



standards. This process applies to both ministers of Word and Sacraments and Church Related Community Workers (thereafter known as ministers).

## **2. Living a disciplined life**

### **2.1 Promises**

At ordination or commissioning, ministers make promises to lead a holy life. In 2010 General Assembly (Appendices 3a and 3b, General Assembly *Book of Reports 2010*, pp215-218 and updated at Mission Council *Book of Reports 2020*, pp45-54) agreed guidelines that help to give substance to those promises. These standards comprise personal integrity and health,



The United Reformed Church recognises the various roles a Call to ministry encompasses the sacramental, prophetic, community development, and leadership roles set within the context of pastoral relationships and responsibilities.

It, therefore, accepts that when addressing issues of underperformance the Marks of Ministry and Core Competencies shall be the guides – along with any relevant Assembly policies – for understanding the expected standards. They shall be considered as a tool to evaluate the overall performance level of the minister concerned.

It will be for the Councils overseeing the particular post, together with the minister, and with the guidance of the Synod Moderator (in local and Synod based roles), to identify and agree the particular expectations and standards it requires of its ministers. A role description should be discussed and agreed prior to induction or commissioning; and be consequent to the objectives, mission, and role description for the post. These should be included in any signed Terms of Settlement.

## **6. Performance below an expected minimum standard**

Underperformance arises where it is believed, by those exercising the ministry of oversight of a particular post, that the minister is not meeting the role descriptions and/or the individual performance standards and expectations of the post.

## **7. Health-related underperformance**

If underperformance is due to an identifiable and relatively short-term health-related matter, the Synod Moderator or Ministry Support may ask the Secretary for Ministries for an Occupational Health Assessment.

Those bodies charged with the ministry of oversight of a particular post will give consideration as to whether poor performance may be related to a disability as defined under the Equality Act 2010, and, if so, whether there are reasonable adjustments that could be made – including changing their duties or providing additional equipment or training. Consideration may also be given, by the same bodies, in making adjustments to this process in appropriate cases.

If the minister wishes to discuss this or inform the Church of any medical condition they consider relevant, they should contact their Elders Meeting, Synod Moderator or Ministry Support/steering group.

## **8. Special monitoring**

### **8.1 Initiating special monitoring**

8.1.1 A concern about a minister may be raised in a number of ways, but it would most likely be brought by the Council most closely supervising the role to the next Council (eg an Elders' meeting, to the attention of the Synod. 'nt â n -

8.1.3 The procedure must not be used in response to complaints that are found by those Councils exercising the ministry of oversight to be frivolous or unsubstantiated.

8.1.4 If the Council with the responsibility of oversight of a post have concerns with a minister's level of performance over a period of at least three months, this shall initially be dealt with by way of discussion about a possible of help, support and particular steps that can be taken towards alleviating the concerns. The targets set will be realistic and timed (normally three-six months). The minister will be asked to agree the content and timing of the Special Monitoring programme. Clear record keeping during this time must be kept.

8.1.5 The agreed plan should:

- i) clarify the required standards
- ii) identify the main areas of concern





## **9.4 Possible outcomes**

Throughout 9.4, “the Panel” refers to the Assessment Board members of the Panel.

9.4.1 Not Proved. The Panel may find concerns not proved and the matter is closed.

9.4.2 Further Review. The Panel may discern a continuing call to ministry and decide the referral was too early, discerning that some improvement has happened and, reserving the matter to itself, gives a further period for review and improvement. No more than two further hearings should convene within the review period unless the Panel resolve to extend the review period as noted in 9.4.2.4.below. An improvement plan should be drawn up setting out:

- a) the areas in which the minister has not met the required performance standards;
- b) targets for improvement and a timescale for such improvement of not more than five months;

