

**APPLICATION FOR AN AUTHORISATION FOR A LAY PERSON OR PRESBYTERAL
PROBATIONER TO PRESIDE AT THE SACRAMENT OF THE LORD’S SUPPER IN THE
METHODIST CHURCH** **2023-2024**

Notes to Circuit Superintendents:

1	Please use alternative form for applications under the missional criteria.
2	Applications are made under SO 011 and the criteria are set out in Book VI of CPD. SO 011 asks that the DPC be provided with information about the suitability of the nominee. For probationer presbyters, this information is contained within the stationing profile. For lay people a note (possibly the minute of the circuit meeting at which the nomination was made) is required indicating her/ his general competence, gifts and graces in leading worship and understanding of the sacrament of the Lord’s Supper (see CPD 2022, Book VI, Part 3, paragraph 5, p 794).
3	If a Circuit is making more than one application in the same year, the applications should be listed in a preferred order, and it should be assumed for the purpose of this calculation that the applicant(s) listed before this applicant has/have been approved.
4	Authorisations will not be granted for deacons.
5	Please complete each relevant box and email all necessary documents to your District Representative with oversight for Authorisations who will check that the forms are in good order before sending them on to the District Policy Committee Secretary. Please do not submit paper copies.
6	Please enclose a copy of a recent plan with the Communion Services highlighted to aid checking.
7	Where Circuits are combining, please include a note of the Circuits involved.
8	Applications from the previous two years should not normally return to the authorisations committee for scrutiny. However their suitability should be re-examined by the Circuit Meeting to check for any change of circumstance, so that they can be presented to the Conference.

Notes to District Policy Committee (DPC) Secretaries and Synod Secretaries:

9	If the DPC approval is to be delayed (e.g. because of the date of the Policy Committee), please advise MVW mvw@methodistchurch.org.uk of the DPC date and the name of the individual/circuit for which the application is being made.
10	Please enter any subsequent comments on the formal application immediately following the DPC.
11	If the Synod should make any further comments these should be relayed as soon as possible following the meeting of the Synod.
12	Authorisations for probationer presbyters and lay persons do not normally return to the authorisations committee for scrutiny until they have run for three years. In such cases the authorised person moves from List A to B and eventually to C. Applications return to the authorisations committee only if a change of circumstances is notified. However their suitability should be re-examined by the DPC so that they can be presented to the Conference.
13	Authorisations will not be granted for deacons.
14	This application form together with a circuit plan with communion services highlighted, a note about suitability and any supporting statements and documents should be sent no later than Friday 24 March 2023 to The Ministries Team: mvw@methodistchurch.org.uk

Section One: Basic Details

1A	Is this application for a Lay person or a presbyteral Probationer minister? <i>Please enter L or P.</i>	L
	Is this a New application or a Renewal after an initial three years has been completed? <i>Please enter N or R in the box to the right.</i>	R
	If this application is for a lay person, please confirm that they are a Member in the Circuit? <i>Please enter Yes in the box to the right.</i>	Yes
	Are they a volunteer or an employee? <i>Please enter V or E in the box to the right.</i>	E

1B	Circuit Name	Rotherham and Dearne Valley Methodist Circuit	Deprivation Figure <i>Please enter here the number you calculate below in Section 2C.</i>
	Circuit Number	25/17	
	Nominee's name <i>Write name as it should appear in the Conference Agenda</i>	Edward Archer Siddall	14.04**

1C	Details of person making this application <i>usually the Superintendent of the Circuit</i>	
	Name	Revd Jennifer Elaine Park
	Address (inc. post code)	15 The Green, Whiston, Rotherham S60 4JD
	Telephone number	01709 376720
	E-mail address	revjenpark@gmail.com

Section Two: Deprivation Assessment

2A	(a)	Number of Sunday Communion Services required in Circuit Churches each quarter.	30	
	(b)	Number of mid-week Communion Services required each quarter (where extended communion cannot be used).	9	
	(c)	Number of Communion Services required in residential homes each quarter if not included on the Circuit Plan (where extended communion cannot be used).	3	
	Total of (a) – (c) above. <i>(TOTAL A)</i>		42	
	Does the number of services under (a) differ from the number on the Circuit Plan you are submitting with this application?		yes	
	If 'Yes' please explain why.		26 Sunday communions in the months December to February. This is due to Christmas Services and some churches not having a service Christmas Day or New Years Day	
	Please provide brief information and context about figures (b) and (c). Please explain why extended communion is not appropriate		the length of time between the church communion service and being able to take an extended communion means this is not viable	
Is there any other information you would like the Committee to take into account in assessing your application? <i>For example: unusual circumstances in the circuit; provision for LEPs; other communion services not taken into account above.</i>		Due to unexpected staffing changes in August 2022 (when the superintendent minister left the circuit) our Chair of District Gill Newton has been titular superintendent assisted by the Rev Jenny Park, a supernumerary minister. Their work has been greatly assisted by those with dispensation and especially by the nominee who is a Local preacher and lay pastor caring for four churches as well as the lead person in young people and children's' work. Two of those with existing dispensation have serious health problems which may impact on their future help, The circuit have appointed a superintendent and presbyter for 2023/24		

