



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

Formation for Licensed Ministry

Handbook 2023-4



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.

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 you are seeing regular versions of it 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 monthly. It is your responsibility to arrange these meetings, don't wait for the tutor to contact you, it's up to you to contact them. Plan and deliver your evangelism project (once during your training)

July

August

- Summer school

September

- Agree dates for preaching, either for the term, or even for the year!
- **1 to 1 meeting with your tutor**
- 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**
- If you are in your **final year** the support services 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 6th November 2023**.
- **1 to 1 meeting with your tutor**

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 6th December 2023 at the latest. The reports will be sent to the bishop by Wednesday 13th December at the latest.**
- **1 to 1 meeting with your tutor**

January

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

February

- TPM Residential
- **1 to 1 meeting with your tutor.**

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 9th February**. The report will need to be finalised and signed by you by Friday 15th **March**.
- **1 to 1 meeting with your tutor**

April

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

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 By Friday 31st May.
- Curacy forms to be submitted to Lyn by the summer school.
- **1 to 1 meeting with your tutor if you are not finishing**

St Padarn's Staff

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, as well as most members of staff. Please see the website for more information about the different roles and responsibilities.

Useful contacts:

Lyn Davies (Senior Coordinator)
0292 0838079
Lyn.davies@stpadarns.ac.uk

Canon Dr Manon Ceridwen James (Dean)
07776 591 799/ 02920838002 (Wed- Fri)
Manon.c.james@stpadarns.ac.uk

Rev'd Helen Rees (Tutor in Theological Education)

07534 988760

Helen.rees2@stpadarns.ac.uk

Rev'd Dr Jordan Hillebert (Director of Formation)

02920 838073

Jordan.hillebert@stpadarns.ac.uk

Rev'd Chris Thomson (Tutor in Contextual Learning)

07508 527569

Chris.thompson@stpadarns.ac.uk

Dr Elizabeth Corsar (BTh Programme Lead, and Tutor in Biblical Studies)

02920 838004

Elizabeth.corsar@stpadarns.ac.uk

Rev'd Dr Siôn Aled Owen (Tutor in Welsh Theology)

07852 909364

Sion.aledowen@stpadarns.ac.uk

Revd Canon Richard Lowndes (Formation tutor)

richard.lowndes@stpadarns.ac.uk

Contacting tutors and social media

Please only contact tutors through work contact details e.g. work phone, St Padarn's email address and teams. (For 'chat' purposes, teams can be a useful tool). Any communication through social media e.g., Facebook messenger, direct messaging on Instagram etc will be ignored.

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.

Studying Theology

Most candidates will study on the 'Theology for Life' programme (the B.Th., DipHE or CertHE 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 an accredited course that can lead to a degree eventually 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.

We believe that theology transforms our hearts as well as our minds and shapes us ever more into the likeness of Christ (see I John 3: 2 on the relationship between knowing / seeing God and being transformed into God's likeness).

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.

Do put the dates in your diary. They start with supper in the evening of the Friday (around 7pm) and finish with a packed lunch on the Sunday. For each residential, candidate partners/spouses are welcome to join us for the after-dinner social time on either the Friday or the Saturday. We will inform you prior to each residential about which evening is open to partners/spouses. This is a new policy, which we are trialling this year, and our hope is that it provides a greater opportunity for candidate spouses/partners to feel more involved in your formational journey. Please get in touch with Lyn if you need to know, for personal or work reasons, the locations if they haven't yet been advertised. The locations are usually a comfortable hotel in Wales and could be north or south. Each weekend has as its theme 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

This year, we are in year B and our speakers are:

13-15 October 2023 (Cwmbran)
Bishop Mary Stallard and Revd Canon Dr Trystan Owain Hughes

2-4 Feb 2024 (Wrexham)
Archbishop Andrew John and Professor Catrin Hâf Williams

10-12 May 2024 (Swansea)
Revd Dr Mark Oakley and Bishop Cherry Vann

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 Mari 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 Mari 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.

