



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

Formation for Licensed Ministry Handbook 2024-5



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. Please read this handbook in conjunction with our other handbooks, especially the placement handbook and your academic course 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,





Canon 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, with a copy to your formation tutor. You need to send feedback for at least 5 different sermons each year
- 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 regularly – at least 6 meetings per year, which means monthly during term time. 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 **Friday 8th November 2024**
- **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 **6th December 2024 at the latest. The reports will be sent to the bishop by 13th December at the latest.**
- **1 to 1 meeting with your tutor.**

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.**

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 8th March**. The report will need to be finalised and signed by you by **Friday 29th March. Friday the 8th 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.
- **Formational cell review form** to reporting@stpadarns.ac.uk and to Jordan.hillebert@stpadarns.ac.uk by Friday 31st May
-

June

- **Non-Final Year – placement forms** to reporting@stpadarns.ac.uk and to Chris Thomson chris.thompson@stpadarns.ac.uk
- 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. Do ask them for guidance, and feedback on how you are progressing.

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 Dr Jordan Hillebert (Director of Formation)

02920 838073

Jordan.hillebert@stpadarns.ac.uk

Rev'd Chris Thomson (Tutor in Contextual Learning)

07508 527569

Chris.thomson@stpadarns.ac.uk

Dr Elizabeth Corsar (Director of the BTh, 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

Rev'd Dr Alun Evans (Tutor in Mission)

Alun.evans@stpadarans.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.

Contacting other candidates

We would strongly encourage you to use your St Padarn contact details for any arrangements or communication to do with your training. Remember that Teams is a useful way of 'chatting' with others and

it is even possible to set up group chats e.g. to arrange worship or other events. We do not want you to feel any pressure to share personal contact details because of training obligations with anyone, and we also want you to start your training using good ministerial professional practice.

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 Padarn's 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 necessary 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 the Saturday. This is a new policy, which we

have been trialling, and our hope is that it provides a greater opportunity for candidate spouses/partners to feel more involved in your formational journey. All the weekends will be at the Village Hotel in Ewloe ([Village Hotel Chester St David's | Hotel Near Chester Zoo \(village-hotels.co.uk\)](http://Village Hotel Chester St David's | Hotel Near Chester Zoo (village-hotels.co.uk)) 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 A and amongst our speakers will be Bishop John from Swansea and Brecon and Bishop Dorrien from St Davids. 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. Do let us know if you have, because of prior experience, or because of special interest, strong views about your own pathway through the curriculum.

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 an online group facilitated by a tutor. and will meet with that group at least eight times throughout the year.

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 formation 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 formation 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 during term time, at least six meetings a year. 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.

You are welcome to see this record at any time and do please ask your tutor for feedback on how you are progressing.

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

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

...accompanying you on your formation. We are all learners.

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.

New Qualities

During the year we will be piloting the new qualities that we are developing in response to the new discernment qualities the Church in Wales have produced. They are reproduced here:

Faith

At the point of licensing or ordination, candidates will be expected to:

- Demonstrate a depth of knowledge and understanding of the Christian faith.
- Demonstrate an ability to clearly and compellingly communicate the faith in diverse settings (through sermons, bible studies, conversations, pastoral care, etc.).
- Have a vibrant, deep, and robust faith which can cope with doubt, disappointment, change, pain, and failure.
- Be disciplined and enthusiastic in biblical and theological study.
- Be adept at using Scripture to help them and others to be more effective and faithful disciples.
- Demonstrate an ability to think critically about one's own beliefs and practices and a willingness to understand and learn from the beliefs and practices of others.

Mission

At the point of licensing or ordination, candidates will be expected to:

- Have a knowledge and understanding of the nature and purpose of Christian mission and evangelism.
- Demonstrate a depth of commitment, enthusiasm and experience in the areas of Christian mission as set forth in the [Five Marks of Mission](#) .
- Demonstrate an ability to confidently and attractively communicate their faith to nonbelievers.
- Be able to encourage and enable others in mission and evangelism.
- Demonstrate a depth of skill and confidence working with children and young people.
- Articulate the relevance of the Christian faith in the contemporary context. This will involve a knowledge and understanding of prevailing 'worldviews' and an ability to reflect theologically on the contemporary context.
- Be able to engage creatively in outreach to the local community.

Spirituality

At the point of licensing or ordination, candidates will be expected to:

- Be disciplined in personal prayer and the reading of Scripture.
- Incorporate diverse forms/styles of prayer (liturgical, extemporaneous, contemplative, etc.) in their own life and ministry.
- Demonstrate spiritual growth and resilience.
- Demonstrate an understanding of the meaning of worship and the sacraments to themselves and in the life of the Church.
- Have a spirituality that is an encouragement and inspiration to others and which informs their approach to matters of justice, peace and the integrity of creation.
- Equip and support others in their spiritual development.
- Lead services (as appropriate to their form of ministry) skilfully, prayerfully, and creatively, attentive to the needs of their congregation.

