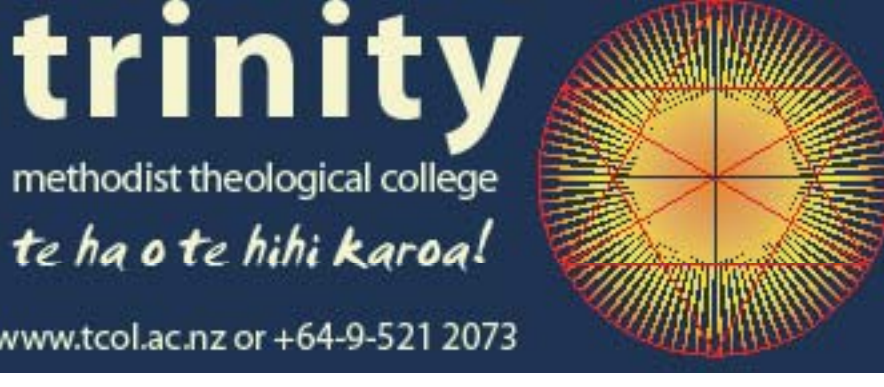


## Probation Year One Portfolio Year Planner 2010

- |  |   |  |  |
|--|---|--|--|
| <p><b>January</b></p> <ul style="list-style-type: none"> <li>Ensure you have your first two or three sermons already prepared from your last weeks at Trinity College.</li> <li>Ensure you have some prayer and liturgy resources ready for Holy Week.</li> </ul>  | <p><b>February</b></p> <ul style="list-style-type: none"> <li>College Manager or tutor visits parish to explain the probationers programme.</li> <li>When your first wedding, funeral and baptism occurs, write for the portfolio a 500 word analysis and reflection of what went well, what needs changing, and include the order of service, and your sermon or homily.</li> </ul>  | <p><b>March</b></p> <ul style="list-style-type: none"> <li>Begin your personal study planning by deciding what three books you are going to review this year.</li> <li>Begin to think about what services you will lead during Lent.</li> <li>For your portfolio write about 500 words indicating 1 or 2 ways in which you have already made a difference in parish life.</li> </ul>   | <p><b>April</b></p> <ul style="list-style-type: none"> <li>Critiqued Service: Easter Day. What resources do you have for celebrating Easter?</li> <li>Send your sermon via email to the Principal immediately after Easter and also place a printed copy in your portfolio. Ensure also that the critique is emailed to the Principal within a fortnight.</li> </ul>   |
| <p><b>1</b> Holidays, shifts.</p> <p><b>May</b></p> <ul style="list-style-type: none"> <li>Critiqued Service: Wesley Sunday. Ensure that your sermon is emailed to Principal immediately after the service, and the critique comes asap.</li> <li>Begin the Journey study series or equivalent. Schedule the necessary meetings with the Parish Stewards. Keep to the schedule.</li> </ul>   | <p><b>2</b> Induction, settle in, begin to talk about planning with the Superintendent and DAP</p> <p><b>June</b></p> <ul style="list-style-type: none"> <li>You have now conducted a number of services of Holy Communion. Write a theological reflection on what this means to you, and in what ways it is different from your expectations. Be sure to explain how you feel about being the person who plays the sacramental role.</li> </ul>                | <p><b>3</b> Have you made the key pastoral visits and begun the process of theological reflection on your pastoral role?</p> <p><b>July</b></p> <ul style="list-style-type: none"> <li>Principal visits parish.</li> </ul>   | <p><b>4</b> Review the period February to April in a written theological reflection. Be sure to consider your feelings about workload.</p> <p><b>August</b></p> <ul style="list-style-type: none"> <li>The DAP will engage with your parish to bring a report to the August Ministerial Synod. The report will focus on how well you are meeting the listed criteria for ordination.</li> <li>Review those criteria and spend time in personal prayer and reflection clarifying your sense of vocation.</li> </ul> |
| <p><b>5</b> How are your working relationships with the parish, DAP and Parish Superintendent? Ensure you ask for help if needed.</p> <p><b>September</b></p> <ul style="list-style-type: none"> <li>Finish the Journey study series, gather feedback from participants, plus your own reflections for the portfolio. This reflection must include what outcomes were generated from doing the study series.</li> <li>Complete your personal reports and send</li> </ul> | <p><b>6</b> Put into your portfolio 4 or 5 prayers that have been important in worship. Reflect on why they are significant.</p> <p><b>October</b></p> <ul style="list-style-type: none"> <li>Write an analysis of what social services your parish is involved with and how the parish relates to the Methodist Missions in your area.</li> <li>Put into your portfolio minutes of the October Parish Council with the plans for the quarter ahead.</li> </ul> | <p><b>7</b> Put into your portfolio your first book, play or video review.</p> <p><b>November</b></p> <ul style="list-style-type: none"> <li>Critiqued Service: Christ the King. Send the sermon to the Principal asap.</li> <li>Begin to plan your Advent and Christmas services. Are you using the Christian World Service resources?</li> <li>Ensure that you give a short report about Conference to your parish. Put your presentation ideas into the portfolio.</li> </ul> | <p><b>8</b> Write a reflection on your time management in the parish. Have you scheduled leave well in advance?</p> <p><b>December</b></p> <ul style="list-style-type: none"> <li>Put into your portfolio a few samples of what you consider are your best orders of service. Include analysis and reflection of why they communicated well.</li> </ul>  |
| <p><b>9</b> Put into your portfolio your second book, play or video review, and your personal reports</p>  | <p><b>10</b> Plan ahead with your Parish the period Nov 2009 to Jan 2010. Are all the bases covered?</p>  | <p><b>11</b> This is always a very busy period, but has much potential to build up congregational life. Stay focused on that.</p>  | <p><b>12</b> Put into your portfolio your third book, play or video review. It should be on the Christmas theme.</p>   |