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 attendance

Formational cells play a pivotal role in training and formation at St Padarn's. As such, we expect all candidates to prioritise attendance. Dates for formational cell meetings will be arranged with the cell guides in advance. If you are unable to attend a formational cell meeting, please inform your cell guide and your personal tutor. Cell guides are also responsible for keeping track of attendance and informing the Director of Formation if any members of the group are struggling to arrange or attend meetings.

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 confidentiality 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 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 have a monthly meeting with you, either online or in person. This may be at a residential. Please contact your tutor to arrange these meetings. They do not need to be too long – around 30 minutes or so.

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. Tutor and candidate decide on which criteria to discuss
4. Discussion of candidate's formation in this area.
5. 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. Please do ask the Dean for more information about this and any feedback you may wish to have on your formation.

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.

When formation is not progressing as it should : 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.

The expectations of what you will have addressed by the end of your training is based on the bishops' priorities and are:

Formative Expectations for Licensed Ministry

Principles and Qualities

A. Confidence, Security and Mature faith

At the point of licensing or ordination, candidates will be able to talk honestly about their ongoing relationship with God, their life of prayer and bible study and their reliance on the power of the Spirit. They will be able to reflect with appropriate confidence on who they are in Christ and on what they can contribute to society and the Church as well as their place within both. They will already have demonstrated a good level of emotional intelligence throughout their interactions during training. They will be able to communicate how this confidence in who they are in Christ enables them to be imaginative and creative in ministry and to be able to take risks and not be afraid of failure. They will be able to articulate how their faith, inspired by theological and bible study and prayer, has resourced them during difficult as well as joyful times in their lives.

B. Team Working

At the point of licensing or ordination candidates should demonstrate an enthusiasm for team working and a healthy and honest ability to reflect on difficult

as well as positive experiences of working with others. They will have an accurate knowledge of the skills and abilities they bring to teams, as well as their own flaws and vulnerabilities in working with others. An important aspect of their training will have been addressing some of these flaws and vulnerabilities, and they will be able to talk openly about where they are on this journey. They will have learnt how to be effective in dealing with and resolving difficult relationships. They will have reflected on their own past role in conflicts and what they have learnt about themselves and how they could have handled difficult situations better. They will have evidenced a commitment to building healthy relationships.

C. Creative, Flexible and Adaptable

At the point of licensing or ordination candidates will have demonstrated that they have skills as well as a temperament to be able to minister in an ever-changing society and to be creative and adaptable. They will be people who are lifelong learners and will have demonstrated an enthusiasm for learning. They will have exhibited a confidence and willingness to try new things. They will have shown an enthusiasm to share their faith in ways which connect with those living in their community. Their resilience and hopefulness will have been demonstrated in their journey of training and discernment, through their engagement and interactions. They will have demonstrated an ability to be able to work outside their comfort zone, to try out new initiatives. For those training for a distinctive pioneer ministry, they will have an experience of starting and sustaining initiatives/projects.

D. Grounded in Anglican Ecclesiology and Spirituality

At the point of licensing or ordination, candidates will have gained an appropriate qualification in theology and be able to talk meaningfully and engagingly about how their study of theology has helped them grow in faith. They will be able to talk knowledgeably about the Bible and the history, ecclesiology and traditions that underpin the life of the Church in Wales. They will be able to demonstrate that they are able to draw from the deep wells of Anglican prayer and spirituality to inform and support their ministerial life. They will have demonstrated that they are disciplined in daily prayer, worship study and retreat. They will be able to demonstrate an understanding and sensitivity to traditions other than those they are more comfortable with. They will have a positive attitude towards the Welsh language, and in the case of full-time candidates, have taken steps to be able to minister liturgically partly in Welsh, and to be able to use some Welsh in pastoral situations. They will be confident and able in leading different forms of worship and in communicating the faith. If they are training for a preaching ministry, they will have developed an ability to preach in a clear and engaging fashion.

