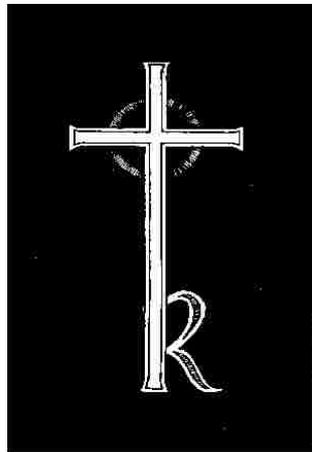




The Church of Scotland

Ministries Council

Readership Handbook



January 2016 Version

CONTENTS

1. WHO TO CONTACT

2. THE MINISTRY OF THE READER

Background

Specific Role of Reader

Specific Restrictions on Readers in Training

3. SELECTION OF READERS

Introduction

Stage One: Contact & Preparation

Stage Two: The Vocations' Conference

Stage Three: The Discernment Process

Stage Four: Possible Decisions of the Local Review

4. THE READERSHIP TRAINING PROGRAMME

Introduction

Academic Study

Residential Conferences

Practical Training

5. SETTING APART

Completion of Training

Setting Apart

6. SUMMARY OF PRESBYTERY RESPONSIBILITIES

The Regent

When an applicant first applies

When an applicant is accepted as a Reader in Training

Once it has been agreed to set a Reader apart

7. READERS IN SERVICE

APPENDICES

Appendix 1: Course Fees Reimbursement Form

Appendix 2: Placement Report Form (R1)

Appendix 3: Readership Placement Guidance for Supervisors

Appendix 4: Readership Act

Appendix 5: FPA – Assessor Guidance

Appendix 6: FPA Report – Completion Guide

Appendix 7: FPA – Areas for Evaluation

Appendix 8: FPA Report – Template

Appendix 9: Placement Learning Agreement Exemplar

1. WHO TO CONTACT

Ministries Council, Church of Scotland, 121 George Street, Edinburgh EH2 4YN
Telephone: 0131 225 5722.

The Ministries Council is responsible for both initial training and in-service training of Readers. The administrator, Irene McConnell, deals with general enquiries and bookings for Readers in Training as well as keeping the database up to date and organising mailings. Irene will forward any other queries to the appropriate member of staff within the Ministries Council, or to Lesley Orr, who is currently supporting the coordination of Readership Training on an interim basis. Lesley is not based in the Church of Scotland office, however has a Church of Scotland email address as undernoted.

Administration for Readership: Irene McConnell
Telephone: 0131 225 5722 extension 2205
Email: IMcConnell@churchofscotland.org.uk

Interim Co-Ordinator Lesley Orr
Email: Lesley.Orr@churchofscotland.org.uk

Ministries Support Officer (MSO) for Readers in Service: Moira Whyte
Telephone: 0131 225 5722 extension 2266
Email: mwhyte@churchofscotland.org.uk

Reader in Training

The Ministries Council should be notified

- When each placement commences and the contact details of the Supervisor (by the Supervisor)
- Of the academic provider that the Readership training modules are to be studied with and copies of appropriate pass certificates (by the trainee Reader)
- The date the trainee Reader has been set apart (via a minute extract from the Presbytery Clerk)
- If the trainee Reader has changed address (by the trainee Reader)
- If the trainee Reader is to be removed from the roll for any reason (by the Presbytery Clerk)
- Of any changes in contact details.

Reader (in Service)

The Ministries Council should be notified

- If the Reader has changed address (by the Reader)
- If the Reader has retired (by the Reader)
- If the Reader is to be removed from the roll for any reason (by the Presbytery Clerk)
- If there is a change in the Presbytery's person responsible for Readers (by the Presbytery Clerk)
- Of any changes in contact details

2. THE MINISTRY OF THE READER

Background

The Office of Reader has undergone considerable change in recent years. Restored during the First World War as a way of providing pulpit supply in emergencies, it gradually became accepted as a regular ministry within the Church. Over time, the old ruling that you could use a Reader only if a Minister or Student was not available was eventually abolished. Then, in an Act of the General Assembly of 1992, a new concept was introduced: the Reader qualified for attachment to a charge.

All Readers now being trained need to be qualified for this new role. The new role envisages Readers who will work consistently with a Minister in a linkage or a single charge, regularly sharing in the leadership of worship and engaging in pastoral work. They are available to take funerals, to act as chaplains (or assistant chaplains) in schools, homes for the elderly or even small hospitals.

