

THE LONDON DISTRICT OF THE METHODIST CHURCH

Circuit Review Handbook

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Introduction – Why Circuit Reviews?

The Circuit is fundamental to the life and mission of the Methodist Church.

‘The grouping of local churches in Circuits reflects the Methodist belief that no local church is an autonomous unit complete in itself. Rather it is linked essentially and structurally to the wider Church. Circuit structures represent interdependence, relatedness, mutual responsibility and submission to mutual jurisdiction. Indeed, the Circuit, rather than the local church, has been the primary church unit in British Methodism.’

Called to Love and Praise 1999

‘The Circuit is the primary unit in which local churches express and experience their interconnexion in the Body of Christ, for purposes of mission, mutual encouragement and help.’

CPD S.O. 500

In February 2006 the Methodist Council passed the following resolutions:

1. The Council encourages all Circuits that have not done so in the last two years to undertake a review of their life, work and mission in the light of "Our Calling" and the "Priorities of the Methodist Church". This review should include strategic consideration of the availability and use of personnel, finance and buildings, with the help of Connexional resources such as "Shaping the Future" and the "Building Confidence."

2. The Council requests all Districts to support Circuits in undertaking such a review, providing encouragement, training and advice as appropriate.

In the *General Secretary's Report to Conference 2007*, it was suggested:

‘Over the coming five years or so, each District is to encourage holistic and wide-ranging Circuit reviews, in the light of *Our Calling* and *The Priorities for the Methodist Church*, with a focus on discerning and developing:+

- Sustainable and relevant Circuit structures which will serve and oversee the mission obligations of the Church in the early decades of the 21st century.
- New ways for Circuits to fulfil their responsibilities and purposes in line with S.O. 500.

Such Circuit reviews are to include strategic consideration of the availability and use of personnel, finance and buildings.’

In such a context, Circuits carry out Reviews for a number of different reasons:

- **Mission** - Circuits, especially newly formed Circuits, may want to have a strategic look at themselves as they start to plan their work or move into a new phase of development.
- **Staffing** - Circuits which have experienced significant change in terms of ministerial oversight or resources may want to consider where they now stand, or how they need to plan for changes in the level of staffing.

- **Self-understanding** - Circuits which are struggling to discover a 'Circuit mind' or identity may find it helpful to have a 'mirror' held up to them to help with that process.
- **Identity** - In many places the sense of Circuit is not strong, and the Review process can prove a valuable way of building it up.
- **Boundaries** - The District is committed to helping Circuits explore issues of boundaries and working with neighbouring Circuits. Review processes provide an invaluable basis for those discussions.

There are a variety of ways of doing Circuit reviews, and each Circuit needs to consider carefully what will be the best way of meeting its particular needs.

This Handbook is for the use of Circuits that have decided to explore the idea of a Review using resources from within the Circuit supported by the District. It has developed from the experience built up in the London District (and previously in the London Region) where a number of Circuits have carried out Reviews over the last five years.

The process builds on an approach of listening and discerning as a basis for recommendations for the future. It uses the experience and vision of a Review Team from the Circuit working with a District Adviser to provide foundations and directions for the Circuit and its churches to build on or to explore.

In this approach responsibility falls on the individual churches and their Stewards, as well as Circuit Stewards and Circuit Committees to develop an effective Review. After the initial stages of proposing the Review and setting up the process, ministers are not usually involved, except for the possible inclusion of one minister as part of the Review Team. However as will be clear throughout, the Review Team will take the views and experience of the ministers fully into account.

The Commission for Congregational Development has produced this Handbook and is committed to supporting Circuits that undertake this process.

The information in this Handbook has been developed for Circuit Leadership Teams, members of the Review Team and others interested. It explains the approach developed in the London District and covers:

- The process of a Circuit Review.
- The roles and expectations of the Review Team.
- The steps required of the Circuit.

Ten Steps are suggested.

The **Appendices** offer supporting material.

Step 1 - Preparing for a Review

1. Discussion of the possibility of a Circuit Review usually begins with an agreement to propose one within the **Circuit Leadership Team** or its equivalent, usually including staff and Circuit Stewards.