2B	<p>Please list below the names of people expected to be presiding at communion services in the Circuit in the next connexional year (excluding the nominee). Insert in right-hand column the full-time equivalent number for each named individual; calculate this by dividing the average number of services they take each quarter by 26. <i>Count all services, both communion and those which are not communion, taken by a part-time presbyter and divide by 26.</i> <i>(For example, if a part time presbyter takes 4 appointments per quarter the figure to record would be 4 divided by 26; i.e. 0.15.)</i></p>		
	Presbyters working full-time within the circuit (count 1 for each in right-hand column)		
	(a)	Revd Dr Andrew Fox Revd Louise Makin	1 1
	Presbyters working part-time within the circuit		
	(b)		0
	Other presbyters presiding at communion services in the circuit (e.g. supernumeraries, ministers in appointments not under the control of the Church)		
	(c)	Rev Dick Styles Rev Jenny Park	0.15 0.23
	Anyone with an existing authorisation to preside (see Note 3)		
(d)	Anne Holmes Clive Taylor David Guy	0.19 0.19 0.23	
Total of right-hand column in section 2B (a) – (d) (<i>TOTAL B</i>)		2.99	

2C	Calculation of deprivation figure	TOTAL A <i>from Section 2A above</i>	TOTAL B <i>from Section 2B above</i>	DEPRIVATION FIGURE <i>Total A divided by total B Please enter the calculated figure below, and again in the box in Section 1B above.</i>
			42	2.99
If the calculation is 13 or greater, your deprivation assessment is complete.				
If the calculation is less than 13, please indicate here any additional factors which contribute to deprivation.				

	<p>If the application relates to an ecumenical (LEP) situation please describe any circumstances relevant to the application.</p>	
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Section Three: Scrutiny By Circuit and District

3A	CIRCUIT MEETING APPROVAL <i>(see SO 011(2)(b))</i>			
	Has this application been considered by the Circuit Meeting?			yes
	If not, please explain why and give the date of the circuit meeting when it will be considered. This must be before the beginning of Conference.			
	Is the person nominated a member in the Circuit?			yes
	Has the Circuit Meeting received a satisfactory report as to the suitability of the person nominated?			yes
	Has the Circuit Meeting received a note of agreement from the nominee to receive an authorisation? <i>Please include it with the papers for this application.</i>			Yes
	Will the Superintendent ensure that the nominee receives adequate training?			yes
	<i>If this application has not been considered by the Circuit Meeting the authorisation committee can only make a conditional recommendation which will be made to the Conference after it has been confirmed that the Circuit Meeting has scrutinised the application and supports it, and answers to the above questions have been provided.</i>			
	Superintendent's signature	J Park	Date	28 th January 2023

3B	DISTRICT POLICY COMMITTEE APPROVAL			
	Has this application been considered by the District Policy Committee?			
	If not, please give the date of the DPC when it will be considered. This must be before the beginning of the Conference.			
	Has the DPC received a note which commends the nominee’s suitability from the Superintendent of the Circuit?			yes
	Has the nominee given written consent?			yes
	Taking account of both the assessment and the suitability information does the DPC recommend acceptance of the application?			
	<i>If this application has not been considered by the District Policy Committee the authorisation committee can only make a conditional recommendation which will be made to conference after it has been confirmed that the District Policy Committee has scrutinised the application and answers to the above questions have been provided.</i>			
	Signature of Chair of District or DPC Secretary			Date

Rotherham and Dearne Valley Methodist Circuit 25/17

Application for authorisation to Preside at Holy Communion

To the District Policy Committee

In the current church year, Rev Gill Riley the Chair of District is the titular superintendent of the Rotherham and Dearne Valley Circuit. Rev Jenny Park, a supernumerary minister is assisting her with this work.

In that capacity I write to support Edward Archer Siddall as a nominee to renew his authorisation to preside at Holy Communion.

Ed is a local preacher and at present is preaching 12 out of the 13 Sundays on the preaching plan. He has pastoral care of four churches. He regularly conducts a mid week Holy Communion service in one of these and two other churches across the circuit. He also has a regular commitment in a nursing home and home communions.

Ed has been instrumental with others in setting up Family Fun Church and a new Boys Brigade Company in the circuit. He is supportive of circuit staff and stewards and a member of the circuit meeting. He has a strong faith which is evident in his leading of worship, Bible study and sharing in fellowship.

signed: J Park 28th January 2023

Holy Communion Authorisation

I hereby give my consent for my name Edward Archer-Siddall to be put forward for consideration to be authorised to preside at the Lord's Supper in Rotherham and Dearne Valley Circuit.

Signed..... *E.T. Archer-Siddall*

Date..... *20/11/2023*