be considered. This is especially the case if the church or missional opportunity is interested in calling the MiT to a permanent ministerial appointment. The following guidelines are written with BU churches, chaplaincy settings and missional opportunities in mind.

- In the summer term of the MiT's penultimate year, the appropriate Regional Team leaders meet all MiTs to discuss the settlement procedure and ask them to compile a profile;
- In May or June of the MiT's penultimate year the Dean of Ministerial Formation and Development has a commendation interview with each MiT anticipating completing their College training the following year;
- A church or missional opportunity is entitled to call their MiT as their duly appointed Minister upon completion of the College course. This call shall be according to the church's rules, as determined by the church meeting, and a revision of the Terms of Appointment shall be required in every case;
- The College strongly recommends that the local church and MiT do not enter into formal discussions until after the MiT has had their commendation interview**, normally in June. This allows the MiT time to concentrate on their training and not to be prematurely rushed on to the next stage;
- The College also recommends that the MiT does not initiate this conversation. The correct procedure is for the church or missional opportunity to talk to their

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<sup>13</sup> Settlement is the Baptist name for the appointment process of ordained ministers.

Regional Minister and allow them to guide the church or missional opportunity through the process.

The Head of Admissions and Placements can assist the leadership in churches and missional opportunities in understanding and working through the practical implications of the settlement process.

## Annex A

### **TERMS OF APPOINTMENT OF (INSERT NAME OF PERSON) AS MINISTER-IN-TRAINING OF (INSERT NAME OF CHURCH)<sup>14</sup> on the BA (Hons) in Theology with Ministerial Formation**

1. The appointment is to part-time training commencing (insert *date*) and continuing for a period of three years, but determinable by the Minister-in-Training (MiT) or the Church on three months' notice in writing. The appointment recognises that during this period the MiT will also be undertaking the BA (Hons) in Theology with Ministerial Formation at Spurgeon's College, which is integral to this appointment and to which the MiT and Church pledge complete support. **The MiT is strongly encouraged to discuss with the College before undertaking any other employment, appointment, or office.** Upon the completion of the College course this appointment ceases. A Church is entitled to call their MiT as their duly appointed Minister upon completion of the College course. This call shall be in accordance with the Church's constitution and rules as determined by the Church Meeting, and a revision of Terms of Appointment shall be required.
2. **The current guidelines for the Baptist Union's disciplinary procedures as laid down by the Council of the Baptist Union of Great Britain shall apply to all Ministers-In-Training including the normal grievance procedures for Ministers, and the Church shall follow the guidelines in respect of its own disciplinary procedures.**
3. The MiT shall perform all the duties and offices of minister of the Church and congregation as generally understood among churches of the Baptist denomination, including (but not exclusively) those of leading worship, preaching, teaching, engaging in mission, administering the sacraments and the exercise of pastoral leadership.
4. The MiT and Church acknowledge that the MiT's commitments include attendance at College as follows:
  - **Orientation Week** – the MiT is expected in College from Monday to Thursday;
  - The first week of teaching each semester begins with a **Block week** – Monday to Thursday
  - Teaching reverts to 2 (or 1 day) days a week in college after the block weeks.
  - **Safeguarding Training:** the MiT is required to attend safeguarding training at Spurgeon's College, in London, early in September.
  - a further day of private study each week in term time which may take place at the College.
  - It is also agreed that there should be one full day each week free from any Church or College commitments.
  - Out of College term time, the MiT gives an extra day a week to the Church.

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<sup>14</sup> It is strongly recommended that all Terms of Appointment be approved by the College before the minister or Church/missional opportunity signs them.