The Circuit Leadership Team needs to be able to clarify:

- The reasons for the Review,
 - How you hope to use the Review,
 - What specific issues need to be addressed within it.
 - That you are willing to take responsibility for the process and for dealing with its possible results and recommendations.
2. At this point the Circuit should contact the **Commission for Congregational Development** for guidance, support and the appointment of a **District Adviser** to assist the Review process.
 3. The **Circuit Meeting** needs to provide significant time on its agenda for a full discussion of the proposed Review and also feel able to take ownership and have confidence in the process. The Superintendent may consider inviting the District Adviser to the Circuit Meeting as an observer.
 4. Once agreed by the Circuit meeting, ministers and church stewards need to explain the idea and the outline process to **local churches**. This may be done in conversation or in other ways, e.g. through an article in the church magazine. It may be appropriate to incorporate information about the Review and some theological reflection on the process into Sunday worship in order to maximize communication opportunities and build confidence in the project.
 5. A pattern of **prayer support** for the Review and those conducting and involved in it needs to be established. Ways of doing it will vary. However, a Prayer Card for individual devotions, and making the Review a regular part of the intercessions at Sunday worship, have proved to be of great value.

Step 2 – Setting up a Team

1. The Circuit Leadership Team discusses with the appointed District Adviser the size and membership of the Review Team. Numbers will vary according to the size of the Circuit and the particular concerns being addressed. It is likely that you will need to identify between 4 and 8 people from the Circuit. These people with the District Adviser will form your Review Team.
2. The make up of the Review Team is vital if it is to be effective. Members of the Review Team should be enthusiastic about the process, representative of the geographical spread of the Circuit, of different age groups and cultural backgrounds, and should have a range of different experience, as well as a willingness to be open both to new ideas and to opinions that they may not personally share. It is particularly helpful to involve younger people. It may also be helpful to consider for membership of the Review Team those who may not be members of the church, but are supportive of its work.

The Review Team could include one minister from the Circuit.

The District offers training for potential Review Team members twice a year (Contact the District Resource Centre for details). Circuits planning Reviews are encouraged to identify possible Review Team members to take advantage of this training well in advance of their Review.

3. The Review Team holds an initial informal meeting at which the members introduce themselves and roles are assigned. The following appointments need to be made from the Circuit members of the Review Team:
 - **Team Leader**
 - **Chair** of meetings, usually the Team Leader,
 - **Review co-ordinator** to handle contacts between the Review Team, its members, the Circuit and individual churches.
 - **Report writer/collator**
 - ...and for the Presentation evenings and other meetings, a **time-keeper**
4. Practical arrangements, such as the procedure for claiming expenses and directions to the churches, are made at this meeting.
5. A handout with brief biographical details of Review Team members should be prepared for distribution at the Briefing and Presentation meetings.

Step 3 – Expectations, Consultation and Date Fixing

1. The Review Team meets with the Circuit Leadership Team in order to understand fully the thought processes that led to the launch of the Circuit Review, and the intended process once the Review is complete.
2. The **outline timetable** for the Review Team to complete their work needs to be agreed.
3. The date for the **Briefing Meeting** (Step 5) for churches and projects offering Presentations needs to be agreed and time allowed (**usually 6 to 8 weeks**) for full preparation before the Review Week(s).
4. The Circuit needs to identify possible **Review Week(s)** (Step 7) when all churches will be available, as required, to make their Presentations and to hold conversations with the Review Team. Normally these will be held in the evening with two or three Presentations on each occasion. Suitable venues need to be identified. The Presentations need to be planned a quarter ahead, to ensure that churches and presenters do not have conflicting meetings during that week. The dates will be confirmed in the light of the discussions of the Review Team at their initial planning meeting.
5. Churches and projects to give Presentations are identified.
6. Circuit committees and groups to be met with are identified.
7. The **written material** required from the Circuit is agreed. (Appendix B gives basic suggestions)
8. The Circuit Leadership Team might also arrange a date for an **Away Day** after the end of the Review when they can consider the contents of the Review Report and any actions needed.

Step 4 – Review Team Planning Meeting

The Review Team meets again to plan dates, venues and arrangements for the Review, and to ensure that everyone is comfortable with the process.

The **Review co-ordinator** brings to this meeting any suggested dates from the Circuit Leadership Team, and makes all the subsequent arrangements for room bookings etc.

