



METRO committee- Policy & Procedure

Purpose

The purpose of METRO is to glorify the one true God who has revealed himself in his Son Jesus Christ by training others to make him known, who then train others to do the same.

Objectives

ministry

- METRO promotes ministry training specifically geared for the local church context.
- METRO promotes an evangelistic ministry model as standard for local church ministry.
- METRO recognises that developing evangelistic ministries is not the primary task of theological colleges, and so needs to be developed prior to college.

equipping

- METRO promotes evangelistic ministries and evangelistic churches.
- METRO focuses therefore, on the key role of church pastors & leaders as equippers (see Eph 4:11-12), preparing the whole church for works of ministry.
- METRO recognises that, fundamentally, healthy churches are evangelising churches: the bigger picture of evangelistic training is training across the entire life and ministries of the church.

training

- METRO recognises that this evangelistic, equipping model of ministry is best learnt through the apprenticeship of one-to-one training where the whole person is trained (see 2 Timothy 2:2).
- This training can be thought of in three strands:
 - personal godliness;
 - theological reflection
 - ministry skills.
- METRO benefits not only the trainee, but strengthens the training culture for :-
 - the trainer, through an intensive training experience.
 - the local church, as the trainee becomes a focal point for developing a training culture.
 - the Presbytery, as neighbouring churches are spurred on to be involved in METRO and its benefits.
 - the denomination, through the calibre and experience of graduating trainees.

recruiting

- METRO, provides a pathway for trainees considering further training at theological college.
- METRO trainees are not directed towards any particular training institution.
- By providing and encouraging such training in the local church context, METRO trainees, in turn, become examples for (and trainers of) others heading down such a training pathway.

organisation

- METRO recognises the need for one-to-one training to be facilitated through resources such as funding and a training curriculum.
- METRO also recognises the need for one-to-one training to be networked with other trainers and trainees, and supported through coaching provided by experienced trainers.

Responsibilities

1. The METRO Committee will

- Approve:
 - METRO curriculum
 - METRO Coaches
- Allocate positions and funding for placements, including approving trainees, trainers and churches.
- Determine the minimum level of financial support for full-time METRO trainees and provide and administer funding to local churches to subsidise METRO trainees where necessary.
- Promote METRO within the PCNSW.
- Approve any variation to training from a full-time 2 year church based training appointment.
- Guarantee to all participants a consistent funding arrangement and reasonably consistent training curriculum and reporting process during any two year period
- Approve alternative arrangements if for any reason it becomes impossible to continue the arrangements for a trainee.
- Hold an annual METRO Training Conference

2. METRO Committee members will

- Make every effort to attend committee meetings and submit apologies when unavailable.
- Pray regularly for METRO trainees and trainers.
- Encourage churches to participate in METRO.
- Make every effort to attend METRO conference.
- Declare any possible personal interest in matters considered by the committee and leave the meeting for the discussion and resolution of any matter related to their own payment or appointment or removal of a trainee to their church, even if they are not the trainer.

3. The Convener of the METRO committee will:

Committee meetings:

- Set dates & agenda of meetings.
- Chair meetings
- Supervise distribution of minutes of meeting.
- in the event of unforeseen decisions needing to be made proceed in consultation with the committee by email or phone or call an emergency meeting (the committee recognises the convenors discretion to determine which mechanism to use).

General Assembly

- Report to the General Assembly in the prescribed manner.

METRO Conference

- Liaise with Conference Co-ordinator before Conference:- to determine promotion; program ; speakers; venue.
- During Conference facilitate & oversee program (assisted by Conference Co-ordinator)
- After Conference liaise with Conference Co-ordinator & committee in evaluating conference

METRO Web site

- Supervise content

- Liaise with PY regarding Web mastering

Promotion

- Write occasional articles for denominational publications.
- Receive enquiries regarding METRO
- Be available to take up opportunities to promote METRO within denomination and beyond.

