

CANDIDATES' HANDBOOK

DIACONAL



Church of Scotland

Ministries Council

AUGUST 2017

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All handbooks and reporting forms can be downloaded from the website:

http://www.churchofscotland.org.uk/resources/subjects/ministries_resources#cps

Any general enquiries please contact the Training Team on MinistriesTraining@churchofscotland.org.uk

I. INTRODUCTION

The Ministries Council welcomes you as a candidate in training for the full-time ministry, nominated by your Presbytery. Assessment Conference Assessors have concurred with you in your sense of God's call to serve the Church in this way and have recognised gifts and skills in you, which lead them to believe you would be suitable to undertake this process of formation.

The Ministries Council offers education and training based on the "Ministers of the Gospel" policy statement contained in the Board of Ministry Report 2000 and accepted by the General Assembly of that year. A section of this booklet provides an abridged version of that statement, full details of which can be found in that Board of Ministry report. The process of formation provided will contain a combination of academic studies together with practical placements, both of which should inform the other. In addition, a comprehensive conference programme and peer group learning will complement this learning process.

We live in challenging times for the Church in Scotland, especially for ministers as they seek to enable and share in the ministry of all God's people. The educational and training requirements, which the Church now lays upon you, are not designed to be obstacles placed in your path, but necessary stepping stones to equip you for the demands of the full-time ministry. We would be doing you and the Church as a whole a disservice if we did not seek to provide you with the best possible opportunities for formation for your future ministry.

The Ministries Council will seek to offer you support in this process and indeed throughout your ministry thereafter. We hope and pray that you will find great joy and blessing in the years of service that lie ahead.

Letter from a Candidate on entering ministry

"Here I am three months into my ministry and with it being the beginning of the year I've taken stock of the last few years and the future. In this exercise I realised just how much I owe to the staff of the Ministries Council and the vast array of speakers you brought along to the conferences. We have been prepared and prepared well for the task ahead.

Already I've conducted a baptism and administered communion in homes and in the church. In an area like this funerals come thick and fast. I've had to hold the hand of an elder and pray with her in the last weeks of her life. I've had to deal with session and board times two. I've had to go into the community and build new relationships as well as healing broken ones. As a family we've had to adjust to the goldfish bowl that is the manse. The list goes on as I'm sure you know.

You have not prepared us for every eventuality and such an expectation would be unrealistic anyway. I think in our training you covered the main bases and helped us to be confident and prayerful enough to address the shortfalls.

While I was attending these conferences and filling out forests of assessment forms I used to wonder what we were doing always, seeing a quicker easier way. Now, with the benefit of hindsight I see better training than I've had for anything else I've ever done in life. The training we get today equips us well to go into the parish ministry, I think better training than the church has ever given to candidates so I thank all of those involved in getting me here. As much as ministry is a team effort so is the training. I stand here today not because I am so good but because a dedicated team nudged me along the way. Thank you all for your valued and committed input towards growing a ministry in me."

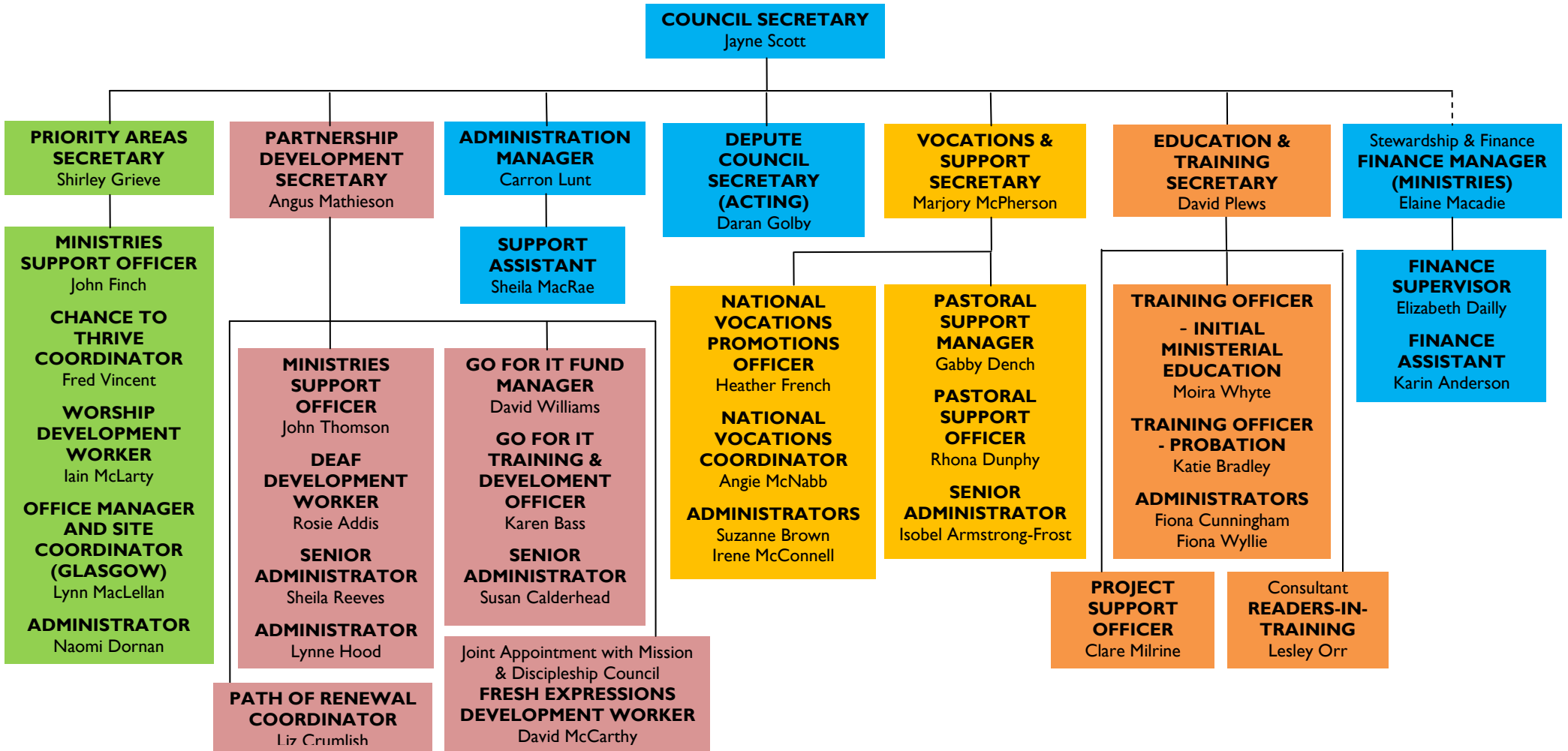
2. THE MINISTRIES COUNCIL

The Ministries Council came into being on 1 June 2005. It is comprised of the former Board of Ministry, with elements of the former Board of National Mission and the former Board of Parish Education. An outline of the structure can be found on the next page.

The Training Task Group will be the one directly involved in your training. Overall policy decisions are discussed by this Task Group and submitted to the Education and Support Committee for approval, which in turn operates under the broad strategic directions endorsed by the Ministries Council. The implementation of all policy will be undertaken by the Training Task Group in conjunction with staff members.

The principles, which form the structure of the present process of formation, are as follows:

- The importance of the integration of theology and practice
- The essential nature of good supervisory practice for the ongoing development of candidates
- The development of recognised teaching placements
- The development of a substantial conference programme, beginning in candidate life, continuing throughout all practical placements prior to ordination
- Encouraging a sense of belonging to the church from the point of selection
- Developing and extending peer group formation
- The desire to have a consistent and coherent system of practical experience leading to ministerial formation
- Financial assistance for ministerial candidates

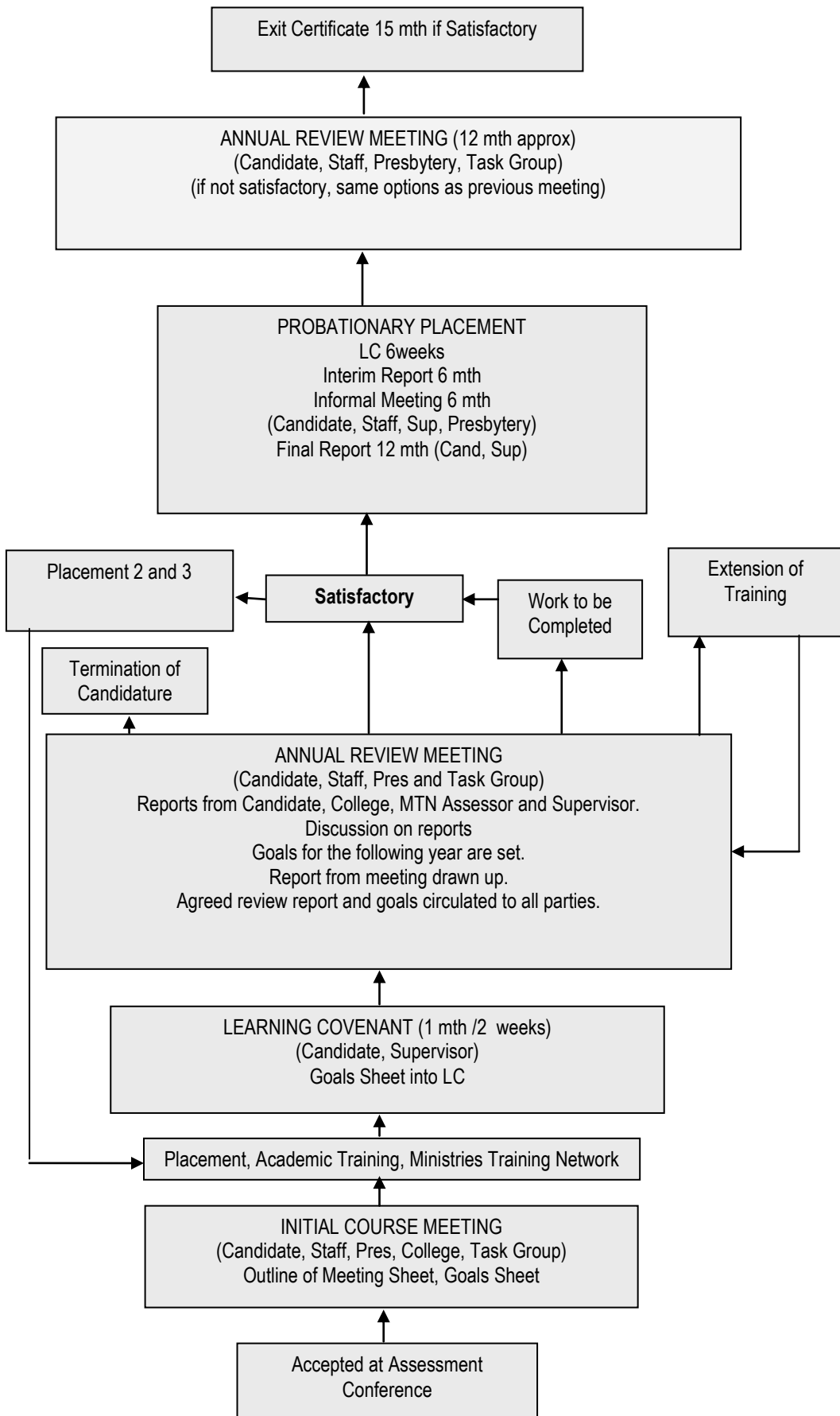


3. REGULATIONS FOR SELECTION AND TRAINING

Please see undernoted link to Act

http://www.churchofscotland.org.uk/data/assets/pdf_file/0017/3491/2010_act_08.pdf

4. CANDIDATURE REVIEW PROCESS



4(a). EXPECTATIONS AND RESPONSIBILITIES – SAMPLE DOCUMENT

Church of Scotland

**EXPECTATIONS AND RESPONSIBILITIES
FOR
CANDIDATES IN TRAINING,
THE MINISTRIES COUNCIL AND PRESBYTERIES**

1. Preamble — The Ministry of the Body of Christ

From New Testament times onwards, Christians have recognised and acknowledged that there are different expressions of ministry which make up Christ's body, the Church (John 21:20-22; Acts 6:1-7; 13:1-3; 15:36-41; Rom 12:3-8; 1 Co 12:1-31; Eph 4; 1 Tim 3:1-13). While historically there have been times when the leadership of the Church was almost entirely dominated by ordained clerics, at least from the time of the Reformation onwards, there has been a gradual recovery of the concept of the *ministry of the whole people of God* as the holistic expression of the one ministry of Jesus Christ, in whose name and footsteps the Christian Church is planted. The presbyterial form of government of the Church of Scotland offers to the Church catholic one particular outworking of this holistic ministry, within which is recognised the specific calling to ordained ministry, be it of Diakonia or of Word and Sacrament. It is for this particular ministry of Jesus Christ that Candidates in Training seek to prepare themselves, and to which the Ministries Council and the Presbyteries of the Church of Scotland pledge their cooperation and support.

In seeking wholeness for all creation, Christ's ministry is concerned with God's desire, proclaimed by the prophets, for justice, peace and integrity (Mic 6:8). Amongst the characteristic attitudes that Jesus embodied in a ministry to others were the following:

- *collaborative* — it drew together disparate individuals into a living community of faith expressed in radical discipleship;
- *formative* — it was founded upon and shaped around teaching, preaching, prayer, affirmation and admonition;
- *reflective* — it rooted itself in the study and living out of God's law expressed in the scriptures and brought to life by the Spirit.

It is these attitudes also, highlighted in the Board of Ministry's *Ministers of the Gospel Report* (GA, 2000), which continue to underpin the ministry of the Church of Scotland today. That ministry is expressed through parishes and Presbyteries, enabled and resourced by the work of the Ministries Council.

2. Introduction and Definitions

In the light of this understanding of Christ-like ministry, and as part of its commitment to mutually accountable and participatory structures, the Church of Scotland Ministries Council exercises, in partnership with nominating Presbyteries, the following policy with regard to *expectations and responsibilities* of parties involved in the ongoing review of Candidates in Training for ministry. This document is not intended to cover every eventuality which might arise in the course of a candidate's progress towards ordination. It does outline clearly, however, the framework of expectations which each party may reasonably have of the others and the responsibilities which each party holds towards the others throughout the period of Candidature.

This document represents a binding agreement between the named parties and the assent of the three parties to it marks the beginning of a candidate's training. In signing this document, the parties involved (*Ministries Council; Presbytery; and Candidate*) make a formal commitment to seek to live up to the expectations and responsibilities outlined. In the event that one or other party is unable, or fails significantly to meet these expectations and responsibilities, clear lines of action are indicated in section 6, below.

