



ATHROFA **PADARN** SANT  
ST **PADARN'S** INSTITUTE

# **Formation for Licensed Ministry**

## **Handbook 2020-21**



## **St Padarn's Vision and Values**

### **Vision**

To serve God's transforming mission of love for Wales by being a community focused on mission-orientated formation and training for the whole people of God.

### **Values**

A community which is:

- Outward-looking
- Spiritual
- Learning
- Changing
- Courageous

A community which seeks to serve:

- Local communities
- The Church in Wales
- Welsh-speakers and English-speakers alike
- The whole geography of Wales
- People of whatever background and wherever they are in their discipleship and ministry.

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## Welcome!

*And all of us, with unveiled faces, seeing the glory of the Lord as though reflected in a mirror, are being transformed into the same image from one degree of glory to another; for this comes from the Lord, the Spirit.*

*2 Corinthians 3:18*

Welcome to this handbook which will explain the different aspects of your training and how they all fit together. If you have any questions at any time please feel free to contact Lyn Davies, the course coordinator, your tutor or myself, the Dean for Initial Ministerial Training. All of our contact details can be found at the back of this handbook.

We call preparation for ministry, 'formation' because it's not just about learning skills but about being formed as both a disciple and minister into the best version of ourselves. As the above quote from Paul's second letter to the Corinthians reminds us, formation (or transformation) is the work of the Spirit. Tasks or assignments in themselves can't prepare us adequately for ministry, formation is about opening ourselves up to God working in us and through others. Therefore our role is to encourage you to develop habits of lifelong growth in prayer, theological learning and reflection on practice so that you arrive at licensing or ordination (no doubt daunted, and excited but also...) equipped for mission and ministry in God's church having been challenged and encouraged to grow into the person God is calling you to be. You are joining a community of like-minded people who are wanting to grow in faith and courage, and we hope you will not only be encouraged and inspired by us at St Padarn's but also your fellow candidates. Our experience is that you will make friends at St Padarn's who will support you, not just during your period of training but also throughout your ministry. I look forward to sharing this journey with you.

Cofion cynnes,



Revd Dr Manon Ceridwen James  
Dean for Initial Ministerial Training



The formation involves four areas of training, and all are as important as each other. An important principle within St Padarns (SPI) is that we believe in **integrated formation**, in that all aspects of the training feed each other, and deepen each other.

## Studying Theology

Most candidates will study on the 'Theology for Life' programme (the BTh in Theology for Discipleship Ministry and Mission) validated by the University of Wales, Trinity St David. In fact, you may already have started on this course as you were preparing for discernment. This is a degree course and, as agreed with us in your training plan, you will be studying to certificate level (level 4), diploma level (level 5) or degree level (level 6).

If you already have a degree in theology, you may study for a postgraduate qualification, normally with Cardiff University. Depending on the syllabus of the original Theology degree, you may need to study a module in areas of key importance to ministry formation (e.g. liturgy, practical theology, mission and evangelism) that you haven't studied before. A small number of candidates with more unusual prior study/needs will follow a personalised programme of theological study. In these cases it is useful for us to have a list of the modules you have already studied previously.

There is a separate handbook for your theology course. Full time candidates study theology at St Padarn's site in Cardiff and part time candidates follow the Theology for Life course in your local area. The syllabus is the same, however.

## Residentials

Another key part of training is our programme of residentials, which is a summer school each year for a week (normally the third week in July) and three weekends, held in different parts of Wales. **It is essential to be present at all of these** as they form an integral part of the training. This is when the whole community comes together to pray, socialise, learn and worship, and another important aspect of the residential will be the meeting with your tutor. They are a mixture of learning ministry skills in strands and looking together at important themes in ministry.

The syllabus is:

Year B= 2020/21 Year A= 2021/22

Summer School - Spirituality  
Christian Character and Formation (B)  
New Life (B)  
Wisdom in Leadership (B)

Summer School – Leading your Church into Growth  
Christian Hope (A)  
Sustaining a Fruitful Ministry (A)  
Salvation (A)

There will be a special summer school each year for those in their third year on the theme of *Leadership for Today's World*, to prepare those who will be exercising significant leadership in the future within the Church. Each residential will have a different mix of speakers so even though the themes may be similar each block of two years, there will be new learning for those who are on a three-year programme (as well as a new ministry strand).

You will also learn new skills and gain a deeper understanding of the different ministries through attending groups we call 'ministry strands'

- Children, Youth and Family Ministry (1 year programme)
- Pioneer (2 year programme / 1 year programme)
- Worship and Preaching (1 year programme)
- Pastoral (1 year programme)

We will discuss with you, which ministry strand you will be attending in which year. This will depend on your previous experience and the ministry you are training for. For some candidates depending on their experience we may devise a different pathway for you e.g. attending summer school in one strand and residentials in another.

The final two areas, **placements** and **formational cells** form a major part of this handbook.

## Placements

An important part of the training is your placement where you will gain experience as a member of a ministry team under the supervision of an experienced minister. Normally, a placement is for the duration of the course, because this allows a deep engagement with the church's context, community and mission and helps you develop resilience and insight as you work through issues in community, rather than skimming on the surface and moving on. However, we may also arrange a short-term 'ministry experience' to supplement your experience.