5. The Church shall pay to the MiT a stipend equal to one half of the guideline stipend recommended by the Baptist Union of Great Britain, such stipend to be paid in equal monthly instalments on the [ ] day of each month. The stipend shall be paid in full during any temporary incapacity of the MiT due to illness but where such incapacity continues for more than six consecutive months, or a total of 18 non-consecutive weeks in any period of 18 months, the Church has the right to suspend payment of the stipend in whole or in part and/or to terminate the appointment on two months' notice.
6. The church shall pay its share of the contribution due in respect of the minister's membership of the Baptist Pension Scheme ('or alternative scheme') insofar as it relates to this appointment.
7. The Church shall pay to the MiT all travel and out of pocket expenses (including mileage allowance at HMRC approved rates) in respect of all Church business travel. The Church will also reimburse the cost of transport to and from Spurgeon's College.
8. For the better performance of the MiT's duties, the Church shall provide a manse or suitable accommodation (inclusive of payment of council tax and water and sewerage charges) for the use and occupation of the MiT and his/her immediate family during the continuance of the appointment, in respect of which the MiT undertakes to keep the interior of the manse and the garden in a clean and tidy condition. The Church will also provide a telephone at the manse and shall be responsible for the payment of the rental and the cost of Church business calls.
9. The MiT will be entitled to five weeks pro rata paid holiday in each complete year commencing (insert start date) plus all public holidays. The Church will allow the MiT an additional four Sundays off each year.
10. The Church agrees to adopt the Baptist Union Guidelines for Maternity, Paternity and other Parental Leave. The current guidelines can be found on the BUGB website.<sup>15</sup>
11. The Church shall normally pay the reasonable removal costs when the MiT takes up this appointment.
12. In the event of any difference of opinion concerning the operation or understanding of these Terms of Appointment the MiT shall first consult with the Church officers and then, if necessary, with the Regional Minister for Pastoral Matters. The MiT shall also consult with the College.
13. In the event that the College no longer has confidence in the suitability of the placement as a training context, representatives of the College will discuss in detail with the Church leadership the reasons for the concern and what action needs to be taken, if any. If possible, a procedure will be put in place to be reviewed within an agreed period. If at the end of this period the placement is still regarded by the College as unsuitable, the College reserves the right to withdraw the MiT from the placement without further notice.
14. In the event that the College has serious concerns regarding the MiT's suitability for ministry, such concerns will be fully documented and the MiT will be given the

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<sup>15</sup> <https://www.baptist.org.uk/Publisher/File.aspx?ID=111324&view=browser>

opportunity to develop. If, following a full and careful review, the College still has serious concerns, it reserves the right to withdraw the MiT with notice of one month.

15. In the event that the Church loses confidence in the MiT it reserves the right to terminate the Terms of Appointment, but only after consultation with the College. The concerns of the Church must be fully documented, and the opportunity given to the MiT to effect change. If the Church is not able to regain confidence in the MiT they shall issue a final written warning with details of the period within which the MiT must effect the change considered necessary and agreed with both parties. If after due process, however, the Church remains of the opinion that the Appointment should be terminated, the MiT is entitled to three months' notice. In these circumstances the College will undertake a full review and may look to find an alternative placement as appropriate.

**I accept the terms as set out above for the duration of this appointment.**

**TO BE COMPLETED BY THE CHURCH**

Signed on behalf of the Church: .....

Name (please print): .....

Date: .....

**TO BE COMPLETED BY THE MINISTER-IN-TRAINING**

Signed: .....

Name (please print): .....

Date: .....

## Annex B

### **TERMS OF APPOINTMENT OF (INSERT NAME OF PERSON) AS MINISTER-IN-TRAINING OF (INSERT NAME OF CHURCH)<sup>16</sup> on the MA in Christian Thought and Practice with Ministerial Formation**

1. The appointment is to part-time training commencing (insert *date*) and continuing for a period of three years, but determinable by the Minister-in-Training (MiT) or the Church on three months' notice in writing. The appointment recognises that during this period the MiT will also be undertaking the BA (Hons) in Theology with Ministerial Formation at Spurgeon's College, which is integral to this appointment and to which the MiT and Church pledge complete support. **The MiT is strongly encouraged to discuss with the College before undertaking any other employment, appointment, or office.** Upon the completion of the College course this appointment ceases. A Church is entitled to call their MiT as their duly appointed Minister upon completion of the College course. This call shall be in accordance with the Church's constitution and rules as determined by the Church Meeting, and a revision of Terms of Appointment shall be required.
2. **The current guidelines for the Baptist Union's disciplinary procedures as laid down by the Council of the Baptist Union of Great Britain shall apply to all Ministers-In-Training including the normal grievance procedures for Ministers, and the Church shall follow the guidelines in respect of its own disciplinary procedures.**
3. The MiT shall perform all the duties and offices of minister of the Church and congregation as generally understood among churches of the Baptist denomination, including (but not exclusively) those of leading worship, preaching, teaching, engaging in mission, administering the sacraments and the exercise of pastoral leadership.
4. The MiT and Church acknowledge that the MiT's commitments include attendance at College as follows:
  - **Orientation Week** – the MiT is expected in College from Monday to Thursday;
  - Teaching reverts to 1 day a week for BA students and three weekends a year for Professional Certificate in Ministerial Formation students.
  - **Safeguarding Training:** the MiT is required to attend safeguarding training at Spurgeon's College, in London, early in September.
  - a further day of private study each week in term time which may take place at the College.
  - It is also agreed that there should be one full day each week free from any Church or College commitments.
  - Out of College term time, the MiT gives an extra day a week to the Church.

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<sup>16</sup> It is strongly recommended that all Terms of Appointment be approved by the College before the minister or Church/missional opportunity signs them.

