



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

Formation for Licensed Ministry

Handbook 2022-23



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 explains 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 are in this handbook.

(This handbook has been written for all involved in training candidates for ministry. It is mainly addressed directly to the candidate, but there is also a section for placement supervisors. We are very grateful to you supervisors for all your hard work with the candidates and your investment into the leadership of the future. Please do feel free to read all of the handbook to gain an overview of how the placement fits in to the whole of the formation process.)

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



Annual Checklist

All year round:

- **Ensure you have all the dates in your diary**
- Send preaching feedback form to 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 the 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 8-12
- Ensure that you are meeting with your tutor at least three to four times a year.
- Plan and deliver your evangelism project (once during your training)
- Submit the full text of one sermon along with a written reflection of at least 500 words to the Preacher's Forum (on Moodle) once during your first year. You will also be able to utilise this site throughout your training to help you improve your practice.

July

August

2023 (At the moment we are looking to move the summer school to around the third week in August – more information to follow).

September

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

1 to 1 meeting with your tutor (or in October).

If in year 1 set up placement agreement with Chris Thomson or a delegated tutor and placement supervisor unless this has already happened.

October

Preparatory reading or reflection for residential.

Theology and Practice of Ministry Residential

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

If you are in your **final year** the support team will be emailing those involved in your training for reports and asking you to write a self-assessment. Ensure that all your sermon assessments have been submitted.

November

If you are in your **final year** encourage your placement supervisor and formational cell guide to submit their forms for the bishop's report process and write your own self-reflection. All forms to be returned to reporting@stpadarns.ac.uk by no later than the **Monday 7th November 2022**.

December

Final year ONLY - finalise Bishop's reports. Meet with your tutor to agree the bishop's report. Signed reports to be returned by **Wednesday 7th December 2022 at the latest**.

January

(Agree dates for preaching)

Preparatory reading or reflection for TPM residential.

1 to 1 meeting with your tutor.

February

TPM Residential

1 to 1 meeting with your tutor (unless this has happened in January).

March

One-year candidates only – gather forms for Bishop's report process and write your own self-reflection. Forms to be returned to reporting@stpadarns.ac.uk by no later than the **Friday 24th February**. The report will need to be finalised and signed by you by **Wednesday 29th March**.

April

(Agree dates for preaching)

Preparatory reading or reflection for TPM residential.

May

TPM Residential

1 to 1 meeting with your tutor

Final year – finish your placement sometime around mid-May.

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

and to Chris Thomson chris.thompson@stpadarns.ac.uk

Formational cell review form to reporting@stpadarns.ac.uk and to

Jordan.hillebert@stpadarns.ac.uk

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

St Padarn's Tutors

Your tutor will generally be your first port of call for queries or issues and will meet with you regularly throughout your training period. We will tell you who they are and give you their contact details at summer school. They will be responsible for keeping your record of formation up to date and will be available to support you pastorally and formationally. They will speak to you about your strengths and challenges and will write the first draft of your bishop's report.

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.

Useful contacts:

Lyn Davies: 0292 0838079

Lyn.davies@stpadarns.ac.uk

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

Manon.c.james@stpadarns.ac.uk

Rev'd Helen Rees: 07776 589 732

Helen.rees2@stpadarns.ac.uk

Rev'd John-Daniel Laurence: 07552 385 330

John-Daniel.Laurence@stpadarns.ac.uk

Rev'd Dr Jordan Hillebert: 02920 838073

Jordan.hillebert@stpadarns.ac.uk

Rev'd Chris Thomson: 07508 527569
Chris.thompson@stpadarns.ac.uk

Dr Elizabeth Corsar: 02920 838004
Elizabeth.corsar@stpadarns.ac.uk

Rev'd Dr Siôn Aled Owen 07852 909364
Siôn.aledowen@stpadarns.ac.uk

Studying Theology

Most candidates will study on the 'Theology for Life' programme (the B.Th. 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 our Masters, validated by Durham 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.