## Testing your vocation: the deacons & presbyters probationer programme

## Probation Year Two Portfolio Year Planner 2010

### 1 MARCH PRINCIPAL VISITS PARISH

The foundations of ministry are built on ethical relationships. Write a theological reflection on how you are upholding the “Ethical Standards of Ministry”. Build into this a summary of important issues that have emerged for you in the last 12 months as you have begun to engage with the demands of parish life.

**Ethical Standards:** “Am I upholding the ethical Standards of ministry?”

### 2 APRIL: CRITIQUED SERVICE: THE TOPIC IS OPEN

Your role as a preacher within the Wesleyan tradition should have clarified in your personal thoughts and understanding. The sermons you present for your portfolio now and in May are crucial for self-understanding. Besides submitting your sermon via email, include your personal prayer/reflection that goes to the very heart of your calling: “Is this what God is calling me to do?”

**Continuing education:**

“Am I thinking what courses, seminars, papers or educational events I need to pursue in the near future to enhance the ministry I can offer?” Write down your ministry education goals and how you plan to put them into action.

Consider carefully the work that goes into your portfolio over the next six months. This shows the changes that are occurring as you grow into your ministry. Complete book review 4.

What specialised insights do I bring to the preaching role? Or am I more a generalist in the preaching/teaching role? Are you clear about your vocation to the task of proclaiming the good news?.

### 3 MAY: CRITIQUED SERVICE PENTECOST

This sermon and book review will attain high standards of ministry professionalism. You will aim to include the elements of John Wesley’s theology where appropriate.

**Liturgy:** “Have I begun to understand my sacramental role? How do others see me?”

Write a theological reflection say, 2,500 words, on your roles in liturgy and sacrament, preaching, ministry, teaching and spirituality. Check that you have understood the criteria for ordination.

**Preaching:** Have I begun to understand my preaching role? How do others see me?”

**Ministry:** “Have I begun to understand my ministry role? Do others see me as a servant-leader—or in other appropriate ways?”

### 4 AUGUST & SEPTEMBER

AUGUST:

Prepare two presentations, each of about 30 minutes:

- aspects of professional ministry engagement which have led to development and renewal within congregational parish life;
- your personal spiritual journey;

SEPTEMBER:

Complete your portfolio and send it to Trinity College by 14th September for circulation among the Student Review Panel. They will make a recommendation on your ordination to the Ordination Assessment Team.