Full time candidates will spend two full days a week on placement and part-time candidates will be involved in their placements for a minimum of four hours a week. There is flexibility in how you negotiate the time spent on placement with your supervisor but generally:

- We take the concept of a day off each week very seriously and therefore after a weekend residential it is vital that you take a day off on the Monday or Tuesday if you are a full-time candidate and only do one day's placement that week. Although this is more complex for part time candidates, especially those who work full time, we strongly recommend that you take the following weekend off placement activities.
- We would like you to experience at least one full Holy Week and Easter and one full Christmas at a placement church during your period of training, especially if you are a full-time candidate. Part time candidates may need to be flexible with their placement hours in the weeks following these festivals so that their workloads are not excessive.

- Whilst we realise that a Sunday commitment will be usual on a week by week basis, depending on the ministry for which you are training however part time candidates (especially) may find that occasionally their placement hours for the week can be on days other than Sundays.
- For final year candidates, placements usually end in the middle of May in order to allow some much needed time off before starting ministry as an ordained / licensed minister.
- Remember that placement time includes preparation which could be several hours for sermon preparation each time. Part time candidates, in particular, need to plan this time carefully - this time can also be averaged out over several weeks if this makes it easier.

This is the opportunity to gain good experience in ministry, both in developing further areas in which you already have skills, and also in learning completely new ministry skills. You will be expected to enter fully into the life of the community, worshipping regularly in that context and becoming part of the ministry team there.

We expect that you will:

- Gain a variety of experiences in the ministry you are training for, either being immediately supervised (and shadowing the minister) or as appropriate undertaking some tasks alone but under the general oversight of the supervisor.
- Have an opportunity to reflect on your ministry with your supervisor in regular sessions.
- Try out new skills e.g. preaching, leading worship, leading projects if appropriate.
- Participate in the church's engagement with the wider community, building relationships and exploring appropriate forms of mission and evangelism in that context.
- Be a member of the Ministry Team (whatever form that may take – each diocese has different arrangements).
- Reflect on the context and the challenges of ministry and mission in the area

### **Preaching**

Candidates training for a preaching ministry should preach 6 times a year and receive feedback from both congregation members and supervisors using the sermon assessment form. The form should then be sent electronically if possible to [Reporting@stpadarns.ac.uk](mailto:Reporting@stpadarns.ac.uk) with a copy to your formation tutor.

### **The Role of the Supervisor and candidate**

The Supervisor will be responsible for your ministry development especially in the area of ministry skills. In the past candidates would shadow ministers and only rarely minister themselves, however our candidates normally arrive at training already with a wealth of



leadership and ministerial experience, often from the workplace, family and community life as well as church, so it's important to build on this experience and for the supervisor to utilise you fully within the mission and ministry of your parish, church or mission / ministry area.

The Supervisor will be responsible for:

- welcoming you into the Ministry Team as a full and valued member
- discussing expectations and completing the placement agreement
- providing opportunities for you to undertake tasks associated with the ministry you are developing
- enabling you to be part of any projects run by the Ministry Area and to take responsibility for aspects of this if appropriate
- enabling you to reflect more broadly on the life and work of the Ministry Area, the challenges that it faces and the ways in which its understanding of ministry and mission inform practice
- reporting on your progress to St Padarn's
- contacting St Padarn's if any issues arise
- give helpful, honest and challenging feedback to you

You are responsible for:

- being involved in the life of the placement church / area **all year round** (apart from personal holidays). Placements in St Padarn's (as in the other aspects of training) no longer follow university terms
- taking responsibility for your own learning
- giving up ministry you have previously undertaken in your former or home parish / church / area

Please do speak to your tutor if this is unclear or is problematic in order to gain their support. (Different arrangements may apply to those who are training for a 'local' ministry and are continuing to minister and train in their home area, however it is still important to think through what needs to be laid down and what reflection that needs to happen in order to move from one ministry to another.)

- Documenting your experience

It is important that you keep a record of the tasks you have undertaken and the reflections you have made. The easiest way to do this is to keep a journal. You can then refer to this in meetings with your tutor and will provide the basis for your final year self-assessment. However, this is a private document for your own benefit. We will not ask to see it

- Sending in all the relevant forms to [reporting@stpadarns.ac.uk](mailto:reporting@stpadarns.ac.uk)
- Do also bring any forms with you (especially your sermon assessments) to your 1-1 meeting with your tutor to inform your record of formation

These arrangements will be discussed and agreed with your tutor when you meet to agree the placement training agreement.

## Further Ministry Experiences

It might be helpful for you to gain wider experience of church life or ministry. Is there a gap in your experience that is not being addressed by your placement? Your supervisor or one of your tutors might also suggest a 'ministry experience' for you. This might include a short time at a hospital or hospice or prison or school or with a fresh expression of church. Think about where your gaps are and speak to your placement supervisor who might be able to arrange something locally, or your tutor who will be able to suggest other experiences for you.

## Some guidance for candidates on reflection

This might provide a useful structure for your journal:

### Questions to aid reflection

Ministry task

What did I notice?

How did it go?

What did I learn?

How did I encounter God?

How has my faith grown or changed?

How did I enable others to grow in their faith or encounter God in new ways?

What would I do differently next time?

How did I enable the ministries of others?