Character

At the point of licensing or ordination, candidates will be expected to:

- Display emotional stability, maturity, and appropriate self-confidence
- Demonstrate the stamina, robustness, and resilience required for public ministry.
- Show an understanding of, and ways of mitigating, their personal weaknesses.
- Demonstrate a commitment to personal growth and development.
- Be able to recognise, understand, and address their own biases.
- Receive and respond constructively to critical feedback.
- Demonstrate honesty and integrity in their work and relationships.

Relationships

At the point of licensing or ordination, candidates will be expected to:

- Reflect the love of God in their relationships.
- Build healthy, stable, and supportive personal relationships.
- Accept the standards of morality expected of licensed and ordained ministers.
- Exercise effective pastoral care, showing good listening skills and empathy, including appropriate ways of managing situations requiring confidentiality.
- Develop healthy and bounded personal, professional, and pastoral relationships.
- Value, engage, and work effectively with people who are different from themselves.
- Demonstrate an ability to manage conflict and controversy in a healthy and appropriate manner.

Leadership and Teamwork

At the point of licensing or ordination, candidates will be expected to:

- Exercise leadership by inspiring, enabling, and empowering others.
- Be able to adapt their leadership style and models of collaboration to the particular needs of the context.
- Demonstrate an ability to lead and collaborate in a way that promotes the health and growth of the church.
- Model their own leadership on the servant leadership of Christ, exercising power and authority with wisdom and humility.
- Demonstrate an understanding of and commitment to safeguarding as a fundamental aspect of leadership and ministry in the Church.
- Enable and encourage members of the congregation in their own discipleship and ministry.
- Understand the importance of acting within oversight structures.

Vocation and Ministry

At the point of licensing or ordination, candidates will be expected to:

- Have an understanding of the Church in Wales and a realistic awareness of ministry within it.
- Have a commitment to the Church in Wales that recognises and shows generosity to, and the potential to work flexibly with, those whose traditions and practices are different to their own.
- Demonstrate an understanding of the distinct ministry to which they are called and its relation to other ministries in the Church.
- Understand and accept the unique challenges and opportunities associated with the public and representative nature of licensed and ordained ministry in the Church in Wales.
- Have an informed understanding and respect for the distinctiveness and significance of the Welsh culture and language.

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

Details of spiritual directors can be found [Convenors of Spiritual Direction - The Church in Wales](#)

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 (Full-time 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 full-time 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, Margam Abbey and at Nant Gwrtheyrn.

Policies and where to find them

Transparency, empowerment and fairness are crucial for any community, institution or organisation to work well. Policies are there to safeguard us all, and please do familiarise yourself with where to find policies which may be helpful. For any advice on these matters feel free to contact the Dean at any time. 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 and staff must abide by all Church in Wales and St Padarn's policies.

When things go wrong or feel wrong

In St Padarn's we encourage a 'speak up culture' in that everyone in the community, whatever our role, should feel able to express any concerns that we have in good faith with honesty, trusting that we will also be heard in good faith, with respect.

As formation happens in community, occasionally individuals will behave in ways which others find unacceptable or hurtful. Even if these behaviours don't transgress any policies as such, they may raise wider formational concerns. At St Padarn's we have a responsibility to help our candidates flourish as individuals as well as a responsibility to the church and to future congregations. There is also a sense in which we are all helping 'form' each other, whatever our role, and we all have a responsibility to the wider church, and the church of the future.

We can help each other by challenging or addressing behaviours that we feel are unacceptable or make us feel uncomfortable in a kind but firm way, but our responsibility to the wider church may mean that candidates will need to bring such issues to the attention of a member of staff so that it can be addressed.

However, it is important to underline that we expect each other to treat each other with dignity, fairness and respect, whatever our role.

If you have any concerns related to another candidate, please speak to your formation tutor. If you have a concern about a member of the tutorial team, please speak to the Dean for Initial Ministerial Training. Finally, if you have a concern about a member of the [Senior Leadership Team](#), please speak to another member of the team.

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](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.

Permission will not normally be given for placement activities during the Wed-Fri programme. We expect Full Time candidates to prioritise the Wed- Fri programme for the duration of the training.

Please don't arrange any meetings about your training that also clash with other St Padarn's commitments – all aspects of the course are as important as each other.

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 residential 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.

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.

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.