Applications / interviews

- In liaison with Recruiting Co-ordinator:-
 - manage all contact with individuals or local churches enquiring about or applying for METRO.
 - manage dissemination of METRO materials to Sessions to encourage appropriate potential trainees to apply for a METRO strand.
 - evaluate applications to exclude those that clearly do not fulfil the criteria and communicate this with the appropriate potential Trainee and Trainer.
 - collate interview reports and inform Sessions, potential Trainees and Trainers of outcome of application.

Resources

- Oversee & co-ordinate the ongoing development and updating of all resources

Program

- **METRO prep**
 - Assess & oversee all those in the METRO prep program facilitating their journey into full METRO.
- **METRO scholarship / study**
 - Set the METRO planner for each year.
 - Oversee recruitment & allocation of coaches

Strategy

- Encourage & coordinate strategic planning.

4. The Treasurer will

- provide committee with a proposed budget by September each year including expected level of support for approved applicants
- coordinate committee's application to Ministry Development Fund.
- ensure that participating churches receive promised financial support in the agreed manner and at the agreed times.
- oversee financial arrangements concerning the trainees (including draft contracts) and provide assistance to local churches where required.

5. The Reporting Coordinator will

- Organise the collection and distribution of term reports for the METRO committee.
- Communicate with the coaches on behalf of the METRO committee.
- Prior to meetings of the committee will:-
 - send to all trainees, trainers and coaches a reminder that term reports are due for submission in two weeks. (The reports are sent from the trainer to the coach who then sends them on to the Reporting Co-ordinator.)
 - ensure that all reports are collected.
 - email the reports to all the committee members.
 - phone the coaches who are not coming to the METRO meeting to see if there are issues the committee need to know about and address.
- Within the meeting of the committee will bring to the attention of the committee any points of encouragement or concern rising from the reports or conversations with the coaches.

6. The Recruiting Co-ordinator will:-

General

- In co-ordination with the Convenor dissemination of METRO materials to Sessions to encourage appropriate potential trainees to apply for a METRO strand.
- Initial evaluation of applications to exclude those that clearly do not fulfil the criteria and communicate this with the appropriate potential Trainee and Trainer.
- Prepare annual application forms and upload to the website for Trainees and Trainers.

Applications

- Review all application for completeness and, if necessary, contact applicants to complete applications accurately.
- Collate applications for dissemination to the committee.

Interviewing

- Arrange date and, time and place for interviews.
- Arrange teams to undertake the interviewing task.
- Communicate with potential Trainees and Trainers of the logistics of the interview process, such length of interview, general structure, time and place.

Feedback

- In consultation with the Convenor collating interview reports and informing Sessions, potential Trainees and Trainers.

7. The Conference Co-ordinator will:-

General

- Provide co-ordination assistance to the METRO Convener with the annual METRO conference including, but not limited to: conference program; logistics; advertising; hosting and evaluation.

Pre-Conference

- Liaise with Convener to determine
 - Conference program
 - speakers
 - venue
 - Production timetable
- Liaise with Presbyterian Youth to determine
 - advertising
 - registration & registration numbers
 - appropriate venues for various aspects of conference
 - booklet production
 - AV/Music requirements
- Liaise with Speakers regarding
 - AV/Speaking requirements
 - Conference program
 - booklet production

During conference

- Provide logistic support to METRO convenor & Speakers
- Keep timetable on schedule
- Liaise with PY regarding logistics
- Point person for troubleshooting in liaison with METRO Convenor & PY Logistics

Post conference

- Work with METRO convenor & Committee to evaluate conference
- And identify areas for improvement/reconsideration for next conference

8. The METRO Plus Coordinator will

- work closely with the METRO Convenor and METRO Conference Coordinator.

Promotion

- Liaise with PY and appoint suitable people for METRO promotions at PY Camps
- Produce Pulse articles
- Encourage appointment of Presbytery METRO representatives and maintain contact with them

Maintenance

- Produce annual recruitment brochure
- Develop, maintain and followup expressions of interest on website
- Maintain METRO Plus database
- Develop online forum for METRO Plus candidates
- Organise suitable METRO Conference workshops for METRO Plus delegates
- Organise assessment interview/discussions with METRO Plus delegates – this will include suitable guide questionnaire, brief interviewers and schedule interviews

Resourcing & Equipping

- Organise suitable METRO Conference workshops for METRO Trainers/Trainees recruiting, equipping, training and supporting volunteers.
- Contribute to the maintenance of resources on the METRO website and forum
- Be aware of opportunities where potential METRO Trainers might benefit from visiting another Trainer and facilitate (where possible) this visit.