Theology and Practice of Ministry

The Theology and Practice of Ministry is taught to both part- and full-time candidates at residentials - a summer school each year for a week 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.

Each weekend has as its theme a ministry priority identified by the bench of bishops: They are:

Year A

Summer School - Spirituality

Confidence, security, and maturity in Faith

Anglican Ecclesiology and spirituality

Creativity, flexibility, adaptability

Year B

Summer school – Leading your Church into growth

Working in teams

Being missional and committed to growth

Strategic Leadership

There is 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.

The title Theology and Practice of Ministry is deliberate, and we are wanting to emphasise that even in this part of training, that we believe in integrated formation. So, we can't separate the skills of ministry from the theology which informs it.

For those training for a more general ministry, you will be following the TPM course in your year cohort. For ease, we are calling these cohorts (carfannau in Welsh) after the names of key Welsh historical religious figures:

- **Esgob William Morgan**
- **Griffith Jones (Llanddowror)**
- **Mari Jones**

Do look up their stories, if you're not familiar with their influence on religion and faith in Wales.

For those following a more specialised ministry, we will develop a pathway for you through the programme that is bespoke for you. Most people will do William Morgan and then either Griffith Jones or Mary Jones depending on their gifts and what the diocese are asking us to work with you on, in whatever order makes sense. Occasionally those not training for a preaching ministry will be following Mary Jones one year and Griffith Jones the next.

Esgob William Morgan

This year's course introduces you to some basic ministerial skills, with an emphasis on learning to preach and how to construct and lead services. You will be introduced to foundational pastoral skills such as listening as well as consider power, boundaries, and healthy congregations. You will learn about basic psychological tools to help us understand people of all ages better. You will learn about creating a culture of pioneering, as well as how to pioneer in the 'desert'

Griffith Jones (Llanddowror)

This year builds on the foundation that has been laid in your first (or for some second) year. You will be focussing at summer school on the pastoral and evangelistic challenges and opportunities that come with engaging with different ages and different generations. You will also consider what it means to pioneer, especially in our own (Welsh) context, also learning from the Bible and the pioneering characters found there. You will consider how to preach evangelistically as well as preaching at different life events. You will explore key tools for the development of teams, and how to encourage good spiritual, emotional and mental health, as well as look at chaplaincy.

Mari Jones

This year builds on the foundation that has been laid in your first (or for some second) year. This year you will be focussing initially on how to grow new Christian communities, with a specially designed course run at the summer school. During the weekend residential you will also be developing your preaching skills and digging deeper into sermon structures and the importance of storytelling. You will explore how to create attractive all age services. You will consider how to take care of yourself as a minister and also learn more about the 'life events' project and how the occasional offices can be a tool for evangelism as well as pastoral care. You will also learn all kinds of digital skills for ministry as well as take a journey through different lessons of history in how to pioneer, looking particularly at revivals and renewals.

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

Placements

The tutor responsible for placements is the Tutor for Contextual Formation, Revd Chris Thomson. He can be contacted on: chris.thomson@stpadarns.ac.uk

This section has vital information for both candidates and supervisors on the role of placements within training. All the forms are on Moodle. They are available in both languages and can be submitted in Welsh or English.

In our placements, candidates gain valuable 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 candidates develop resilience and insight as they 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 this experience.

Placements are set up initially through a training agreement, and this is an opportunity to discuss the skills and experience the candidate already has, and the skills and experience they need to build on or develop,

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 this is negotiated, but generally:

- We take the concept of a day off each week very seriously. After a weekend residential we strongly advise that full time candidates take a day off on the Monday or Tuesday, 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 part time candidates take the following weekend off placement activities. (The dates are at the end of this handbook). We would ask that placement supervisors are especially sensitive and flexible about workload around the times of the residentials, as well as assignment submission times.
- We would like candidates to experience at least one full Holy Week and Easter and one full Christmas at a placement church during their period of training, especially if they 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 a candidate is training, part time

candidates (especially) may find that 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 for candidates to gain good experience in ministry, both in developing further areas in which they already have skills, and also in learning completely new ministry skills. They are expected to enter fully into the life of the community, worshipping regularly in that context and becoming part of the ministry team there. In some cases, there will be teams of candidates working with the same supervisor. This can be a good way of developing teamwork skills.