## Formational Cells

During training you will join a Formational Cell, arranged by your tutor. This mutually supportive group is the space to consider how you are integrating all aspects of your formation, whether it is how you are growing and being challenged spiritually, your changing relationships, the ministry skills you are developing or your theological learning. The key thing is that you are able to connect all these aspects of formation together, and the cell is an important place to do this.

Those in full-time training will meet fortnightly with members of their cell at St Padarn's, Cardiff. Those in part-time training will join a group of people training in their area and will meet with that group at least eight times throughout the year. The cells are facilitated by a trained Formational Guide who will also report annually on your progress, though not normally on the detail of what is shared in the groups.

The insights of Joanna Collicutt in her book *The Psychology of Christian Character Formation* have formed the basis of our understanding of Formational Cells, and in fact the whole formation process. She writes:

Christian spiritual formation can be understood as the transforming work of the Spirit in every aspect of the life of the believer.....First, formation is seen to involve the whole of a person's life – embodied thinking, feeling, acting and being in relationship. Second,

as Paul asserts in.....2 Corinthians, because of the nature of the Spirit, formation results in freedom. (Collicutt 2015 chapter 1).

Collicutt defines this freedom as:

The work of the Spirit is not to change a person into something she is not, but to enable that person to be truly and fully herself. The Spirit is, after all, also the authentic Spirit of truth (John 14.17; 15.26; 16.13). (Collicutt 2015 chapter 1).

The Cell will usually consist of no more than 5 people and no fewer than 3 people.

We expect each member of the group to:

- Make attendance a priority
- Come prepared with something real to share
- Be willing to contribute positively to the formation of others in the group
- Honour the confidentiality of the group. No group member ever has permission to talk about someone else's material in any context. (Breaching confidentiality in this way would be a serious formational issue and subject to our policies on candidate behaviour during training).

The group should start each year by revisiting these expectations and agreeing them together.

### Structure for the Meeting

1. Informal opening worship to be shared amongst candidates
2. Individual sharing of recent experience - each member of the Formational Cell has a suggested total time of 20-25 mins to bring something that you consider significant within your formation. This could be something that has happened on placement, an essay you are struggling with, an important conversation with peers or a tutor or supervisor, something new you've learnt about yourself, or even a new skill. Remember to reflect on the positive as well as the more difficult issues you may have encountered.
3. Group members respond - by asking questions to help the person explore the issues. This may then help to bring clarity or a deepening of the experience of formation. Please try not to offer advice but allow the person to fully explore their experience.
4. Group members (and including the Formational Guide), then in turn offer a reflection on one thing that's life-giving and one potential for growth in what has just been shared.
5. Remember that this is the space to integrate the training. Be aware of theological and spiritual connections with what is being shared. Are there practical or vocational implications or resonances with what you are learning or studying?

6. It may be appropriate to end each person's time with prayer, whether in words or in silence before moving to the next person.
7. Closing Prayer

### A note on confidentiality within Formational Cells

Although the meetings are confidential in that we don't expect candidates to talk about what is discussed outside the cell, the Formational Guide will be giving feedback as part of the reporting process on each candidate's formation. The place where you can speak completely freely and confidentially outside of the course is with your Spiritual Director. We strongly encourage all candidates to have someone accompanying them spiritually, whether it is a Spiritual Director, or a wise and trusted mentor. There is more information about spiritual directors and our confidentiality policy at the end of this handbook.

### Bibliography

Collicutt, Joanna. (2015) **The Psychology of Christian Character Formation**. London: Hymns Ancient & Modern Ltd. Kindle Edition.

### Reporting on Formation

An important aspect of formation will be the regular meetings held between you and your tutor in order to discuss and update a record of formation (ROF). These meetings are intended on being challenging, honest and supportive and a key forum for your development and growth as a minister. It is expected that the formation tutor will meet with each candidate for 30 minutes to an hour three to four times a year. This may be at a residential.

This record of formation will also inform our feedback to your bishop at each diocese's six monthly 'candidate review meeting' and will eventually provide evidence for your report to the bishop. An example of the form is at the back of this handbook.

### Structure of the meetings

1. Prayer
2. Brief catch up about the practicalities of training
3. Candidate expresses their hopes for the meeting, where they would like to get to by the end.
4. Tutor and candidate decide on which area(s) in the criteria to discuss
5. Discussion of candidate's formation in this / these areas.
6. Handing over the discussion to God in prayer

We are also interested in what your strengths and weaknesses are and how you are developing and growing as a minister. In thinking about this you may want to reflect on the Church in Wales' learning outcomes for the different ministries. An important question for us therefore is how you respond to feedback, and sometimes in order to engage with the record of formation we may use the Johari Window too - what impression are you giving maybe without realizing, that is affecting your ministry?

## *The Johari Window*

|   |  |
|---|--|
| 1 Open<br>Known to self<br>and to others          | 2 Blind<br>Not known to<br>self but known<br>to others |
| 3 Hidden<br>Known to self<br>but not to<br>others | 4 Unknown<br>Not known to<br>self or others            |

These conversations are held in the spirit of accompanying you on your formation. We are all growing and developing as disciples and ministers. You are welcome to look at your Record of Formation at any stage of your training.