1. The dates that need to be arranged or confirmed are:
 - i. The initial **Briefing Meeting**,
 - ii. The **Presentation Meetings** for each church and Circuit project,
 - iii. Any **individual conversations**,
 - iv. The **Analysis Meeting** when the Review Team to collate and discuss their findings and plan the written report. A venue away from the Circuit needs to be arranged for this and a whole day needs to be set aside. This should be done within **2 weeks** of the Presentations.
 - v. The **drafting and editing** of the Report
 - vi. The **final presentation** of the Report – usually within 6 weeks of the Analysis Meeting.
2. The Review questions that will be given to the churches in preparation for their Presentations are agreed and copies are prepared for the Briefing Meeting. A suggested list of questions is in Appendix A and *it is recommended that each Review Team carefully consider these questions and the reasons they have been developed in the light of the needs and situation of the Circuit*. Some questions may need to be altered, added or deleted. Attention should also be paid to the order of the questions.
3. Individual members of the Review Team should be identified to be particularly alert to certain areas of concern, (e.g. property, finance, children and young people, leadership and staffing, age profile of congregations, diversity, ecumenism, etc.).
4. The Review Team will be briefed by the District Adviser on the method for carrying out individual conversations, and reporting them
5. The Review Team should make arrangements for members to visit church worship services (other than their own churches), which can be carried out at any point until the Analysis meeting. The District Adviser will brief the team on what to take note of when attending worship (Appendix C).
6. The ways in which the work of the Circuit committees is to be considered will be agreed.
7. The responsibilities for handling the Briefing Meeting will be agreed.
8. The District Adviser will agree with the Review co-ordinator the arrangements to meet with each of the ministers and Circuit Stewards.

Step 5 – The Briefing Meeting

A **Briefing Meeting** is called by the Circuit for the Review Team to meet with two or three representatives (usually the Stewards) from each church and the representatives of any Circuit projects that have been identified. At this meeting the process of the Review is described and the particular responsibilities for the Presentations discussed and clarified.

1. The Review Team are introduced to the representatives and their roles are explained. The handout with biographical details of Review Team members is distributed.
2. Details of times and dates and the structure of the Presentation Meetings are given at this briefing meeting.
3. The thinking behind the process of Church and Project Presentations is explained and representatives are asked to take responsibility for the production of a Presentation about their church or project, its relationships with, and its role in, the Circuit. They may decide they are not the best people to carry out this task, and they are free to recruit others from within the church to do it.
4. The list of questions from the Review Team is provided both to help to produce the Presentations and to ensure that key areas of concern are covered. The Review Team need to explain that the questions are intended to form the basis of a conversation between the church and the Review Team, and that the churches are free to present in whatever way they are comfortable with.
5. Dates and times of the Presentation meetings need to be agreed. The number of Presentations at any meeting may vary. Each presentation needs to be allocated at least 45 minutes. The actual presentation should take up to 15 minutes to allow for detailed conversation about it with the Review Team to follow. In these arrangements for this crucial part of the Review, a certain flexibility may be allowed.
6. Information is also given regarding the written material each church is asked to produce in advance of the Presentation meetings. (See Appendix B)
7. The Review Team may need to suggest alternative ways in which churches can gather the required information (in special meetings, questionnaires, as part of Sunday services, conversations over coffee mornings etc).
8. Those giving the Presentation are encouraged to help their churches or projects to 'own' it before it is presented to the Review Team. It may therefore be appropriate to give the presentation to the congregation (perhaps on a Sunday morning) and to allow time for discussion.
9. The presenters are asked to contact the Review co-ordinator with any requests for facilities to assist their presentation (such as a data-projector, OHP etc.).

10. The Review Team will explain that all ministers and Circuit stewards will have a one to one conversation with one of its members, and will invite anyone else wanting such a conversation to contact the team. As noted above, ministers and Circuit Stewards will usually meet the District Adviser.
11. The Review Team outlines the rest of the process, explaining that when the Report is produced it remains in the hands of the Circuit. The Review is not therefore to be seen as an inspection by the District. How the Report will be used is ultimately in the hands of the Circuit.
12. It is emphasized that this is a **Circuit** Review and that the presentations will be engaged with for that purpose. If it is considered appropriate by the Review Team, comments arising from the Presentations of individual churches that are not considered to have a major bearing on Circuit life may be included as part of the Report.
13. The Review Team needs to encourage any questions to be asked at this meeting, to enable clarification. The Review Team may, in particular, need to explore something of the nature and significance of the Circuit suggested by the material in the Introduction to this Handbook.
14. It will be important for the Circuit to support the Review by offering some exploration of the issues and concerns raised at the Briefing Meeting in worship or on other occasions. Some clarification of the Review will already have been done, but it becomes particularly important to continue it after this meeting if real understanding and engagement is to be developed.