For candidates

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 (8-12 per year).
- 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. The evangelism project will be an important aspect of this.
- 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.

You will be 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 Chris if this is unclear or is problematic in order to gain his 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.)
- gaining agreement from your placement supervisor for any additional ministerial responsibilities or activities in the area that they may not know about (they are overseeing your placement, which means they need to be monitoring your workload and be aware of all your activities).
- ensuring all the forms are submitted on time.

Guidance for candidates on reflection

This might provide a useful structure for a 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?

Placement activities

Most placement activities are non assessed, however preaching and the evangelism project are both activities you will need to undertake during placement for your bishop's report, and there are resources for both to be found on Moodle.

Preaching

Candidates training for a preaching ministry should preach at least **5 times a year** and receive feedback from both congregation members and supervisors using the sermon assessment form. To gain a variety of perspectives, it would be good if at least three (separate) sermons were assessed by the supervisor, and at least two sermons assessed by congregation members. If possible, it would be good for the same sermon to be assessed by both supervisor (or another experienced preacher) and congregation members, but we are aware this can sometimes be difficult. The form should then be sent electronically, if possible, to Reporting@stpadarns.ac.uk with a copy to your tutor. Candidates are responsible for ensuring that there are five sets of sermon feedback per year in the files.

Candidates are also expected to submit the full text of one sermon along with a written reflection of at least 500 words during their first year of training. Full details can be found in the Preachers' Forum on Moodle [here](#).

For more information, contact Rev John-Daniel Laurence, the Tutor in Mission & Preaching John-Daniel.Laurence@stpadarns.ac.uk .

Evangelism Project

During the course of your training, you will be asked to complete an evangelism project. This could be anything from a one-off children's activities day / holiday club to running a course like *Alpha* or *Start* to starting a new service aimed at a specific group of people... or..... All that we ask is that it is a project or activity designed to reach new people. You will be fully supported in this with resources and sessions at the residential. This will be reported on in your bishop's report.

For more information, contact Rev'd Chris Thomson chris.thomson@stpadarns.ac.uk .

For the supervisor

We see you as key partners in the formation of the candidate, and we take your judgment and insight very seriously. In fact, we will be relying on them! You also have a key role in developing the candidate's ministry skills, as well as evaluating them. 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 is important to build on this experience and for you to utilise them fully within the mission and ministry of your parish, church, or mission / ministry area.

As placement supervisor, you are responsible for:

- welcoming the candidate into the Ministry Team as a full and valued member
- discussing expectations and completing the placement agreement with a tutor and the candidate
- providing opportunities for the candidate to share in the ministry of the area and reflect on their contribution
- reporting on the candidate's progress to St Padarn's
- contacting St Padarn's if any issues arise
- giving helpful, honest, and challenging feedback
- meeting the candidate in regular supervisions, at least 8 in a year
- ensuring they preach regularly and complete an evangelism project

in addition, it would be helpful if you could:

- think about any gaps that the candidate may have and speak to us about arranging a short-term ministry experience.
- consider whether some of those gaps could also be addressed within your own area or team e.g., please be proactive in arranging creative experiences e.g., with other lay or ordained ministers you work with, or some aspect of the ministry of the wider area the candidate might benefit from experiencing. (Although we are always interested to hear about these experiences, there is no need to arrange these formally with us, as you would a short-term ministry experience).
- keep an eye on the candidate's workload. We sometimes find that candidates can be overworked in placement, likewise they can be underutilised which they might find equally as frustrating. Please do stick to the arrangements of around 4 hours per week for a part time candidate, and the equivalent of two working days (including a Sunday normally) for full time candidates.
- **For full time candidates, please don't ask them to fulfil tasks when they would normally be in Cardiff for the full-time programme (so Wednesdays, Thursdays and Fridays) as this has to be their priority during these times.**