## Bishop's reports

You are training for ministry with St Padarn's because your bishop has **sponsored** you (normally on the recommendation of a provincial or regional board). We take this sponsorship seriously, and the Principal and Dean report on your progress at a six-monthly candidate review meeting with each Bishop, and in a formal report, normally during your final year. This report will be based on your record of formation and the conversations you have had with your tutor and in order to write your report we will be using these as evidence, along with reports from your formational cell guide and placement supervisor. This process normally happens in December of your final year.

In the November of your final year we will ask you to write a self-assessment and we will start gathering the other reports as well as collating the reports and sermon feedback we already have. For those on a one year programme, this happens during March.

Your tutor will write a draft of the report in late November or early December and send it to the Dean for her comments and to be signed off by the Principal. We will then share it with you and there will be an opportunity to add comments or on very rare occasions, to agree any changes.

## Special reports

On occasion, Bishops might request a special report, and these could be for a variety of reasons maybe formation has taken a different route or is progressing in a different way from what was expected. There could be concerns about a candidate's formation or questions about their future deployment. Sometimes the Bishop will be seeking advice as to whether to continue to sponsor a candidate. We will always share the report with you and there will always be opportunity to negotiate changes and add comments.

If it is likely that a special report will raise questions for the Bishop about her or his continued sponsorship, the normal process will be:

1. A concern is raised about a candidate's formation either by a tutor, placement supervisor, facilitator or formational guide.
2. If this continues to be a concern after attempts to feedback to the candidate, the tutor will have a one to one meeting with the candidate.
3. If the issue remains a concern after feedback, the tutor and the Dean or Director of Formation for Licensed Ministry meets with the candidate. The candidate may bring along a friend or supporter.
4. The tutor and Dean decide whether or not to share these concerns via a special report with the candidate's bishop, in consultation with the Principal.
5. If it is decided to write a special report, a further meeting is held to share the contents of the report with the candidate.
6. The report is sent to the bishop who may recommend various courses of action or even to withdraw their sponsorship.

## Pastoral support and help

We understand that formation may be a difficult time because of issues that may be raised for you, or there may be other things in your life that you are also having to deal with. Please do let us know if we as tutors can help in any way.

We are also aware that there may be things you want to discuss that are completely confidential and separate from the formation process. We would encourage you to get a spiritual director (a trained mentor who will meet with you to discuss your prayer life) and the following contacts may also be able to help.

We can also arrange for therapy or counselling. In these circumstances we normally refer candidates to a specialist psychotherapist for assessment in order for us to set up the best possible support.

## Diocesan contacts for spiritual direction

Monmouth

Revd. Jane Butler [jane.upperiswyn@yahoo.com](mailto:jane.upperiswyn@yahoo.com) 01495 231241

St. David's

Revd. Andrew Johnson [frandrewj@btinternet.com](mailto:frandrewj@btinternet.com) 01646 636966

Bangor

Revd. Janet Fletcher [revjfletcher@btinternet.com](mailto:revjfletcher@btinternet.com) 01654 711792

Llandaff

Revd. Edward Dowland-Owen [vicar@parishofmargam.org.uk](mailto:vicar@parishofmargam.org.uk)

Swansea & Brecon

Revd. Canon G.E. Bennett [bennettgandr@gmail.com](mailto:bennettgandr@gmail.com) 01792 203717

St Asaph

John Foxlee [johnfoxlee@outlook.com](mailto:johnfoxlee@outlook.com) 01352 810677

The Church in Wales also has available a free counselling service which is open to those in training as well as in ministry:

<https://www.churchinwales.org.uk/structure/representative-body/hr/cynnal-counselling/>

We also have a *Principal's Hardship Fund* which is able to help candidates, normally those who are in training full time and have no other source of income. More information is available from your tutor.

## St Padarn's Tutors

Your formation tutor will generally be your first port of call for queries or issues and will meet with you regularly throughout your training period. They will be responsible for setting up and supporting your placement, for ensuring you are in a formational cell and for keeping your record of formation up to date. They will speak to you about your strengths and challenges and will write the first draft of your bishop's report. We do however work as a team and occasionally another tutor might be working collaboratively with your main formation tutor.

Other tutors you may encounter:

If you are training for pioneer ministry, Helen Shepherd, our expert in pioneer ministry acts as advisor to the Dean and our tutorial team.

If you are training for ministry with Children, young people and families, Mark Griffiths, our expert in youth and children's ministry acts as advisor to the Dean and tutorial team.

You will probably encounter all of the St Padarn's tutors in one way or another throughout your period of training. Please see the website for more information about the different roles and responsibilities.

## Holidays

As a *minimum*, we expect that you will have at least the same holiday allowance as clergy in the Church in Wales, whether or not you are training for full time or part time ministry. The clergy handbook states:

*The annual holiday entitlement is four weeks to include four Sundays per annum plus those Bank Holidays which do not fall on Christmas Day and Good Friday. In addition, a Cleric is also entitled to two periods of six days holidays to be taken after Christmas and Easter.*

This allowance needs to be interpreted flexibly for those in training – several Sundays are taken up with training commitments and therefore in practice the holiday entitlement is six weeks. (Including periods off after Christmas and Easter the clergy holiday entitlement is six weeks minus two Sundays.)

It is good practice to negotiate well in advance about your holidays with your placement supervisor, out of courtesy, whether you are training for full or part time ministry. We expect you to be on holiday when you are on holiday and use the time to devote to your own recreation and rest and not catching up with reading or assignment writing or attending church events!