Expectations: by using the word "expectations" in this document, we imply the following: those actions, structures, support mechanisms, training opportunities, encouragements, guidelines and boundaries which each party may appropriately hope will be provided by the others. These are things to which each party may rightly see themselves as *entitled*, but within a framework of a collaborative relationship rather than an atmosphere of demand.

Responsibilities: by using the word "responsibilities" in this document, we imply the following: those actions, structures, support mechanisms, training opportunities, encouragements, guidelines and

boundaries which each party may appropriately expect to provide for the others. These are things which each party may rightly see as being expected by others, but they are willingly offered as part of a collaborative and developmental relationship.

Candidates in Training: Applicants who are accepted at an Assessment Conference become prospective candidates until they are nominated by Presbytery. From the point of nomination onwards to the conclusion of the Probation, they are known as Candidates in Training and in fulfilling their Candidature shall have the expectations and responsibilities outlined below.

Role of the Ministries Council: the Ministries Council is responsible for providing an assessment process which leads to the acceptance of appropriate applicants as prospective Candidates in Training. Following nomination of an applicant as a Candidate in Training by their Presbytery, the Ministries Council takes on the responsibility of overseeing an appropriate period of training, for which the expectations and responsibilities outlined below shall apply.

Role of the Presbytery: a Presbytery receives from the Ministries Council the names of those applicants whom the Ministries Council has assessed as suitable to become prospective Candidates in Training. At this point the Presbytery must decide if it concurs with the decision of the Ministries Council by nominating the persons concerned as Candidates in Training. If the Presbytery does so, it is then responsible for sustaining that nomination throughout the period of Candidature (annually). An exit certificate is issued by the Ministries Council on satisfactory completion of the *full* programme of training. This Certificate is signed by the Convener of the Training Task Group and issued to the candidate with due notice to the Presbytery Clerk. The Presbytery shall therefore have the expectations and responsibilities outlined below in relation to Candidates in Training and the Ministries Council.

3. Expectations

3.1 Candidates in Training

As a Candidate in Training for ministry of Word & Sacrament or the Diaconate of the Church of Scotland, I may expect the Ministries Council and my nominating Presbytery (as appropriate) to maintain appropriate, open and honest lines of communication with me and to provide:

- a comprehensive briefing of the programme for all Candidates in Training at the outset of Candidature, including:
 - academic requirements
 - placement obligations
 - conference commitments
 - candidate assignment requirements
- a structured conference programme which includes such teaching and experiential learning additional to the prescribed academic course as may enable the integration of theological study and the practice of ministry;
- a structured course in Church of Scotland law and polity (*normally as part of the Conference programme*);
- careful marking and clear feedback on assignments (*normally within 4 weeks of receipt by the Ministries Council*);
- a variety of appropriate placements under supervision (*normally 2 x 25 weeks part-time; 1 x 10 weeks full-time 1 x 15 months full-time*);
- supervision on placement by trained and accredited supervisors;
- a developmental Annual Review structure which:
 - as far as possible sets measurable and achievable goals in relation to personal, academic, spiritual and pastoral development
 - reviews these goals annually with a view to further development

- offers appropriate support to enhance existing skills or to address any areas of weakness or concern
- administrative and pastoral support from Ministries Council staff;
- pastoral support from the nominating Presbytery (*or another Presbytery to whom this may be delegated by mutual consent during study*);
- support for spiritual development from a suitable person nominated by the Presbytery and trained by the Ministries Council

3.2 Ministries Council

As the body responsible for providing and overseeing the training of candidates for ministry of Word and Sacrament or the Diaconate of the Church of Scotland, we may expect that Candidates in Training will maintain appropriate, open and honest lines of communication with Ministries Council staff, supervisors and appropriate Presbytery personnel and will:

- engage in a full and open-minded way in a prescribed process of training, including:
 - a relevant course of academic study;
 - designated supervised placements;
 - the Candidates' Conference programme;
 - the Fourth Placement Conference programme
 - submission of assignments according to published deadlines.
- observe and uphold the laws and doctrines of the Church of Scotland, (for example, the Church's policies on baptism and the ordination of women), and will not engage in any conduct which is declared censurable by the word of God, Act of the General Assembly, or established custom of the Church (Act iii 2001);
- complete such reflective forms and reports as may be required in relation to the Candidature process;
- make every effort to attain those goals set by the Annual Review meeting;

and further that Presbyteries will:

- engage in a collaborative way with the Ministries Council and candidates to enable the best quality of training and experience for Candidates in Training;
- provide the names of appropriate personnel for selection and training in relation to the Annual Review structure

3.3 Presbytery

As the court of the Church responsible for the nomination and sustaining of candidates for the ministry of Word & Sacrament or the Diaconate of the Church of Scotland, we may expect that Candidates in Training will maintain appropriate, open and honest lines of communication with appropriate Presbytery personnel and will:

- engage in a full and open-minded way in a process of training prescribed by the Ministries Council, including:
 - a relevant course of academic study;
 - designated supervised placements;
 - the Candidates' Conference programme;
 - the Fourth Placement Conference programme
 - submission of assignments according to published deadlines.
- observe and uphold at all times the laws and doctrines of the Church of Scotland, noting in particular the Church's policies on baptism and the ordination of women, and will not engage in any conduct which is declared censurable by the word of God, Act of the General Assembly, or established custom of the Church (Act iii 2001);
- make every effort to attain those goals set by the Annual Review meeting;

and further that the Ministries Council will provide:

- appropriate selection and training processes for Presbytery personnel involved in the Annual Review structure;
- initial and regular in-service training for supervisors.

4 Responsibilities

4.1 Candidates in Training

As a Candidate in Training for ministry of Word & Sacrament or the Diaconate of the Church of Scotland, I understand that it is my responsibility to maintain appropriate, open and honest lines of communication with Ministries Council staff, supervisors and appropriate Presbytery personnel and will:

- engage in a full and open-minded way in a prescribed process of training, including:
 - a relevant course of academic study;
 - designated supervised placements;
 - the Candidates' Conference programme;
 - the Third Placement Conference programme
 - submission of assignments according to published deadlines.
- observe and uphold at all times the laws and doctrines of the Church of Scotland, noting in particular the Church's policies on baptism and the ordination of women, and will not engage in any conduct which is declared censurable by the word of God, Act of the General Assembly, or established custom of the Church (Act iii 2001);
- complete such reflective forms and reports as may be required in relation to the Candidature process;
- make every effort to attain those goals set by the Annual Review meeting;

4.2 Ministries Council

As the body responsible for providing and overseeing the training for ministers of Word & Sacrament or the Diaconate of the Church of Scotland, we understand that it is our responsibility to maintain appropriate, open and honest lines of communication with Candidates in Training and will provide:

- a comprehensive briefing of the programme for all Candidates in Training at the outset of Candidature, including:
 - academic requirements
 - placement obligations
 - Conference commitments
 - Candidate assignment requirements
- a structured Conference programme which includes such teaching and experiential learning additional to the prescribed academic course as may enable the integration of theological study and the practice of ministry;
- a structured course in Church of Scotland law and polity (*normally as part of the Conference programme*);
- careful marking and clear feedback on assignments (*normally within 4 weeks of receipt by the Ministries Council*);
- a variety of appropriate placements under supervision (*normally 2 x 25 weeks part-time; 1 x 10 weeks full-time 1 x 15 months full-time*);
- supervision on placement by trained and accredited supervisors;
- a developmental Annual Review structure which:
 - insofar as possible sets measurable and achievable goals in relation to personal, academic, spiritual and pastoral development
 - reviews these goals annually with a view to further development

- offers appropriate support to enhance existing skills or to address any areas of weakness or concern
- administrative and pastoral support from Ministries Council staff

and further to provide for Presbyteries:

- appropriate selection and training processes for Presbytery personnel involved in the Annual Review structure;
- initial and regular in-service training for supervisors and those nominated by Presbyteries to provide support for spiritual development for Candidates in Training.

4.3 Presbytery

As the court of the Church responsible for nominating candidates and annually sustaining Candidature for the ministry of Word & Sacrament or the Diaconate of the Church of Scotland, we understand that it is our responsibility to maintain appropriate, open and honest means of communication throughout the period of Candidature, and provide for Candidates in Training:

- a developmental Annual Review structure, in cooperation with the Ministries Council, which:
 - insofar as possible sets measurable and achievable goals in relation to personal, academic, spiritual and pastoral development
 - reviews these goals annually with a view to further development
 - offers appropriate support to enhance existing skills or to address any areas of weakness or concern
- pastoral support from appropriate Presbytery personnel (*or arrange for this from another Presbytery to whom this may be delegated by mutual consent during study*);
- support for spiritual development from a suitable person nominated by the Presbytery and trained by the Ministries Council;
- appropriate hosting facilities for the Annual Review meeting.

and further to provide for the Ministries Council:

- collaborative personnel to work together in offering Candidates in Training the best quality of training and experience;
- the names of appropriate personnel for selection and training in relation to the Annual Review structure

5. Role of Church Colleges

Candidates in Training, with the exception of those who may already have completed all academic requirements before entering training, shall normally attend one of the three Church Colleges (Aberdeen: Christ's College; Edinburgh: New College; Glasgow: Trinity) or St Mary's College in St Andrews. An Annual Report will be sought from the Principal/Master of the appropriate College. This report will be written using the agreed *Indicators for Assessment* in use in all other areas of the Candidature Review process, and will draw upon the reflections of those academic staff who have had regular contact and knowledge of the engagement of the candidate in the educational process throughout the year. The report will offer comment on both candidates' academic achievements and their engagement in the wider educational process. This report will be made available to all parties involved in the Annual Review, including the candidate.

Where a candidate is studying at an institution other than one of the four ancient Universities, a report will be sought on the same basis from the appropriate senior member of staff via the College Principal / Master.

6. Procedure on Breach

Where any party is considered by another to be in breach of the responsibilities set out in this agreement, the following procedure shall apply, as regulated by sections 23-25 of Act X 2004:

Stage One

The first stage in dealing with any perceived non-material breach of this Agreement will be the lodging of a Concern Slip. These slips are available to all parties to be used to record any concerns which arise about the fulfilment of expectations and responsibilities. Concern Slips should be lodged in the first instance with the Convener of the Training Task Group, who will take appropriate action (normally through the Training Development Officer). Concern slips will normally be held on file for a period of one year.

The Training Development Officer will discuss the matter with the parties involved and seek resolution of the issues on an informal basis. In the event that resolution proves impossible in this way, the matter will proceed to Stage Two.

Stage Two

If a matter dealt with under Stage One has remained unresolved; or if a perceived material breach of this Agreement by a party is noted; or if a party continues in the same manner to breach the Agreement, subsequent to reaching initial resolution under Stage One procedures, then Stage Two procedures shall apply.

At this stage, a formal meeting of the parties shall be held to seek resolution. A formal meeting can be called by any one of the parties, and arrangements shall be made for such a meeting by the staff member (except in cases where the staff member is implicated – see above).

The formal meeting will reach a conclusion about steps which need to be taken to resolve the breach, and these conclusions will be notified to parties in writing. This written document will also contain an indication of any further steps or penalties which may be incurred by failure of a party to adhere to the conclusions. The document will normally be held on file for a period of one year.

In such cases, the formal meeting shall normally be attended by representatives of all three parties to this Agreement. A staff member will normally act in an advisory and support role to this formal meeting.

In the event that any matter remains unresolved, or any party remains aggrieved, parties should proceed to Stage Three.

Stage Three

If a matter dealt with under Stage Two has remained unresolved; or if a serious matter of discipline arises in relation to any party; or if a party remains in breach of resolutions reached in Stage Two, then Stage Three procedures shall apply.

At this stage, a formal hearing shall take place, at which parties may present evidence of the relevant facts. The hearing will be convened by the Convener of the Training Task Group, or in the event that the Task Group is perceived to be in breach, by the Convener of the Ministries Council. The candidate will be present and may bring a companion in an observing role. The hearing Panel will comprise two members of Presbytery and two members of the Ministries Council who have had no prior involvement with the issues, with a staff member in attendance.

The decision of the hearing will be binding on all parties. In the event that a Candidate in Training has his or her status removed as the result of such a hearing, there will be a right of appeal in terms of the conditions set out in section 6(e) of Act X 2004.

Signed:

(Candidate)

(on behalf of Presbytery)

(on behalf of Ministries Council)

4(b). CANDIDATE REVIEW PROCESS – DETAILED STRUCTURE

Initial Course Meeting

After a candidate is nominated by Presbytery, Ministries Council staff will contact the Presbytery Clerk to make arrangements for an Initial Course meeting. The aims of this meeting are to:

- welcome the candidate to the training process;
- offer the candidate feedback from the Assessment Conference;
- ensure that the candidate is given a full briefing on his / her course;
- set goals for the first year of training under the headings of the *Learning Covenant*;
- ensure all parties acknowledge and sign the standard *Expectations & Responsibilities* document.

The personnel involved in the Initial Course Meeting will be:

- a representative of Presbytery;
- a representative of the Ministries Council (this role may be undertaken by the staff member);
- a representative of the Church College (where possible)
- a staff member responsible for care of the candidate;
- the candidate.

Where possible, the representative of Presbytery and of the Ministries Council should be those who it is anticipated will participate in the Annual Review meeting at the end of the academic year.

Goal Setting

It is important that any goals set for a particular year of education and training are ones that are able to be achieved by the candidate without undue stress or anxiety. That is not to say that the goals should not be challenging, but the following guidelines are indicative of considerations that need to be taken into account in setting goals. Goals should be:

- as specific as possible rather than broad and vague;
- measurable in some way, where possible;
- achievable within the context of the placement or the university course;
- reasonable in the light of the candidate's current skills;
- manageable within reasonable time constraints.

All goals should be directed towards enabling the candidate to develop skills, whether in academic, practical or spiritual matters. Where a candidate is being asked to undertake something which has resource implications, the Ministries Council will be responsible for ensuring that resources are made available. In the event that resources are not available, the candidate will be informed of this by the Ministries Council and the goals appropriately adjusted.

The goals drawn up in the Annual Review meeting will be used by the candidate and supervisor in drawing up a *Learning Covenant* for the subsequent year of study and placement.

Annual Review: Format and Outcome

Annual Reviews will be held towards the end of every year of training, regardless of whether a candidate is in academic study, or is engaging in placement work. If a candidate is not involved in a placement, the review will proceed as outlined below without any report from a supervisor.

