

## **GUIDELINES FOR MENTORS, TRAINEES AND COMMITTEES DURING THE DISCERNMENT, FORMATION, TRAINING PROCESS**

### **The Preamble**

These guidelines are intended to help Mentors and, where established local parish support committees, to focus their attention appropriately in their work with candidates. This material will be used with candidates throughout their discernment, formation, and training process.

Some items are questions for information, while others are for discussion. There are no right or wrong answers. It is understood candidates have both different skills and areas in which they need to grow in their discernment and formation.

For this material to be honoured and useful, it is important Mentors and committees take seriously the task of commenting honestly from their perceptions and observations of their candidates.

It may be the candidate or Mentor or committee form the impression the candidate's vocation and direction is not within the ordained ministry. This outcome could be one of a number of appropriate realisations regarding the candidate's vocation following the use and engagement with this material, the subsequent conversations and formation experiences.

If we take seriously the requirement for vocations to be tested in a variety of ways, we must also take seriously the possibility different and new directions may emerge as a result of engaging with any part of the training and formation process which should be explored and assessed.

It is hoped the candidate's vocation is both challenged and affirmed by any placements, the Mentor and committee experiences.

The Mentor's task and committee's task too, if there is one, is to help equip the candidate for ministry. It is hoped this material will assist in the task.

The Local Parish Committee will comprise a minimum of three people from the parish, who will walk with the Trainee throughout their discernment and formation. The individuals should be leaders in the parish with experience in pastoral, ministry service and governance; and if available, a 'critical companion' who is a friend and support person. The role of the Committee is to help the Trainee grow spiritually and practically in their parish life and provide helpful support that critiques and facilitates this formation.

### **Actions Arising**

**Mentors, Committees (where established) and Candidates are required to complete and submit a report twice a year, to the Ordination Council. The reports should be completed and submitted by 31<sup>st</sup> May and the 31<sup>st</sup> October, to the Diocesan Secretary, vial email: [secretary@bunbury.org.au](mailto:secretary@bunbury.org.au) and marked 'Confidential' for inclusion in the Ordination Council Papers. These reports can be completed and submitted separately, by the Mentor, Committee members and the Candidate.**

## **1. The Candidate as a Person**

### **Description:**

Ministry involved a person fully and has considerable impact on the person of the minister. It is also true the character of a person greatly influences how they exercise their ministry. You are asked to consider how the candidate functions as a person in the course of their discernment, training and formation and placements.

### **For the Mentor there is demonstrable evidence the candidate has:**

1. Identified the unreal expectations of others and is handling these appropriately as they affect the candidate
2. Recognised and is sensitive to the needs and viewpoints of those linked closed in their relationships.
3. There is evidence demonstrated concerning how they value their spouse or partner if there is one, their family for themselves and not just as the 'minister's spouse and children'.
4. Established a working balance of the demands from the vocation to ministry and the vocation to marriage and family life and other work commitments
5. Demonstrated a capacity to switch off from work and not bring it home always.
6. Spent time reflecting on their own story and its significant moments and how these have shaped their life
7. The capacity to appropriately disclose aspects of their own story as it relates to others
8. The capacity to understand and recognise and have insight into their own motives and how this affects their ministry and their actions
9. The capacity to take account of the impact of their ministry on themselves
10. Awareness of their own needs and can ask others for help and does so in a timely and appropriate manner
11. Awareness and some knowledge of their own self negating patterns and how to prevent or modify them
12. Experienced and understands the cost and benefits of personal growth and its impacts

### **Additional Questions and Reflections to be included. Has the Candidate:**

1. Have a sense of dependence on God
2. Made use of the Daily Office (or other structured forms of prayer)
3. Demonstrated the capacity to be a self-started (considering all aspects of life and ministry)

4. Insights into their own needs to work in ministry
5. Set for self, reasonable expectations and goals
6. Accepted their own limits and needs
7. Found ways of caring for self as a person, especially in rest and recreation
8. Been able to allow others to care for them
9. Acknowledged the sometimes serious contradictions between what they say and do
10. Been able to admit failure, learn and grow
11. Been a reasonable self-advocate
12. Demonstrated willingness and ability to accept and receive criticism
13. Received and accepted praise
14. Presented authentically
15. Accepted feedback and able to use it constructively
16. Demonstrated a capacity to seek appropriate counselling for self when necessary
17. A spiritual director

## **2. The Candidate as a Preacher and Leader in Worship**

### **Description**

There needs to be a consideration on how the candidate assists in the leading of public worship in ways in accordance with the Anglican tradition and assists people of this congregation to enter wholeheartedly into worship. Consideration should be given to the candidate's preaching as to whether people indeed hear 'good news' and are fed by the spoken word.