E. Missional and Committed to Growth

At the point of licensing or ordination candidates will have demonstrated that they are outward-facing, mission-minded and have an enthusiasm for relating the faith to ordinary people across our nation in a variety of ways. In their own way, they will have demonstrated a drive and energy to embody a faith which is more about being a movement than an institution. They will be able to personally explain the faith in an attractive way and be good ambassadors for Christ. They will have demonstrated a commitment to see growth in the Church in Wales and will have a developing awareness of factors which help or hinder this, based on study as well as personal experience.

F. Strategic Leaders and Guides

At the point of licensing or ordination candidates should have demonstrated an ability to lead others, and a capacity to inspire trust and loyalty in those they work amongst. While the leadership to which they will be called will vary in terms of scope and sphere, all candidates for ministry need to demonstrate a courage, resilience and an ability to inspire others. They will already have enabled and encouraged members of the congregation in their own discipleship and ministry, and to work together in healthy teams. They will understand the importance of acting within oversight structures.

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 (who is also a priest) 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. Usually we are able to secure therapeutic help from the St Marylebone Healing and Counselling Centre in London, who can offer therapy online. We also are able to access help more locally or more specialised help. Therefore if you feel you need more support please don't hesitate to speak to your tutor, to the Director of Formation or Dean.

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@gmail.com
St Asaph	Rev'd Dr Alexis Smith	alexissmith@churchinwales.org.uk

We recommend that all candidates have a spiritual director. For more advice on this please contact your diocesan contact for this ministry.

Learning Welsh

All full-time candidates who are not fluent in Welsh are expected to learn or improve their Welsh and there are regular classes as part of the Wednesday to Friday programme. The tutor who oversees this is Siôn Aled Owen. All full time candidates are expected to use incidental Welsh in worship and have some skills in conversational Welsh for pastoral conversations by the end of their training.

For part time candidates we can enroll you on the **Say Something in Welsh** online course, in order to improve your language skills. It is expected that all candidates are able to use some incidental Welsh in worship by the end of their training.

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 Siôn Aled Owen about Welsh language learning.

Wednesday – Friday Programme (Fulltime Candidates)

Those training fulltime for ministry at St Padarn's meet 30 weeks per 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.

Friends and family are warmly invited to join for worship and dinner on Wednesdays. If space is available, family travelling from a distance are welcome to stay onsite Wednesday evening and join for breakfast the following morning. Please contact the Director of Formation at least one week in advance if your guest(s) require accommodation onsite.

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 and so on. Because community life is an important aspect of training and formation, we expect all candidates to attend everything.

Additional Learning Opportunities

Full-time candidates meet fortnightly for a 'Leading Healthy Churches' session in which a guest speaker/practitioner joins to share their 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 workshops.

All those who are full time and not leaving to be licensed or ordained that year will usually spend a week at the end of the final term, or during the summer on a joint mission activity with other candidates. This can be based anywhere in Wales and in the past has involved a mission in Cardigan and at Margam Abbey.

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 all 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

Please familiarise yourself with it. You will notice that the policy is similar to most policies in the workplace, with the need for fit notes after 7 days of illness and the opportunity to conduct a return to 'work' interview.

If you are unavoidably absent from any aspect of the course, please contact the following in writing. (In an emergency please phone but follow up in writing).

For placements, your supervisor and your tutor, copying in the Tutor for Contextual Learning.

For residentials you must email the Dean for Initial Ministerial Training, copying in the FLM co-ordinator. and your tutor.

If a full-time candidate cannot attend the full-time programme for any reason, they should inform the programme co-ordinator, copying in the Director of Formation and your tutor. However, if it is for a reason other than illness and you are seeking permission to be absent, please do so **in writing** to the Dean.

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 individual sessions.

Whilst we understand that there may be key events outside your control e.g. a significant and unrepeatable family event (Golden Wedding, special birthdays etc) and that holidays may have been booked years in advance, we do expect all candidates to make training a priority and to make every possible effort to be present at all residentials and other commitments. This is why dates are published well in advance, are distributed to ministry officers in all dioceses as soon as they are finalised and are published on our website. If you need more information on dates please do contact the Programme Co-ordinator.