Annual Review — Initial Training

During those years of initial training prior to the commencement of the Probationary Placement, the Annual Review will normally take place after the close of each academic year and before the beginning of the next phase of training (academic year or placement). The following conditions apply to the review:

- it will normally take place either in the candidate's home Presbytery, or in the Presbytery in which the candidate's university studies are being undertaken. In the interests of good stewardship, however, another venue, mutually agreeable to all parties, may be chosen on a regional basis;
- it will normally be convened by a representative of the Presbytery (Presbytery Assessor), as the nominating body, and always set in the context of prayer and support for the candidate;

- the membership of the Review Group shall comprise up to two Presbytery Assessors and up to two Ministries Council Assessors, with a Ministries Council staff member present in an advisory and administrative capacity;
- the Review meeting will last up to one hour with the candidate present;
- the Review Group will set aside fifteen minutes before and after meeting the candidate to consider the content and outcome of the Review meeting;
- in advance of the Review meeting, all parties will have received reports from:
 - the supervisor;
 - the College (where applicable);
 - the Ministries Council (through an appropriate staff member);
- the candidate will be expected to make a presentation to the Review panel based on the experiences of the year (see section
- the Review meeting will take the form of an extended conversation between the parties, focussing on
 - what has gone well;
 - what has been difficult;
 - the extent to which the goals set have been achieved;
 - what the candidate has learned about him/herself over the year;
 - what goals should be set for the next phase of training.
- the candidate is entitled to bring a companion to the Review meeting, and this person shall have the status of an observer only;
- during the Review meeting, the draft report prepared and circulated by the staff member, will be appropriately amended and approved by all parties;
- following the meeting, the agreed report will be circulated to all parties;
- if any party wishes to disagree with any points in the report, this may be done in writing and appended to the report. Changes shall not normally be made to the report following agreement by the Presbytery and Ministries Council Assessors, except in the case of any factual inaccuracies identified by any party;
- the report will contain the joint decision of the Presbytery and Ministries Council with regard to sustaining of candidature for the year.

Annual Review – Probationary Period

During the fifteen-month Probationary Period the review sequence will be as follows:

- after a period of approximately six months, an informal review will take place. At this review consideration will be given to the progress of the placement and any necessary action will be taken to ensure that the candidate is able to gain maximum benefit from the probationary period. This initial review will be conducted by a Presbytery Assessor, a Ministries Council Assessor and the staff member responsible for care of the candidate. In the event that some serious concern is raised, this will be reported to the Training Task Group, whereupon appropriate action will be outlined by the Task Group;
- after a period of approximately twelve months, a normal Annual Review meeting will be held in which a final decision on the candidate's fitness to enter ministry will be determined. At the end of such a review meeting, which indicates a successful outcome to a candidate's probationary period, the report will indicate that an Exit Certificate may be issued by the Ministries Council at the end of the fifteen month period. The Presbytery Assessor so empowered by Presbytery, will indicate the satisfaction of the Presbytery and note this in the final report;
- at the successful conclusion of the probationary period, the Exit Certificate will be issued on behalf of the Ministries Council. From this point onward, the candidate is referred to as a Graduate Candidate. Certificated Candidates normally remain under the care and supervision of the Presbytery within whose bounds the probationary period was successfully completed, until such time as a call or appointment is sustained by that Presbytery;

Annual Reviews — Non-Sustaining of Candidature

In the event that the parties fail to agree at any Annual Review to sustain the candidate or the probationary period, the following options are available:

- the candidate may be given a specified period of time in which to complete the areas of work or outstanding pieces of work that have not been completed or have given cause for concern;
- an extension of training, subject to the approval of the Ministries Council, to allow matters of concern to be addressed;

- an agreement is reached that candidature should be terminated (subject to normal appeal procedures set out in the Act).

An agreement to terminate candidature should be made by the Ministries Council and Presbytery Assessors present at the Review meeting and subsequently reported to and minuted by the Presbytery and the Training Task Group.

The assessment of the candidate throughout the years of candidature shall at all times take place against the criteria outlined in the Ministries Council's *Indicators for Assessment*. In addition, all parties will comply with the *Expectations & Responsibilities* outlined in respect of them in the standard document.

Annual Reviews: Reports

The following parties shall submit reports in good time for all other parties to receive and read them in advance of the Annual Review meeting:

- **Candidate:** the candidate will maintain a portfolio of work over the course of the year which will be updated and annotated by the supervisor
- **Supervisor:** the supervisor will complete a report on the development of the candidate during the placement under headings relating to the *Learning Covenant*;
- **College:** the College will complete a report (where applicable) under the direction of the Principal / Master. This may be delegated to those members of College staff who have had direct knowledge and experience of the candidate during the year, and will be signed by the Principal / Master;
- **Ministries Council:** on receipt of the above reports, a member of staff (normally the one in whose care the candidate has been placed throughout the year) will prepare a draft review report. This draft will be circulated with other reports to all parties for discussion, amendment and adoption at the Annual Review meeting.

The aims of all reports should be to:

- give affirmation to the candidate for achievement;
- identify any areas for potential future development;
- note any concerns either already resolved during the year, or still outstanding.

It is important to emphasise that, within the boundaries of normal confidentiality, *all* reports are open to all parties involved in the Annual Review process.

5. TRAINING TASK GROUP

This Task Group will meet regularly throughout the year and be the “face of the Ministries Council” to candidates. The Ministries Council itself is made up of 34 members appointed by the General Assembly with the ability to co-opt to its committees such people with the relevant expertise which may be required. Some 10 to 15 Ministries Council members will be allocated to the Task Group.

The Task Group will carry out the policy of the Ministries Council; the Task Group will take decisions on the suitability or otherwise of a particular placement; placement reports will be read by members of the Task Group; some members may accompany the Training Officer when visiting University to interview candidates; an annual report on each candidate’s progress is made by the Annual Review Group, on behalf of the Task Group, as part of the Candidature Review Process. A decision is taken regarding progress, and goals for the following year are discussed. Progress in training is not automatic – whilst Assessment Conference and Presbytery initially take account of a person’s character, beliefs, vocation, motivation and general suitability, it is important to note that this is not a “once and for all” snapshot in time, but the start of an ongoing assessment process throughout training.

It may be necessary for the Task Group to discuss specific issues that have arisen concerning individual candidates. It should be noted that such discussions are kept confidential in a record apart from the usual minutes of Task Group meetings. Access to this information is strictly limited to the following: Candidate, Supervisors, Presbytery Assessor, Training Officer or the Education and Training Secretary or, in other special cases, those others deemed appropriate by specific decision of the Task Group.

The Task Group will also provide basic and ongoing training for ministers who act in a supervisory role in placements (see Section 9).

Training Task Group

Remit

To oversee, support and develop initial and continuing formation for all ministries, including:

- Candidate training (Word and Sacrament, Diaconal and Readership)
 - Candidate Review
 - Conference programme
 - Practical placements
 - Ministries Training Network
 - Academic requirements
- Support personnel training
 - Supervisors
 - Presbytery Assessors
 - MTN Facilitators
 - Supervision Trainers
- First five years in ministry
- Continuing Professional Development

To enable the Education and Support Committee to make well-informed recommendations to the Council and to aid their decision-making.

To consult with other Councils and agencies where appropriate.

To be pro-active in enabling the future development of training to enable well-equipped ministries of the Church.

To contribute to relevant areas of the Council’s work.

6. ROLE OF TRAINING OFFICER

The TO helps to facilitate the implementation of the Ministries Council's policy, however it should be noted that the TO is not a voting members of the Ministries Council nor any of its Committees and Working Groups.

The broad outline of responsibilities of the TO in relation to candidates is as follows:

- To facilitate and organise the Initial Course Meetings and Candidate Review Process
- To get to know each candidate by regular visits to the University
- To be the primary contact for each candidate with the Ministries Council
- To work with department colleagues to organise and plan Candidates' Conferences in consultation with candidates
- To keep in contact with the Principal/Master and staff at each University in order to build up a picture of each candidate's academic progress
- To discuss placements with candidates in order to give them a variety of experiences of the Church and make arrangements for these placements
- To keep in contact with supervisors to have a picture of each candidate's progress in placement
- To keep in contact with Presbyteries who nominated the candidates to keep them apprised of progress.

7. ACADEMIC REQUIREMENTS

In accordance with the Regulations (15(1)), (see also Section 4 of this Handbook), the Education and Support Secretary, on behalf of the Task Group, will ascertain the length of academic studies which you will undertake, which may differ according to your age and courses of study which you have previously completed. These requirements will be clarified at your Initial Course Meeting.

Your University Adviser of Studies will advise you on the appropriate choice of subjects – not all options within a Degree in Divinity are acceptable to the Church as preparation for ministry, thus you should check that you are studying the appropriate subjects for the Church's core curriculum.

Course Requirements for Diaconal Ministry

- 2 years' minimum theological study to Diploma standard from Aberdeen, Glasgow, St Andrews or Edinburgh University or Highland Theological College (recognised providers) and covering the core curriculum:
 - Modern Church History
 - Old Testament
 - New Testament
 - Worship
 - Missiology
 - Practical Theology
 - Systematic Theology
 - 1 year's study in a relevant discipline (e.g. community work, youth work, counselling, art and drama, social work etc. Relevance will be determined by the Training Task Group and previous qualifications may be taken into account)
OR
 - A third year of theological study leading to a degree in theology.
 - 3 undergraduate placements:
 - 2 x 25 weeks minimum from October to Pentecost in a parish
 - 1 x 10 weeks full-time in a parish or chaplaincy context
 - Full-time probation of 15 months
 - Satisfactory attendance at:
 - The full conference programme as outlined in the Candidates Handbook (Diaconal) which can be found on the Church website
 - Safeguarding training as provided by the Council
 - Speech training as provided by the Council
 - Ministries Training Network details of which are provided in the Handbook
 - Training in Church Law plus achieving a pass in Church Law assessment
1. For those who have already gained a full degree in theology from one of the recognised providers further theological study will be only be required to cover any areas of the core curriculum which have not already been covered in the degree . A second year of study in a relevant discipline will be required, unless the Training Task Group has agreed to give credit for prior learning.
 2. For those who are part way through a theological degree from one of the recognised providers further theological study will be required covering any areas of the core curriculum still outstanding and in order to complete diploma level theological education. A second year of study in a relevant discipline will be required, unless the Training Task Group has agreed to give credit for prior learning.

3. For those who have a theological degree but from an institution other than one of the recognised providers, one year's further theological study at one of these recognised providers will be required, including any of the areas of the core curriculum which have not already been covered in the degree. In addition, a second year of study in a relevant discipline will be required, unless the Training Task Group has agreed to give credit for prior learning.
4. All candidates will engage in the Candidate Review Process as outlined in Act X 2004 which can be found on the Church website or in the Handbook

8. PLACEMENTS

To allow for practical experience and to further the vital principle of integrating theory and practice, all candidates will be required to complete four placements during their training. One of these will be during the academic session i.e. October to Pentecost; one will be a ten week full-time summer placement; and the final placement will be 15 months full-time.

Reg 17 of Act V 1998 (as amended) states that:

"The supervisor of each placement will be chosen by the Training Task Group."

Significant criteria for selection of placements and supervisors include:

- candidate's learning needs and experience of the Church of Scotland
- candidate's place of residence
- compulsory attendance at training for supervisors
- supervisors must normally have at least five years experience of ministry and have been in their current charge for at least one year
- if there is an associate or a deacon or other professional staff in the charge, then all parties in the team must have been in post for at least one year, and relationships in the team should be settled.
- only in very exceptional circumstances will a candidate serve a placement in their home congregation
- supervisor will not be absent for significant time during placement

Where a charge fits these criteria and is deemed to be a good fit for a candidate's learning needs, but the minister or deacon has not been trained in supervision, it is possible for the placement to begin, whether part time (concurrent with theological education), or full time, with the supervisor attending the next available training event in supervision.

The cost of training supervisors is considerable. Therefore, although a Presbytery may offer a list of suggestions of persons suitable for use as supervisors, they may not be trained or used immediately. The Task Group will take all circumstances into account and seek the best use of supervisors and the most appropriate situation for each particular candidate.

In accordance with the instruction of the General Assembly and bearing in mind a candidate's previous church experience, it is hoped that candidates will gain experience of the broad Church of which we are all part. (This is in accordance with previous instructions from the General Assembly). Candidates will therefore be placed with ministers and deacons, both men and women, of differing theological stances in various settings, e.g. city, rural, suburban, Priority Area, linkage, etc. It is also possible for candidates to undertake their summer placement in Europe, Africa, India, Jerusalem or the United States – if you would like more information on these, please speak to the Training Development Officer.

CHURCH OF SCOTLAND MINISTRIES COUNCIL

TRAINING TASK GROUP

GUIDELINES FOR THE OPERATION OF THE PLACEMENT SCHEME

- I. As part of the Church requirements, three placements shall be undertaken by the candidate and must be completed to the satisfaction of the Training Task Group.
 - (a) Two of these periods of placement work shall be part-time, from 1 October to Pentecost, and last not less than 25 weeks (see note one). The third shall be a full-time in the summer for not less than ten weeks. Holidays during term-time placements should be negotiated between the candidate and his/her supervisor, however, the time spent working in the placement should still last not less than the 25 weeks period aforementioned. The full-time summer placement should normally be completed prior to the start of the compulsory candidates' conference at the end of August. Holidays will therefore have to be arranged appropriately to accommodate this. These three placements will be arranged within the period prior to the candidate's expected completion of academic studies.

PLACEMENTS

In setting work, supervisors should at all times take account of the pattern of the academic year (which varies from University to University) and allow a certain leeway around the time when a candidate has exams. This is particularly important in first placements where candidates are coming to terms with a number of significant changes in their lives not least of which is the return to, or the beginning of, full-time study.

- (a) In the part-time placement the candidate shall preach on a **maximum of six occasions** and be involved regularly in worship. Included in the **six** times when she/he may preach are to be **three full** services conducted in the presence of his or her supervisor.
- (b) Involvement in parish work/hospital/chaplaincy/other form of ministry will comprise **no more** than a Sunday and two 3½ hour sessions per week, a total of 10 hours per week. Time for worship leadership/event leadership and preparation will be included in the 3½ hour sessions. The completion date may, however, be negotiated to finish earlier than Pentecost to allow the candidate to commence a summer placement immediately after his/her examinations are over.

NB: Ministries Training Network Meetings are included in the placement time

- (c) Arrangements for a summer placement of 10 weeks shall be made to allow for candidates to prepare and attend any resit examinations. It will comprise a 40-hour week and involve the leadership of worship on Sundays where appropriate*. Candidates will be expected to participate in a variety of pastoral duties. Time to prepare for worship and other responsibilities will be included in the hours worked with at least one full day off per week in agreement with the supervising minister. (see note two) The ten weeks may be split, by prior arrangement, in a 4:6, 5:5, or 6:4 week arrangement with a maximum of two weeks vacation. Candidates must not be unsupervised for longer than one week during this placement.