9. The METRO Administrator will (under the oversight & direction of the Convener):-

Committee meetings

- Attend METRO meetings to take minutes and action appropriate items.

Web site

- Manage website, updates, forums
- Manage enquires website & otherwise
- Assist in stimulating & monitoring forums

Applications

- Manage application process
- Manage application & interview process

Promotion

- Produce brochures & other material for METRO & METROPlus
- Follow up METROPlus attendee's as appropriate

Resources

- Update & maintain electronic METRO resources
- Create and manage document (soft & hard) archiving & storage process
- Coordinate production of METRO training/resource guide every term

Conference

- Assist with producing METRO & METROPlus conferences

10. A METRO trainer will

- make every effort to complete the METRO curriculum with trainee
- abide by the reporting schedule.
- attend the annual METRO conference
- report significant problems to the Coach and report immediately if for any reason it become impossible to continue training

11. A METRO trainee will

- make every effort to complete the METRO curriculum
- abide by the reporting schedule.
- follow the directions of the METRO trainer
- attend annual METRO conference
- report significant problems to the Coach and report immediately if for any reason it become impossible to continue training

12. A Participating church will

- provide trainees with financial support at least to the level determined each year by the METRO committee, unless alternative arrangements have been approved;
- make the time of trainer and trainees available to conduct METRO training and to participate in the annual METRO conference and other

13. A METRO coach will

- Contact trainers by phone or face to face once a term
- Provide support to trainers under their care.
- Participate in the METRO Training Conference
- Report quarterly to the the Reporting Coordinator regarding trainer/trainees;
- Provide the Reporting Coordinator with any information that would deem a METRO Trainer or Trainee to be inappropriate to continue as a METRO trainer or trainee or make it impossible to continue the arrangements for a trainee.

Policy on Applications

1. Application forms will be available from the METRO web site.
2. Application forms must be submitted by the advertised due date. This may be altered only in exceptional circumstances and with the approval of the Recruiting Co-ordinator.
3. The minimum age of trainee applicants is 21.
4. The Recruiting Co-ordinator, in consultation with the Convener, should contact applicants prior to interview in the case of an application demonstrating significant deficiencies or difficulties.
5. All applicant trainees & trainers are required to attend the interview.
6. The interviewing panel will consist of at least 2 METRO team members and every effort will be made to have at least one female interviewer.
7. The expectation is that METRO is a full-time traineeship. METRO study must be full time. Part time METRO scholarship is to be no less than 4 days METRO per week. The part time scholarship will be 70% of the full scholarship amount.
8. The outcome of applications is to be communicated within 4 weeks of the interview process.

Policy on Reduced Scholarship Involvement in particular / extraordinary circumstances

1. General Policy.

The General METRO Policy is that Trainees and Trainers will have examined the information and advice that is available to them from the METRO committee and will have measured their commitments of time for non METRO involvements and decided that they are able to modify

their life behaviours so that the METRO requirements can be fully met. This investigation and decision is to be made prior to applying for the scholarship.

2. Particular/Extraordinary Circumstances.

Such events may from time to time occur and should be brought to the attention of the METRO Committee by the Coach after discussion with the Trainer and Trainee so that an informed decision may be made by the Committee concerning the future arrangements to be made. It may be desirable to include the Session in these discussions prior to a determination.

3. Possible Determinations.

After review by the Committee one of the following determinations will be made:

- Scholarship to be continued as before with a review to be made in a stipulated timeframe.
- Scholarship to be continued with an appropriate reduction in funding from the Committee. A review may be determined in a stipulated timeframe.
- Scholarship and conduct of the METRO programme be deferred for an agreed time. A new set of interviews for the re-commencement of the scholarship may be deemed desirable.
- Variations/combinations of some of the above.
- The scholarship is closed and all parties to the considerations are informed.