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.

As tutors, we are committed to responding to any query within 3 days (apart from holidays etc). Do contact the Dean or Programme Coordinator if you are finding it difficult to get a response. Likewise, we expect timely responses to phone calls and emails from candidates.

Professionalism, courtesy and trust are also part of what tutors will be reporting on, to the bishop.

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.

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. 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.

When you are on a residential weekend, if you are full time, remember to take a day off instead of a placement or study day that week. If you are part time, remember to try and take some time off the following week – in order to do this you may need to negotiate more time off from placement. If you need more help with this do contact your 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 Siân Trotman
Learner Services Manager
Main: 029 2056 3379
Direct office line: 029 20 838070
sian.trotman@stpadarns.ac.uk

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. For part-time candidates travel expenses to placements can be claimed outside their ministry area in which they live (in cases where a ministry area is particularly large allowances may be made – please contact Lyn Davies 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.

Important dates

Date	what	who
19-25 August 2023	Induction and Summer School	all part-time and full-time candidates
9 September 2023	BTh Introductory session delivered online	all part-time learners and part-time candidates
11 Sep-15 Dec 2022	8 weekly facilitated sessions to be completed by 15 December With at least 4 by 4 th November	all part-time learners and part-time candidates
14 Sep-23 November 2023	Level 6 Teaching Thursday evenings online 7-9pm	all part-time learners and all candidates studying at Level 6
13-15 September 2023	full-time week 1	all full-time candidates
20-22 September 2023	full-time week 2	all full-time candidates
27 Sep-29 Sept 2023	full-time week 3	all full-time candidates
4-6 October 2023	full-time week 4	all full-time candidates
11-13 October 2023	full-time week 5	all full-time candidates
13-15 October 2023	Autumn Residential Parkway Cwmbran	all full and part time candidates
18-20 October 2023	full-time week 6	all full-time candidates
25-27 October 2023	full-time week 7	all full-time candidates
1-3 November 2023	Independent study week	all part-time learners and all candidates
8-10 November 2023	full-time week 8	all full-time candidates
4 November 2023	BTh midterm seminar delivered online	all part-time learners and part-time candidates
15-17 November 2023	full-time week 9	all full-time candidates
22-24 November 2023	full-time week 10	all full-time candidates

Teaching Block 2

30 November – 2 March 2023	Level 6 Teaching Thursday evenings online 7-9pm	all part-time learners and all candidates studying at Level 6
29 Nov-1 December 2023	full-time week 1	all full-time candidates
6-8 December 2023	full-time week 2	all full-time candidates
13-15 December 2023	full-time week 3	all full-time candidates
20 Dec 2023-9 January 2024	Christmas Break	
10-12 January 2024	full-time week 4	all full-time candidates
13 January 2024	BTh Introductory session delivered online	all part-time learners and part-time candidates
15 Jan- 22 March 2024	8 weekly facilitated sessions to be completed by 22 March 24 With at least 4 sessions by 17 th February	all part-time learners and part-time candidates
17-19 January 2024	full-time week 5	all full-time candidates

24-26 January 2024	full-time week 6	all full-time candidates
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Date	what	who
31-2 February 2024	full-time week 7	all full-time candidates
2-4 February 2024	Winter residential (Wrexham)	all full and part-time candidates
7-9 February 2024	full-time week 8	all full-time candidates
12-16 February 2024	Independent study week	all part-time learners and all candidates
17 February 2024	BTh mid-term seminar delivered online	all part-time learners and part time candidates
21-23 February 2024	full-time week 9	all full-time candidates
14th Feb 2024	Ash Wednesday	
28 February -1 March 2024	full-time week 10	all full-time candidates