*this may not be possible in, for instance, a hospital placement.

- (d) The final full-time placement of 15 months will commence on the first day of July, August, September or October in the year of graduation; in exceptional circumstances the Task Group shall have power to vary this arrangement. An Annual Review Meeting will take place after 11 months, at which it shall be decided whether the final placement can be sustained and whether the candidate is fit to be ordained in due course. Only after this approval is given, will he/she be able to seek a position. Where such approval has been given, the Training Task Group shall satisfy itself that the requirements of sections 13-17 of THE ACT have been fulfilled. The Ministries Council will then issue an Exit Certificate upon completion of the fifteen month placement, at which point the candidate is free to seek a position. A candidate can not be ordained until he or she has secured permanent employment.
- (e) The Bible portfolio has been replaced by the Ministries Training Network, a series of regional meetings designed to enable candidates to meet together for worship, peer support and learning. The written work from these meetings forms the basis of a portfolio of work which demonstrates the Candidate's integration of theory and practice and will be assessed by the facilitator. More details of this can be found at Section 12 below.

2. Emolument:

- (a) In the part-time placement, the candidate will receive £2,500 (see note four below). For the full-time summer placement of ten weeks the candidate will receive £2,500 (see note five). Payment through the final 15 month placement will be set at 80% of the Parish Staffing scale and will be paid monthly in arrears. If, however, no housing is provided then payment will be set at 85% of the scale. The method of payment will be by credit transfer into a designated bank/building society account, for which all National Insurance, banking and personal details should be submitted on form 018 which will be sent to you prior to each placement.
 - (b) The cost of travelling expenses incurred during a placement will be reimbursed by the Ministries Council by credit transfer, as above. Travel, where possible, should be by public transport. Where suitable public transport exists, it is only the cost of this that may be claimed. Where a car has to be used, the rate of reimbursement shall be as decided by the Ministries Council (see note five). The mileage claimed must be **wholly, exclusively and necessarily** in the pursuit of your duties in your placement and should not include travel to and from your place of work. Claims should be made on the yellow forms in your Log Book and reach the Ministries Council by the 10th of the following month. Payment will be made at the end of that month, e.g., October mileage in by 10 November will be paid in November's payroll.
3. Ministers and Deacons who supervise candidates will be selected, trained and assessed and receive on-going 'in-service' training by the Ministries Council. Presbyteries may be involved in the approval of potential supervisors and parish and other placement opportunities as 'appropriate'. (see section nine)
 4. Liaison and arrangements for the placements with candidates and supervisors shall take place through the Training Development Officer
 5. The conference programme is **compulsory** for all candidates throughout their training. Candidates will have opportunities for peer group development and involvement with candidates for the ministry of word and sacrament at the same conferences when appropriate. (see section 10)
 6. The Training Task Group shall consider all reports and approve all arrangements.

Notes

- (One) For the avoidance of doubt, 25 weeks is the minimum a candidate should serve in this placement – even if this number of weeks is completed at an early stage, the candidate still remains there until Pentecost, the only exception to this being the scenario detailed in the last sentence of paragraph (c). This minimum requirement allows for flexibility between candidate and supervisor to arrange time off for holidays and studies when appropriate.
- (Two) The guidelines state that candidates should have at least one full day off per week, however the Ministries Council would bring to the attention of candidates and supervisors that the equivalent of at least two days off per week, endorsed by the General Assembly, should be observed – this may take the form of another full day or appropriate parts of other days.
- (Three) Candidates will have the opportunity to start applying for positions after the final review. Payment will cease at the end of 15 months. The Ministries Council is aware that some candidates may have a number of months, after completing the probationary placement, where they have no income whilst waiting on securing an appointment. If this scenario seems likely, then a candidate should actively pursue options to provide themselves with an income – the Ministries Council would be happy to encourage Presbyteries to actively support candidates in this position. The Ministries Council will seek to support candidates as it is able; however it should be noted that at no time, even at the point of being accepted by Assessment Conference, does the Ministries Council guarantee employment for candidates.
- (Four) This sum **may** increase in line with inflation as agreed each year by the Ministries Council.

MINISTRIES COUNCIL Candidates Placement Guidelines

As part of the Church requirements, four placements shall be undertaken by the candidate and must be completed to the satisfaction of the Candidate Task Group.

Three of these placements shall normally take place during the academic course; two of these periods of placement work shall be part-time, from 1 October to Pentecost, and last not less than 25 weeks. The third period of placement work shall be full-time in the summer for not less than ten weeks. Holidays during term-time placements should be negotiated between the candidate and his/her supervising minister, however, the time spent working in the placement should still last not less than the 25 weeks period aforementioned. The full-time summer placement should normally be completed prior to the start of the compulsory candidates' conference in September. Holidays will therefore have to be arranged appropriately to accommodate this. These three placements will be arranged within the three year period prior to the candidate's expected completion of academic studies.

In setting work, Supervisors should at all times take account of the pattern of the academic year (which varies from University to University) and allow a certain leeway, including time off if necessary, around the time when a candidate has exams. This is particularly the case in first placements where candidates are coming to terms with a number of significant changes in their lives not least of which is, for many, the return to full-time study.

- (a) The candidate and supervisor must ensure that at least one of the part-time placements will involve Advent/Christmas and the other Lent/Holy Week/Easter. In each of these part-time placements, the candidate shall preach on a **maximum of six occasions** and be involved regularly in worship. Included in the **six** times when she/he may preach are to be **three full** services conducted in the presence of his or her supervisor.
- (b) Involvement in parish work/hospital/chaplaincy/other form of ministry will comprise **no more** than a Sunday and two 3½ hour sessions per week, a total of 10 hours per week although lesser involvement should be agreed after Easter during the examination diet. Time for worship leadership/event leadership and preparation will be included in the 3½ hour sessions. The completion date may, however, be negotiated to finish earlier than Pentecost to allow the candidate to commence a summer placement immediately after his/her examinations are over.

NB: MTN meetings are counted as part of placement time.

Arrangements for a summer placement of 10 weeks shall be made to allow for candidates to prepare and attend any resit examinations. It will comprise a 40-hour week and involve the leadership of worship on Sundays where appropriate. This may not be possible in, for instance, a hospital placement.

- (b) Candidates will be expected to participate in a variety of pastoral duties. Time to prepare for worship and other responsibilities will be included in the hours worked with at least one full day off per week in agreement with the supervising minister. (see note two) The ten weeks may be split, by prior arrangement, in a 4:6, 5:5, or 6:4 week arrangement with a maximum of two weeks vacation. Candidates must not be unsupervised for longer than one week during this placement.
- (c) The final full-time placement of 15 months will commence on the first day of July, August, September or October in the year of graduation; in exceptional circumstances the Task Group shall have power to vary this arrangement. A Final Review Meeting will take place after 12 months, at which it shall be decided whether the final placement can be sustained and whether the candidate is fit to be ordained in due course. Only after this approval is given, will he/she be able to seek a position. Where such approval has been given, the Training Task Group shall satisfy itself that the requirements of sections 13-17 of THE ACT have been fulfilled. The Ministries Council will then issue an Exit Certificate upon completion of the fifteen month placement. No-one will be appointed and Ordained prior to the end of 15 months. (Applications for positions can be submitted after 12 months)
- (d) In addition, students will be required to take part in the Ministries Training Network. This comprises a series of regional meetings designed to enable candidates to meet together for worship, peer support and learning. The written work from these meetings forms the basis of a portfolio of work which demonstrates the Candidate's integration of theory and practice and will be assessed by an independent marker. The proposals for a Training Network for candidates, which were approved by the Ministries Council, were also approved by the General Assembly of 2007.

PLACEMENT ACTIVITIES

It is often the case that supervising ministers cannot offer all facilities to a student and it may therefore be appropriate to involve a neighbouring minister. If, for instance, there is no school within a parish but there is one in a neighbouring parish the minister who is chaplain might be approached and asked to assist. Alternatively the placement may offer specialist experience not covered below. The student's ability and previous experience should also inform the process.

1ST AUTUMN PLACEMENT

WORSHIP	PASTORAL	INTERNAL ORGANISATION
<ul style="list-style-type: none"> • Basic use of the Lectionary • Sermon construction and preparation • Structure of prayers - available resources • Thematic choice and use of hymns - suggested lists • Understanding and presentation of ONE major festival (either Easter or Christmas) • Divisions of the Christian Year 	<ul style="list-style-type: none"> • Limited pastoral work • Introduction to funeral/ bereavement process • Purpose and techniques of visiting - practice in straightforward congregational and parish work. • Mapping and understanding parish and environs. 	<ul style="list-style-type: none"> • Structure of Church Courts and relationships • Role and function of Kirk Sessions • Understanding Kirk Session procedures and committee work. • Congregational Board procedures and committees.

2ND AUTUMN PLACEMENT

WORSHIP	PASTORAL	EXTERNAL ORGANISATION
<ul style="list-style-type: none"> • Developing breadth of prayer material and usage • Developing preaching skills • Concentration on other major festival • Speaking to older people • Reality of the Congregational Year • Speaking to children/ schools/nursing homes/ hospitals 	<ul style="list-style-type: none"> • Marriage preparation and involvement • Hospital visiting • Being with terminally ill • Difficult funerals and conduct of funerals 	<ul style="list-style-type: none"> • Presbytery discipline and committee structure – visits of presbytery. • Ecumenical relationships • Schools, role of deacon/ chaplain in primary/ secondary

Or SUMMER PLACEMENT - PARISH

WORSHIP	PASTORAL	EXTERNAL ORGANISATION
<ul style="list-style-type: none"> • Developing breadth of prayer material and usage • Developing preaching skills • Developing worship leadership skills • Contemporary worship 	<ul style="list-style-type: none"> • Holiday club if available • More intensive pastoral work • Residential Homes and hospital visiting • Responsibility for funerals if opportunity presents • Chaplaincies (Hospital, Hospice, Industrial etc.) 	<ul style="list-style-type: none"> • Team work

Or SUMMER PLACEMENT – HOSPITAL

Worship	Pastoral	Team Work	Other
<ul style="list-style-type: none"> • Leading worship where appropriate or possible • Prayers at the bedside • Liturgies for a variety of common situations e.g. blessing a still-born baby 	Experience different areas of the hospital e.g. <ul style="list-style-type: none"> • General wards • Psychiatric • Intensive care unit • Maternity Ward • Bereavement care e.g. dealing with relatives 	<ul style="list-style-type: none"> • Working as part of a multi-disciplinary team • Working with a specialist Chaplaincy team • Working in a multi-faith situation 	<ul style="list-style-type: none"> • Time management • Theological reflection

PROBATIONARY PLACEMENT (after completion of degree studies)

WORSHIP	PASTORAL	ADMINISTRATION	OTHER
<ul style="list-style-type: none"> • Contemporary worship • Other festivals, Harvest, Remembrance 	<ul style="list-style-type: none"> • Honing of pastoral skills • Children's work • Weekend retreats • Person to person skills • Personal support in place • Increased responsibility for funerals 	<ul style="list-style-type: none"> • Immersion in ministerial routine • Visit to General Assembly • Team development • Flexible prioritisation • Time Management 	<ul style="list-style-type: none"> • Support and encouragement of the search process • Reflection on all aspects of ministry and theology • Schools

PLACEMENT STRUCTURE

Stage	Description	Needs
First placement	<ul style="list-style-type: none"> · Dependant on supervision · Anxious about being evaluated · Diffidence about making professional judgements · Focused on content, task detail 	<ul style="list-style-type: none"> · Structure · Information · Teaching · Constructive and regular feedback · Encouragement
Second Placement	<ul style="list-style-type: none"> · Fluctuate between autonomy and dependence · Over confident v overwhelmed · Less simplistic engage with complexity · Owning the role 	<ul style="list-style-type: none"> · Freedom to test out · Space to learn from mistakes · Reflection on realities and constraints · High support and high challenge or; · do things better, do things differently, do different things
Probation	<ul style="list-style-type: none"> · Increased professional confidence · Sees wider context · Can generalise and reflect on learning and skills · Supervision more collaborative and challenging · Professional maturity · Can articulate professional knowledge and insight to others · Increased self-awareness of strengths and gaps 	<ul style="list-style-type: none"> · Freedom to initiate · Further professional development · To be stretched and challenged To be given wider responsibility · To have experience utilised · Less frequent supervision

Non-Placement Years

Candidates may have a year during which there is no requirement to be on placement. Some find this a difficult year as the absence of specific church involvement can lead to a feeling of dislocation and rootlessness. Others appreciate the freedom from restrictions on time. Presbytery can often be of great assistance in this year and at the annual review immediately preceding this year suggestions and arrangements can be made for Presbytery support and involvement at whatever level is deemed appropriate.

There are a variety of ways to spend this year. Some find it helpful to return to their home congregation while others feel that this will make it more difficult to leave again when the year is over. It is possible to use this year to engage in pulpit supply, or perhaps to come to an informal arrangement with your own or another congregation in terms of involvement in church life. It is an ideal opportunity to visit other congregations and gain experience of a variety of ways of offering worship.

During every non-placement year of *academic* training you will be asked to complete an end of year report. This is a self-appraisal and asks for reflection on the year in terms of theology and ministry and asks for an indication of any ministry offered and extracurricular courses taken (such as one-off conferences) during the year and a brief indication of issues which may have arisen which have encouraged theological reflection and an indication of possible goals for the coming year. This report enables the relevant TDO to prepare a report for the annual review and is helpful in identifying goals to be taken into the following year.

Reporting System

A comprehensive reporting system greatly assists the Ministries Council in gauging a candidate's satisfactory progress through training. Therefore, at each placement, the supervisor will be asked to complete a proforma report, while the candidate keeps a portfolio as a record of learning and learning needs.

At all placements the first document to be completed is the learning covenant – to be completed and returned within the first two weeks of a summer placement, or within the first month of other placements. Candidate and supervisor will receive a blank copy – only one should be submitted, whilst the other is retained for future reference by candidate and supervisor – this can be altered at any stage of the placement with the agreement of supervisor, candidate and the Task Group. This is an important document in the learning process as it enables goals to be set at the start, bearing in mind the previous experience of a candidate, which he/she hopes to achieve at this stage of training.

In the probationary placement an interim report should be submitted at six months by both candidate and supervisor and a final appraisal at twelve months, again from both candidate and supervisor. The appraisal format by each may have similar features but please note that separate appraisals must be received from candidate and supervisor.