Whether or not a particular Presbytery chooses to attach a Reader to a charge is for them to decide and will be dependent on available places and available Readers. Several Presbyteries have a deliberate policy of attaching Readers, seeing this as a way of creating the kind of ministry teams which are likely to be increasingly important as patterns of ministry develop and change. Some Readers have been appointed by their Presbytery to work as part of a prison chaplaincy team or as locum in a vacancy.

Specific Role of Reader

- Readers can conduct public worship and preach anywhere within the Church of Scotland.
- Readers may accept invitations to conduct worship in churches of other denominations. They should not, however, perform for another denomination a role which Readers cannot perform in their own Church. Invitations to preside at the Lord's Table or to conduct Baptisms should therefore be declined.
- Readers can perform any worship-related task assigned to them by Presbytery. They may be attached to a charge to work as part of a ministry team under the leadership of the Minister. They may be appointed to a chaplaincy, provided that the institution concerned does not require appointees to be ordained ministers. They may undertake a special role for Presbytery. They may be appointed to act as locum, under the direction of an ordained Minister.
- Readers are not members of Presbytery, although they are under the supervision of Presbytery. Presbyteries are encouraged, however, to grant them the status of corresponding member.
- Readers form one of four categories of recognised ministry within the Church of Scotland under the direct supervision of Presbytery. All four categories take the same vows, which are listed in the Act anent the Readership. There are overlapping functions between the four, but each has its own specific focus:

MINISTERS are responsible for a ministry of word and sacrament. Most are charged with the care of a congregation and its parish, are responsible to Presbytery for the conduct of worship and preside over the Kirk Session. Some may fulfil other roles, such as a ministry of education, a chaplaincy or a role in the Church Offices. They are ordained as "teaching elders", are members of Presbytery, and, by custom, use the title Reverend. Most receive a stipend for their work.

ORDAINED LOCAL MINISTERS play a similar role, but in support of a Minister. They always work as part of a team, and receive no stipend. They are authorised to function only within their particular assignment. They are ordained as "teaching elders", are members of Presbytery, and, by custom, use the title Reverend.

DEACONS exercise a ministry of service. Many work as Ministries Development Staff (MDS) within a team-ministry, while others have non-stipendiary roles within the Church, and others play roles – for instance, in counselling or education outwith the Church, and are not part of any formal ministry-team. They are ordained to their office, are members of Presbytery, and, by custom, use the letters DCS (Diaconate of the Church of Scotland) after their names.

READERS exercise a ministry of Word, but not of sacrament. When in a peripatetic role, their task is to provide pulpit supply. When attached to a charge, their role is similar to that of the OLM or Auxiliary Minister, but without his or her sacramental role, and often with less emphasis on pastoral care. They are admitted or “set apart” to their office, are not members of Presbytery, and have no distinguishing title or letters.

- No Reader should conduct a service of public worship including funerals within the bounds of a parish without the approval of the parish minister.
- Readers can conduct any act of public worship except the following:
 1. Presiding at Holy Communion
 2. Administering Christian baptism
 3. Conducting a marriage.

Specific Restrictions on Readers in Training (RITs)

- Trainee Readers should not conduct public worship in the Church of Scotland except under supervision, unless doing so as elders in their own congregation as part of an approved scheme. “Under supervision” means in the presence of someone who is authorised (i.e., a Minister, Reader or Deacon). The authorised person must be present throughout the service, and ultimately carries responsibility for all that happens.
- A trainee Reader on placement to a congregation should not conduct worship when neither the minister nor any other authorised person is present. Sometimes, churches have in emergency to use unauthorised people, and it is acceptable for a trainee Reader to respond when the only alternative would be for the service not to take place. When this happens, the congregation is obliged to notify Presbytery of the circumstances within fourteen days.

3. SELECTION OF READER

Introduction

Anyone considering becoming a Reader is required to undertake the Discernment Process. The process aims to

- help applicants reflect on their sense of vocation
- enable the wider Church to test and reach a decision about the applicant's suitability as a potential candidate for Readership training.

There are four main stages to the process:

Stage One: Contact & Preparation

The first point of contact in thinking through a sense of vocation is the Ministries Council. Staff there will register your interest and provide advice about the way forward:

National Vocations Coordinator
Telephone:
Email:

Angie McNabb
0131 225 5722 ext 2348;
AMcNabb@churchofscotland.org.uk

At this point the enquirer will also receive a questionnaire, which is intended for personal use in identifying his/her own strengths and limitations. This is not seen by anyone other than the enquirer, but can be an important tool in self-analysis of where gifts and skills might best be employed in the wider life of the Church.