**Teaching:** “Have I begun to grow into the role of Christian educator? Are others comfortable with what I teach and how I teach it?”

**Spirituality:** “Am I growing in personal insight, self-awareness, and spiritual depth? Do others see Christ in me? Do others find the image of God in me?”

Complete book review 5 and submit your sermon on Pentecost asap .

## Contents

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Probation Portfolio Checklist  
2009

**1 What is a theological reflection?**

A written theological reflection is attempting to answer a series of important questions.

- Why do we engage in this activity?
- What theological ideas lie behind the occasion and the way you did it?
- What are the words and actions aiming to express about God and about human life?
- What benefits or other outcomes are there for the people involved?
- How do liturgical, theological, and pastoral factors relate to each other?
- What are the links with theological ideas from your personal study?
- How might this experience influence your own theology?

*Your notes*

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**2 What is a pastoral contact report?**

A sample pastoral contact form is included in the probation handbook. The goal here is to identify the nature of the pastoral situation, the process you engaged, and the likely outcome, and then to analyse your own performance in this setting.

*Your notes*

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**3 What is expected in a book, play or video report?**

Reading is a central part of keeping yourself up to date in ministry. John Wesley said that his lay preachers had to develop good reading habits or return to their trades! This part of the portfolio requires you to provide a number of reviews of either books, papers, educational material, plays or videos. It must be written so that it is interesting to your parishioners.

Each review should be about one A4 page, and contain the following:

- a brief summary of the main themes of the book or video
- your evaluation of the significance of the book or video
- comment on the relevance of the book or video for ministry in Aotearoa-New Zealand
- be in a form that shows it has been distributed to the congregation.

*Your notes*

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**4 Your personal reports and input into the portfolio**

First year probationers submit a personal report in September on seeing themselves as disciple, theologian, presbyter-in-training and any personal issues they wish to raise. Please ensure there is an English version of this report. Each section of the report should be no more than 700 words. Other input such as prayers, reviews for etc should show evidence of spiritual development and sometimes creative flair.

Review the criteria for ordination

NB: Superfluous material will not be assessed, and excesses may necessitate a return of the portfolio for a subsequent year of revision. Include notes or reflections where you believe this enhances the relevance or significance of the material.

*Your notes*

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# Probationers Programme 2010

There is, however, a new gift, without which all the powers within are un-awakened and inhibited. As the rain brings life to drought-stricken pastures, so the Spirit of God is poured out on all the people of faith, the old who dream dreams, the young with their vision and upon whosoever will. Even the wasted years are restored, gathered up in a great new surge of life. For the faithful, suddenly, it is Spring.

Rev Dr J J Lewis

## Introduction

Welcome to the Methodist Probation Programme, normally a two year programme. The core aim of this programme has been stated as: To assist the integration of formal learning and theological insights with the practical work of ministry. We hope you find the opportunities, processes, and requirements of probation help you do that during this year.

This section sets out the requirements of the programme, and provides you and those who will be working with you some information about expectations and procedures. If any of it is unclear, or you have other questions, do get in touch with the Trinity College office.

Note that the material here is to be read in conjunction with the earlier sections of this handbook, which outline the general expectations of people moving towards ordination. The particular requirements set out here fit within that general framework.

Further information about the college and activities are also contained in those sections.

## Overview

As a probationer you have two sets of responsibilities and relationships. These go with the two aspects of your position.

### **As a probationer: ➤ you act as presbyter ➤ you continue as student**

As presbyter, you have responsibilities in relation to the parish or congregation in which you are stationed. These responsibilities are set out in the Laws and Regulations of the Methodist Church of New Zealand, and may be further clarified in a parish covenant (especially if you are part-time, or are stationed as a local presbyter). As an extension of these local responsibilities you also have responsibilities within the district or cultural structures.

Linked with these responsibilities are your key relationships. These include the leaders of the congregation(s) in which you have responsibility, together with the parish stewards. You will be responsible to your parish superintendent for the ongoing work of the congregation, parish or fellowship. This superintendent will be appointed by Conference, and has legal responsibility for your work and for the life of the congregation/parish. You also need to be in relationship with the superintendent of your district, or the superintendent or convenor of your cultural group. And – although you are not yet in Full Connexion – you are linked now to Conference in a new way.