At the end of the supervisor's final appraisal, he/she will indicate whether or not the candidate's overall progress is satisfactory or unsatisfactory at that particular stage of training.

To maintain and encourage an open approach between supervisor and candidate, the appraisals should be read by each other, with an opportunity to make comments on a joint response sheet which should also be submitted along with the appraisals.

Please observe the return dates that will be stated clearly on the front of the appraisals – this will assist greatly in our administrative process. In addition, while we do not anticipate problems arising during training, it is of vital importance that there is up-to-date documentation were there to be any issues to be resolved. All documents will be read by the TO, as well as members of the Training Task Group.

All documentation is sent by email from the office and must be returned electronically. Handwritten reports are not acceptable.

All reports from previous placements, including a copy of your Assessment Conference feedback information seen and signed by each candidate, will be forwarded to your next supervisor and it is hoped that this will prove helpful in drawing up future learning and serving covenants and ensure that candidates receive the experience needed as placements progress.

Placements are arranged in discussion with the TO. When a placement is proposed, a candidate will be asked by the TO to contact the supervisor to arrange a meeting to discuss the possibility. Once this meeting has taken place, both supervisor and candidate should confirm that they are happy for this to proceed. Thereafter, all the necessary paperwork will be sent out.

If any difficulties or questions arise regarding the placement at any time, please contact the TO as soon as possible. (see section 10 for further information re supervision)

9. PORTFOLIO AND REVIEW MEETING

INTRODUCTION

Few can doubt that the pressures on Parish Minister today are unlike any from the past. Not only are the range of skills required increasing but the days when she or he could count on the support of knowledgeable office-bearers can no longer be taken for granted. As a result, a minister is very much the hub not just for worship, discipleship and pastoral care but also church management, leadership and communications. Moreover, this unprecedentedly wide spectrum of tasks must be performed against a background where outreach and mission to an increasingly individualistic parish can never have had a greater priority.

Recognising both the challenges and the opportunities in ministry to 21st Century Scotland, a key set of skills and the training objectives necessary to deliver them has been identified for both full-time and part-time Ordained Ministers by the Church of Scotland's Ministries Council. These form the basis of this Training Portfolio and indeed future assessment of your successful training.

At first glance, these tasks collectively may look daunting. Nevertheless, please do not forget these are to be accomplished over the relatively long period of your placements and your Probation. Ultimately, it may not be possible to demonstrate competence in all the skills proposed. However, even the opportunity to discuss a skill with your supervisor would impart valuable information for the future; a lead that could be quickly followed up when encountering a challenge in the early years after ordination. Moreover, the provision of the whole skills-set may also prompt as yet unconsidered avenues for exploration and reflection.

The candidates' portfolio is a method of recording your learning, both for reflection and to assess your own progress. It takes the place of the Candidate Appraisal form which previously was completed by every candidate after every placement. Candidates found these forms repetitive and not altogether helpful and it is hoped that the portfolio will be a more personal and therefore more useful document recording learning undertaken, achievements and facilitating the identification of training needs. As it will follow you throughout your entire period of training there is no need to address all the elements of each section in every placement. Indeed, you may reach the end of training with some areas left unaddressed however after each placement there should be evidence of good and broad experience under each of the headings.

Using the Portfolio - An overview

As already mentioned, the Training Portfolio contains a comprehensive skills set to assist in meeting the challenges of early ministry.

Laid out in the Record Section, each of these has an overall heading and three related columns. These are:

Heading - This gives the overall domain in which the skill lies and there are 8 such domains for Full-time Ministry and 7 for Ordained Local Ministry.

Area Column - This gives a more specific skills grouping and scope for the specific skill to be learned & demonstrated.

Task Column - The specific task that will define the skill that is being learned and assessed. This is occasionally accompanied a brief guidance note.

Progress Comment Column - This is the space for comments to be made, usually by the student, as to how well a skill has been demonstrated. In some cases (e.g. Church Law) this may be a one-off assessment after a course and can be marked as completed. However, most other entries in this column (e.g. draft prayers) will be a record of ongoing performance and should be filled in with pencil to allow future updating as attachments and the probation period progress.

Clearly there is insufficient room for detailed comment; such reflection could be usefully be placed in a journal. Instead an 'aid memoire' is more appropriate.
Entries in this column constitute part of the provision of evidence of satisfactory skills performance.

The overall principle in using the Portfolio effectively is to see it as a living document helping the student and supervisor keep an overview of the development of the necessary skills for ministry that will be fully demonstrable at the end of training.

The Portfolio's role in Assessment

The Portfolio has a number of roles in assessment:

Self-Assessment. A frequent survey of the Portfolio and updating by students will give a clear view of what standard needs to be demonstrated in a skill and also a sense of progress to their overall training.

Supervisor Assessment. A regular viewing of a Portfolio will assist in gaining a feel for a student's achievements in previous attachments, a reminder of current skills performance and indicator of areas yet to be addressed.

Review Assessment. It is planned that the Portfolio will play a key role in National Assessment at Reviews. To that end the Portfolio will be presented to the Assessors shortly before the actual meeting and then the Student will give a brief presentation on their progress in their attachment based on their skills achievement.

General Guidance Notes

Role of Student

With regards this Training Portfolio, the student is required to:

- Understand its structure
- The different types of record or evidence each section requires.
- Discuss with supervisor current performance each skill against the given criteria.
- Gather evidence from all other training activities including retaining essays, sermons, reports of pastoral encounters and personal plans.
- Routinely survey the portfolio to ensure that it gives an accurate statement of the current level of competence and progress in learning.
- In terms of the assessment process the student is required to:
- Be familiar with the each skill he/she is self- assessing.
- Know the criteria for assessment.
- Collect the evidence of a current training outcome or, with the agreement of the Supervisor, a learning experience from the past which gave rise to a current competence.
- Evaluate the evidence using the relevant criteria.
- Make a personal assessment decision whether the evidence or performance meets the assessment criteria and discuss with Supervisor.

Role of Supervisor

The supervisor's role includes coaching, mentoring and assessment.

Supervision in the sense of coaching is a form of learning requiring a more experienced individual providing and sharing their knowledge directly with the individual. This training method usually provides the most direct approach to acquiring knowledge and is most appropriate for skills-based instruction. When combined with a comprehensive and structured learning programme, coaching is one of the best methods of reinforcing new habits.

Supervision in terms of 'mentoring' is a one-to-one relationship based on encouragement, constructive comments, openness, mutual trust, respect, and a willingness to learn and share. It exists between a more experienced minister and a less experienced student. The mentor is a model, a motivator and a counsellor to the learner. The mentor's responsibilities include:

- Helping the student set long-term career goals and short-term learning objectives;
- Helping the student understand the organisational culture;
- Recommending and/or creating learning opportunities;
- Transferring knowledge in the designated skills domains (c.f. Portfolio) and generic areas such as communication, critical thinking, responsibility, flexibility, and teamwork;
- Pointing out strengths and areas for development;
- Answering any questions;
- Aiding reflection and
- Providing guidance on personal matters.
- In terms of the assessment process the role of the Assessor is to:
- Inform the learner further about skills laid down in the Portfolio.
- Support and guide the learner in the collection of evidence
- Help the learner develop and use their self-assessment abilities
- Ensure that the Portfolio is being used to indicate necessary skills and their performance criteria.
- Conduct the skill performance assessments and provide feedback
- Ensure that the Portfolio's recording requirements have been met
- Engage with the National Assessment process by ensuring timely rendering of reports that are accurate, frank and fair.

Guidance on the Evidential Sections

The entire Portfolio is a collection of different types of evidence relating to the work being assessed. As already stated, the key evidence of skill's performance are the notes made in the 'Progress Comment' column. But it should also include a selection of the actual work completed by the learner.

When compiling the entire Portfolio, the learners should bear in mind that learning occurs in the following areas:

- Formal education & training programmes
- Formal and informal on the job education and training
- Self-study for enjoyment
- Informal experience gained in the workplace or community
- Non-formal in-house education and training

Whilst the supervisor and student may jointly plan the Portfolio's evidence, it is important to bear in mind that it is the **learner's** responsibility to collect the evidence and compile the portfolio.

The type of evidence required will be determined by current Ministries Council guidelines.

Ultimately, the guiding principle is the continuous development of a balanced portfolio which will then be assessed according to its:

- **V**alidity;
- **A**uthenticity;
- **C**urrency;
- **C**onsistency; and
- **S**ufficiency.

At the Review Meeting

Your portfolio is assessed at the Annual Review meeting which is also the point at which the Council and the Presbytery satisfy themselves that your year has produced a useful and rounded learning experience and that you are ready to proceed to the next stage of training.

Your portfolio should be submitted to the Review Panel at your Annual Review 15 minutes before the commencement of the interview. This is to give the Review Panel the opportunity to satisfy itself regarding what you have covered, in what depth, and to identify any gaps for the next placement. Any deeply personal material which you do not want the Assessors to see should be removed from the portfolio before submission. You will be asked to wait outside while the panel consider your portfolio and supervisor's report. The portfolio will be returned at the beginning of the interview.

You should come to the Review meeting prepared to make a 10 – 15 minute presentation on your placement. **You should provide the Panel with an outline of your presentation**, e.g., an A4 sheet, or PPT handouts. This will be returned to you to form part of your portfolio. The presentation should cover: what has gone well, and what has been challenging; what areas of ministry you have explored/covered and what is still outstanding; what you have learned and what are your learning needs for your next placement. You may use any presentation method with which you are comfortable but if you require electronic equipment, please let us know **a week in advance** so that this can be organised. You will be kept to time as there is a lot to get through in the space of 45 minutes so please try not to exceed 15 minutes.

The remainder of the interview will be dedicated to questions on your placement experience, including your supervisor's report, and considering goals for the next stage of training. A report will be generated from the meeting and this will be emailed to you as soon as possible and no later than one week from the review. The decision of the panel will be contained within the report. While there are four possible decisions which any panel may come to, there should be no surprises at the interview and if there were likely to be any problems you would be made aware of them in advance. This does not mean, however, that the interview is a "rubber stamp" on the year and the panel do have the capacity to make any of the four decisions should the interview itself not go well. You will find a note of the four possible decisions at the end of this document.¹

Notwithstanding these options, please be assured that the process is designed to be supportive, to identify as far as possible your specific training needs and to treat you as an individual. The aim is to equip you for ministry as fully as possible and to ensure that you get all the help and support that you need along the way.

¹ The four possible decisions are:

Candidate proceeds to next stage of training

Candidate completes outstanding work within an agreed timescale and then proceeds to next stage of training

Candidate has an extension of training followed by a further review

Candidature is terminated

10. SUPERVISORS' TRAINING

The Ministries Council approves all placements which candidates undertake and therefore trains supervisors as it deems appropriate; the Ministries Council seeks to build up a “pool” of supervisors representative of the broad nature of the Church of Scotland – both men and women, of different theological stances, in a variety of church settings. The Ministries Council’s policy is that supervisors must have served at least five years in the ministry and at least one year in his/her present charge or position; the supervisor should have attended a basic training course in supervision and be committed to ongoing training. A supervisor, who has a candidate undertaking a placement, should not be absent from the charge for a prolonged period of time e.g. on lengthy study leave. If circumstances change for a supervisor e.g. a move of charge or illness, it may be necessary to move the candidate to another placement; if there is an associate or a deacon in the charge, then all parties in the team must have been in the post for at least one year and relationships in the team should be settled.

There is a need to keep a good number of ministers on the supervisors’ list; however the limited number of candidates in training means that not all will be used and some, especially in some parts of the country, rarely used. It also greatly depends on where a candidate is resident which, given the fact that studies are undertaken at one of the five Universities, most stay close to these centres, at least during study time.

Supervisors have a key role to play in the placement scheme, trying to make sure that a candidate has adequate opportunity to make progress in their formation for ministry. The Ministries Council recognises and affirms that good supervision takes time – to have a candidate undertake a placement is not the equivalent of having an assistant – the candidate is there primarily to gain experience and reflect on that experience with the supervisor, and therefore rather than “saving time” by having someone else “do a job”, good supervision means that more of the minister’s time is taken up in this important and vital task for the good of the future ministry of the Church. The Ministries Council is extremely grateful to ministers who are able to give their time and experience in this way.

It is also important to prepare a congregation to accept a candidate on placement. A sample letter which can be inserted into a church magazine is included in this section which may prove helpful in this regard.

Full details of the reports procedure are contained in section eight of this booklet. It is vital that the return dates on documentation are strictly observed. When these documents are returned to the Ministries Council they are sent to designated members of the Training Task Group who submit reports for the Annual Review. **The late arrival of reports may affect progress to the next stage of training.**

If problems do occur in a placement, every effort should be made to resolve these informally, through discussion between the candidate and the supervisor. It would be extremely unusual for a candidate or supervisor to raise problems in a final report that had not, in some way, been previously aired and attempts made to rectify the situation. The TO is also there as a contact for both candidates and supervisors – if you feel that staff can help in any way, please do not hesitate to contact us at the Church Offices in Edinburgh.

Should informal efforts prove unsuccessful, there is a complaints procedure, which is in the Act passed at the General Assembly in May 2004.

Supervisors will not confine themselves to whether or not certain “ministry tasks” have been experienced or carried out, but a candidate’s ability to reflect on situations, work collaboratively and relate theology to practice; a candidate’s whole approach to ministry will be considered, including the continuing assessment of character, beliefs, vocation, motivation and general suitability for ministry.

The supervisor will also be responsible for setting up a Support Group for the duration of the placement – this is a requirement for the probationary placement, and something the Ministries Council would

encourage in all other placements, although recognising that a Support Group for the ten week placement may be more difficult to arrange.

The following information on supervision, prepared by Rev Dr David Lyall (former Principal of New College), may be helpful and give an example of some of the issues raised at supervision training. Also included are copies of letters which your supervisor may use, for example, in a Church newsletter, to prepare the placement congregation for your arrival (see paragraph four on previous page) and Congregational Support Group Guidelines.

SUPERVISION

The Ministries Council regards your placements (see section eight) as critical in the process of formation for ministry. These placements are not designed simply to give you 'work experience' (though hopefully you will 'learn by doing') nor to provide help for the minister or deacon (though sometimes - especially during the probationary placement - you might provide a modicum of such!) Rather you are in placement to help you to grow in ministry and the role of the supervising minister is to facilitate this process.

Supervisors and their congregations are carefully selected as providing situations where ministers in training will be enabled to grow both personally and professionally. The supervisors themselves have attended a conference on supervision and the Ministries Council is in the process of developing ways of enhancing supervisory skills.