Religious dress

We ask that all candidates attend residential, and other parts of the programme in clothing appropriate to being a candidate for ministry rather than anything that might cause role confusion e.g. by suggesting that a candidate is already ordained or otherwise available for public licensed ministry. Likewise, if candidates are already licensed in public ministry (e.g. as Reader) it is appropriate to lay down the symbols of a scarf or other outward signs in order to fully embrace the role of an ordinand and again in order to avoid role confusion. For further advice and guidance please contact the Dean.

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

Email: 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 residential. 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 questions about expenses, please contact Lyn Davies. Expenses forms can be found in Moodle.

Important dates

Teaching Block 1

Date	What	Who
17-23 August 2024	Induction and Summer School	all full and part time candidates
14 September 2024	BTh Introductory session delivered online	all part-time learners and part time candidates
9 Sep-16 Dec 2024	8 weekly facilitated sessions to be completed by 16 December. With at least 4 sessions by 26 October	all part-time learners and part time candidates
12 Sep-21 Nov 2024	Level 6 Teaching Thursday evenings online 7-9pm	all part-time learners and all candidates studying at Level 6
11-13 September 2024	full-time week 1	all full-time candidates
18-20 September 2024	full-time week 2	all full-time candidates
25-27 September 2024	full-time week 3	all full-time candidates
2-4 October 2024	full-time week 4	all full-time candidates
9-11 October 2024	full-time week 5	all full-time candidates
11-13 October 2024	Autumn Residential (Ewloe)	all full and part time candidates
16-18 October 2024	full-time week 6	all full-time candidates
19 October 2024	BTh midterm seminar delivered online	all part-time learners and part time candidates
23-25 October 2024	full-time week 7	all full-time candidates
28 Oct- 3 November 2024	Independent study week	all part-time learners and all candidates
6-8 November 2024	full-time week 8	all full-time candidates
13-15 November 2024	full-time week 9	all full-time candidates
20-22 November 2024	full-time week 10	all full-time candidates

Teaching Block 2

Date	What	Who
28 November–20 Feb 2025	Level 6 Teaching Thursday evenings online 7-9pm	all part-time learners and all candidates studying at Level 6
27-29 November 2024	full-time week 1	all full-time candidates
4-6 December 2024	full-time week 2	all full-time candidates
11-13 December 2024	full-time week 3	all full-time candidates
16 Dec 2024-7 January 2025	Christmas Break	
11 January 2025	BTh Introductory session delivered online	all part-time learners and part time candidates
6 Jan- 10 March 2025	8 weekly facilitated sessions to be completed by 14 March 24 With at least 4 sessions by 8 th February	all part-time learners and part time candidates
8-10 January 2025	full-time week 4	all full-time candidates
15-17 January 2025	full-time week 5	all full-time candidates
22-24 January 2025	full-time week 6	all full-time candidates
29-31 January 2025	full-time week 7	all full-time candidates
5-7 February 2025	full-time week 8	all full-time candidates
8 February 2025	BTh mid-term seminar delivered online	all part-time learners and part time candidates
12-14 February 2025	full-time week 9	all full-time candidates
14-16 February 2025	Winter residential	all full and part-time candidates
19-21 February 2025	full-time week 10	all full-time candidates
24 – 28 February 2025	Independent study week	all part-time learners and all candidates

Teaching Block 3

Date	What	Who
5th March 2025	Ash Wednesday	
5-7 March 2025	full-time week 1	all full-time candidates
5 March – 22 May 2025	Level 6 Teaching Thursday evenings online 7-9pm	all part-time learners and all candidates studying at Level 6
12-14 March 2025	full-time week 2	all full-time candidates
19-21 March 2025	full-time week 3	all full-time candidates
26-28 March 2025	full-time week 4	all full-time candidates
2-4 April 2025	full-time week 5	all full-time candidates
9-11 April 2025	full-time week 6	all full-time candidates
5 April 2025	BTh Introductory session delivered online	all part-time learners and part-time candidates
24 Mar- 21 Jun 2025	8 weekly facilitated sessions to be completed by the 19 June with at least 4 sessions by the 10 May	all part-time learners and part time candidates
16-18 April 2025	Holy Week	all candidates
23-25 April 2025	Easter Break	all candidates
30 April- 2 May 2025	full-time week 7	all full-time candidates
7-9 May 2025	full-time week 8	all full-time candidates
10 May 2025	BTh midterm seminar delivered online	all part-time learners and part time candidates
14-16 May 2025	full-time week 9	all full-time candidates
16-18 May 2025	Spring Residential	all full and part-time candidates
21-23 May 2025	full-time week 10 Leaver's week	All full-time candidates
During June or July tbc	Mission Week	All returning candidates

Please note that whilst we make every effort to keep to the dates as published. They may on occasion be subject to change.

18 April Good Friday, 20 April Easter Sunday. May Bank Holidays 5 May and 26th May