Further Ministry Experiences

It might be helpful for a candidate to gain wider experience of church life or ministry. Is there a gap in the candidate's experience that is not being addressed by your placement? The supervisor or one of the tutors might suggest a 'ministry experience'. This might include a short time at a hospital or hospice or prison or school or with a fresh expression of church. Candidates are encouraged to think about where their gaps are and speak to their placement supervisor who might be able to arrange something

locally, or their personal tutor or Chris Thomson who will be able to suggest other experiences.

We are actively developing majority Welsh speaking or bilingual area, rural and chaplaincy ministry experiences. If candidates or supervisors would like to take advantage of this, please speak to Chris.

Placement Forms and checklists

The forms are available online. The annual checklist can be found at the beginning of the handbook.

Formational Cells

During training you will join a Formational Cell. Revd Dr Jordan Hillebert is responsible for formational cells. 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.

Aims of Formational Cells

The primary formational aims of the cell are:

- To gain greater confidence and skill in self-reflection (assessing one's own strengths and weaknesses, exploring the underlying beliefs/assumptions which might have led to a particular action/emotional response, etc.)
- To integrate the various aspects of training and formation (exploring how your theological convictions/studies have informed your ministry and vice versa, what you have learned about yourself or about God on placement, etc.)
- To gain greater confidence and skill in careful listening (accurately summarizing what has been heard, asking helpful/relevant questions, demonstrating care and respect, highlighting areas of growth or potential for further development, etc.)
- To grow in vulnerability (allowing oneself to be known, seeking to learn from others, reflecting on unresolved issues, etc.)
- To contribute to the formation of others (providing encouragement, appropriate challenge, etc.)

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 other 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. Members of the group may also feedback on areas of strength and/or potential for further growth.
4. 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?
5. It may be appropriate to end each person's time with prayer, whether in words or in silence before moving to the next person. Alternatively, groups may decide to pray for each other at the end of the cell.
6. 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 personal 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 tutor will meet with each candidate for an hour or so each term. This may be at a residential. Please contact your tutor to arrange these meetings.

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 Known to self and to others	2 Blind Not known to self but known to others
3 Hidden Known to self but not to others	4 Unknown Not known to 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.

Reporting on your Formation

We report on your formation in several different ways. The main opportunity is when the Principal and Dean meet with each bishop twice a year in a candidate review meeting. In these meetings we discuss your formation and your growth into ministry. This is based on insights gleaned from your formation meetings with your tutors, as well as from your engagement with the whole programme.

Bishop's Reports

As well as these candidate review meetings, we also report on your progress, in a formal Bishop's 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. We may also suggest that we need to send the bishop such a report. 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, this is shared with the candidate for comments.
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).

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. For more information about this, please do speak to your tutor or the Director of Formation. We treat any assessments with the utmost sensitivity, and they are all filed in a confidential file with limited access to St Padarn's staff. Confidential information in this way is only shared on a need-to-know basis.

We also have a *Principal's Fund* which is able to help candidates, normally those who are in training full time and have no other source of income. This is normally for an unforeseen expense e.g. large unexpected car bill, computer issues and so on. More information is available from your tutor, and they will make an application for you. The fund is for those in genuine need, and it is possible to apply to the fund several times during the course of training.

Contacts for Spiritual Directors

Monmouth	Revd. Jane Butler	jane.upperislwyn@yahoo.com
St. David's	Revd. Andrew Johnson	frandrewj@btinternet.com
Bangor	Revd. Janet Fletcher	revjfletcher@btinternet.com
Llandaff	Revd. Edward Dowland-Owen	vicar@parishofmargam.org.uk
Swansea & Brecon	Sam Aldred	s.v.aldred@googlemail.com
St Asaph	Richard Carter	reverendcarter@gmail.com

Learning Welsh

All full-time candidates who are not fluent in Welsh are expected to learn or improve their Welsh and there will be regular classes as part of the Wednesday to Friday programme. The tutor who oversees this is Siôn Aled Owen.