What is supervision? It is certainly easy to say what it is NOT. It is not superintendence (though of course your supervisor does carry responsibility to see that training requirements are met); and it is not more academic education (but don't be surprised if your supervisor recommends you read the odd book). There are two senses in which we can understand the process of supervision, a broad one and a narrow one. In the broader sense, your supervising minister is your supervisor from the moment the placement is formally agreed to the moment when your contact with him/her and the congregation ceases. During this period you will learn in many ways, by observation, by asking questions, by trying things out for yourself and receiving constructive feedback both from your supervisor and any congregational support group which exists.

There is however a narrower understanding of supervision to which more attention must be given. You and your supervising minister will meet regularly and quite intentionally 'for supervision'. The frequency will vary according to the stage of your training but it will be a time especially set aside so that together you may explore what you are learning. The early meetings will inevitably focus upon the *Learning Covenant* which will help you to set realistic goals for that particular placement. The Learning Covenant is not however set in concrete and with the agreement of all parties may be renegotiated should new learning goals be identified.

Normally your supervisor will expect you to come prepared to talk about some previously agreed topic. It may be a service (or some part of it) which you have conducted; it may be your observation of what happened at a Kirk Session meeting; it may be your attendance at a funeral; it may be a pastoral visit to a home or hospital. Sometimes you will be asked to report verbally; at other times you may be asked to produce something in writing.

Preparing for Supervision

Whether you are giving an oral or a written presentation of your work you will gain most from it by preparing for it in advance. There are some key questions worth considering which your supervisor may (or may not) raise with you. Not all of these questions will be relevant for everything you present but it is worth considering whether they are.

What actually happened? It is important to develop your powers of observation and recall. You may find it helpful to make some notes as soon after an event as possible and will almost certainly need to do so if you are writing up a *verbatim* of a pastoral visit. Try to remember as honestly as possible how you actually responded to the situation.

What feelings were around? Try to identify how you were feeling at the time of the event. Interested? Bored? Angry? Anxious? Puzzled? Try to enter imaginatively into the feelings of others involved (but don't assume you are getting it right!)

How did you understand what was going on in the situation? Do you have any provisional understanding of how the events related to one another? Are there any theories which help? (but don't fit people into theories!)

What might you have done differently? Try to identify alternative courses of action and to imagine their possible consequences. What alternatives are open to you now (if the situation is on-going)

What did this incident teach you about yourself? Perhaps you have discovered strengths/abilities which you did not know you had. Maybe you have discovered an area in which you lacked experience or a skill which needed further development.

What did you learn about ministry from this event? Was it something which surprised you? Or did you come to realise that an issue was more complex than you had thought?

What has this incident taught you about God? Can you identify theological issues in the situation? Are there biblical incidents which are relevant? What have you learned about the relationship between theology and practice?

Interim Reports and Final Appraisals

Towards the end of your placement your supervisor will complete an appraisal (in the probationary placement an interim report and a final report from both of you is also required). These appraisals form part of the Candidate Review Process. Each of you will sign the report and you are free to make comments on the appraisal. These appraisals are read by the TDO and one or two members of the Training Task Group.

They are not meant to be assessed simply as either SUSTAINED or (very rarely) NOT SUSTAINED but will be a record of the topics and issues which you and your supervisor have explored together. In good supervision there should be 'no surprises' in any report because all issues of importance will have been addressed in supervision. You and your supervisor will have been on a pilgrimage together. Hopefully you will feel affirmed in your achievements and be looking forward to the next stage of the journey with a degree of excitement as you seek to address a fresh set of learning issues (even at the end of your probationary placement). Perhaps also you will have appreciated the process of supervision so much that when you enter fully into ministry on your own you will find a group of colleagues with whom you can share in a process of mutual supervision or consultation.

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To congregations about to receive a candidate on Placement

The Training Task Group of the Ministries Council is delighted that you are going to provide a training placement for a candidate on placement. Most congregations find this a stimulating, enriching and enjoyable experience, but it also means change, especially if you are having a candidate for the first time. The Task Group thought it might be helpful to outline its hopes for the placement, and the thinking that underlies it.

The background

The placement is made by the Task Group in careful consultation with the candidate. The aim is to ensure that the candidate receives the best possible training, and is given ample opportunity to receive constructive criticism, and to reflect on the relationship between their theological education and parish life. All salary costs and travelling expenses are met centrally.

Changes for your minister

It might seem that your minister or deacon will be having an easier time with a candidate to share the load. The task of training, however, is a major one, and will occupy a great deal of your minister's time, energy and imagination. This work is largely unseen, but it is vital for the candidate to receive a well planned range of experiences, good critical feedback on the work that has been done, and time to discuss, reflect and ask questions.

Changes for the congregation

There will be a new face, a new voice, perhaps a new approach to some areas of parish life. On occasions where in the past you would have seen only your minister, now you may see minister and candidate together, or perhaps the candidate on his/her own. Please understand that if the candidate visits you at home or in hospital, or is asked to conduct a funeral, this does not mean that your minister is not interested in you. These are important areas of work for the candidate to experience before going to his/her own parish.

The Task Group hopes that you will warmly welcome the candidate, and offer to him/her (and where appropriate spouse and family), support and encouragement. Each candidate brings a unique blend of skills and gifts, and these need to be used to the full; at the same time, however, it is important to remember that there is no guarantee that a replacement candidate will be allocated, so it is unwise for the candidate to develop too many new initiatives which cannot be sustained when he/she has gone.

Changes for the candidate

For most candidates this is an exciting time; a first taste of diaconal ministry, an opportunity to get to know another congregation, the challenge of fulfilling their calling. Parish life is very difficult from university life, and time is needed to adjust. Every candidate makes mistakes; so please be patient and understanding!

Conference programme

The Task Group arranges compulsory conferences for all candidates to enable them to work together on issues relating to ministry.

If things go wrong

Thankfully this is a rare occurrence; if there are problems, the Task Group will seek to deal with them in a caring and pastoral way.

Finally

The church's candidates represent the next generation of ministers, and this stage of their pre-ordination training is vital. The Task Group hopes that you will enjoy sharing in it. Future congregations as well as the Task Group and indeed the whole church looks to you to prepare them as fully as possible for the challenges of ministry that lie ahead.

We wish you God's blessing as you undertake this task.

Yours sincerely

Convener
Training Task Group, Ministries Council

II. CONFERENCE PROGRAMME

There are vital areas of ministry which are not catered for in the academic setting, but which must be considered seriously in formation for ministry – the Ministries Council has devised a conference programme which will hopefully complement the learning experience of both University and placements. These pre-ordination conferences are a compulsory part of training and are the result of research and feedback over recent years about the needs of ministers in training.

There will be a conference in Summer/Autumn of each year. The overall conference programme is rolled out over three years with three dedicated streams within each year: new candidates concentrate on Pastoral Care, 2nd years on Worship and 3rd Years on Mission. In addition there are sessions on Church Law relating to these three areas of Church life and a number of plenary sessions which explore issues of significance to ministry in 21st century Scotland. Over the three years the following topics are covered in plenary:

Year A: Focus on Ministry: Being Presbyterian; Interfaith issues, Ecumenical issues, The Guild; Mission and Discipleship

Year B: Focus on Ministry: Being Inclusive; Disability Focus; HIV AIDS; World Mission; Church and Society

Year C: Focus on Ministry: Power and Privilege and Use of Authority; Race; Gender; Ministries Council; Crossreach

In addition there will be a spring conference taking the form of a spiritual retreat over 48 hours. These conferences will be in small groups – usually about half of any year group.

Exact dates of these conferences may vary slightly each year and will be advised to all candidates as soon as these are fixed. When you attend and complete this conference cycle may depend on the length of course you are following, so please confirm details with the relevant TO. Candidates will only start attending these conferences within three years of the expected completion of academic studies – the first three placements will also be arranged to coincide with this three year period. Any alterations to these arrangements will be on an exceptional basis and must be agreed by the Training Task Group.

In the probationary placement, all candidates will attend a further four conferences, lasting three to four days each, details of these are given in the Probationers' Handbook. In addition, Diaconal Candidates attend Diaconal Council every year.

These conferences not only allow a consistent and coherent programme to be followed by all candidates, but also develop peer group formation from an early stage in training. The conferences allow space for reflection and collaboration with fellow trainee ministers and deacons and hopefully provide encouragement for one another and increase that sense of belonging to the Church.

CONFERENCE ARRANGEMENTS AND ETIQUETTE

Welcome to the conference programme. The following information is important for you to note.

A series of conferences arranged by the Training Task Group forms an essential and compulsory part of ministry education and formation. The conference programme will provide opportunities for co-operation, collaboration and personal development. Time spent together with others will help cement life-long friendships and strengthen a team spirit within the church. It is for these positive reasons that candidates are requested to take part in the full programme. Social time will provide occasions for relaxation in the company of others. Ideally work, other than for the conference, should not be done in this time.

Pre-Conference

Time-tabling events around attendance at conference is an important discipline so candidates are able to arrive on time and participate throughout. If in a placement, advance arrangements should be made with supervisors to ensure minimum preparation for the following Sunday. The Task Group is aware that this time away from family and other responsibilities is not easy to achieve, but feel the group experience is an essential part of training.

All candidates must attend the following conferences in all parts:

June in the first year of training only: an induction conference

August/September each year (Friday – Tuesday): Candidates' Conference (Ordained Local Ministry Candidates attend the weekend only)

March or April each year – spiritual retreat, 48 hours, full-time candidates only

Papers for Conferences

Candidates should bring all papers that have been sent by post, along with any other books and materials they have been requested to bring. Any preparatory work should also be done as a matter of priority – you will only get out of the conference programme as much as you are prepared to put in.

Emergencies

In the event of an emergency, where it is likely a candidate will miss all or part of a conference, the following procedures should be followed:

- The candidate should make immediate telephone contact with the Ministries Council and speak in person to the Training Officer who is their contact within the department. In the event of that person being unavailable, another Training Officer should be contacted and an appropriate message left with a contact number for reply. It is vital that this is done as soon as possible for various practical reasons related to conference arrangements but more importantly to ensure that permission to be absent is given. In some circumstances candidates may be asked to provide written information or medical certification in support of their request. Candidates should report any bereavement within their own family to the TO.
- Any emergency at the conference should be reported immediately to the TO.

Conference Venue

Normally single room accommodation will be provided; however, on occasion it may be necessary for candidates to share if single room accommodation is not available. Rooms are not necessarily en suite.

Special dietary requirements should be sent in writing to the TDO or office by the candidate for each conference, as a number of different venues are used by the Ministries Council. At the venue the candidate should identify him/herself to the staff to ensure the correct diet.

Fire regulations are normally listed on the information given at the venue along with smoking regulations, key and other domestic arrangements.

Travel Expenses

The Ministries Council will pay travel expenses at the Committee rate as outlined in the claim form. It is expected that those travelling a great distance will make advance bookings for the best prices.

Mobile Telephones

Mobile phones should be switched off during the conference sessions.

ABSENCE FROM CONFERENCES

Attendance at conferences is a compulsory part of training, and allows a consistent and coherent programme to be followed by all candidates. It also allows space for reflection, an opportunity for collaboration with fellow trainee ministers and an increased sense of belonging. It is therefore assumed that candidates will attend all conferences, treating attendance as being of the highest priority.

However, it is recognised that there will be times when a candidate will have an unexpected difficulty with attendance. It is essential that, as soon as the difficulty becomes apparent, the candidate must contact the relevant Training Development Officer and discuss the particular situation.

Where only a short absence is agreed to be necessary e.g. to attend a funeral, it is usually possible for a candidate to complete an essay to make up for the absence from the conference.

Where a longer absence is agreed to be necessary, it may be possible to attend a conference at an alternative time. However, this must be discussed in the light of the rotation of conferences and their content, the reason for the absence, and the stage of training of the candidate.

Each case will be discussed, and the particular set of circumstances considered, on an individual basis.

The aim will be to provide support for the candidate, minimise disruption for staff and candidate, and ensure that a full training is experienced by the candidate.

The Task Group will continue to monitor the policy and the details of absences.

12. MINISTRIES TRAINING NETWORK

The Ministries Training Network is a series of regional meetings designed to enable candidates to meet together for worship, peer support and learning. The written work from these meetings forms the basis of a portfolio of work which demonstrates the Candidate's integration of theory and practice and will be assessed by an independent marker. The proposals for a Training Network for candidates, which were approved by the Ministries Council, were also approved by the General Assembly of 2007.

SEQUENCE OF MEETINGS

There will be one meeting per month, organised locally in groups of about 6 Candidates. These will be held between October and May and will be considered part of the placement. In addition Candidates will be required to journal – about 200 - 300 words per fortnight, reflecting on the placement experience if they are on placement, otherwise on any worship, pastoral, academic experiences that cause them to reflect.

CONTENT OF MEETINGS

Meetings will consist of biblical/theological reflection and reflection on case studies/verbatim reports brought by each candidate in turn. Meetings will begin with worship.

ASSESSMENT

Assessment of development would be on the basis of growing spirituality, leadership skills and awareness of vocation. Once during the year candidates will be asked to reflect critically and theologically on externally provided material and such reflections would be assessed. The material will relate directly to the practice of ministry e.g. material on spirituality or leadership skills. Each candidate would be asked to submit their verbatim/case study (not assessed) alongside a critical commentary which would include theological reflection on it (assessed). These two exercises would amount to the assessed work in the year.

Journals will be submitted twice during the year, and at the end of the year and read by the group facilitator who will identify training needs on the basis of observable development. Journals will be expected to show critical reflection on practice, the development of reflective skills, awareness of vocational process and the identification of learning needs. A short critical commentary on the journal will be appended by the candidate, identifying their own perceived learning needs.

**MINISTRIES COUNCIL
MINISTRIES TRAINING NETWORK**

Structure of Meetings and Guidelines for Submission

The Ministries Training Network (MTN) was piloted in 2008 – 2009 and has developed from this point into the structure set out below. The purpose is to enable Candidates to develop as reflective practitioners.

Structure of Meetings

- A 2-hour meeting each month from October to May, offset against placement time.
- Small groups of about 6-8 candidates organised geographically.
- Worship led by each candidate in turn (10 minutes), and by the group facilitator when necessary.
- Biblical reflection.
- One verbatim/case study from each candidate including appropriate scriptural references (in each month one would be provided for discussion, analysis and reflection and biblical reflection). (60 minutes+)

Biblical reflection

- The facilitator will ensure that each candidate takes good part in this. The aim is to ascertain/encourage appropriate engagement with the text as a pastoral tool. This element places biblical reflection at the heart of MTN and ensures candidates are able to use the bible appropriately in ministry. At least one journal entry ought to feature biblical reflection.