### **For the Mentor there is demonstrable evidence the candidate has:**

1. Experienced and knows at least one priest whom they consider effectively leads worship
2. Some knowledge and understanding of the meaning of any part of the worship in which they are involved
3. The ability to critique their own preaching
4. The ability to critique self-leading worship.

### **Additional Questions and Reflections to be included concerning the Candidate:**

1. Is the candidate punctual for the start of worship arriving in good time?
2. Does the candidate arrive prepared for worship?
3. Do they assist others in making ready for worship?
4. Do they use personal resources of voice, posture, manner in a way that helps others to worship?
5. Do they lead intercessions so people feel led in prayer and are not overwhelmed, or drowned in personal agendas?
6. Can they readily find their way around the bible?
7. Do they have knowledge of the prayer book (can they readily find the relevant place in the book?)
8. Can they plan a time of worship around a theme?
9. Are they able to lead children's worship?
10. Are they able to worship themselves when they lead worship?
11. When not leading worship do they attend for worship and participate
12. Are they able and do they show willingness to discuss the issues involved for them in the transition between the pew and being up the front?
13. Do they follow the normal practice of the parish when officiating in the Priest's absence, are they reliable and appropriate?
14. Do they show competition and a need to be proving themselves better than other ministers?
15. Are they confident in their preaching i.e., not self-conscious?
16. Do they deliver sermons preaching 'good news', identifiably and relevantly to the congregation?
17. Do they make good use of feedback on their effectiveness and need for change?

### **3. The Candidate as a Teacher**

#### **Description:**

How does the candidate communicate knowledge of the bible and theology? Are people helped by the candidate to live their lives in the light of their faith, to pray and to explore the difficulties and do they work in small and large groups with others in a coherent, helpful manner.

#### **For the Mentor there is demonstrable evidence the candidate has:**

1. Knowledge and understanding of two good models of teaching
2. Knowledge and understanding of the resources available in the area of religious education
3. Understanding of the process of learning from experience and enables others to learn in this way
4. Engaged in a process of self-reflection to evaluate their own performance and make changes as appropriate
5. Given time for preparation and evaluation
6. Understanding and awareness when teaching is an appropriate way to meet needs
7. Had some experience in leading small groups, teaching in Sunday School
8. An active prayer life
9. The ability and demonstrates the capacity to follow up pastorally with people on matters to do with their prayer life.

#### **Additional Questions and Reflections to be included concerning the Candidate:**

1. Are they excited by the knowledge they want to share?
2. Do they notice and use indications if they find they are not communicating?
3. Do they know how to teach a person to pray?
4. Are they able to share their spiritual journey?
5. Can they relate theology and demonstrate insights as it relates to daily life?
6. Can they share their personal experience of God?
7. Can they share their Christian beliefs?
8. Are they able to help people express their concerns and questions?
9. Can they address people's concerns and questions?
10. Do they try different ways of getting the message across, i.e., different use of voice and materials?
11. Do people find their teaching speaks to both their head and heart?
12. Do they help people share their faith with others?
13. Do they help others to be respectful to other religions?
14. Do they communicate with all ages?
15. Do they know their age groups?
16. Do they know their strengths and weaknesses communicating with different age groups?

#### **4. The Candidate as One who Cares for Others**

##### **Description**

Caring is part of all ministry requiring insight, sensitivity, compassion and the ability to listen and respond usefully. It requires a certain self-discipline, generosity and genuineness unclouded by self-concern. The candidate should be considered as someone who is able to be and is a caring person and a person whose ministry will include pastoral care and their capacity to do so consistently and helpfully and authentically.