As student, you have responsibilities as spelt out here, which include putting together a portfolio, attending the residential events, and undertaking critiqued services. Look carefully at this section of the handbook for what is involved, recognising that satisfactory accomplishment of these requirements is a substantial part of your ongoing assessment towards ordination.

The relationships which are involved include those with the director of the probation programme, with your study advisor, and with the district assessor of probationers. The roles of these people, in relation to your continuing development as an ordained presbyter in the Methodist Church, are identified later in this section.

## Theology

- Show an ability to think theologically using language which is clear and coherent to express understandings of Christian faith in both systematic and contextual terms
- Have an understanding of and sensitivity towards different theological positions, denominational diversity and other faiths
- Display an openness to further growth and wrestling with theological issues

## Methodist Church Ethos and Polity

- Give reasons for one's membership of the Methodist Church in preference to another denomination
- Show understanding of and be willing to act under the discipline of the Methodist Church in relation to:
  - its connexional system;
  - its stationing procedures;
  - its forms and practices of administering the sacraments;
  - its mission statement; and
  - its laws and regulations
- Give evidence of having read and understood the standard sermons and Wesley's notes on the New Testament

## Ministry

### Ministry skills

- Embody and articulate the call to Christian discipleship.
- Have developed the skills needed in leading worship, preaching, pastoral care, administration, group work and meeting facilitation.
- Show willingness and ability to work with others, both lay and ordained, to build an effective ministry team and to maintain healthy team relationships.
- Act professionally and with integrity in all relationships within the church and in the community.
- Have developed a ministry style which is self-directed, responsive to the needs of others and which builds up the body of Christ.
- Show an ability to analyse community, national and international issues from a gospel perspective and demonstrate a commitment to social justice and the reign of God.

### Bicultural Journey

- Show a clear understanding of, and commitment to, the Church's bicultural journey.
- Demonstrate knowledge of Te Tiriti O Waitangi and its implications for church and society.
- Be familiar with key concepts of tikanga Maori and some basic knowledge of te reo Maroi, especially pronunciation.
- Have developed skills for cross-cultural communication and understanding, especially amongst those cultures represented in parish or community.

## Section Four: Criteria for Ordination

Based on criteria as agreed by the Methodist Conference, 1991.

### Personal

#### Personal Faith

- Give evidence of a lively faith in Jesus Christ which:
  - is rooted in the scriptures and the tradition of the church;
  - is growing through interaction between theological reflection and current issues both personal and social; and
  - offers hope for the future through a vision of Christian commitment in community
- Be able to articulate a clear call to ordained ministry and give a clear statement of the meaning of ordination.

#### Personal Development

- Show ongoing personal growth, emotional maturity and moral integrity through:
  - a deepening life of prayer and spiritual reflection encouraged by spiritual directions, journaling, making a retreat or other spiritual discipline;
  - a commitment to ongoing ministry supervision; and
  - self-awareness and self-assessment preferably through an appraisal programme.

#### Personal relationships

- Show ability to develop relationships of sensitivity and respect which reflect the sacredness of human life.
- Give due priority and time to primary relationships and family responsibilities.
- Show openness and a willingness to relate to and understand those who are different from oneself, remembering that each human being bears the image of God.
- Have developed skills in peer assessment by the sympathetic giving and receiving of feedback.

### The Tradition

#### The Scriptures

- Recognise the centrality of the scriptures for Christian living and give evidence of an ability to interpret and expound their message with faithfulness and vision for today's congregations by:
  - encountering the Word of God both within and beyond the historical and literary forms of both testaments,
  - using the tools and methods of a variety of critical approaches to the Bible,
  - recognising the different, and sometimes conflicting testimonies present in the scriptures and in the various church traditions which have interpreted them,
  - being aware that no interpretation is without bias or advocacy,
  - relating the biblical themes to life in our world.