Journalling

The requirement is to journal no less than fortnightly. The journal will be submitted directly to the Facilitator in December, February and May but not assessed. It will be reviewed by the Facilitator. The Candidate will inform Fiona Wyllie when this has been submitted on each occasion. See Handout on Journalling. Probationers are encouraged to journal, but are not required to submit their journal.

Assessed Work Relating to the Journal: A critical commentary relating to the Journal entries (500 words) should be sent to Fiona Wyllie when the third journal entries are sent to the Facilitator. This commentary will identify personal development and awareness of learning needs and will inform the goal-setting exercise at Annual Review. This commentary will be assessed by the Facilitator.

Candidates can journal in any way which is comfortable and helpful for them, but should agree this with their facilitator in advance. E.g.:

- Electronic or handwritten
- Blogging
- Audio journal
- Sketched, in colour, or a scrap book, with sufficient text to outline and give evidence of reflection.

In addition to Journal Commentary (as described above), two further pieces of work will be assessed by the Facilitator.

Two assessed exercises: to be submitted in March and May respectively, to Fiona Wyllie, copied to the Facilitator and assessed by the Facilitator.

- Reflective Essay on the practice of ministry - reflection on provided material. This will be chosen by the facilitator and therefore will differ between groups. This material will relate directly to the practice of ministry e.g. material on spirituality or leadership skills. A

bibliography will be provided for this, but should not be considered to be exclusive. This is a reflective piece outlining how the reading has influenced/shaped your understanding of ministry and how your practice will alter as a result. (1500 words max). This is to be submitted in March.

- Critical commentary on verbatim/case study which you presented at the MTN meeting (1500 words max) This should be an encounter which has caused dissonance (negative or positive, dissonance can be caused by positive experiences) and need not be pastoral but could be related to leadership or spirituality, or management. The purpose of the commentary is to begin to address a learning need identified in the course of analysing the verbatim, therefore a bibliography will not be supplied but should be constructed in response to the learning need. The verbatim/case study should be submitted as an appendix to the essay. This is to be submitted in May.

Submission Dates 2017– 2018:

	Journal 1 (to Facilitator, confirmed to FW)	Journal 2 (to Facilitator, confirmed to FW)	Reflective Essay on practice of ministry (To FW only, who will pass to Facilitator)	Critical Commentary on Verbatim (to FW only, who will pass to Facilitator)	Journal 3 (to facilitator) Critical Commentary on Journal (to FW)
Candidates	8 Dec 2017	23 Feb 2018	16 March 2018	11 May 2018	8 June 2018
Probationers	Do journal but do not submit	Do journal but do not submit	16 March 2018	n/a	n/a

All submissions will be assessed as Satisfactory/Unsatisfactory. A satisfactory submission will show signs of engagement with and critical reflection on the issues, a self awareness in terms of good or poor practice, the identification of learning needs and a commitment to improved practice in ministry.

Submissions which come into the Ministries Department, rather than directly to the Facilitator, should be emailed to Fiona Wyllie at MinistriesTraining@churchofscotland.org.uk by the appropriate date. Submission dates should be strictly observed and are issued early to allow for forward planning. Late submissions are unhelpful to and inconsiderate of the assessor and may result in work having to be repeated. However, if you anticipate any difficulty with making the submission within the timescale, you should discuss this with your Facilitator in the first instance. Your Facilitator may then contact Moira Whyte, Training Officer (Candidates) to discuss the situation.

Each page should carry as a header:

- Candidate's name
- Title of submission eg Reflective Essay, Critical Commentary on Verbatim, Critical Commentary on Journal.
- University
- Placement number (if applicable)
- Name of facilitator

Please note: all conversations, written exercises and observations are completely confidential and should not be discussed outwith the context of the reflective group.

13. SPEECH TRAINING

It is one of the Church requirements that a candidate must have satisfactory attendance at, and performance in, courses in speech training. This must be completed before entering into the final placement.

At present, instruction in speech training takes place at the Candidates' Conferences.

In addition, a one-to-one arrangement will be made in their first placement whereby each candidate will be heard taking a service. Constructive Feedback will be given. Candidates are responsible for ensuring that this takes place. Details of who to contact will be given to Candidates in September of the year of their final placement.

14. CHURCH LAW

Again, it is a requirement of the regulations that all candidates should have satisfactory attendance at, and performance in, a course in Church Law. This will be provided at the conferences and during the probationary placement and must be completed within this conference programme. An assessment of a written piece of work will be made by the Principal Clerk at the Probationary stage of training.

Stage of Training	Area of Church Law	Relevant Acts	Competencies	Assessment
Induction Conference	Safeguarding	2005 Act 5: Child Protection Procedures 2011 Act 7: Protection of Vulnerable Groups		
Year 1	Pastoral Care: Kirk Session and Constitution	1932 Act 18: Congregational meetings 2001 Act 03: Discipline of Ministry 2004 Act 6: Kirk Session Meetings 2007 Act 4: Protection Against Bullying	Be aware of Church Law as it relates to the pastoral care of congregation and parish and have a good understanding of both the implications of the law for practice, and how it should be applied.	
Year 2	Worship	Consolidating Act Anent Ministry (As amended by Acts VIII 2000, XIII, 2002, III, VI And VIII 2003, X and XIII 2004, I and IV 2006, IV 2008, Act LI 2011, and Act XV 2012) Consolidating Act Anent Church Courts (as amended by acts VII 2001, II 2002 and III, VII 2003, I 2005 and I, II, XII, XIV 2006, VII 2007) and I, II, VII, and VIII, 2010) 2000 Act 5: Sacraments - consolidating act 2000 Act 6: Communion Rolls - consolidating act 1996 Act 12: Vows of Church Membership 1931 Act 16: Precentor or organist	Be aware of Church Law as it relates to worship and have a good understanding of both the implications of the law for practice, and how it should be applied.	
Year 3	Leadership and Mission	2006 Act 1: Presbytery Membership 2000 Act 3: Church Courts - consolidating act 1989 Act 5: Church finance 1932 Act 10: Election and admission of Elders and Deacons 2012 Act 10: Co-operation among Presbyteries	Be aware of Church Law as it relates to the Leadership of the Church and have a good understanding of both the implications of the law for practice, and how it should be applied.	

Probation				
Conference 1	Overview	Westminster Confession Articles Declaratory	Be aware of what it means to be Presbyterian. Why we are governed in the way we are, how it relates to scripture and Church history and what the relevance of this is to the Church today.	
Conference 3	Local Church Review	2011 Act 1: Local Church Review	Understand the nature and purpose of Local Church Review as a tool to develop mission and vision	
Conference 3	Baptism	2000 Act 5: Sacraments - consolidating act	Have a good understanding of Church Law relating to baptism and be aware of how this affects practice.	
Conference 3	Marriage	1978 Act 3: Proclamation of banns 1977 Act 1: Recognition of marriage services 1959 Act 26: Remarriage of divorced persons Marriage Act Scotland	Have a good understanding of Church Law relating to marriage and be aware of how this affects practice.	
Conference 4	Vacancy procedures	2003 Act 08: Vacancy Procedures	Understand Church Law as it related to vacancy procedures	
Day Conference	OSCR Trusteeship Buildings		Have a good awareness of the relationship between OSCR regulations and Church Law and the role and responsibilities of Trustees. Understand Church Law as it relates to buildings	
24 hour Conference: GA	General Assembly	Practice and Procedure	Experience of the General Assembly and an introduction to its practice and procedure	

15. SAFEGUARDING

The General Assembly of the Church of Scotland of 1997 agreed the following policy statement.

The Church of Scotland has a deep concern for the wholeness and wellbeing of each individual. It seeks to safeguard the welfare of all people, regardless of age, who come into contact with the Church and its organisations. It is the responsibility of each individual within the fellowship of the Church to prevent the physical, sexual or emotional abuse of children and young people.

Since then, the Church has continued to build on this position, adopting best practice in the field, ahead of legislative requirements. As a result, the Church has been well placed to respond to new developments in the Law as they have been introduced by the Scottish and UK Parliaments.

Candidates will normally be in possession of an Enhanced Disclosure Certificate at the point of acceptance. Once ordained, or appointed to a post, the Church requires that ministers and deacons re-apply for an Enhanced Disclosure Certificate as part of an exercise conducted by the Ministries Council on a five yearly cycle, in terms of Act XV 2003.

Training in the Church's Safeguarding processes is compulsory for all candidates for the recognised ministries of the Church. Such training will normally be delivered as part of the first conference which candidates attend.

This training enables every candidate to be conversant with the policy and practice to be adopted in this most sensitive area; enables candidates to be clear about appropriate measures to be implemented by Kirk Sessions; enables candidates to be clear about the action to be taken in the event of an allegation of child abuse, including requirements laid down by Law and by the Church; and also enables candidates to be aware of issues for good practice in their pastoral work. The underlying theology in the training in the protection of children and young people is one of fullness of life and of seeking to safeguard the welfare of all people regardless of age.

The main point of contact for candidates on Safeguarding issues is through the Safeguarding Office, 121 George St, Edinburgh. All congregations should have a congregational Child Protection Co-ordinator, who holds the most up-to-date version of the Safeguarding Handbook. Ministers or candidates seeking to update an Enhanced Disclosure Certificate should contact the Safeguarding Office.

The Safeguarding Office can be contacted on 0131 240 2256. Both the Ministries Council and the Safeguarding Office are pleased to give information and advice at any time.

16. ROLE OF PRESBYTERY (INCLUDING PASTORAL CARE)

After completion of a period Discernment, applicants may present to an Assessment Conference. When someone has been accepted at an Assessment Conference, s/he must also be nominated as a candidate by his/her Presbytery. If such nomination is not made, then training cannot proceed.

The Ministries Council, therefore, acknowledges the rightful place that Presbyteries play in relation to candidates and seeks at all times to keep Presbyteries fully informed of the progress of candidates in terms of placements, academic studies and continuing general suitability for ministry. This should be seen in a positive light as Ministries Council and Presbytery seek to work together to enable good formation for ministry for all candidates, and, if problems do occur, then again it is vital for Ministries Council and Presbytery together to address these with candidates.

An annual report on each candidate's progress is made by the Annual Review Group, on behalf of the Task Group, as part of the Candidate Review Process. A decision is taken regarding progress, and goals for the following year are discussed with the candidate, representatives of Presbytery and the Ministries Council.

Pastoral Care

Whilst the Ministries Council seeks to support all candidates for ministry as it is able, through staff support, hardship funds, trained supervisors and placement support groups, the primary pastoral support of candidates is the responsibility of Presbyteries. It is important that appropriate pastoral care is extended to candidates in training for the diaconal ministry. Please contact the appropriate person in your Presbytery in this regard – if in doubt, contact the Presbytery Clerk.

Unless you opt to change, you remain under the care of your nominating Presbytery throughout most of your training, however you should take special note of section 19 of the Regulations which apply if you change your permanent place of residence outwith the bounds of the Presbytery which nominated you. It is a requirement that, at the start of the 15 month final placement, candidates transfer to the Presbytery in which the charge, where he/she is working, is situated.

Presbyteries are required to reaffirm each candidate's suitability for training on an annual basis.

It may be possible to make candidates corresponding members – including those candidates resident within the bounds who have been nominated by other Presbyteries.

As a result of the General Assembly of 2004, the Candidature Review processes will be instituted with all candidates from 2004 onwards (as indicated in the Act) and Presbytery will be involved in the ongoing review, support and evaluation of a candidate's progress towards ordination.

17. MISCELLANEOUS

(a) Procedures in cases of illness

All candidates must report all absence from work/University to the Ministries Council through the relevant TDO. Initially this should be intimated by telephone, however the pro-forma notification of absence through illness or a similar statement should be sent on return to work/studies or after seven days absence, whichever is the sooner. Where absence is for over 7 days, it is necessary to attach a medical certificate covering the period of illness. Certificates should then be submitted regularly until a final certificate shows the date of return to work/studies. Candidates must continue to advise the Ministries Council accordingly through the TDO.

The above information ensures that the Ministries Council's administrative procedures run smoothly, however please note that members of staff of the Ministries Council are always prepared to advise, assist and support any candidate in time of illness. In such cases, please write separately and mark the letter "confidential".

Presbytery, being the primary focus for pastoral support for candidates, should be notified in cases of illness, either by contacting the Presbytery Clerk or other appropriately appointed person within Presbytery.

(b) Change of Address Form

NOTIFICATION OF ABSENCE

Name

.....

Presbytery

.....

Congregation

.....

Date of Birth

.....

I hereby certify that I was unfit for duty from

..... (time)

on (day)

..... (date)

(*delete if not appropriate)

* I resumed my duties on (day)

.....(date)

* I continue to be unfit and enclose a Medical Certificate.

My Doctor's name and address is

.....

.....

SignedDate

Please return this form immediately if your illness lasts for more than 7 days, together with a Medical Certificate. Otherwise return the form upon your return to duty when the illness lasts for 7 days or less. Please note that when completing the form you should consider yourself as having a 7 day qualifying week.

CHANGE OF ADDRESS FORM

This form should be completed and returned to the Ministries Council as soon as possible if you are changing your address.

Name:

Address:

.....
.....
.....

Tel. No.

CHANGE OF ADDRESS FORM

This form should be completed and returned to the Ministries Council as soon as possible if you are changing your address.

Name:

Address:

.....
.....
.....

Tel. No.

APPENDIX I

A CANDIDATE'S GUIDE TO THE INDICATORS FOR ASSESSMENT

Introduction

The Assessment Criteria outlined in this document are those which are used throughout the processes of assessment and training of all candidates for Church of Scotland ministry.

The qualities and skills named here are not all of equal importance, nor is the list comprehensive, but it does offer you a picture of the kind of considerations the Annual Review will take into account in making a decision about your suitability to continue as a candidate.

Integration of Life and Faith

How and in what ways does the Candidate bring together the different parts of life under the heading of spirituality? In what ways has their background and life experience influenced them and brought them to this point?

Interpersonal, Leadership and Teamwork Skills

How does the Candidate relate to and deal with people? What leadership potential is evident? How does the Candidate work as part of a team? How does the Candidate deal with conflict?

Openness to Learning

How does the Candidate learn and how open are they to ongoing learning (continuous ministerial development)? How does the Candidate handle criticism, both just and unjust?

Preparation and Reflective Skills

How is the Candidate preparing? How does the Candidate organise and manage their life and work? How does the Candidate assimilate, analyse and integrate their experience?