##### **For the Mentor there is demonstrable evidence the candidate:**

1. Thinks theologically on their experience in pastoral care
2. Distinguishes pastoral care and pastoral counselling
3. Knows their own typical reactions to stressful situation
4. Takes account of their over involvement and under involvement with people
5. Is able to critique their own pastoral work
6. Uses scriptural insights to aid their pastoral work
7. Can set and keep limits in relation to people and personal time

##### **Additional Questions and Reflections to be included concerning the Candidate:**

1. Have they experienced the possibilities and difficulties in going out to people (i.e., initiating contact; socially; knocking on doors....)?
2. Have they been exposed to a range of people in need (e.g., grief, conflict, difficulties in self-esteem, ageing)?
3. Can they give an account of some of these needs?
4. Do they understand how stress factors affect people?
5. Do they consistently assess their pastoral work?
6. Can they share understanding of pain, suffering and death?
7. Do they listen for the unspoken needs of people and is sensitive to them as well?
8. Can they help a person to explore problem areas in a range of situations?
9. Have they developed an understanding of God at work in the world that is useable in pastoral work?
10. Can they take the initiative to contact and follow up?
11. Do they know how to leave a situation when they need to?
12. Do they recognise when it is time to leave or not to call?
13. Can they give a Gospel affirmation such as 'God loves you'?
14. Do they come across to others as a genuine person in their caring?
15. Do they care for the weak and the strong?
16. Are they able to be vulnerable and show their vulnerability appropriately?
17. Can they evaluate pastoral situations and make referrals if necessary?

## **5. The Candidate as a Leader in a Congregation**

### **Description**

The candidate needs to be considered as a leader, and whether they have the potential, ability, style, scope and effectiveness to be so. How is this assessed, demonstrated, and lived?

### **For the Mentor there is demonstrable evidence the candidate:**

1. Knows at least one priest who they take as a model of leadership
2. Understands the relationship of ordained ministry to the life of the congregation
3. Acknowledges the gap between their vision and reality of the corporate life of the congregation
4. Is aware of their own development in ministry
5. Helps other develop their ministries
6. Critiques their own leadership
7. Recognises strengths and weaknesses of their own 'Church tradition'

### **Additional Questions and Reflections to be included concerning the Candidate:**

1. Have they learned the story of this congregation to the present?
2. Do they appreciate what makes this congregation 'tick'?
3. Can they make an overview of the corporate life of the congregation?
4. Do they help build up the corporate life of the congregation?
5. Do they exercise leadership responsibility for some aspect of parish life?
6. Are they able to explain what they are about in a limited leadership role?
7. Do they see themselves as needing to develop in leadership roles?
8. Do they esteem their own ministry but not at the expense of others?
9. Are they able to recognise and start to develop the ministry of others?
10. Are they threatened or not, by other capable lay people?
11. Do they appreciate and work with people in other Anglican traditions while acknowledging their own place?
12. Do they keep appointments on time and keep to deadlines?
13. Do they accept their accountability to those placed over them as well as others with whom they work?
14. Do they establish and maintain a positive working relationship with the Priest and Supervisor and committee members?
15. Do they take responsibility for their own tasks (not expecting others will pick up after them)?
16. Have they enabled the committee to work with them?
17. Have they been pro-active?
18. Do they recognise administration as an aspect of caring and a gift of the spirit?
19. Do they work constructively with conflict in the congregation?
20. Do they use the appropriate decision making channels to discuss and follow through on proposal affecting the congregation?

## **6. The Candidate in Outreach**

### **Description**

Outreach in this context includes evangelism and church growth, social welfare and ecumenical relationships. In such a pattern of relationships, the candidate's ability and capacity to work in this context needs to be considered. Their capacity and ability to hold up a vision in which the wider Church and this congregation can be (or is now) reaching out beyond the boundaries; has experienced one or more of the names areas of outreach; and has the ability to help individual Christians grow in their witness and work in the world should be considered and assessed.

### **For the Mentor there is demonstrable evidence the candidate:**

1. Has started to recognise and deal with their own reactions to Outreach ministry
2. Recognises the contribution and value of other traditions.

### **Additional Questions and Reflections to be included concerning the Candidate:**

1. Can they share the love and message of Christ with others beyond the Church?
2. Do they help other Christians to do this?
3. Do they perceive and value the connection between worship and various forms of outreach?
4. Do they know what the wider Church is saying on at least two social issues?
5. Do they know how the congregation promotes outreach?
6. Have they discussed with at least two people the opportunities and difficulties in witnessing to the love and justice of God at home, at work, in their leisure and in the church?
7. Do they have some knowledge of Anglican welfare projects and organisations?