Teaching Block 3

6-8 March 2024	full-time week 1	all full-time candidates
7 March – 16 May 2024	Level 6 Teaching Thursday evenings online 7-9pm	all part-time learners and all candidates studying at Level 6
13-15 March 2024	full-time week 2	all full-time candidates
23 March 2024	BTh Introductory session delivered online	all part-time learners and part-time candidates
18 Mar- 14 Jun 2024	8 weekly facilitated sessions to be completed by 17 June with at least 4 sessions by 4 th May	all part-time learners and part time candidates
20-22 March 2024	Independent study week	all full-time candidates
26-29 March 2024	Holy Week	all candidates
3-5 April 2024	Easter Break	all candidates
10-12 April 2024	full-time week 3	all full-time candidates
17-19 April 2024	full-time week 4	all full-time candidates
24-26 April 2024	full-time week 5	all full-time candidates
*4 May 2024	BTh midterm seminar delivered online	all part-time learners and part time candidates
1-3 May 2024	full-time week 6	all full-time candidates
8-10 May 2024	full-time week 7	all full-time candidates
10-12 May 2024	Spring Residential (Swansea)	all full and part-time candidates
15-17 May 2024	full-time week 8	all full-time candidates
22-24 May 2024	full-time week 9 – Leaver's week	All full-time candidates

FORMS

Part 1 Candidate Formation and Training Agreement

Part 2 Record of formation

Part 1

General information	
Candidate's full name	
Preferred Christian Name	
E-mail address	
Sponsoring diocese (and sending MA if appropriate)	
Ministry to be trained for	
Contact Telephone no	
Date of birth	

Mode of Training				
Part-time	Part-time NSML	Full-time Diocesan based	Full-time Centre based	

Qualifications				
Please state your highest academic/professional qualification.				
Institute of Study	Start date	End date	Full title of qualification	Grade/result

This document constitutes a Formation and Training agreement between the candidate, and St Padarn's Institute, and hold important information about your course.

Please note that by signing this agreement you are:

- 1. giving permission for St Padarn's to share information on your training appropriately with your diocese.*
- 2. signing that you have read the formation handbook and understand your responsibilities and the agreed expectations in terms of time commitment, attendance and conduct.*

Signing that you will abide by the Church in Wales and St Padarn's policies.

Learning Pathway	
Credits already gained from TfL	

Modules for Theology for Life already completed		
Module Code	Title	Credits

Pathway to be followed 2022-23		
Indicate the level.	Level 4	
	Level 5	
	Level 6	
MTh		
MPhil		
PhD		
Other (give details)		
Say Something in Welsh	Fluent/Basic/None	

Expected Length of Training	
Duration of Training	
Expected date of licensing/ordination	
Personal Tutor	

Any additional comments

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Signature: (Candidate)

Date

.....

.....

Signature: (Dean)

Date:

.....

.....

Signature (Director of Operations)

If the learning pathway is different from the usual pathway, the D of O needs to sign.

Date:

.....

.....

If the pathway is altered, please add further signatures here:

Part 2- Record of Formation

The Record of Formation (ROF) is a key document, and it is where we note your formational progress. Insights you have gained from your 1-1 formation meetings with your tutor, as well as your formational goals will be noted here. You are welcome to see a copy of your ROF at any time.

Training	
Placement and supervisor Any new placements need to be noted here <i>Signature: (Tutor in contextual Learning)</i> <i>Date</i> Any additional Ministry experiences?	
Formational cell guide	
Facilitator (if part-time)	
TPM Year 1:	
TPM Year 2:	
TPM Year 3:	
Or pathway?	

Relevant skills and experience to date

Formational Progress

Competencies and formational goals, strengths, and developmental opportunities

A. Confidence, Security and Mature faith

At the point of licensing or ordination, candidates will be able to talk honestly about their ongoing relationship with God, their life of prayer and bible study and their reliance on the power of the Spirit. They will be able to reflect with appropriate confidence on who they are in Christ and on what they can contribute to society and the Church as well as their place within both. They will already have demonstrated a good level of emotional intelligence throughout their interactions during training. They will be able to communicate how this confidence in who they are in Christ enables them to be imaginative and creative in ministry and to be able to take risks and not be afraid of failure. They will be able to articulate how their faith, inspired by theological and bible study and prayer, has resourced them during difficult as well as joyful times in their lives.

