



ATHROFA PADARN SANT
ST PADARN'S INSTITUTE

Placement Handbook 2024-25



But we have this treasure in clay jars so that it may be made clear that this extraordinary power belongs to God and does not come from us 2 Corinthians 4:7

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Hello there!

Welcome to this handbook, whether you are a supervisor or a candidate. Here you will find information as well as forms to do with placements. Please do read this carefully and if you have any questions, please don't hesitate to contact me.

In placements, candidates gain valuable experience as a member of a ministry team under the supervision of an experienced minister. We are keen for placements to create a space where the Holy Spirit can do His transformational work of forming candidates into the person and minister God is calling them to be. Placements are an opportunity to enjoy formational growth, ask questions, discuss theology, experience a variety of Church traditions, discover what evangelism looks like for each candidate, grow in confidence, enjoy the relationship of theology and practice, grow in relationship with Jesus, grow in understanding of what ministry looks like for each candidate now and crucially for the future, plus so much more.

You can contact me at any time on: chris.thomson@stpadarns.ac.uk

Best wishes,
Chris

Tutor in Contextual Learning



Other members of the team

The person responsible for co-ordinating the Formation for Licensed Ministry (FLM) programme is Lyn Davies lyn.davies@stpadarns.ac.uk. The responsibility for FLM lies with the Dean, Manon Ceridwen James manon.c.james@stpadarns.ac.uk. Do contact either of them if you want more information about the wider FLM programme. From time-to-time other members of St Padarn's staff may contact you for reports and so on. Each candidate will also have a personal tutor who is working with the candidate on their formation. You can find out information about all the St Padarn's staff from the website.

The Process

Chris sets up placements through discussions with DDOs and/or DDMs and then placement options are sent to the candidate's Bishop for their consideration. Once approved, conversations with the candidate and the potential supervisor begin; and once a placement is agreed by all, a placement training agreement is developed in conversation with the candidate, the supervisor, and Chris. This is an opportunity to discuss the skills and experience the candidate already has, and the skills and experience they need to build on or develop.

Normally, a placement is for the duration of the training course because this allows a deep engagement with the church's context, community and mission and helps candidates develop resilience and insight as they work through issues in community, rather than skimming on the surface and moving on. There will also be opportunities to consider a one or two short-term placement experiences to supplement this learning. Typically, these might be for a couple of days, weeks or perhaps months. This will depend on a candidate's situation and the nature of the short-term placement. Classic options are placements in a medical context, a prison, a school. Please contact me if you have an idea for a short-term placement. More information below.

Time Commitment

Full time candidates spend two full days a week on placement and part-time candidates are involved in their placements for a minimum of four hours a week. There is flexibility in how this is negotiated.

We take the concept of a day off each week very seriously. After a weekend residential we strongly advise that full time candidates take a day off on the Monday or Tuesday, and only do one day's placement that week. Although this is more complex for part time candidates, especially those who work full time, we strongly recommend that part time candidates take the following weekend off placement activities. We would ask that placement supervisors are especially sensitive and flexible about workload around the times of the residentials, as well as assignment submission times.

In relation to annual leave, candidates often ask if they are expected to be on placement during independent study weeks (which tend to fall at half terms), the summer months, Christmas and Easter. The guidance offered is that whether a candidate is training part time or full time, they have a similar holiday allowance as Clergy in the Church in Wales. 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 as several Sundays are taken up with training commitments. We also understand that many candidates will have family and work commitments. Candidates are therefore encouraged to work with their supervisors and tutors to achieve a healthy work/life balance.

We would like candidates to experience at least one full Holy Week and Easter and one full Christmas at a placement church during their period of training, especially if they are a full-time candidate. Part time candidates may need to be flexible with their placement hours in the weeks following these festivals so that their workloads are not excessive.

Whilst we realise that a Sunday commitment will be usual on a week-by-week basis, depending on the ministry for which a candidate is training, part time candidates (especially) may find that their placement hours for the week can be on days other than Sundays.

For final year candidates, placements usually end in the middle of May in order to allow some much-needed time off before starting ministry as an ordained / licensed minister.