Handling and Facilitating Change

How does the Candidate initiate and respond to change and how does the Candidate help others to deal with it?

Discernment and Affirmation of Call

How does the Candidate view their calling? In what ways has their call been affirmed? What is their understanding of the distinct role of the Ministry for which they are applying in the life of the Church of Scotland?

APPENDIX II

CODE OF PROFESSIONAL PRACTICE AND GOOD CONDUCT FOR THE MINISTRIES OF THE CHURCH OF SCOTLAND

Introduction

Applicability of the Code

The Code applies to all those serving in the recognised ministries of the Church of Scotland. Throughout the Code, the terms 'ministry' and 'recognised ministries' shall include ordained ministers, deacons and readers, and all paid employees in parish appointments, as defined in section 16(1) and 16(1)(a) of Act VII 2003.

Scope of the Code

The Code sets out the standards of conduct expected by the General Assembly. The Code is not intended to be an expansion or amplification of Act III 2001 anent Discipline of Ministers, Licentiates, Graduate Candidates and Deacons (as amended by Acts III and IX 2002, III 2003, X 2004, III 2005, XVI 2006, I and II 2007, VII 2008, I 2009, III 2010, III 2011 and VI 2012), and should not be regarded as containing an authoritative or exhaustive list of disciplinary offences. Presbyteries must always have primary regard to the terms of the Church's legislation, but are entitled to have regard to the terms of the Code in making their own assessment of the adequacy of conduct. The Code complements the policies and rules set out in the Ministers' and Employees Handbooks which cover such matters as balance of duties, absence, maternity and paternity leave, holiday arrangements, health and safety, discrimination, bullying and harassment. In addition the Code can be used:

- as a basis for education programmes to support good practice;
- as a document to reassure the public that all those serving in recognised ministries of the Church of Scotland are provided with a framework of standards and accountability;
- as a framework for analysing concerns and defining problems about conduct in all aspects of church life and work.

The Code is not a substitute for reflective and ethically disciplined practice, continuing learning and development, and regular supervision. Equally the Code is not to be used as a measure of ministerial capability. Such issues are matters for review under others headings such as accompanied review, support and development, further training, etc.

An ethical basis for the Code

The Church is concerned with the spiritual care, nurture and wellbeing of women, men, and children both within and outwith the membership of the Church of Scotland. Those engaged in the ministries of the Church of Scotland (as defined above) have ethical obligations in the way they carry out their ministry. These obligations prohibit harm and promote the good of the person. The context of ministry is one in which people are often vulnerable and in need of support. Establishing appropriate boundaries fosters trust, helps to clarify ethical actions and enables the relationships involved in ministry to function effectively.

Ministry usually proceeds without any explicit agreement. It takes place wherever there is need and it is often unplanned. Even in a caring relationship, however, there is also a possibility that attempting to do good may result in a degree of harm, and that in helping others, those involved in ministry may be fulfilling a personal need. Therefore in deciding what to do in any particular situation, those involved in ministry need to be able to exercise ethical reasoning and deliberation in order to justify their actions.

1. General Conduct

Those serving in the recognised ministries of the Church of Scotland are responsible for their personal and ministerial conduct and must be able to justify their actions and practice to those in their care and to colleagues. In particular they should:

- act at all times in ways that promote trust and confidence in their profession;
- act at all times to promote and safeguard the interests and wellbeing of those to whom they minister;
- affirm the equal dignity and worth of those to whom they minister;
- act with integrity and with due respect for diversity and differences including, but not limited to, ethnicity, gender, sexual orientation, age and disability
- maintain good standing in the Church of Scotland;
- ensure that their conduct is consistent with their profession and appropriate to the setting in which they work.

2. Relationships between those in ministry and those they minister to

Relationships have the capacity to be nurturing and healing, but they also have the potential to be damaging and destructive. An important reason for this is the intrinsic imbalance of power in the relationship. Those involved in ministry, therefore, should be aware of issues of power and should exercise any perceived power with sensitivity, discernment and within ethical boundaries. Those involved in ministry will seek to develop appropriate pastoral and supportive relationships within the whole people of God and with those to whom ministry is freely offered. The primary focus will be meeting the needs of those being ministered to; in this it may be appropriate to express our own vulnerability; but it would be an abuse of a pastoral relationship for those in ministry to use it to meet their own needs.

3. Maintaining Trust

Ministry is both a privilege and a responsibility and those involved in ministry need to establish boundaries that enable trust and safeguard ethical relationships with those to whom they minister. In particular those involved in ministry should:

- behave in ways that honour the dignity and value of those to whom they minister;
- ensure as far as possible that no action or omission on their part and within their sphere of responsibility could be detrimental to the wellbeing of those to whom they minister;
- respect the trust established with those to whom they minister, while understanding the limits of confidentiality;
- respect the autonomy of those to whom they minister;
- recognise and act within the limits of their competence;
- maintain clear boundaries in the areas of self-disclosure, intimacy and sexuality;
- avoid any conflicts of interest; but in the event that the person involved in ministry has to withdraw on the grounds of conscience or ethical principles, endeavour to refer to someone else who can facilitate the transfer and continuity of ministry.

4. Respecting Confidentiality

Confidentiality is a condition of trust that enables people to seek help at a time of need and to talk about personal, private and secret matters relevant to their spiritual health and wellbeing. Ministry often involves access to confidential information. Those engaged in ministry, therefore, must respect confidences, and in particular they should:

- respect the right of individuals to control access to their own personal information and to limit its disclosure;
- establish the boundaries of confidentiality with those to whom they minister and respect as far as possible the limitations of disclosure that an individual can reasonably expect or request;
- treat information about those to whom they minister as confidential and use it only for the purposes for which it was given;

- guard against breaches of confidentiality by protecting information from improper disclosure at all times;
- ensure that confidential information is not disclosed to a third party unless there are clear grounds for disclosure including: (1) the consent of the individual; (2) the public interest, particularly where there is a risk of harm or self-harm; (3) and in accordance with an order of a court or other public body that has jurisdiction. In this regard particular attention is drawn to the Protection of Vulnerable Groups (Scotland) Act 2007 and the Church's Safeguarding Service's Safeguarding Handbook 1, June 2011 which contains the Code of Good Safeguarding Practice for Kirk Sessions and Congregations in the Church of Scotland;
- discuss with those to whom they minister reasons why disclosing confidential information to other persons might be of benefit to the provision of good care;
- uphold the absolute confidentiality of information disclosed.

5. Abuse

Abuse is a violation of an individual's human and legal rights by any other person or persons. It is behaviour that is a clear departure from the ethical conduct required of us all. It can result from a misuse of power or a betrayal of trust, respect or intimacy which causes harm or exploitation. It can be caused by purposeful or negligent actions as well as a failure to act where a duty exists. The main forms of abuse include spiritual, physical, psychological, verbal, sexual, and financial, and are defined here in the context of Christian ministry:

- Spiritual abuse is the imposition of values and beliefs on those to whom we minister; and while mission is part of the work of ministry, it is an abuse to fail to respect the freedom of those to whom we minister to make choices for themselves;
- Physical abuse is any form of physical contact which is likely to cause distress, pain or bodily harm;
- Psychological abuse is behaviour by a person in ministry which is exploitative, inappropriately manipulative, coercive or intimidating;
- Verbal abuse is spoken remarks by a person in ministry which are disrespectful, humiliating, intimidating or harmful to those to whom they minister;
- Sexual abuse is forcing, coercing or inducing any person to whom we minister to establish or pursue a sexual or improper emotional relationship and also the passing of hurtful remarks of a sexual nature;
- Financial or material abuse is the misappropriation of a person's money or assets by those involved in ministry through fraud or deception; or through misuse of a person's assets or money while having a legitimate access to them.

Though these definitions do not constitute any part of the specific terms of Act III 2001, the General Assembly believes that any Presbytery would be very likely to institute proceedings in terms of the Act upon receiving notice of circumstances indicating that such abuse may have been committed.

6. The Use of Touch

Touch is a basic human gesture and physical contact is an integral part of wellbeing. Touch conveys to many people reassurance, care and concern and it can be a valuable expression of a supportive or therapeutic relationship. But touch is not value-free, it is conditioned by social and cultural norms and it can convey powerful signals. Therefore touch may be perceived as threatening or manipulative, it could be physically painful and it can be a form of abuse.

People use touch informally as a gesture of care and formally within rituals to signify beliefs and theological actions. However, because the use of touch can be misunderstood or misinterpreted, or it may be unwanted, particular sensitivity should be exercised and assumptions about gender and personal space carefully considered. If in any doubt as to whether touch may be acceptable, permission should be obtained. The use of ritual that involves touch should be carefully explained and permission obtained.

7. Working with Colleagues

Working in ministry often depends on collaboration with colleagues both in other ministries and in other disciplines. In particular those in ministry should:

- respect the skills, contributions and integrity of colleagues;
- work in a collaborative and co-operative manner with colleagues and communicate effectively with them within the limits of confidentiality;
- respect the boundaries of other parishes, and take care not to undertake pastoral or sacramental duties within another parish for anyone other than a member of the congregation in which they minister. The recognised exceptions are (1) the conduct of a marriage or a funeral by private invitation and (2) circumstances in which the express permission of the minister of the other parish has been secured.
- participate in the work of multidisciplinary teams they are members of and respect their confidentiality;
- challenge colleagues who appear to have behaved unethically or in contravention of this Code. In addition be prepared to bring concerns of misconduct to those charged with responsibility for colleagues.

8. Probity in Practice

The office of a recognised ministry in the Church of Scotland requires the highest standards of moral integrity and honesty. In particular those involved in ministry must:

- be honest and accurate in representing their professional affiliations, qualifications, and experience, and not make unjustifiable claims about their competence;
- distinguish between pastoral care and formal counselling and ensure that those to whom they minister understand the form of support being offered;
- not charge individuals personal fees for baptisms, weddings or funerals: in all circumstances ministers should follow the guidelines contained in the Year Book in respect of charging for weddings and funerals.
- refrain from encouraging inappropriately those to whom they minister to give, lend or bequeath money or gifts which will be of a direct or indirect benefit to themselves, or put pressure on those to whom they minister to make donations;
- manage any finances for which they are responsible with diligence and for the purpose for which they are intended;
- declare any involvement that might cause a conflict of interest;
- demonstrate honesty and objectivity when providing references for colleagues or completing and signing forms. Reasonable steps must be taken to verify any statement before they sign a document, and they must not write or sign documents which are false or misleading.

9. Dealing with Misconduct

There is a wide range of behaviour that contravenes the boundaries of ministry and which constitutes misconduct including:

- failure to meet the standards of the Church of Scotland in respect of matters of Life and Doctrine;
- failure to fulfil the obligations expected of an office bearer or the contractual obligations as an employee;
- infringement of the disciplinary rules of the church courts or employer, including professional misconduct;
- wilful, careless, inappropriate or unethical behaviour likely to compromise the standards of a professional ministry;
- committing criminal offences in particular circumstances outside the place of work

Professional misconduct is conduct that contravenes the standards of professional behaviour required by the General Assembly.

10. Discipline

Presbytery is responsible for the disciplining of all Ministers and Deacons. Where allegations involving issues of professional conduct are raised, Presbytery must proceed to investigate in terms of Act III 2001 anent Discipline of Ministers, Licentiates, Graduate Candidates and Deacons (as amended by Acts III and IX 2002, III 2003, X 2004, III 2005, XVI 2006, I and II 2007, VII 2008, I 2009, III, 2010, III 2011 and VI 2012).

Where an investigation establishes a suspected criminal action this must be reported to the police.

APPENDIX III

GUIDELINES FOR CLAIMING TRAVEL EXPENSES WHILE ON A PLACEMENT

Candidates may claim travel expenses at 45p per mile for car use, for travel relevant to their placement activities. (Other rates apply to travel by bicycle.) Candidates should complete their Log Book each month, either electronically or paper copy, and submit this to their Supervisor for checking and approval. This approved claim can then be submitted to the Ministries Accounts Department. (In some circumstances eg a city placement, a monthly bus pass would be a cost-effective solution for the Ministries Council - such a possibility should be discussed with a staff member prior to any decision being made.)

Please note that no claim can be made for making your way to your place of work, deemed to be the church building.

Examples of journeys which can be claimed are:

Home to hospital visit.

Home to pastoral visit.

Home to Supervisory meeting at the manse.

Home to Presbytery Meeting (if not in the church building of your placement).

Travel from place to place eg hospital to place of work, place of work to manse etc.

The critical matter is that you may not claim to get from your home to your place of work, as defined above.

Should you be required to travel more than 15 miles from your home to your place of work, it may be possible to make an additional payment from hardship funds, to acknowledge the fact that you are using your car, petrol etc more than would be usual. Should your placement come into this category, contact Moira Whyte (Candidates) or Katie Bradley (Probationers) to discuss.

Claiming expenses:

You need to keep a running detailed record, and then submit a summary claim after each month.

Each journey should be recorded (date, what the journey was eg hospital to church, and the miles involved). This should be kept up-to-date during each month. At the end of each month, a summary (Monthly Travel Expenses Claim) should be completed and signed by your Supervisor as accurate. Your Supervisor should have sight of the monthly running record of journeys undertaken in order to enable them to be able to verify the summary. This summary is sent into the Ministries Council, to Elizabeth Dailly (edailly@churchofscotland.org.uk).

Records can be kept either on paper or electronically.

Paper copies of the Candidates Placement Log Book are available.

An electronic version of the Monthly Travel Expenses Claim Form is available (which is identical to that in the paper Log Book). A running record of journeys should be kept on a spreadsheet or similar, using the headings: Date, what the journey was eg hospital to church, and the miles involved).

**APPENDIX IV
PREACHING REQUIREMENTS DURING PLACEMENTS AND HOLIDAY ENTITLEMENT**

OLM CANDIDATES:

IME (two autumn placements)

3 complete services

Holidays: 3 Sundays and associated
weekday work

PROBATION

4 complete services, preaching a minimum of 8 times

Holidays: 5 Sundays and associated work

FTMWAS CANDIDATES:

IME

Two autumn placements: 3 complete
Services, preaching a minimum of 6 times

Holidays: Autumn placements – negotiated
between Candidate
and Supervisor, placement must be a minimum
of 25 weeks, with Christmas the focus for one
year and Easter for another.

Summer placement – Maximum of two weeks
Within the 10 weeks of the placement.

PROBATION

Minimum of 23 times preaching over 15 months

Holidays: 6 weeks including Sundays over the 15
months plus 8 days public holidays (not Sundays)