Stage Two: The Vocations Conference

Attendance at a Vocations Conference is compulsory for all those who wish to pursue an application for recognition as a candidate in training for Readership. The conferences normally take place twice a year and are an opportunity to obtain a wide picture of the avenues of service which might be pursued in the Church of Scotland. At the conference the enquirer will hear:

- presentations by the main deploying Councils of the Church;
- a key-note address on the "Call to Service Today"
- information on the discernment process and subsequent training.

Stage Three: Healthlink360 –

If an Enquirer makes an application for assessment as a Reader they will first undergo a screening interview. This interview will be conducted by Healthlink360 and is designed to determine the Applicant's capability for the anticipated work environment and demands of both the initial placement and the long term role envisaged.

Applicants allowed by the screening interview to proceed, will move onto Stage Four and enter a Period of Discernment (PoD).

Healthlink360 will produce a report of the interview which will be sent to the Mentor, Presbytery Assessor, and Applicant. This report will also be sent to the National Assessor as part of the paperwork for the Local Review.

Stage Four: Period of Discernment (PoD)

If the applicant is allowed by the screening interview to proceed, they move onto Stage four and the following happens:

- The Enquirer becomes an Applicant;
- A Mentor and Presbytery Assessor are appointed to work with the Applicant;
- The Applicant begins a Period of Discernment (PoD) of a minimum 3 month, and maximum 12 month duration with the Mentor and Presbytery Assessor. (Please note that this period can only begin when the applicant has completed a form in relation to Criminal Disclosure and the Safeguarding Office has issued a clearance letter). The Applicant completes and returns the following form:

Discernment Agreement (completed together with Mentor & Presbytery Assessor);

Throughout the PoD, the Applicant meets regularly with the Mentor and Presbytery Assessor (Mentor - every two weeks; Presbytery Assessor as frequently as possible and at least once per month) to reflect on the areas outlined in the guidelines. Applicants should dedicate 8 hours per week to the placement. They are not expected to attend the placement church every Sunday, but should attend at least one Sunday per month.

When the Mentor discerns that the applicant is ready to proceed to Local Review;

- the Date of Local Review Form should be completed. This should be forwarded to staff at least 4 weeks prior to the agreed Local Review date. Please note it is for the Mentor, Presbytery Assessor and Applicant to select a date – we will only ask you to change this where a National Assessor/Staff Member is unavailable to attend.

The following happens at this point:

- The Applicant, Mentor and Presbytery Assessor each write and submit a report (no later than 3 weeks before the agreed Local Review Date);
- Council staff will confirm the arrangements (venue; time; etc) for the review meeting and appoint a National Assessor (who acts as chair)

Stage Five: Possible Decisions of the Local Review

The Local Review Panel can reach one of four possible decisions about the applicant:

Outcome of Review [Readership]

Review group reaches one of the following decisions:

1. Applicant is suitable to commence training as a Candidate for the Readership.
2. Applicant should undergo an extended period of discernment (up to a maximum of 12 months) before a decision is reached (used for split decisions).
3. Applicant is not ready to commence training as a Candidate for the Readership (leaving open the possibility of up to two more periods of Discernment after a specified time).
4. The Applicant is not suitable to be a Candidate for the Readership.

4. THE READERSHIP TRAINING PROGRAMME

Introduction

Having successfully completed the Discernment Process described above there follows a period of Readership training. This involves undergoing an integrated programme of residential conferences, academic study and practical training (placements). When no prior training has been carried out this programme is expected to be carried out over a period of three years. In the circumstances where appropriate training has been carried out the programme could feasibly be carried out within a two year period, which would effectively result in the year 1 and 2 activities below being combined. A training programme guide is given below.

Year 1 Programme for RITs:

- The trainee Reader commences academic study.
- The trainee is expected to attend three residential conferences organised by the Ministries Council.
- The trainee and the Presbytery person responsible for Readership (Regent) should have been in touch with each other at least twice during the year in order to monitor progress, to share any concerns and offer support.