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B. Team Working

At the point of licensing or ordination candidates should demonstrate an enthusiasm for team working and a healthy and honest ability to reflect on difficult as well as positive experiences of working with others. They will have an accurate knowledge of the skills and abilities they bring to teams, as well as their own flaws and vulnerabilities in working with others. An important aspect of their training will have been addressing some of these flaws and vulnerabilities, and they will be able to talk openly about where they are on this journey. They will have learnt how to be effective in dealing with and resolving difficult relationships. They will have reflected on their own past role in conflicts and what they have learnt about themselves and how they could have handled difficult situations better. They will have evidenced a commitment to building healthy relationships.

C. Creative, Flexible and Adaptable

At the point of licensing or ordination candidates will have demonstrated that they have skills as well as a temperament to be able to minister in an ever-changing society and to be creative and adaptable. They will be people who are lifelong learners and will have demonstrated an enthusiasm for learning. They will have exhibited a confidence and willingness to try new things. They will have shown an enthusiasm to share their faith in ways which connect with those living in their community. Their resilience and hopefulness will have been demonstrated in their journey of training and discernment, through their engagement and interactions. They will have demonstrated an ability to be able to work outside their comfort zone, to try out new initiatives. For those training for a distinctive pioneer ministry, they will have an experience of starting and sustaining initiatives/projects.

D. Grounded in Anglican Ecclesiology and Spirituality

At the point of licensing or ordination, candidates will have gained an appropriate qualification in theology and be able to talk meaningfully and engagingly about how their study of theology has helped them grow in faith. They will be able to talk knowledgeably about the Bible and the history, ecclesiology and traditions that underpin the life of the Church in Wales. They will be able to demonstrate that they are able to draw from the deep wells of Anglican prayer and spirituality to inform and support their ministerial life. They will have demonstrated that they are disciplined in daily prayer, worship study and retreat. They will be able to demonstrate an understanding and sensitivity to traditions other than those they are more comfortable with. They will have a positive attitude towards the Welsh language, and in the case of full-time candidates, have taken steps to be able to minister liturgically partly in Welsh, and to be able to use some Welsh in pastoral situations. They will be confident and able in leading different forms of worship and in communicating the faith. If they are training for a preaching ministry, they will have developed an ability to preach in a clear and engaging fashion.

E. Missional and Committed to Growth

At the point of licensing or ordination candidates will have demonstrated that they are outward-facing, mission-minded and have an enthusiasm for relating the faith to ordinary people across our nation in a variety of ways. In their own way, they will have demonstrated a drive and energy to embody a faith which is more about being a movement than an institution. They will be able to personally explain the faith in an attractive way and be good ambassadors for Christ. They will have demonstrated a commitment to see growth in the Church in Wales and will have a developing awareness of factors which help or hinder this, based on study as well as personal experience.

F. Strategic Leaders and Guides

At the point of licensing or ordination candidates should have demonstrated an ability to lead others, and a capacity to inspire trust and loyalty in those they work amongst. While the leadership to which they will be called will vary in terms of scope and sphere, all candidates for ministry need to demonstrate a courage, resilience and an ability to inspire others. They will already have enabled and encouraged members of the congregation in their own discipleship and ministry, and to work together in healthy teams. They will understand the importance of acting within oversight structures.

Dates and time of Record of Formation meetings:

The record of formation meetings should take place regularly between the candidate and their Personal tutor. For both full-time and part-time candidates, we recommend eight 30-40 minute meetings per year.

Dates and times of meetings

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Absences

Please give details of any absences:

Unavoidable

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

Self-Assessment Form

Please return this to reporting@stpadarns.ac.uk

Please contact your tutor to book in a time between to discuss your report with them (by phone or face to face or virtually).