We understand that it is difficult for those who are training part time and have full time work as well as other family and caring responsibilities, as it might be tempting to fit in studying and placement work during holidays from your main work. However, we would urge you to put in place good strategies for a good work life balance during your training and please speak to your tutor and / or placement supervisor about how to ensure you can have adequate time



off each week as well as holidays away from both your paid work and your church responsibilities and training. In cases of genuine need we may be able to be flexible.

Those training full time have intense teaching blocks where it is expected that you are on site during those times. Outside the teaching blocks (which would be traditionally called vacations) we still expect you to be on placement two days per week, however the other days are opportunities to study, read, explore and reflect in a way which isn't always possible during the busy teaching blocks. As in the advice above, it is also important to take your full holiday entitlement away from study and placement.

Please do speak to your tutor or the Dean if you would like further guidance on this.

## Annual Checklist

All year round:

- Send preaching feedback form to [reporting@stpadarns.ac.uk](mailto:reporting@stpadarns.ac.uk) after each sermon
- Formational cell meetings (8 part time throughout the year)
- Keep a journal of reflections and a note of placement tasks and your response to them. This can be brief and will not be shared with us but can form the basis of conversations with tutors and for your final year self-assessment
- Ensure that Record of Formation is up to date and that we have up to date contact information
- Ensure that you have regular meetings in the diary with your placement supervisor for supervisions throughout the year, at least 8-10.
- Ensure that you are meeting with your tutor at least three to four times a year.

### July

Summer school!

### August

### September

Agree dates for preaching, either for the term, or even for the year!

1-1 meeting with your tutor (or in October)

If in year 1 set up placement agreement with your tutor and supervisor

### October

Preparatory reading or reflection for residential

Residential

1-1 meeting with your tutor (unless this has happened in September)

## November

If in FINAL year, start gathering forms for Bishop's report process and write your own self-reflection.

## December

Final year ONLY - finalise Bishop's reports. Meet with tutor to agree the Bishop's report.

## January

(Agree dates for preaching)  
Preparatory reading or reflection for residential.  
1-1 meeting with your tutor.

## February

Residential  
1-1 meeting with your tutor (unless this has happened in January)

## March

One year candidates – gather reports and agree your Bishop's report (see December)

## April

(Agree dates for preaching)  
Preparatory reading or reflection for residential.

## May

Residential  
1-1 meeting with your tutor  
**Non-Final Year** – think about any discussions that need to be had regarding your learning pathway

## June

**Non-Final Year**– placement forms to [reporting@stpadarns.ac.uk](mailto:reporting@stpadarns.ac.uk)  
and to your Placement tutor  
Formational cell review form to [reporting@stpadarns.ac.uk](mailto:reporting@stpadarns.ac.uk) and to your reporting and learning pathway tutor

## Practical information

### Grants

The Church in Wales provides grants for people training for ministry, for more information please look at our website or speak to the Director of Operations (contact details below). The cost of academic study is also covered while in training as well as a small sum to cover books and incidental costs. For full time candidates, the grant is calculated individually dependent on housing, household income and other living costs. Once St Padarn's receives a candidate's sponsor form from their sending Diocese the information is passed on to the Church in Wales Finance department. They will send out more information about grant entitlements and forms to be completed in order to apply for grants.

If you have any queries about this, please contact Kathryn Delderfield, our Director of Operations who handles grants:

Email: [Kathryn.Delderfield@stpadarns.ac.uk](mailto:Kathryn.Delderfield@stpadarns.ac.uk)

Main: 029 2056 3379

Mobile: 07388994732

### Expenses

For those candidates who will be travelling to Cardiff, Wednesday to Friday, your travel costs for those journeys will be calculated and included in your monthly grant payments. Placement expenses should be completed using the form on Moodle. Candidates can claim for travel to residentials and travel to placements outside their ministry area (in cases where a ministry area is particularly large allowances may be made – please contact your tutor if you think this applies to you). The completed form should be forwarded to your placement tutor. For reimbursement of travel a candidate will need to provide either a receipt in the case of public transport, or mileage. Mileage will be paid at 45p per mile for the first 10000 miles, and 25p a mile thereafter.

There should not usually be occasions for candidates to claim expenses other than travel, given that the grants are designed to cover other incidental expenses. In the rare occasion where a candidate may incur other expenses these have to be pre-authorised by the Director of Formation for Licensed Ministry.

If you have any queries about expenses, please contact Lyn Davies. The form is on Moodle.

### Support for spouses

As well as supporting our candidates throughout their training and formation, St Padarn's is committed to the support and encouragement of our candidates' partners and families. We recognize that ministry often places unique demands on ministers' families (living in church housing, working on the weekends, etc.), and it is important that partners feel prepared and equipped for these realities. As important as ministry and ministerial training is, caring well for those closest to us is also a significant aspect of our calling, and St Padarn's is committed to the flourishing of our candidates' families.

Kristina Hillebert is our Coordinator for Partner Support and can be contacted on [kristina.hillebert@gmail.com](mailto:kristina.hillebert@gmail.com). We also have a volunteer chaplain, Wendy Matthews who is a clergy spouse and who has spent her career as an occupational therapist dealing with mental health through major life changes. She can be contacted on [wendlmatt@yahoo.co.uk](mailto:wendlmatt@yahoo.co.uk) or 01633 258046. Both Krisi and Wendy would be very pleased to hear from partners or spouses.