## Section one: Programme requirements

### Probation Portfolio

NB: Your portfolio work can be completed in English, Maori, Samoan or Tongan, or a combination, according to the Synod in which you primarily work.

The general purpose and style of portfolios is outlined in the Ministry Education Handbook, p. 16. Please look at that material carefully, especially if you have not done much work with portfolios to this point. For probation, the portfolio forms the major part of the learning process and contributes significantly to assessment and reporting.

The core aspects of describing, analysing and reflecting apply to the components of the probation portfolio as to any other. You should assume that all pieces of work require at least description (which might involve providing some data or materials, observing an activity, telling a story, or engaging in research) and analysis (making connections with other activities and aspects of ministry, identifying what could be done differently, noting what you learnt).

At some points you will be asked specifically to reflect, using the information and skills of theology, biblical studies, pastoral studies, and other areas, to interpret and evaluate what has been described and analysed. Here the 'why' questions come into their own:

- Why do we do or say this?
- What ideas or commitments lie behind this activity?
- Why do we link them up in this way?
- What does the activity have to say about theology, or about wider ministry practice?

This kind of material in the portfolio shows what you are doing in ministry, and how you are thinking about ministry. It is the second which is so important in effective presbyteral ministry.

**There are four main kinds of material which build up the probation portfolio.**

These are:

1. a series of 5 critiqued services and related reflections;
2. a range of book/video reviews written for your parishioners and personal reflection on leading study/focus groups;
3. reflection on role clarification and growth in vocation and spirituality;
4. collation into the portfolio of
  - Details of the first of the following services you lead
  - funeral
  - marriage
  - baptism
  - detail of no more than 10 significant pastoral engagements using the pastoral contact form in Section Three

**Other Material**

Please include also other sample material which gives a picture of your involvement and progress in ministry. Don't include everything, as that gets rather overpowering, and means that detail can cloud the more important materials. Include notes or reflections where you believe this enhances the relevance or significance of the material.

One piece of material which is required is the report of a ministry review or lay-clergy dialogue or similar event arranged by Mission Resourcing and/or the Synod Superintendent. Such an event should take place early in the first year of your appointment, so ask your superintendent if you don't hear anything by mid-year.

Examples of the material you might include are:

- lay-clergy dialogue or ministry review report
- minutes of your first parish meeting, or the first major meeting you chair, or other significant meetings
- samples of bulletins or newsletters (please identify what parts you contribute)
- copies of sermons which you felt went particularly well or were commented on
- outlines of Bible studies or similar activities you led
- local newspaper write-ups of community activities you have been engaged in.

Overall, be creative, present your material in ways that make it both useful as a record for you and accessible to other readers, ensure you've fulfilled the requirements, and be selective in what you include.

**Residential Events****Retreat**

Year 1 and year 2 probationers gather together for this event. The purpose of this event is to:

- reflect on your ministry and your personal spiritual journey to this point
- attend to any matters of transition and change related to new roles in ministry
- review additional input related to ministry and preparation for ordination

This is a compulsory event for which the College is responsible for costs, including travel. The content of the event will be developed from probationers sharing their own practical ministry experience.

Please prepare two presentations of about 30 minutes each on:

aspects of your ministry you consider you do well, or events which have worked well; this may include issues, questions or concerns that were raised Year 1 probationers only.

aspects of professional ministry engagement which have led to development and renewal within congregational parish life Year 2 probationers only

Your personal spiritual journey Year 2 probationers only

1. Date of visit:
2. Purpose of visit:
3. What happened first:  
Now give a summary of the directions of the conversation. Where you can recall actual words and phrases, use these, but this doesn't have to be a verbatim (word for word) account of everything said.
4. How did your visit conclude?
5. Now, reflect on this visit and ask yourself:  
How would I assess this visit? Put a ring around one:  
Good? Indifferent? Poor?  
Why do you make this assessment?
6. What difficulties did you find in the visit?
7. What questions do you have to consider about how well you worked?
8. What did you learn from this interview?
9. In what way did this visit go deeper than a social call?
10. What went well? What would you change?