Year 2 Programme:

- The trainee Reader undertakes the first six-month placement arranged by Presbytery, with due consideration of the academic study pattern.
- The trainee is expected to attend two residential conferences organised by the Council.
- Presbytery and Ministries Council receive a report from the supervisor of the placement.
- The trainee and the Regent should have been in touch with each other at least twice during the year in order to monitor progress, to share any concerns and offer support.

Year 3 Programme:

- The trainee Reader undertakes the second six-month placement arranged by Presbytery, taking into consideration the time demands for academic study .
- Presbytery and Ministries Council receive a report from the supervisor of the final placement.
- Towards the end of the second placement a formal preaching assessment (FPA) is undertaken by an appointee of the Ministries Council working with the placement supervisor. A representative from Presbytery is usually present (although this may be the supervisor). A report is sent to the Presbytery and to Council.
- At the end of the training the Presbytery decides whether to set the trainee Reader apart, and, if so, whether to give any guidance for continuing and in-service training.

Academic Training

The programme for the academic element of the training is to the standard of a Certificate in Higher Education (CertHE), equivalent to 120 credit points. At present, Aberdeen University Christian Studies Programme (by distance learning) and the University of the Highlands and Islands (UHI) Highland Theological College (HTC) are the providers recognised by the Ministries Council.

Where applicants already have academic qualifications in theology, this will be considered and recognised as appropriate. It should be noted that specific training and reflection on the practical skills required by Readers will always be required, and attendance at residential conferences will be expected. All those undertaking Readership training will be required to sign an agreement to enable the Ministries Support Officer to have reasonable access to their assessed work and to module results from the academic provider.

The Ministries Council will also consider applications for a 100% refund of the course fees incurred. Applications should be made to the Ministries Council on form AF1, a copy of which is contained in the appendix 1.

NB: Although the final CertHE may not be issued until after the Examination Boards of the universities meet (usually late autumn) in most cases it should be possible to issue the Readership Certificate soon after the course is complete and confirmation received that everything has been completed satisfactorily. This will allow Presbyteries to set apart those who have achieved the standard of the CertHE but may have to wait for several months to receive the Certificate from the University.

Residential Conferences

Trainee Readers are required to an initial induction conference, traditionally held in November, at which Safeguarding training is included. Four more conferences are included in the training programme. These are normally overnight residentials held in January and June. These conferences are organised by the Council and focus on development of knowledge, skills and competence in preparing and leading worship, personal and spiritual development, pastoral care, and preaching. They also provide an opportunity to meet and share with others on the training programme, to reflect and evaluate together on the process. They are planned as a rolling cyclical programme over two years of training, and including the induction weekend, RITs will attend five conferences during the programme. Trainee Readers may be expected to undertake some preparation for these conferences.

Practical Training

In addition to the academic study and conferences, placements offer practical experience to develop skills and an opportunity to reflect on learning in different contexts of congregational and parish life. Trainees will be expected to provide evidence that such reflection has taken place in a variety of appropriate ways during the programme.

A trainee Reader's practical training concentrates on worship leadership, which might include public worship, small-group worship, creative approaches to worship, all-age worship, and in hospitals, residential homes or schools. Each placement is for six months. It can be a single six-month block, or, if it fits local arrangements better, it can be divided into two three-month or three two-month blocks. The two churches placed in should, where possible, differ in context (urban, rural, large, small), theological emphasis and worship-style. However, local circumstances will be taken into account, and there is scope for flexibility in arrangements for placements and supervision. These should be discussed within the Presbytery, and in consultation with Lesley Orr, the interim coordinator.

During the first year, the Presbytery should arrange the first of two six-month placements with a congregation other than the candidate's home congregation. The minister of each charge that a placement is carried out in takes the role of supervisor. Ideally this Minister will be a trained Ministry candidate supervisor, although this is not always possible in certain local circumstances. A separate booklet (contained in appendix 3) is provided for placement supervisors, giving details of what is required during each placement. It is recommended that the trainee Reader and the placement supervisor collaborate to develop and agree a learning agreement. Appendix 9 is an example learning agreement, which may be a helpful model or guidance. ***The candidate is responsible for asking/reminding the Presbytery to make the necessary placement arrangements, and should raise this matter in good time.***

During the second year, the Presbytery should provide a second six-month placement. Again, the trainee Reader may need to ask/remind Presbytery to put this in place. At the end of this placement a ***final preaching assessment*** is undertaken, by representatives of the Presbytery, the Ministries Council and the placement supervisor. This is a formal assessment of worship leadership skills and qualities.