For those training full time and living in Cardiff, there are a number of opportunities for partners and families to be involved in the life of the community. Every week we hold an all-age service of worship followed by a 'family dinner,' to which all families are warmly invited. Candidates' partners are also welcome to audit a module each term and to attend evening guest lectures and feasts. The Tutor in Residence, Jordan, and his wife, Krisi, will often hold community events at Tŷ'r Capel, and candidates' partners have met regularly in the past for bible studies, game nights, etc. Twice a year, we provide a 'dinner out' for our candidates' spouses to socialize and to hear from a guest speaker. For those candidates who are diocese-based, rooms can be made available on occasion for their families to join them for events/meals/worship in college.

For those training part time, please contact your tutor about support for spouses as local activities can be arranged. This is an area we are keen to develop, but as spouses have different needs and working patterns, what is appropriate varies from year to year.

# Forms

## Placement Annual report and checklist

Candidate:

Ministry:

Supervisor:

Dates of supervision meetings:

- Strengths of candidate in ministry
- Areas for development worked on in supervisions
- Ministerial tasks (brief description and feedback)
- Engagement with the wider community (brief description and feedback)
- (If training for a preaching ministry) Sermons preached and dates: (forms sent to SPI?)

*Candidates training for a preaching ministry should preach 6 times a year and receive feedback from both congregation members and supervisors.*

If you would like to discuss the candidates' progression, please contact the placement tutor or the Dean.

## Placement final report

### Supervisor's Report:

Candidate:

Ministry:

Supervisor:

### Ministerial Formation

Please comment on the candidate's personal and ministerial development towards licensed ministry in the Church in Wales. What are their strengths and weaknesses?

### Understanding of the Faith

Please comment on how they are communicating their faith and their learning within the church / churches especially in preaching (if they are training for a preaching ministry).

### Spirituality and worship

How do they inspire others in worship and through their own spirituality?

### Mission and evangelism

Please comment on their ability to engage effectively in the church's mission, and their skills in evangelism.

### Personality and character

Please comment on their personality and character, as well as their resilience and response to stress.

### Relationships

Please comment on their ability to initiate and develop relationships within the ministry team, church and community. How are they developing in their character and is their personality one which engages and builds rapport with others? How are they supported by their network of family and friends?

### Leadership

Please comment on their ability to lead areas of church life and to be an effective team member.

### Reflective Practice

Please comment on their ability to reflect on their practice and use that reflection to act differently in the future

**Further Training Needs**

Please identify any areas in which you think the candidate would benefit from further training.

**Any Additional Comments****Signature****Supervisor****Date discussed with the candidate, and any observations**

Please send a copy of this form to the student and [Reporting@stpadarns.ac.uk](mailto:Reporting@stpadarns.ac.uk)



## Formational Cell Annual Review

Name of Formational Guide:

Name of candidate:

Please comment on how the candidate engaged with the group.

Evidence of engagement with the formation process was shown in these ways:

If there are any concerns about the candidate, please discuss these with them, and also provide details which will be shared with the Director of Formation for Licensed Ministry.

Number of Sessions attended:

Signed:

Date:

Formational Guide

Please send a copy of this form to the student and [Reporting@stpadarns.ac.uk](mailto:Reporting@stpadarns.ac.uk)

## Placement Training Agreement

This agreement should be drawn up in discussion between candidate, supervisor and the appropriate St Padarn's Tutor.

### 1. General details

Mission Area / Ministry Area / Benefice:

Candidate

Ministry for which the candidate is being trained.

Year of training

Supervisor

Normal weekly working pattern:

### 2. Formational development

List of tasks to be completed with dates for the initial period (further dates to be added throughout the year)

Dates of supervisions:

Project work: Any project in the Ministry Area that the candidate can be involved in or lead?

Signed: (Supervisor)

Signed: (Candidate)

[The St Padarn's Tutor should retain a copy of this document and send a copy to [reporting@stpadarns.ac.uk](mailto:reporting@stpadarns.ac.uk)]



## Preaching Feedback Form

If you have any questions about filling in this form please contact [manon.c.james@stpadarns.ac.uk](mailto:manon.c.james@stpadarns.ac.uk). This form can be used by the supervisor, another experienced minister or members of the congregation.

Feedback is an essential part of growing and learning as a new preacher. We are therefore very grateful to you for being willing to give feedback. Please do write honestly and giving examples if possible. Many thanks for playing an important part in the formation and training of the person who gave you this form. Please fill in as much as you can and feel free to skip any questions that seem irrelevant.

Name of Candidate

Name of Church

Type of service (e.g. Eucharist/ Service of the Word/ All age/ etc.)

Date and day in church calendar

Your role (supervisor, congregation member etc)

What was the overall message of the sermon?

How did the sermon relate to the Bible reading or readings? Did the preacher draw out meaning from at least one of the passages effectively and appropriately?

Was the sermon pitched effectively at the congregation and was the use of language appropriate in your view for you / them?

Which part of the sermon engaged you most and why?

Which part of the sermon did you feel most disengaged? Why was this?

Did the illustrations work? What made them effective?