Step 6 – Guidelines for Presentations

The opportunity to think about the life of each congregation in this way and to share your thoughts with a wider group offers a unique way of reflecting on the health of your church and what God is calling you to do. It is worth putting time and effort into your Presentation. The following suggestions are based on the experience of those who have found this central part of the Circuit Review especially valuable.

1. Do not hesitate to contact Review Team members or other churches to find out about ways that others have done, or are preparing their Presentations.
2. As noted at the Briefing Meeting, the Stewards need to ensure that the work is done, they do not have to do it all themselves
3. It is vital to listen as carefully as you possibly can to everyone in your church – try to reach those whose voices may not usually be heard. Try to make sure everyone has had a chance to contribute and that no one is left out.
4. It is important to encourage honesty not ‘spin’ in the presentations. The Review Team will have considerable experience and local knowledge, so they are unlikely to be persuaded by anything other than a realistic estimate. At the same time it is important to convey an accurate sense of the energy, vision and potential in your church.
5. The questions provided by the Review Team are for guidance and to ensure that key areas are covered. In your Presentation you can deal with them in any order or in any style you like. Try to ensure that the areas they point to are covered.
6. After your Presentation, which should take no more than 15 minutes there will be up to 30 minutes for the Review Team to engage the presenters in conversation about their church – it is important to be ready for this, and you may need to include one or two others to support the presenters at this point. **It is important to get the timings as accurate as possible.**
7. In addition to your Presentation, and to support it, you are asked to supply some **written material** (see Appendix B). This should reach the Review Team two weeks before the presentation
8. It is helpful, but not essential, to have a written version of your Presentation to give to Review Team members at the Presentation.
9. As noted above, it is very helpful to share the final Presentation as widely as possible in your church, so that people feel confident that their voices are heard.
10. It is hoped that the presenters from other churches will be present with the Review Team for your Presentation. Hearing each other’s Presentations and subsequent conversations with the Review Team can help to build up understanding across the Circuit.

Step 7 – Individual Conversations, Listening to Other Areas of Circuit Life and Worship Visits

*Please note that both the **individual conversations** and the process of **listening to other areas of Circuit life** need to be concerned with Circuit issues. Concerns about local churches should be addressed to those responsible for the Presentations for each church.*

1. Individual conversations.

All Circuit staff and Circuit Stewards are strongly encouraged to take up the invitation from the Review Team for a one-to-one conversation. It is suggested that only the District Adviser carries out these conversations. They provide an opportunity to reflect on their views of the Circuit, how it is operating, where the positive developments are, where there are difficulties, how they relate to the rest of the Circuit, what support they give and receive to others in the Circuit, how they see their role, and the future for themselves and for the Circuit. The arrangements for these conversations are organised by the Review Co-ordinator.

(If necessary, a further Adviser from the District can be brought in to help with these conversations. This Adviser would report their responses directly to the appointed District Adviser on the team, and would take no further part in the Review).

2. Listening to other areas of Circuit life.

Depending on each particular Circuit, this could involve hearing from individual projects that may not have been included already in the Presentation Meeting, Circuit committees, the Circuit Treasurer and Property Steward.

Other individual or group conversations can be arranged with members of the Review Team as appropriate through the Review co-ordinator. It is important that anyone who wants to give input should have the opportunity to do so.

3. Attending worship.

Where possible, each member of the Review Team should aim to attend worship in the Circuit churches (ensuring that all churches are visited by at least one member of the team during the time from the Review Team Planning Meeting (Step Four) to the Review Analysis Meeting (Step Nine)). See Appendix C for a form to help with assessing worship.

Step 8 – Presentation Meetings

The Review Team listens to the Presentations by each church. The team time-keeper ensures that the Presentation takes up no more than a third of the allocated time for each church. This can vary according to the overall time available. The majority of the time is available for the Review Team to engage in conversation with the church representatives.

- It is pointed out to all present that only Review Team members may ask questions.
- At each presentation meeting, the Review Team explain the process again to those present from the churches, emphasising that the Review belongs to the Circuit, and reiterating the timescale of the Review.
- All are informed that additional points relating to the Presentations can be made to the Review Team in writing through the Review co-ordinator.

Step 9 – Analysis, Completing and Sharing the Report

The process of analysis needs to be completed within two weeks of the final Presentation meeting.

1. **Managing the material.**

Each team member considers the Presentations, conversations and the material they have gathered, makes a note of the main points that have emerged and any recommendations they feel are appropriate.