More detailed guidance about the two placements is provided below.

The First Six-month Placement

The aim of the first placement is to provide a context in which all the basic skills of worship leadership can be developed to an initial level of competence.

Before coming to their placement, trainees will have had six months in an assessment church hopefully having opportunities to develop confidence, speaking-skills, and have their first attempt at preaching. Trainees are aiming to move to the next stage, to the point where their leadership of worship is acceptable to the congregation, even if not yet with the depth and polish that might eventually be developed. The emphasis in this placement is therefore on skills.

(NB: Activities in the placement church should not require of the trainee more than 5 hours work per week, not including the Sunday morning service)

During the first formal placement, we look for the trainee Reader to:

- Take some part in the leadership of public worship three Sundays a month;
- On one of these Sunday each month, take major responsibility for the service;

- On at least one of those Sundays every two months (once a month if there is a linked charge) to preach the sermon;
- Share in discussion with the minister as he or she plans the worship over the period, to gain insight into the planning process;
- Visit a local school on a number of occasions, probably with the minister, and undertake a supervised role in leading school worship at least once (NB: It is recognised that people with full-time jobs might not be able to do this). Alternatively visits to hospitals or residential homes where services are taken by the minister may be appropriate;
- Observe the minister conducting a funeral at least three times, and discuss with her or him the preparation, form and conduct of the service.
- Undertake no more than 15 hours of worship-related pastoral work.

The Second Six-month Placement

The aims of the second placement are to ensure that the trainee is of sufficient calibre to undertake the work of a Reader-attached-to-a-Charge. The Academic Provider will be supplying formal tuition, but the placement is where the trainee can practise what is being learned, and where the level of engagement and performance can be effectively monitored.

The standard required of a trainee by the end of the placement is not simply that they should be adequate to stand in on the odd occasion, but that they could sustain effective worship for a congregation in which they were frequently leading and preaching.

The aim is therefore to ensure that they have reached an adequate standard of competence in

- preaching
- constructing an order of service (including choice of hymns, etc.)
- leading public prayer
- speaking to and interacting with children in worship
- leading worship in at least two of the following: schools, homes for the elderly, small groups or hospitals
- conducting funerals
- maintaining the kind of pastoral relationships which would be appropriate in a congregation should they have an attachment to the charge.

(NB: Activities in the placement church should not require of the trainee more than 5 hours work per week, not including the Sunday morning service);

During the second placement, the Reader in Training should

- Take some part in the leadership of public worship on all but one Sunday a month.
- Preach the sermon, if arrangements permit, one Sunday a month (twice a month if a linkage makes this possible), and certainly no fewer than four times over the six months.
- Lead a period of all-age worship, where this is part of the Sunday pattern, once a month.
- Lead the main part of the service once a month.
- Share in an appropriate way in the conduct of at least three funerals.
- Lead worship in at least one of the following; homes for the elderly, hospitals or schools. The number of time this is done depends on circumstances not least of which may be the availability of the trainee in regard to work and other commitments.
- Share in discussion with the minister as he or she plans worship over the period, in order to develop insight and capacity for reflection concerning the planning process.
- Engage in no more than 15 hours of worship-related pastoral work over the six months.
- Conduct at least two whole diets of worship, one of which should be at the end of the placement, and will be the occasion for the student's final preaching assessment (when a Ministries Council representative will attend).

Final Preaching Assessment (FPA)

At the end of the second six month placement the trainee leads a service and preaches in the presence of a panel of three church representatives who will be in the congregation:

- a Ministries Council appointed assessor
- a member of Presbytery
- the supervisor from the second placement

As a general rule those locally involved in the FPA (Reader in Training/Candidate, supervising minister from the second placement and the Presbytery representative) come to an agreement about possible dates for the FPA and send them (& confirmation of the location) to the MSO. The Ministries Council assessor can then be sourced by the MSO

The FPA is followed immediately by a meeting of the RIT with the three representatives.

At the final preaching assessment, the panel will want to satisfy itself:

That the trainee is capable of conducting worship and preaching to such a standard that a congregation could benefit by being regularly led in worship by her/him, having its spiritual needs met and being enabled effectively to worship God. The word "regularly" is important. The test is not, 'Could a congregation manage with him/her occasionally?', but, 'Could a congregation benefit if led by him/her frequently?'