For part time candidates we can enroll you on the **Say Something in Welsh** online course, in order to improve your language skills.

We can also offer regular or short-term placements to help with learning Welsh and there is a small sum of money available for some candidates for intensive courses during the vacations. Please speak to Chris Thomson about placements and Sion Aled Owen about Welsh language learning.

Wednesday – Friday Programme (Fulltime Candidates)

Those training fulltime for ministry at St Padarn's meet 30 weeks/year at St Padarn's, Cardiff for our Wednesday-Friday programme. The programme begins each Wednesday with an opening Eucharist (currently at 11:45am) and concludes with lunch on Friday. In addition to theological study and formational cells, the fulltime programme revolves around worship, community, and additional learning opportunities.

Worship

Nearly all of the worship in the fulltime programme is candidate-led. The community is split into worship groups, with each group responsible for the worship in a given week. Prior to a group's worship week, the group meets with a member of staff to consider worship in general and to design the worship for the following week. The group then meets with the member of staff after their worship week to reflect on the past week and to think about how things might be taken forward in the future.

There is a separate handbook for worship – please read it carefully.

Community

Community is at the heart of everything we do at St Padarn's, and this is certainly reflected in the fulltime programme. The fulltime community eats together, worships together, learns together, and socializes together. In addition to the formal aspects of the Wed-Fri programme, there is space in the programme for more informal gatherings – prayer groups, reading groups, socials etc.

Additional Learning Opportunities

In addition to the primary academic modules, full-time candidates meet fortnightly for a 'Leading Healthy Churches' session in which a guest speaker/practitioner joins to share her experiences with the candidates and to get them thinking about various aspects of ministry. Each term, we are joined by a guest lecturer for a special evening meal, lecture, and discussion related to their research. Other additional learning opportunities include voice/singing lessons and staff-led reading groups.

Week of Mission and Evangelism

Evangelism is high on the agenda for the Church in Wales. In May 2017 The Governing Body passed a motion that included the commitment that the Governing Body "*affirm the central place of evangelism in church life and support the training and resourcing in evangelism as a requirement for all clergy and as available to all laity.*"

Part of the way in which St Padarn's is addressing this, alongside our theology modules on mission, is to give every full-time candidate for licensed ministry the opportunity to take part in at least one Week of Mission and Evangelism during their training. It will take place in Week 10 of the final Teaching Block and is a core part of the formational programme for all full-time returners (i.e., those not being ordained or licensed that summer).

We usually partner with local churches in a geographical setting in Wales away from the Cardiff site (to be confirmed), and you will be expected to stay overnight for that period. Please note that this is longer than the usual Weds-Fri so you may need to put additional measures in place for example if you have caring responsibilities.

This is a wonderful opportunity for us not only to grow in our personal experience of mission and evangelism, but also to work together as a full-time community outside of college by contributing meaningfully to the ongoing work of local churches. We will be gathering several times throughout the year to plan and pray for this.

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 on St Padarn's website (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.

Attendance

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.

The absence policy can be found on the website:

https://stpadarns.contentfiles.net/media/documents/St_Padarns_Formation_for_Licensed_Ministry_Absence_Policy_formatted_en.pdf

If you are unavoidably absent from any aspect of the course, please contact the relevant person.

If a full-time candidate cannot attend the full-time programme for any reason, they should inform the programme co-ordinator.

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.

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.

Confidentiality within Formation for Licensed Ministry and Theology for Life

This should be read in the light of 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.

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.

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

Main: 029 2056 3379

Mobile: 07388994732

Expenses

For candidates for stipendiary ministry who are 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. And submitted to candidate.expenses@stpadarns.ac.uk All 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). 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 Dean for Initial Ministerial Training or 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 partners and families

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. 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 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.