Please do contact them if you would like support in writing the self-assessment.

Name:

Sponsoring diocese:

Ministry / category:

Number of years in training:

Mode of training

Academic course:

Placement and supervisor:

Any additional ministry experiences?

TPM cohorts attended:

Yr. 1

Yr. 2

Yr. 3

Relevant skills and experiences before starting training:

Briefly, what transferable skills did you bring to your training, and what was your previous involvement in ministry?

The final report will be using the criteria from the Bishops' priorities for ministry. The questions here reflect the criteria so please use them as a springboard with which to explore your development – there is no need to answer every single question, only use them if they help you explore your response to the different headings. Likewise, if there is something you want to say but isn't reflected in a question, feel free to write your reflection under the relevant heading. Please delete the bullet point questions after you have responded under each heading.

Principles and Qualities

A. Confidence, Security and Mature faith

At the point of licensing or ordination, candidates will be able to talk honestly about their ongoing relationship with God, their life of prayer and bible study and their reliance on the power of the Spirit. They will be able to reflect with appropriate confidence on who they are in Christ and on what they can contribute to society and the Church as well as their place within both. They will already have demonstrated a good level of emotional intelligence throughout their interactions during training. They will be able to communicate how this confidence in who they are in Christ enables them to be imaginative and creative in ministry and to be able to take risks and not be afraid of failure. They will be able to articulate how their faith, inspired by theological and bible study and prayer, has resourced them during difficult as well as joyful times in their lives.

- How has your relationship with God changed during your training?
- How has your faith matured?
- How has your understanding of the bible developed?
- How have you grown in confidence during your training?
- How has your confidence enabled you to have productive relationships during training?
- How has your growth in confidence enabled you to be courageous and creative in your training especially on placement?
- How has your growth in faith helped you to face joy and sorrow during the period of training?

B. Team Working

At the point of licensing or ordination candidates should demonstrate an enthusiasm for team working and a healthy and honest ability to reflect on difficult as well as positive experiences of working with others. They will have an accurate knowledge of the skills and abilities they bring to teams, as well as their own flaws and vulnerabilities in working with others. An important aspect of their training will have been addressing some of these flaws and vulnerabilities, and they will be able to talk openly about where they are on this journey. They will have learnt how to be effective in dealing with and resolving difficult relationships. They will have reflected on their own past role in conflicts and what they have learnt about themselves and how they could have handled difficult situations better. They will have evidenced a commitment to building healthy relationships.

- What is your understanding of teamworking in ministry?
- What are the strengths and weaknesses you bring to a team?

- What have been the positive and negative experiences of teamworking in training for you?
- How have you contributed to community in your various formational communities and developing healthy and positive relationships during your time in training?
- What have you learnt about yourself and how you relate to others during training?

C. Creative, Flexible and Adaptable

At the point of licensing or ordination candidates will have demonstrated that they have skills as well as a temperament to be able to minister in an ever-changing society and to be creative and adaptable. They will be people who are lifelong learners and will have demonstrated an enthusiasm for learning. They will have exhibited a confidence and willingness to try new things. They will have shown an enthusiasm to share their faith in ways which connect with those living in their community. Their resilience and hopefulness will have been demonstrated in their journey of training and discernment, through their engagement and interactions. They will have demonstrated an ability to be able to work outside their comfort zone, to try out new initiatives. For those training for a distinctive pioneer ministry, they will have an experience of starting and sustaining initiatives/projects.

- How have you shown adaptability and flexibility during training?
- What have you enjoyed most about your learning during training?
- What has been your favourite module? Why did you enjoy it?
- What has been new in your training and how have you engaged with it?