2. **Review Analysis Meeting.**

The Review Team meet for a day to report back on the Review. The meeting is strictly confidential. It is usually led by the District Adviser. Appropriate notes are taken by the appointed Report writer. The aim of this meeting is to receive and agree the following:

- a. General reactions to the process and conversation on points of note from the Review.
- b. The structure of the Report. (For suggestions see Appendix D)
- c. The main recommendations for the Circuit. It may be appropriate to structure them in the light of the Priorities/Our Calling. They need to be manageable and precise, including suggested time scales.
- d. Subsidiary recommendations (two or three key points) for each church may be included, making it clear that these are not intended to be exhaustive because this is a Circuit Review and not a church review.
- e. A timetable for the Report to be written and a draft to be circulated to members of the Review Team.
- f. Reflections on the Review *process* (not the Report) to be sent to the Commission for Congregational Development. This might include suggestions of any people from the Circuit who might assist future Reviews in other Circuits. Please refer to the FEEDBACK form at the back of the Handbook.

3. **Report writing.**

The person appointed for this task writes the first draft from the points made at the Analysis Meeting. (See Appendix D)

4. **Circulating the draft Report.**

The report writer circulates the report and the rest of the Review Team are expected to make comments within one week to the report writer. The writer includes any appropriate suggestions and makes suggested changes in consultation with the District Adviser.

5. **Final writing.**

The final Report is completed within a month of the Analysis Meeting and sent to the Review Team members and to the Circuit Superintendent minister, who is responsible for circulating it around the Circuit.

Step 10 - Action

1. **Status of the Report**

The Report belongs to the Circuit for use as it decides appropriate. The decision of whether to send a copy to the Chairs of District rests with the Circuit.

2. It is hoped that your Report will be a 'living document' in the life of the Circuit. The Circuit Leadership Team should all be given a copy before they have the **Away Day**. The **Away Day** is a chance for them to reflect on its contents, prioritise the action points and propose an **Action Plan** for the Circuit (taking note of concrete timescales in the report). The Commission for Congregational Development can advise on suitable venues and possibilities of leadership support if desired.
3. It is expected that the Circuit Leadership Team will report to the Circuit Meeting the results of the Review and their Action Plan. Further discussion can be held and the Action Plan amended until it is agreed.
4. Action is taken and the Circuit Leadership Team, Circuit Meeting, Church Councils, project groups and Circuit committees are all kept fully informed on progress.
5. The Circuit Leadership Team may inform the District (through their Chair or the Commission for Congregational Development) of their progress, and particularly note any areas where wider training is necessary.

Appendix A – Suggested Questions for the Basis of Church Presentations

1. About your church... what do you value most in its life? What are the two most urgent challenges you face? What is the profile of your church (in terms of age, cultural background, gender, the distances that congregation members travel to get to church)? What does the Review Team most need to understand about your church?
2. At what points do you see opportunity for growth? Do you have the resources to take these opportunities? What would the members of the congregation be prepared to give in terms of time, money or energy to see these opportunities taken?
3. What examples do you have of new things you have tried during the last 3 years in order to develop church life? How well have they worked? Are there things you have stopped doing or let die in the last 3-5 years?
4. What do you most need from the Circuit? What can you best offer to the Circuit?
5. What spiritual need is most acute in your church? How would you envisage it being addressed? How much time would you be prepared to commit in this area?
6. What, in your opinion, do your friends, family and the people you work or spend your time with most need from the church?
7. What organizations use your building and what activities take place in it? How are you building and developing links with them?
8. In what ways are members of your congregation working within the local community, either as individuals or on behalf of the church?
9. What realistic opportunities are there for your church to work with churches of other denominations?
10. What do you think are the most pressing needs of your immediate neighbourhood? Are there ways in which you have set out to meet them?
11. What is your contingency plan if the number of ministers in this Circuit has to be reduced in the near future?
12. What challenges has the Circuit leadership team given to the churches? How is your church responding?

Appendix B - Written material

Each **church** is asked to provide ONE copy of the following for the Review Team (not one for each team member):

- the last October count figures,
- the age and ethnic profile of the congregation,
- the last issue of any church magazine they may have,
- a list of activities on the premises
- a list of organisations using the premises.

The **Circuit** is asked to provide:

- a copy of the current Circuit plan for *each* Review Team member.

The **Circuit Property Steward** is asked to provide:

- ONE copy of a report on the state of the Circuit premises, highlighting any recent or forthcoming property schemes and particular issues.

