



## **DRAFT GUIDANCE NOTES FOR ORDAINED LOCAL MINISTERS AND PRESBYTERIES**

The OLM CMD Review Materials which have been developed are offered as a resource to Presbyteries to enable them to fulfil their requirement to engage in regular reviews with each Ordained Local Minister. As a result of the Review, each OLM should be able to continue to enhance and develop their ministry. The Review is of an individual's ministerial development, not of the post or role which they occupy within their Presbytery. (Review of a particular post should be done in a separate process, eg, via presbytery planning.) The following notes should be used alongside the OLM CMD Review Form, and aim to provide detailed guidance for the Review Process. Any queries can be directed to Moira Whyte, [mwhyte@cofscotland.org.uk](mailto:mwhyte@cofscotland.org.uk), or by phone in the Ministries Department 0131 225 5722.

- Who engages in the Review? The OLM, the person to whom they report (Supervisor) and a third person who has appropriate experience eg a church assessor, a Presbytery Rep in the Enquiry Process, someone with a suitable professional background etc.
- The third person chairs and facilitates the meeting, and gathers feedback prior to the meeting.
- The meeting is one of equals. All 3 individuals develop and agree the goals. Much of the actual input, reflection etc at the meeting comes from the OLM.
- The goals are developmental, rather than prescriptive. Reflection in the meeting in Year Two will include a discussion around which were achieved, not achieved, reasons for this etc.
- Section One – what has happened in the past five years? An acknowledgement of the development and experience which has taken place. If Ordination is more than five years ago, this is limited to five years. If someone has been Ordained within the last five years, they should fill this in for this time period.
- Section Two – a reflective discussion takes place, with the main input by the OLM. Notes should be taken as this progresses, and goals should emerge. A series of bullet points gives guidance as to areas which should be covered, but the discussion should not be limited to these areas. Questions are given for guidance and can be adapted as seems appropriate. This section does not need to be submitted to the Ministries Council.
- Section Three – a maximum of 4 goals should be entered in this section. These should have arisen from the reflective discussion. Examples are given in Appendix Two.
- Section Four – this section can be used to record anything which emerged in the discussion, but which is not relevant to the year to come. This can be included in the discussion at the Review the following year, and in this way sight is not lost of it. This section does not need to be submitted to the Ministries Council.
- Section Five and Six – these 2 sections can be used to make a claim for the Resource Grant, and for payment of Academic Fees.

- Appendix One – this contains a list of resources which are available in the year to come. Included are: areas for theological study (use for Section Six) and a range of other types of resource which can assist in achieving goals, and for which a claim can be made via the Resource Grant. It should be noted that the Resource Grant is limited to a claim of £275 per year. It is possible that an individual's goals may take them beyond the Resource Grant. Also included are suggestions as to how a Presbytery might be able to provide a resource eg shadowing.
- Appendix One – continued. Funding for academic courses is available up to Diploma Level. For example, if you had achieved Certificate level studies at the point of Ordination, you could claim funding for further studies to Diploma level. If you had achieved a Diploma at the point of Ordination, you could claim studies for one further level of study ie to Degree level.