## Section Three: Pastoral Contact Report

### Purpose

- a To provide some framework for regular reporting and evaluating of pastoral and personal contacts made by a learner.
- b To assist the probationer to gain experience in writing case studies and to reflect on the processes involved in developing skills for making effective personal contacts.
- c To provide an opportunity for self evaluation of practice.
- d To provide a more intentional base for study advisors' work with student probationers.

### Instructions

- 1 Prepare one of these forms for each case discussion
- 2 Do not mention names: use "Mrs N" etc to identify people.

## Section Two: Roles and Procedures

### The congregation

Ordained ministry is offered in partnership with the laity. The local congregation understand and make a special commitment to the probationary process.

Be clear in expressing your training needs and establish communications with your parish steward. If you are able to express your needs it becomes easier for others to express theirs. Engage with the people expecting to be changed. The process offers a time of intentional review and assessment of parish life and is expected to be life enhancing for all.

### The Parish Superintendent

The parish superintendent is expected to be responsible for each probationer and to be the first person of reference.

There are two aspects to the work of the superintendent:

- 1 Officially, the superintendent has oversight of the parish. In a one congregation parish, a presbyter will be appointed to have oversight and will be responsible as superintendent.

In cooperative ventures, the local position needs to be very clear to all concerned. One minister must act as supervisor of you as probationer, but may not necessarily also have any responsibility in your parish appointment (ie, he/she will not act as superintendent).

In any parish situation there may be points of local strategy where the presence of a more experienced presbyter is desirable, and you should not hesitate to ask for assistance if it is needed.

- 2 The superintendent also has responsibilities for progress towards ordination and effective ministry. This very personal "supervision" component is vital.

### The District Assessor of Probationers

The District Assessor of Probationers (DAP) has the role of co-ordinating the assessment processes for probationers within the district. This includes arranging critiqued services and reporting to the synod and to the Principal. The following are some of the specific tasks of the DAP.

## TIMETABLE FOR FIRST YEAR PROBATIONERS

Please read in conjunction with the calendar of educational events required by Trinity College.

### January/February

Attend induction services

### March

#### *Arrange a meeting with probationer*

**Purpose:** To get to know each other personally. Initial information gathering for later reporting. Probationer will explain their ministry and probationary studies programme. They will advise dates of probation residential event.

Schedule the critiqued services with three hearers. (Service should be arranged in probationer's normal placement.)

- Prepare your report to August synod.
- Follow-up meeting with probationer

### August

#### *What is the Report to August ministerial synod?*

This report should relate to:

- How well established is the ministry?
- Any areas in ministry where further work is seen to be necessary to reach readiness for ordination?
- How effectively the criteria for ordination (Section Four) are being met? This will be ascertained in general conversations and in specific interviews with presbyter and parish officials.
- Critiqued services evaluations (three in Year 1 and two in Year Two).

A copy of the report to synod (including the critiqued service evaluation), together with any other comments or concerns from the synod, should then be forwarded to the Principal of Trinity College by the first Friday in September.

### October

**The first and second year probationers gather for a two day professional development seminar.**

## TIMETABLE FOR SECOND YEAR PROBATIONERS

### February

DAP arranges the schedule of critiqued services.

### March

The March ministerial synod needs to track through any changes or concerns in ministry that have occurred since the previous ministerial synod.

Should there be any concern arising from the March synod, the District Assessor of Probationers is asked to consult promptly with the Principal.

### August

After the ordination assessment event in July, the District Assessor of Probationers receives the report from the District Superintendent.

*If there is a favourable recommendation*, the ordinand is presented by the DAP to August synod for this recommendation to be affirmed. The District Assessor of Probationers will facilitate this presentation and convey to synod the decision of the assessment team.

*In the event of a negative recommendation*, the DAP will act as district resource person with the Programme Director to establish ways in which concerns/difficulties may be addressed.

- A report will be presented to August ministerial synod outlining the concerns of the ordination assessment team and the steps which have been taken as a result. The synod will assess further and report progress to Trinity College and Mission Resourcing.

### October

**The first and second year probationers gather for a two day professional development seminar. The second year probationers proceeding to ordination assessment stay on for a further two day assessment.**