D. Grounded in Anglican Ecclesiology and Spirituality

At the point of licensing or ordination, candidates will have gained an appropriate qualification in theology and be able to talk meaningfully and engagingly about how their study of theology has helped them grow in faith. They will be able to talk knowledgeably about the Bible and the history, ecclesiology and traditions that underpin the life of the Church in Wales. They will be able to demonstrate that they are able to draw from the deep wells of Anglican prayer and spirituality to inform and support their ministerial life. They will have demonstrated that they are disciplined in daily prayer, worship study and retreat. They will be able to demonstrate an understanding and sensitivity to traditions other than those they are more comfortable with. They will have a positive attitude towards the Welsh language, and in the case of full-time candidates, have taken steps to be able to minister liturgically partly in Welsh, and to be able to use some Welsh in pastoral situations. They will be confident and able in leading different forms of worship and in communicating the faith.

If they are training for a preaching ministry, they will have developed an ability to preach in a clear and engaging fashion.

- Describe your prayer life. What have you learnt during training that will help to develop and sustain your prayer life throughout your ministry?
- How has your theological study enriched your faith?
- What does it mean for you to be an Anglican?
- What have you learnt about other expressions of Anglicanism and Christianity throughout your training?
- What is your attitude towards the Welsh language and Welsh cultures? What have you learnt about our context during training?
- How has your preaching been received and what have you learnt about preaching during your training?

E. Missional and Committed to Growth

At the point of licensing or ordination candidates will have demonstrated that they are outward-facing, mission-minded and have an enthusiasm for relating the faith to ordinary people across our nation in a variety of ways. In their own way, they will have demonstrated a drive and energy to embody a faith which is more about being a movement than an institution. They will be able to personally explain the faith in an attractive way and be good ambassadors for Christ. They will have demonstrated a commitment to see growth in the Church in Wales and will have a developing awareness of factors which help or hinder this, based on study as well as personal experience.

- What has been your experience of mission within your placement and during the training period more generally?
- What has been your learning through the evangelism project?
- How would you explain the faith in a way which is engaging?
- What helps or hinders growth in your experience – what have you learnt about this in your reading and reflecting and studying?

F. Strategic Leaders and Guides

At the point of licensing or ordination candidates should have demonstrated an ability to lead others, and a capacity to inspire trust and loyalty in those they work amongst. While the leadership to which they will be called will vary in terms of scope and sphere, all candidates for ministry need to demonstrate a courage, resilience and an ability to inspire others. They will already have enabled and encouraged members of the congregation in their own discipleship and ministry, and to work together in healthy teams. They will understand the importance of acting within oversight structures.

- What have you learnt about your own leadership style during training?
- How have you demonstrated resilience and courage and ability to inspire during training?
- Are there skills and tools you have found helpful in thinking about your future role?
- How have you encouraged others in their own growth in faith and in their mission and ministry?
- How have you responded to the leadership of others?
- What have you learnt about leadership through your response and observations of those who have been leading and guiding you?

Future Training and Development

What are your short- and medium-term goals for your continued training and future development? How best could those goals be resourced by (a) St Padarn's and (b) the Church in Wales? Are there particular areas where you need to do some more work?

Health Issues

Are there any on-going health issues that we should be aware of?

Additional comments

Are there any additional comments you would like to make? Are there any family or support needs you would like us to be aware of or any other issue relating to your training?

Please sign and date this form and e-mail it to reporting@stpadarns.ac.uk

Signed:

Date:

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

Formational Cell Report

Name of Formational Guide:

Name of candidate:

Please comment on how the candidate engaged with the group (e.g., did the candidate regularly come prepared with something to share, did the candidate demonstrate a willingness/ability for self-reflection, did the candidate demonstrate evidence of integrating the various aspects of their training and formation, did the candidate contribute positively to the formation of others in the group, was the candidate respectful to other members of the group, etc.?)

Evidence of engagement with the formation process (Based on the candidate's involvement in the group and his/her personal reflections, what were the primary areas of growth and development that you have witnessed? What are the areas in which the candidate could benefit from further training/formation?)

Number of Sessions attended:

Signed:

Date:

Formational Guide

Please send a copy of this form to the student and Reporting@stpadarns.ac.uk

TPM 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:

Date:

Dean / Director of Formation for Licensed Ministry