Remember that placement time includes preparation which could be several hours for sermon preparation each time. Part time candidates, in particular, need to plan this time carefully - this time can also be averaged out over several weeks if this makes it easier to achieve.

Usual Placement Activities

The purpose of the placement is for candidates to gain a variety of experience in the ministry they are training for, either being immediately supervised (and shadowing the minister) or as appropriate undertaking some tasks alone but under the general oversight of the supervisor. In this we like to encourage supervisors to see candidates as a **full** member of the ministry team, and to utilise their gifts from the start.

It is an opportunity to try out new skills and consolidate old ones e.g., preaching, leadership, strategy development, vision development, leading worship, evangelism, pioneering, social transformation, pastoral care, leading projects if appropriate. It will be important to assess where the candidate is now and where they will; need to be by the end of training as each candidate will arrive with a unique set of experiences and gifts and talents.

An important aspect of placement are the supervisions, where the candidate and supervisor reflect on ministry with your supervisor in regular sessions. We suggest a schedule of every 3 weeks for the first 4 to 6 months and then at least monthly. It is crucial to note that these conversations are not team meetings, but rather one-to-one formational conversations where a candidate is able to reflect on their strengths, weakness and areas for growth in a supportive environment. However these structured conversations need not just be about then candidates' progress but also discussing the context and the challenges of ministry and mission in the area, considering what ministry looks like now, what it might look like in the future.

Each term I will be contacting the candidate for a review and catch up.

Candidates are responsible for...

- Being involved in the life of the placement church / area all year round apart from personal holidays. (Placements in St Padarn's, as in the other aspects of training, no longer follow university terms.)
- Taking responsibility for your own learning.
- Ensuring one to one meetings with supervisors take place.
- Giving up ministry you have previously undertaken in your former or home parish / church / area. Please do speak to me or your tutor if this is unclear or is problematic in order to gain support. (Different arrangements may apply to those who are training for a 'local' ministry and are continuing to minister and train in their home area, however it is still important to think through what needs to be laid down, and what reflection needs to happen in order to move from one ministry to another.)
- Gaining agreement from your placement supervisor for any additional ministerial responsibilities or activities in the area that they may not know about (they are overseeing your placement, which means they need to be monitoring your workload and be aware of all your activities).
- Ensuring all the forms are submitted on time.
- Giving your supervisor the dates for key commitments throughout the year, such as the residentials and summer school.
- Being available for termly catch ups with Chris.
- Reflecting on placement and integrating these reflections with all the other learning during training.

Preaching and Pioneer Evangelism Project

There is a wide variety of placement activities, but there are two which are specifically reported on and are therefore crucial to training. Candidates can access further resources for these on Moodle.

Preaching

Candidates training for a preaching ministry should preach at least 5 times a year and receive feedback from both congregation members and supervisors using the

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

We encourage supervisors to give candidates full feedback during supervision sessions about preaching by going through the form with them. Do tailor the feedback to the stage the candidate is at e.g., be encouraging at the beginning, and more direct the closer the candidate is to licensing or ordination. There is advice about feedback towards the end of this handbook.

Pioneer Evangelism Project

In the summer school candidates will be introduced to this project and invited to gently begin thinking about what your project might look like, and there will be a further session at your first St Padarn's Autumn Residential. It is important that supervisors and candidates discuss this fully at the start of training, and that candidates include developments.



In this session candidates will be given resources, begin to workshop any ideas you might initially have, and enjoy an opportunity to ask questions. You are invited to keep notes of your journey. (Bullet points are fine, or if you are feeling creative you could perhaps do a vlog). This will not be assessed, but it is encouraged as hugely important. Include key information about your area and a sense of how you have used this information to prayerfully formulate a pioneer evangelism project.

- After the Autumn Residential you will be conducting a contextual, spiritual audit/survey of your area. This will not be assessed but it will inform your project.
- The next stage will be to develop your survey into a pioneer evangelism project. Spend time with God prayerfully asking Him for a sense of how to use this information to join in with His mission, and thus develop it into a pioneer evangelism project.

