



Church of Scotland: Ministries Council

Placement Probationer Report Form

Please save this form as: (PROBATIONER NAME)-PROBATION REPORT FORM

When complete return to the Ministries Council: fcunningham@cofscotland.org.uk

Please find attached guidance notes on completing the form

It is important that this document is completed in good time and submitted by the due date.

Failure to do this will delay a candidate's progress to the next placement.

Probationer Name:	Form of Ministry:
Learning Base:	Supervisor:
Dates:	Report required by:
Placement no:	
SECTION 1: TASKS OF MINISTRY	
SECTION 2: THE GROWING SELF	
SECTION 3: FUTURE DEVELOPMENT	

SECTION 1: TASKS OF MINISTRY	
WORSHIP	<ul style="list-style-type: none"> ▪ What involvement have you had in worship leadership? ▪ How do you assess your development in this area? How many times did you preach?
MISSION	<ul style="list-style-type: none"> ▪ Community involvement, Chaplaincy, Ecumenical ventures/mission? ▪ What has been your involvement?

PASTORAL WORK	<ul style="list-style-type: none">▪ Listening skills, bereavement care, home and hospital visitation?▪ How have you functioned with people generally and with providing care for the congregation or organisation? How do you assess your development in this area?
CHURCH MANAGEMENT	<ul style="list-style-type: none">▪ What committees and/or courts have you observed/attended? Comment on your understanding of Church Law

LEADERSHIP & TEAMWORK	<ul style="list-style-type: none">▪ How have you functioned within the team?▪ Contributions to planning, organising, recruiting, training, leading.▪ Response to authority?▪ Role in the team?▪ Appropriate leadership skills?▪ Comment as far as possible on your ability to exercise an enabling and collaborative ministry.
DISCIPLESHIP	<ul style="list-style-type: none">▪ What has been your involvement in any Bible study group, new communicants' class or discipleship course▪ Contributions to youth groups or development▪ Participation in any chaplaincies

COMMUNICATIONS	<ul style="list-style-type: none">▪ Involvement with community groups or institutional fora (e.g. NHS or local government)▪ Exposure to congregational use of social media and web sites▪ Contributions to church magazines and other communications documents
OVERALL PROFESSIONAL and PERSONAL DEVELOPMENT	<ul style="list-style-type: none">▪ Which courses, if any, have you undertaken outwith the core curriculum?▪ To what extent do you feel you have progressed in this placement? To what extent have you been able to identify your own training needs?

THEOLOGICAL REFLECTION	What areas of theological reflection have been covered? What do you understand by the term “Theological Reflection?”
PARTICIPATION IN AND ACTING UPON SUPERVISION	<ul style="list-style-type: none"> ▪ How well do you feel you have engaged with supervision? How have you received and acted upon feedback?

SECTION 2: THE GROWING SELF

This section asks you to give an overview of the nature and significance of this particular placement experience. Questions 1 – 4 should be answered in a narrative form. Specific responses should be provided for questions 5 – 9. Question 9 relates specifically to the goals contained within the Learning Covenant

1 What have you learned about ministry and the pastoral vocation through your experience? How has your academic experience been a factor in this learning? What course work has informed your ministry in this

setting?

- 2 What elements in your situation made ministry satisfying? What made it difficult? Comment upon what you have learned about dealing with frustrations and/or limitations.
- 3 How has your experience been shaped by your theological thought and convictions, and vice versa? What theological issues were most apparent in your situation?
- 4 Comment on your understanding of the mission of the church, your emerging image of yourself and your role in the church. What leadership skills do you possess and how do you know? How comfortable are you with authority and responsibility?

- 5 Comment on the relationships you have developed in this placement experience. How have you seen yourself relating to others e.g. parishioners, older and younger people, committee members, ruling boards etc.

- 6 What have you learned about your lifestyle from your experience e.g. sense of worth, worship life, time management, priorities, vocational commitment and dependability. Comment on your spiritual development through this experience or apart from it.

7 Evaluate your experience of being supervised. What have you learned from your supervisor about ministry? Did you meet regularly? If not, please explain. What did you find to be helpful or unhelpful?

8 Did you have adequate study and preparation time? How did you utilise study and preparation in the conduct of ministry?

9 How far were you able to achieve the goals contained with the Learning Covenant? What were you able to achieve and how were you able to achieve them? Which were you not able to achieve, and why not? Try to link your goals to the activities in which you were engaged throughout your placement. What have you learned for the future?

Please indicate any plans you may have for the future. Include any courses or experiences which you feel would be useful for you.

Supervisor's Response to Candidate's Report