The panel may also want to discuss the trainee's future deployment. Is it to be working in a charge or chaplaincy or providing pulpit supply? What aspects of the possible work of a Reader is the trainee best suited to? How much time does s/he have available?

The panel may want to discuss future in-service training for the RIT. Are there particular areas of skill which need to be further developed? Are there particular deficiencies in knowledge or experience which need to be made good, or interests and expertise which could be further developed?

Following this meeting a recommendation is made about whether the trainee should be set apart.

As detailed in the Readership Act (contained in appendix 4), one of three recommendations must be made:

1. That the trainee be set apart as a Reader
2. That the trainee complete a probationary period as determined by the Presbytery, giving attention to specified aspects of the Readership, before a further decision is made
3. That the trainee be not set apart.

More information on the final preaching assessment is provided in Appendices 5 to 8.

Supervision

The Minister to whom the Reader in Training is attached takes on the role of placement supervisor. S/he should complete a report at the conclusion of the placement and send to the Presbytery. Form R1 should be used for this purpose (see appendix 2). One copy is sent to the Presbytery, and one to the Ministries Council. All placement supervisors should receive a copy of the Guidance Handbook. *The student should check whether the Minister has one, and, if not, ask the Ministries Council to send one.*

Legally, a Minister or Reader should be present whenever a trainee Reader is leading public worship or preaching. This doesn't apply to worship on private premises such as residential homes. Whoever is present in this role should go through the service with the RIT afterwards, helping him or her identify strengths and areas for development.

5. SETTING APART

Completion of Training

Completion of the Readership Training Programme is achieved when these requirements have been met

- the Academic Provider has confirmed successful completion of the Readership modules
- the RIT has attended all five conferences
- the two six month placements have been successfully completed and the two corresponding report forms (R1) have been submitted
- the final preaching assessment and interview has been carried out and the corresponding report has been submitted.

At this stage the Presbytery has to determine whether or not to set the trainee apart as a Reader. As discussed in section 4 above, one of three recommendations will have been made at the meeting that follows immediately after the trainee's final preaching assessment. Having reviewed all the documentation the Ministries Council will write to the Presbytery making their formal recommendation. Many Presbyteries are content to receive this recommendation, and do not feel the need to arrange any further interview.

On the other hand, the decision lies with Presbytery, and it is responsible for the trainee's future work as a Reader. It may, therefore, feel it wishes to take more active steps to make its own judgement at the end of a trainee's course and conduct an interview. Prior to an interview the panel or committee will want to ensure that they have received and have to hand:

- the supervisor's report of the trainee's first formal placement;
- the supervisor's report of the trainee's second formal placement;
- the report from the final preaching assessment meeting;
- notice from the Ministries Council that all academic requirements and conferences have been completed
- notice from the Ministries Council that Safeguarding Training has been completed and satisfactory Disclosure received.

At the interview the Presbytery will want to satisfy itself that:

- the trainee is capable of answering honestly and adequately the questions set down in the Act honestly and adequately
- the trainee is capable of good relationships with others, has pastoral sensitivity, and would be able to work in ways which would enable other people
- if charged by Presbytery, the trainee is capable of being a member of a ministry team which he/she would not himself/herself be leading
- the trainee's life and doctrine are such that it would be appropriate for the Presbytery to admit her/him to a recognised ministry of the Church.

Setting Apart

On satisfactory completion a *certificate is issued by the Ministries Council which becomes valid once it is countersigned by the Presbytery, to signify their agreement that the Reader should be set apart.* It will usually be presented to the Reader by Presbytery, possibly during the service of setting apart which is the process by which the RIT is formally admitted to the office of Reader. The setting apart is done at a meeting of Presbytery, usually at a special service when Presbytery convenes for the purpose. *The Church's Panel on Worship created a revised service for the purpose and there are certain elements which legally have to be incorporated. These are a series of seven questions put to the Reader (listed in the Act anent the Readership 1992), and the signing of the Formula, which is the same as for ministers. There will also be a formal statement of admission to the office of Reader.*

6. SUMMARY OF PRESBYTERY RESPONSIBILITIES

The Regent

The Regent is the person selected by Presbytery to monitor the training of a trainee Reader on the Presbytery's behalf, and to offer support to the RIT. In practical terms, this means

- Meeting with the trainee Reader at least twice a year, to monitor progress.
- Contributing to the meeting at the final preaching assessment (FPA) at which there is discussion about the recommendation to be made to Presbytery.
- Arranging any additional local training and development the trainee Reader might require, for example, speech training or additional academic support.
- Maintaining contact with the Ministries Council as appropriate.
- Reporting annually on progress to the Presbytery committee responsible for Readers in Training.
- Ensuring that the Presbytery remembers to make the arrangements it should make, regarding placements and the selection process.