5. The Church shall pay to the MiT a stipend equal to one half of the guideline stipend recommended by the Baptist Union of Great Britain, such stipend to be paid in equal monthly instalments on the [ ] day of each month.
6. The stipend shall be paid in full during any temporary incapacity of the MiT due to illness but where such incapacity continues for more than six consecutive months, or a total of 18 non-consecutive weeks in any period of 18 months, the Church has the right to suspend payment of the stipend in whole or in part and/or to terminate the appointment on two months' notice.
7. The church shall pay its share of the contribution due in respect of the minister's membership of the Baptist Pension Scheme ('or alternative scheme') insofar as it relates to this appointment.
8. The Church shall pay to the MiT all travel and out of pocket expenses (including mileage allowance at HMRC approved rates) in respect of all Church business travel. The Church will also reimburse the cost of transport to and from Spurgeon's College.
9. For the better performance of the MiT's duties, the Church shall provide a manse or suitable accommodation (inclusive of payment of council tax and water and sewerage charges) for the use and occupation of the MiT and his/her immediate family during the continuance of the appointment, in respect of which the MiT undertakes to keep the interior of the manse and the garden in a clean and tidy condition. The Church will also provide a telephone at the manse and shall be responsible for the payment of the rental and the cost of Church business calls.
10. The MiT will be entitled to five weeks pro rata paid holiday in each complete year commencing (insert start date) plus all public holidays. The Church will allow the MiT an additional four Sundays off each year.
11. The Church agrees to adopt the Baptist Union Guidelines for Maternity, Paternity and other Parental Leave. The current guidelines can be found on the BUGB website.<sup>17</sup>
12. The Church shall normally pay the reasonable removal costs when the MiT takes up this appointment.
13. In the event of any difference of opinion concerning the operation or understanding of these Terms of Appointment the MiT shall first consult with the Church officers and then, if necessary, with the Regional Minister for Pastoral Matters. The MiT shall also consult with the College.
14. In the event that the College no longer has confidence in the suitability of the placement as a training context, representatives of the College will discuss in detail with the Church leadership the reasons for the concern and what action needs to be taken, if any. If possible, a procedure will be put in place to be reviewed within an agreed period. If at the end of this period the placement is still regarded by the College as unsuitable, the College reserves the right to withdraw the MiT from the placement without further notice.
15. In the event that the College has serious concerns regarding the MiT's suitability for ministry, such concerns will be fully documented and the MiT will be given the

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<sup>17</sup> <https://www.baptist.org.uk/Publisher/File.aspx?ID=111324&view=browser>

opportunity to develop. If, following a full and careful review, the College still has serious concerns, it reserves the right to withdraw the MiT with notice of one month.

16. In the event that the Church loses confidence in the MiT it reserves the right to terminate the Terms of Appointment, but only after consultation with the College. The concerns of the Church must be fully documented, and the opportunity given to the MiT to effect change. If the Church is not able to regain confidence in the MiT they shall issue a final written warning with details of the period within which the MiT must effect the change considered necessary and agreed with both parties. If after due process, however, the Church remains of the opinion that the Appointment should be terminated, the MiT is entitled to three months' notice. In these circumstances the College will undertake a full review and may look to find an alternative placement as appropriate.

**I accept the terms as set out above for the duration of this appointment.**

**TO BE COMPLETED BY THE CHURCH**

Signed on behalf of the Church: .....

Name (please print): .....

Date: .....

**TO BE COMPLETED BY THE MINISTER-IN-TRAINING**

Signed: .....

Name (please print): .....

Date: .....

## Annex C

### GUIDELINES FOR SUPPORT GROUPS

1. The College encourages the MiTs at the start of their training to set up a support group. The College appreciates that each situation is different, and a degree of flexibility may be necessary and acceptable. The importance of a support group to encourage the MiT cannot be stressed too highly, as they embark on this new and exciting spiritual journey.
2. Members of the MiT Support Group are likely to be people to whom the MiT can relate and feel at ease and who are prepared to meet with the MiT on a regular basis, i.e., at least every two months or more often if necessary.
3. The purpose of this group is:
  - To pray with the MiT and give pastoral support.
  - To encourage the MiT in their ministerial formation.
  - To discern any personal needs or difficulties in health, finance or work pressure and to act appropriately and encourage the MiT to inform the Church leaders and College if necessary.
  - To encourage the MiT in their time management and work-life balance.
  - To remind the MiT of their responsibility and call to study.
  - To support the MiT's spouse, where appropriate, especially when the MiT is at college (and where young children are involved).

***This friendly, supportive and prayerful group is important to encourage the MiT towards the goal of their future ministry.***