Important dates

Teaching Block 1

Date	what	who
23-29 July 2022	Induction and Summer School	all part-time learners and part time candidates
10 September 2022	B.Th. Introductory session Delivered online	all part-time learners and part time candidates
12 Sep-16 Dec 2022	8 weekly local facilitated sessions	all part-time learners and part time candidates
15 Sep-24 November 2022	Level 6 Teaching Thursday evenings online 7-9pm	all part-time learners and all candidates studying at Level 6
13-16 September 2022	full-time week 1	all full-time candidates
21-23 September 2022	full-time week 2	all full-time candidates
28 Sep-30 Sept 2022	full-time week 3	all full-time candidates
5-7 October 2022	full-time week 4	all full-time candidates
12-14 October 2022	full-time week 5	all full-time candidates
14-16 October 2022	Autumn Residential venue tbc	all full and part time candidates
19-21 October 2022	full-time week 6	all full-time candidates
26-28 October 2022	full-time week 7	all full-time candidates
2-4 November 2022	Reading week	all part-time learners and all candidates
9-11 November 2022	full- time week 8	all full-time candidates
5 November 2022	B.Th. midterm seminar delivered in local locations	all part-time learners and part time candidates
16-18 November 2022	full-time week 9	all full-time candidates
23-25 November 2022	full-time week 10	all full-time candidates

Teaching Block 2

1 December – 2 March 2023	Level 6 Teaching Thursday evenings online 7-9pm	all part-time learners and all candidates studying at Level 6
30 Nov-2 December 2022	full-time week 1	all full-time candidates
7-9 December 2022	full-time week 2	all full-time candidates
14-16 December 2022	full-time week 3	all full-time candidates
19 Dec-10 January 2023	Christmas Break	
11-13 January 2023	full-time week 4	all full-time candidates
7 January 2023	B.Th. Introductory session Delivered online	all part-time learners and part time candidates
16 Jan- 24 March 2023	8 weekly local facilitated sessions	all part-time learners and part time candidates
18-20 January 2023	full-time week 5	all full-time candidates
25-27 January 2023	full-time week 6	all full-time candidates

Date	what	who
1-3 February 2023	full-time week 7	all full-time candidates
8-10 February 2023	full-time week 8	all full-time candidates
10-12 February 2023	Winter residential	all full and part-time candidates
18 February 2023	B.Th. mid-term seminar delivered in local locations	all part-time learners and part time candidates
15-17 February 2023	full-time week 9	all full-time candidates
<i>22 February</i>	<i>Ash Wednesday</i>	<i>Falls in reading week</i>
22-24 February 2023	Reading week	all part-time learners and all candidates
1-3 March 2023	full-time week 10	all full-time candidates

Teaching Block 3

8-10 March 2023	full-time week 1	all full-time candidates
9 March – 19 May 2023	Level 6 Teaching Thursday evenings online 7-9pm	all part-time learners and all candidates studying at Level 6
25 March 2023	B.Th. Introductory session Delivered online	all part-time learners and part-time candidates
25 Mar-9 June 2022	8 weekly local facilitated sessions	all part-time learners and part time candidates
15-17 Mar 2023	full-time week 2	all full-time candidates
22-24 Mar 2023	full-time week 3	all full-time candidates
29 -31 March 2023	Full-time week 4	all candidates
3-9 April 2023	Holy Week	all candidates
12-14 April 2023	Easter Break	all candidates
19-21 April 2023	Full-time week 5	all full-time candidates
26-28 April 2023	full-time week 6	all full-time candidates
3-5 May 2023	full-time week 7	all full-time candidates
22 April 2023	B.Th. midterm seminar	all part-time learners and part time candidates
10-12 May 2023	full-time week 8	all full-time candidates
17-19 May 2023	full-time week 9 Leavers week	all full-time candidates
12-14 May 2023	Spring Residential weekend	all full and part-time candidates
24-26 May 2023	Mission week	all full-time candidates

May Bank Holidays: Monday 01 May 2023 and Monday 29 May 2023