The **Circuit Treasurer** is asked to provide:

- ONE copy of a report on the Circuit's financial position, highlighting any particular issues.

Review Team members share this material between them and take responsibility for reporting back on issues emerging from it.

Appendix C - Visits to Worship

This form is offered to help Review Team members when visiting worship services. It is intended not to be 'report' but a series of prompts for Team members. The main aim is to discover how you were enabled to worship. You might find it helpful to have this form with you in the service even if you make your notes afterwards.

1. Name of church and time of service :
2. Were you made to feel welcome at the service? Note down how you were welcomed or what could be done better in this regard.
3. Who was leading the service? Were others involved? In what ways?
4. Of those who were involved in leading the worship – were they older, younger, representative of the congregation or the local area (background, gender etc)?
5. How well were the congregation involved? Make a note of the ways they were involved or any improvements you might suggest.
6. How would you describe the style of worship?
7. What resources were used and how well were they used (e.g. music, PowerPoint, drama/dance, readers)?
8. Is there an active Sunday School and if so, how were they included in the worship?
9. How well are the Sunday School teachers and children supported? (The District's <i>'Charter for Sunday Schools'</i> contains suggestions of good practice)
10. What sense did you get in the worship of this church belonging to the Circuit and relating to other local churches (Methodist and Ecumenical)?
11. What sense did you get in the worship of this church engaging with the neighbourhood or wider, global community?
12. Any other points to note?

Appendix D - Report outline

1. **Introduction** – an overview highlighting distinctive features of the Circuit
2. **Main Issues** – Outlining the main issues raised in the Analysis Meeting. These may include comments on individual churches as appropriate. The emphasis should be on identifying the key issues, the reasons behind them, the potential areas of mission and pointing, as the Introduction to the Handbook suggests, to ‘structures that will serve and oversee the mission’ that the Review has identified. For some examples from recent Circuit Reviews, see over.
3. **Recommendations** for the Circuit – prioritized recommendations with clear timings attached, that can form the basis of a detailed Action Plan. For some examples from recent Circuit Reviews, see over.
4. **Notes from the Presentations** – three or four bullet points from each of the individual presentations that have been agreed by the Review Team. For some examples from recent Circuit Reviews, see over.
5. **Conclusions**

Appendix E - Circuit Review – Process Overview map

Key:

CCD Commission for Congregational Development

CLT Circuit Leadership Team

DA District Advisor

RT Review Team

Numbers in parentheses [] identify numbered paragraphs in main pages

Step

1		CLT discussion & decision [1.1] CCD notified & DA appointed [1.2] Circuit Meeting discussion [1.3] Explanation to local churches [1.4] Prayer support established [1.5]		
2		Recruitment of RT & training [2.1 & 2.2] RT initial meeting – roles assigned etc. [2.3 - 2.5]		
3		RT meeting with CLT - understanding [3.1] outline timetable etc. [3.2 – 3.7] Away day arranged [3.8]		
4		RT planning meeting – timetable confirmed [4.1] questions set [4.2] & miscellaneous arrangements [4.3 – 4.8.]		
5		RT briefing meeting with Church representatives [5.1 – 5.13] Circuit support [5.14]		
6/ 7	4 to 6 weeks	Church representatives collect material & information, prepare & agree presentations with Church [6.1 - 6.10]	DA holds 1 to 1 conversations [7.1] & Other listening [7.2]	RT individuals attend Worship [7.3]
8	1 week	Presentation meetings [8.1 – 8.3]	↓ ↓	↓ ↓

<p>9</p>	<p>Within 2 weeks Within 1 week Within 1 month of Presentations</p>	<p>RT manage material & hold analysis meeting [9.1 - 9.2] First draft report written & circulated by Report Writer to RT [9.3] RT comment & responses to Report Writer [9.4] Final report published, sent to RT & Superintendent to circulate [9.5]</p>		
<p>10</p>	<p>Within report timescales</p>	<p>CLT Away day to discuss report & plan action [10.2] CLT report to Circuit meeting [10.3] Action/implementation by Circuit & Churches of Review recommendations [10.4] CLT may inform District Chair or CCD of progress & any training support needed [10.5]</p>		

Feedback

This Handbook is a work in progress – we are aware that those of us who have been working on it may well have developed blind spots in describing the process. We would be grateful for any constructive comments to help us develop future versions into a genuinely effective tool for Circuits, churches and District

IF YOU HAVE ANY COMMENTS OR SUGGESTIONS PLEASE NOTE THEM BELOW AND RETURN TO:

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