The Regent does not have to be a Minister but should be someone who is closely connected with the Presbytery committee responsible for Readers in Training. There is no reason why one person should not act as Regent for more than one trainee.

When an applicant first applies

The Presbytery is responsible for appointing a Regent for the RIT, to watch over the training process on the Presbytery's behalf.

When an applicant is accepted as a Reader in Training

The Presbytery is responsible for:

- Arranging a first six-month placement for some time during the following twelve months to fit in with the timing of the academic study. This should be in consultation with the RIT.
- Notifying the Ministries Council (contact Irene McConnell) that arrangements have been made, and providing the relevant information.
- Satisfying itself that the trainee Reader is making satisfactory progress.
- Receiving a report from the supervisor of the first six-month attachment, a copy of which should also be sent to the Council (on form R1).
- Consulting the Regent and ensuring that any concerns expressed by the Regent or the trainee are being addressed appropriately.
- Arranging a second six-month attachment for some time during the second or third year.
- Receiving a report from the supervisor of the second six-month attachment, a copy of which should also be sent to the Council (on form R1).
- Obtaining a final preaching assessment report, a copy of which should also be sent to the Council, which will take into account the views of the placement supervisor and the other representatives. The Regent may also be involved in this. The Presbytery may if it wishes also seek a separate report from any of these.
- The representative of the Ministries Council will present a report to Presbytery which will
 1. certify that all requirements of the course have been met
 2. make a recommendation as to future action by the Presbytery.

On receipt of the report the Presbytery will take such other reports as it may choose, and will interview the trainee Reader. It will then make one of the following decisions:

1. That the trainee Reader be set apart (provided that this is in accordance with the recommendation of the report)
 2. That the trainee Reader complete a probationary period as determined by Presbytery, during which attention be given to the development of specified aspects of the ministry of the trainee Reader. Thereafter the Presbytery may if it so resolves set apart the trainee Reader
 3. That the trainee Reader be not set apart.
- Arranging a service of setting apart.
 - When the trainee Reader is set apart, notifying individually the following by the forwarding of an extract minute:
 1. The Ministries Council
 2. The Training Task Group
 3. The Editor of the Year Book
 4. Life and Work
 - If the trainee Reader is not to be set apart, the Ministries Council should be notified of what has been done.

NB: Presbytery should not fix a date for setting apart without confirmation that all the elements of the programme have been achieved. Normally this is signalled by the receipt of the Readership Certificate from the Ministries Council as soon as possible after the results of the academic modules have been received and all other elements completed. Please remember that results are not available until several weeks after the module has been completed, and it may be necessary to allow time for resubmission of assignments if required by the academic provider.

Once it has been agreed to set a Reader apart

The Presbytery is responsible for:

- Deciding how the Reader is to be deployed. This may be:
 1. in pulpit-supply
 2. by attachment to a charge
 3. in a role defined by Presbytery
- Making arrangements for the superintendence and pastoral care of the Reader.

7. READERS IN SERVICE

Ongoing training and development is provided by the Ministries Council for Readers who have been set apart, to continue the process of ministerial formation. Readers are required, at least once every three years, to attend in-service training approved and funded by the Ministries Council. The general pattern is that the Council offers three residential events each year, following a series of themes, namely: 'The Church & Our World', 'Preaching the Word', 'Pastoral Care', 'Worship', 'Taking Stock: Spirituality and Ministry', 'Church & Society' and 'Leading Worship'.

APPENDIX 1
COURSE FEES REIMBURSEMENT FORM

APPENDIX 2
PLACEMENT REPORT FORM (R1)

APPENDIX 3

READERSHIP PLACEMENT GUIDE FOR SUPERVISORS

APPENDIX 4
READERSHIP ACT

APPENDIX 5
FPA – ASSESSOR GUIDANCE

APPENDIX 6
FPA REPORT – COMPLETION GUIDE

APPENDIX 7
FPA – AREAS FOR EVALUATION

APPENDIX 8
FPA REPORT – TEMPLATE

APPENDIX 9
PLACEMENT LEARNING AGREEMENT EXEMPLAR