- Implement - vision-cast your project locally and, where appropriate, gather a team to help you plan and implement your pioneer evangelism project.
- Keep written or video notes. In order to inspire others, and to share ideas, learning and stories, you are encouraged to keep brief notes of your journey. This will not be assessed but it will constitute a future resource for yourself and others. (It can be written or filmed).



For the supervisor

We see you as key partners in the formation of the candidate, and we take your judgment and insight very seriously. In fact, we will be relying on them! You also have a key role in developing the candidate's ministry skills, as well as evaluating them. In the past candidates would shadow ministers and only rarely minister themselves, however our candidates normally arrive at training already with a wealth of leadership and ministerial experience, often from the workplace, family, and community life as well as church, so it is important to build on this experience and for you to utilise them fully within the mission and ministry of your parish, church, or mission / ministry area.

Supervisor training

Throughout the year there are opportunities for supervisors to gather with St Padarns for prayer, events, training, shared learning, to share stories and to network. For instance:

Term 1: We have a half-day where experienced supervisors and new supervisors gather online. The first session is for all the supervisors and the second session is an induction for new supervisors.

Term 2: We have an annual overnight training event. For the convenience of our supervisors this one event will be repeated in two locations: in North Wales and in South Wales. Supervisors gather on the first night to enjoy fellowship, a meal, prayer, to share stories, support each other, encourage, network, and receive updates related to training. The second day contains a rich programme of training and input designed to support and serve your highly valued ministry as a placement supervisor.

Term 3: Another opportunity to gather online for prayer, events, training, shared learning, to share stories and to network.

As a placement supervisor, you are responsible for...

- Welcoming the candidate into the Ministry Team as a full and valued member and discussing expectations.
- Familiarising the candidate with all relevant safeguarding policies and processes.
- Completing the placement agreement and returning it within 3 weeks to the following email address: chris.thomson@stpadarns.ac.uk. We usually discuss this in a meeting to set up the placement.
- Meeting the candidate for regular supervision: every 3 weeks for the first 4 to 6 months and monthly thereafter. As indicated above, these conversations are not team meetings, but rather one-to-one formational conversations.
- Providing a safe context in which a candidate can enjoy opportunities to share in the ministry of the area, theologically explore, ask questions, adventure, contemplate, take risks and reflect on their contribution.
- Modelling self-aware and reflective leadership that is open to receiving feedback.
- Offering the candidate helpful, honest, and challenging feedback.

- Reporting on the candidate's progress to St Padarn's.
- Contacting St Padarn's if any issues arise.
- Ensuring the candidate preaches regularly and completes an evangelism project.

In addition, it would be helpful if you could...

- Think about any gaps that the candidate may have and speak to us so that we can consider arranging a short-term ministry experience if necessary.
- Keep an eye on the candidate's workload. We sometimes find that candidates can be overworked in placement, likewise they can be underutilised which they might find equally as frustrating. Please do stick to the arrangements of around 4 hours per week for a part time candidate, and the equivalent of two working days (including a Sunday normally) for full time candidates.
- For full time candidates, ***please do not*** ask them to fulfil tasks when they would normally be in Cardiff for the full-time programme (so Wednesdays, Thursdays and Fridays) as this is their priority during these times. We generally do not give permission for candidates to be absent from the Wednesday to Friday programme for placement activities.

Further Ministry Experiences

As mentioned above, it is helpful for a candidate to gain a wide experience of church life and ministry. We encourage candidates to embed into their placements and enjoy all they have to offer, but throughout this time and particularly in their final year, there will be opportunities to discuss further experiences (placements).

The length of the further experiences will be discussed by the candidate, Chris and the supervisor, and the candidate's diocese will be informed. They can be short-term placements of simply a day, a couple of days, weeks, a month, or even a term. For instance, a prison placement is often an extraordinarily powerful experience. If a candidate's situation allows, it can be more than a day or two, but often candidates report how just spending 2 days on a prison placement proves to be a life changing experience and thus all they require.

Other placement opportunities include a hospice, school, hospital, Cathedral, fresh expressions of Church. We are developing links with the armed forces to add to this list. We would also welcome suggestions from the candidates and their supervisors.