Comment on the delivery: What was the preacher like in using their:

- voice (e.g. could you hear easily? Did they shout / did they sound enthusiastic or bored? etc.)
- body language (e.g. did they walk around or use hands and arm movements that helped or distracted?)
- eye contact? (E.g. did they look at their notes all the time /did they look at the people from time to time?)

Is there anything that you will do as a result of this sermon?

If you have any other comments, please add them here or on a separate sheet of paper.

Please return this form to the person who gave it to you.

*(Candidates please send a copy of this form to your tutor and [reporting@stpadarns.ac.uk](mailto:reporting@stpadarns.ac.uk). Please also keep a copy for your records).*

## Policies and where to find them

The relevant Church in Wales and St Padarn's policies can be found on the candidates' section in Moodle (and some can be found under clergy documents on the Church in Wales website). Candidates must abide by Church in Wales and St Padarn's policies.

However, the attendance policy has direct relevance to your record of formation and so it is also reproduced here for convenience.

The confidentiality policy is also reproduced here.

## Attendance policy

Attendance is vital throughout your training. The Church in Wales has invested significant resources into the training of ministers through St Padarn's. Financially, this represents the sacrificial giving of faithful members of congregations across Wales in order to serve the mission of the Church in Wales. Attendance is therefore, in the first instance, about accountability to the wider Church in Wales and good stewardship of resources.

The different components of training have been carefully designed in order to ensure that each candidate receives rigorous ministerial formation using four areas – theological learning, placements, residentials and formational cells.

Every aspect of training is vital and missing any component will lead potentially to a lesser experience of training and to gaps emerging which will be difficult to address later on.

We therefore expect you to make every aspect of formation a priority for your period of training, to consider carefully your ability to be able to make this sort of commitment before training, and also to ensure that other church commitments don't intrude on this important opportunity to immerse yourself in theological, practical and spiritual formation.

However, we do realise that from time to time situations arise which mean that you are unavoidably absent from an aspect of formation. If such a situation arises, it is vital that you inform the relevant person e.g.

- Illness – if illness means that you are unable to fulfil a commitment, please let the relevant person know as soon as possible. A period of illness for longer than a few days needs to be communicated to your tutor.
- Short Term Pastoral Need – from time to time we realise that situations arise in family or personal life which make it difficult for you to fulfil a commitment. Please let the relevant person know as soon as possible, in order also for them to be able to support you.
- Longer term Pastoral Issue – if any issue is causing you to be unavoidably absent for a longer period of time, it is vital to discuss this with your tutor.

It may be unclear who the relevant person is, so generally speaking:

Placement – attendance and commitment is negotiated with the supervisor. For a one-off issue, it is enough to let the supervisor know. However, if there is likely to be a longer-term pattern, it is vital to inform your tutor.

Theological Formation – for those on the part time programme, attendance at all seminar days and facilitated groups is expected. For one off absences from the weekly group please contact your facilitator, however if there is an issue with regular attendance please contact your tutor. They should be contacted for any absences from Seminar days. Within the full-time programme, for any absences from a module session please contact both the module tutor out of courtesy and the Director of Formation.

Formational cells – please contact your guide to explain every absence.

Residentials – please fill in the form in this policy to the Director of Formation for Licensed Ministry, copying in your tutor.

### **What are the implications of missing any aspect of the course?**

We will be recording absences. This is in order to be able to fulfil our own commitment to the church to provide rigorous and inspiring training for the ministers of the future, and to identify patterns and where a candidate is missing a vital aspect of formation. A regular pattern of absences, particularly those which are unauthorised will be noted on the report to the bishop and flagged up at the six-monthly meeting with each bishop.

It may be helpful to have access to the Church in Wales policies, for future guidance:

<https://www.churchinwales.org.uk/en/clergy-and-members/clergy-handbook/>  
<https://www.churchinwales.org.uk/en/clergy-and-members/clergy-handbook/clergy-sickness-ill-health-and-incapacity/>

### **What are authorised and unauthorised absences?**

There are accepted reasons from the workplace and academic institutions for absences such as illness and long-term pastoral issues. We would follow the same conventions for absences from every aspect of formation.

Arriving significantly late or leaving significantly early from a residential will also constitute an absence, as well as not attending sessions.

### **Professionalism, courtesy, and trust**

An important aspect of leadership is building trust in those we are leading, and an expectation that we can be trusted to fulfil commitments and to fully engage with our ministries in the future. Building good habits during training is therefore important. It is also important to enable those you are currently working with and ministering amongst to see that you are changing role and moving into a different sphere of ministry. Sometimes this will mean letting go of commitments you had before you started to train and if you need further support in that do let us know. Our commitment to you is that we want to see each one of you flourish during your period of formation and part of this commitment is to build a culture of professionalism, courtesy and trustworthiness within the course and in our dealings with one another.



ATHROFA PADARN SANT  
ST PADARN'S INSTITUTE

## Residential absence form

Name

Diocese

Date of residential

I wish to apply for permission to be absent from the above residential on the grounds of:

- a. Illness
- b. Short term pastoral issue
- c. Long term pastoral issue
- d. Other personal reasons (e.g. residential clashes with a significant family event, Golden Wedding anniversary etc)

I authorise this absence

Signature

Dean / Director of Formation for Licensed Ministry

date:



## Confidentiality within Formation for Licensed Ministry and Theology for Life

This policy should be read in the light of other policies within St Padarn's e.g. privacy, data protection and safeguarding.

### Formation for Licensed Ministry

Within St Padarn's, we operate a corporate confidentiality within ministerial training. We respect the candidate's dignity and want to see each candidate flourish and grow into the person and the minister God is calling them to be.

The role of the tutorial team with candidates is a complex one. Tutors have pastoral responsibility as well as a responsibility to the Church in Wales to help candidates on their formational journey, a relationship which involves challenge as well as pastoral concern. We would encourage candidates to be open and honest with the tutors, especially their Formation tutor. It is that tutor's role to accompany the candidate on their journey, to facilitate reflection on formation and to help the candidate address each of the criteria in turn. Where there is a work to be done on specific criteria, a tutor can challenge and encourage a candidate as to ways to learn, develop and change. The tutor is supported in doing this by senior staff within St Padarn's. At the same time, St Padarn's is responsible for reporting to sponsoring bishops about candidates' formational journey and sharing openly with bishops candidates' strengths but also weaknesses, and any anxieties about suitability for licensed ministry, or particular support the candidate may require in the future.

Therefore, this relationship between candidate and tutor (and other St Padarn's staff) is a professional one. If a candidate wants to talk completely confidentially about a matter, we suggest they speak to their spiritual director or a designated chaplain.

Within the tutorial team, if something is shared with a formational tutor or another tutor, this information can potentially form part of the formational journey that is being reported on. Similarly, the tutor may well need to share information with those who have an oversight responsibility e.g. the Director of Formation, Dean or Principal, members of the Senior Leadership Team of St Padarn's and in certain circumstances with a Diocesan bishop.

However, any personal information expressed in a pastoral context will only be shared with other staff to the extent that it is necessary for St Padarn's to do its job; it will never be generally discussed within the whole team. Sensitive personal information will never be shared with other candidates, except when the candidate has given clear permission for information to be shared (for example, when a candidate wants a tutor to let members of their learning group know about a personal difficulty, to avoid them having to have the same conversation repeatedly in response to concerned enquiries from their colleagues). The corporate confidentiality also extends to other St Padarn's partners who work with the Institute on the formation of candidates e.g. facilitators, formational cell guides and placement supervisors. These relationships again are professional, subject to an agreement (a covenant) and guidelines, and those involved have responsibilities both to support your

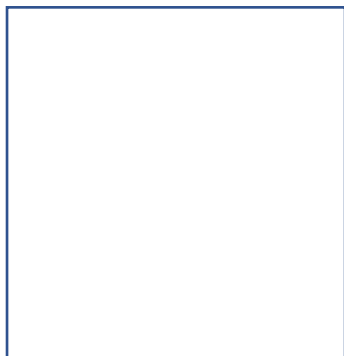
formational journey, and to report on it. For more information about confidentiality within formational cells, please see the formational cells section in this handbook.

Corporate confidentiality also extends, similarly on a need to know basis, within the Operations team.

### **Theology for Life**

Sensitive information may be shared in the course of gaining advice and applying for extenuating circumstances. Similarly, this information will be handled respectfully and sensitively on a need to know basis within the tutorial and operations team.

Cofnod Ffuriant/Record of Formation 2020/21



|   |                           |
|---|---------------------------|
| Candidate's Name:                                   | Contact details:          |
| Sponsoring diocese (and sending MA if appropriate): | Ministry / category:      |
| Date of licensing / ordination:                     | Number of years training: |
| Tutor:  |                           |

**Training**

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| Mode of training:                    |                                       |
| Learning Pathway:                    | Placement and supervisor:             |
| Any additional ministry experiences: |                                       |
| Formational cell guide:              | Facilitator and group (if part time): |

|                         |
|-------------------------|
| Ministry strand Year 1: |
| Ministry strand Year 2: |
| Ministry strand Year 3: |

Or Strand pathway?

Relevant skills and experiences to date:

### Formational progress

Competencies and formational goals, strengths, and developmental opportunities

- A. Christian faith, tradition, and life
- B. Mission, evangelism, and discipleship
- C. Spirituality and worship
- D. Relationships
- E. Personality and character
- F. Leadership, collaboration, and community
- G. Vocation and ministry within the Church in Wales

### Absences

*Please give details of any absences:*

Unavoidable

Absences that may need noting on the Bishop's report:

*Any changes to the candidates training pathway needs to be agreed in consultation with the Dean of Initial Ministerial Training.*

## **Useful contacts:**

Lyn Davies: 0292 0838079

[Lyn.davies@stpadarns.ac.uk](mailto:Lyn.davies@stpadarns.ac.uk)

Rev'd Dr Manon Ceridwen James: 07776 591 799/ 02920838002(Wed- Fri)

[manon.c.james@stpadarns.ac.uk](mailto:manon.c.james@stpadarns.ac.uk)

Rev'd Susan Blagden: 07741 900 360

[susan.blagden@stpadarns.ac.uk](mailto:susan.blagden@stpadarns.ac.uk)

Rev'd Helen Rees: 07776 589 732

[helen.rees2@stpadarns.ac.uk](mailto:helen.rees2@stpadarns.ac.uk)

Glen Lund: 07391 868 295

[Glen.lund@stpadarns.ac.uk](mailto:Glen.lund@stpadarns.ac.uk)

Rev'd John-Daniel Laurence: 07552 385 330

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