Alongside this, candidates are encouraged to think about where their gaps are and speak to their placement supervisor who might be able to arrange something locally. Please include Chris in these conversations.

Termly placement reviews will allow Chris to gain a consistent overview of how a candidate's main placement is going, and whether opportunity for a short-term placement would be beneficial.

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

Giving effective feedback

Giving helpful feedback is one of the most important roles of the supervisor. Sometimes you will be aware of issues which will only be evident on placement, and future congregations are reliant on you to be honest and clear with your candidate so that they can improve their practice in order to provide an effective ministry in the future.

Helpful feedback is:

- direct and clear
- detailed and specific
- attributed – I think.... Rather than people are saying.....
- sincere
- personal
- at the appropriate time – praise during the event, negative feedback at the right time in private
- clear about how improvement can happen
- positive reinforcement is better than negative comments
- mindful that we communicate with more than just words..... tone of voice, posture etc

According to the Harvard Business Review Guide feedback is more acceptable to the receiver if:

- The person offering the feedback is reliable and has good intentions towards them.
- The feedback development process is fair:
- The person giving the feedback has collected all the relevant information
- Allows the candidate to clarify and explain matters
- Considers their opinions
- Applies consistent standards when delivering criticism

Also that the feedback giver is:

- Wanting to help the other person grow

- Is open
- Has a collaborative mindset

If you need any support in delivering feedback, especially if it is difficult feedback, do contact Chris.

Reporting for placements:

Throughout training:

Preaching feedback forms to be sent after every supervised sermon.

For final year and one-year candidates:

Placement final report will be requested from supervisors during the month of October and returned to reporting@stpadarns.ac.uk no later than the Friday 8th November 2024.

Placement final report for one-year candidates only will be requested from supervisors and returned to reporting@stpadarns.ac.uk no later than Friday 8th March 2025.

For first and second-year candidates:

End of year report will be requested from supervisors in May and returned to reporting@stpadarns.ac.uk

No later than **31st May 2025**.

Forms

Placement Training Agreement

This agreement should be drawn up in discussion between candidate, supervisor, and the appropriate St Padarn's Tutor. It needs to be signed off by the Tutor for Contextual training.

General details

Mission Area / Ministry Area / Benefice:

Candidate

Ministry for which the candidate is being trained

Year of training

Supervisor

Normal weekly working pattern:

Formational development

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

Dates of supervisions:

At least once every 3 weeks for the first 6 months and then monthly. To be separate from staff meetings.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Evangelism Project (1st year Candidates):

Sermons:

Signed: (Supervisor)

Signed: (Candidate)

Signed: (Tutor for Contextual Training)

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

Preaching Feedback Form

If you have any questions about filling in this form, please contact Revd Chris Thomson at chris.thomson@stpadarns.ac.uk This form can be used by the supervisor, another experienced minister, or members of the congregation.

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

Name of Candidate:

Name of Church:

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

Date and day in church calendar:

Your role (supervisor, congregation member etc):

What was the overall message of the sermon?

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

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

Which part of the sermon engaged you most and why?

Which part of the sermon did you feel most disengaged? Why was this?
Did the illustrations work? What made them effective?

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

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

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

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

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

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

Placement Annual Report and Checklist

Candidate:

Ministry:

Supervisor:

Dates of supervision meetings:

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

Candidates training for a preaching ministry should preach 5 times a year and receive feedback from both congregation members and supervisors.

If you would like to discuss the candidates' progression, please contact the Revd Chris Thomson.

Placement Final Report

Supervisor's Report:

Candidate:

Ministry:

Supervisor:

Ministerial Formation

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

Understanding of the Faith

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

Spirituality and worship

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

Mission and evangelism

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

Personality and character

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

Relationships

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

Leadership

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

Reflective Practice

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

Further Training Needs

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

Any Additional Comments

Signature:

Supervisor:

Date discussed with the candidate, and any observations:

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

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. During the year we will be developing milestones for placements in order to help you assess your candidate's development.

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 boundaried 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.