

**REPORT OF THE MINISTRY COMMITTEE
GENERAL ASSEMBLY 2022**

INTRODUCTION

“The only preaching of the word, it alone without the Spirit, can no more make an hair white or black, or draw us to the Son, or work repentance in sinners, than the sword of the magistrate can work repentance. What can preaching of man or angel do without God; is it not God and God only who can open the heart”

(Samuel Rutherford, one of the Scottish commissioners to the Westminster Assembly)

STUDENTS

Mr Samuel Parkinson continues with the MTh degree course in Reformed Theology at Union Theological College, which operates under the auspices of the Presbyterian Church in Ireland. Mr Parkinson is currently serving as a ministry assistant at Knightswood UF Church. He is about to complete an attachment at Milngavie UF Church. His second attachment is being planned.

STUDENTS AND PROBATIONER CONFERENCES

The Autumn conference for students and probationers took place at the Scripture Union Centre at Lendrick Muir in September. The three probationers have since been ordained and appointed to their charges. This means that the only person currently undergoing training for the ministry is Samuel Parkinson. For the time being student and probationers conferences will take a more informal shape.

REVIEW OF THE REGULATIONS FOR STUDENTS FOR THE MINISTRY

The existing regulations were drawn up at a time when applications to be recognised as a student for the ministry came mainly from young people. These regulations have been amended over the years. A comprehensive review of procedures has been undertaken by the Committee and the draft procedures appear at the end of this report (see Appendix A).

One of the issues highlighted was attachments during training. As applicants for the ministry come from a wide range of backgrounds, age, and experience, the form and style of attachment needs to be individually tailored. The Committee is drawing up new guidelines for students and mentors which it is hoped will give clarity as to what is expected.

PASTORAL CARE

Following the retirement of Rev Andrew McMillan from the pastoral care team the Committee appointed Rev Deirdre Lyon to take on this role and work alongside Rev James Neil. The pastoral care team has been assiduous in making contact with retired ministers and also with ministers in service after being made aware of illness or a particular need.

PRE-RETIREMENT CONFERENCE

The Committee was very grateful to the pastoral care team for organising a pre-retirement residential conference designed to help those approaching retirement to be informed about issues they will face.

This took place at the Grange Manor Hotel in Grangemouth and was attended by ministers, ministry assistants, and spouses. It is intended to hold a further conference in the autumn.

BOARD OF STUDIES AND REDEVELOPMENT OF READERS COURSE

The Board has been assiduous in preparing the groundwork to enable the Approved Local Preachers course to come into being.

Descriptors of the four modules were prepared. Teaching outlines were written up and a number of tutors identified. A course handbook for prospective students was drawn up. A suitable venue was identified. Promotion of the course took place through the latter part of 2021. The Board did not know what the response would be, but in the providence of God a number of enquiries began to be made and the Board was delighted that for the inaugural session on Saturday 26th February seventeen students began the course. Some were interested primarily in the Christian doctrine modules and some in the preaching and conduct of worship modules.

The Board is indebted to the Minister, Kirk Session, and members of Craigmalen UF Church, Bo'ness for making their church hall available for the sessions and for making everyone very welcome and facilitating storage of books and equipment.

Much of this work has fallen on the Adviser of Studies who has prepared the course outline that the Board has worked on. It would be the intention of the Committee to create a separate Oversight Group to manage the ongoing administration of the course, with representation from the three Presbyteries.

READERSHIP

Although the new Approved Local Preachers course and subsequent recognition of candidates will supersede the existing Readership, current readers will continue to accept preaching engagements and be recognised as such. The Board of Studies was able to organise a Readers Day on Saturday 2nd April at St Ninians UF Church. Seven of the present complement of fifteen Readers attended, looking at ways to construct an order of service as well as the implications of our ALPs course.

IN-SERVICE CONFERENCE

After two years of being unable to gather in person the Committee is pleased that the 2022 Conference will be held at the Grange Manor Hotel, from 20th to 22nd September 2022. The overall theme will be the relationship between preaching and mission, based around contributions shared by gifted speakers from a variety of theological perspectives. It's planned that opportunities to hear of current developments in our own congregations will also be included in the programme.

ENQUIRIES

The Committee continues to receive enquiries regarding various forms of ministry. Interviews have taken place by video technology. These are not as satisfactory as in person interviews, and the Committee looks forward to a time when interviews will take place face to face.

FRIENDS OF THE STUDENTS

The Friends of the Students continue to pray, provide and encourage those training for ministry within the Church. The Committee would convey its ongoing thanks to the Group and its members for all the support it has provided over the years.

STUDY LEAVE

Applications for study leave are dealt with by the relevant Presbytery. The Committee is pleased to note that some study leave applications have been processed since the last General Assembly.

THE CALL TO MINISTRY

The Committee believes that sensing God's call to full-time ministry is a vital and indispensable precursor to embarking on studying for the ministry. Consideration has been given to the best way of presenting the call to prospective candidates. This matter is under active consideration.

APPENDIX A - REGULATIONS FOR STUDENTS FOR THE MINISTRY

United Free Church of Scotland



Students for Ministry of Word and Sacrament Procedures

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Definitions

- Academic Course* – Studies in Theology undertaken at an institution or university recognised by the Ministry Committee
- Advisor of Studies*- Member of the Board of Studies. (See 1.9)
- Board of Studies*- Working Group of the Ministry Committee. (See 1.8)
- Committee*- Throughout this document this refers to the Ministry Committee of the United Free Church
- Extended Attachment*- Where a student is attached to a church for a period of time agreed by the Committee to further gain experience. Normally a higher number of hours contact time is expected during this type of attachment and (at the Committees discretion) the student is paid for their time and travel. (See 3.3)
- Normal Attachment*- Where a student is attached to a church under supervision so as to gain practical experience. (See 3.2)
- Requirements of the denomination*- In the context of this document it is reference to that which, beyond the Academic Course, the denomination feels is required to suitably prepare a student for the work of ministry. (See 1.4)
- Student for Ministry*- Those accepted and recognised as Students for Ministry of Word and Sacrament.

Introduction

'So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.' Ephesians 4:11-13 (NIV)

This document is an attempt to draw together the many strands of the process we often call 'training for ministry.' Since the United Free Church came into existence many students for ministry have been trained and it is on those shoulders and in those traditions we stand. The world we live in is changing at a frightening pace but the unchangeable message of the Gospel is needed as much as ever has been. Ministry presents new challenges and opportunities to every generation and so the training of those called by God to shepherd His flock must reflect this and be fit for purpose. That is why it was felt that the time was now right to review our processes and guidelines so that we can equip the next generation of those called to the Ministry of Word and Sacrament. The following document will form the basis of future selection and training of those called to the Ministry of Word and Sacrament.

1. Procedures

1.1 General

- a) The Committee recognises that different candidates may present at differing stages of experience and training. The minimum academic requirements however for beginning academic training will be the current entry requirements as set out by the Scottish Universities who will also take accredited prior learning into account. The minimum time of training for any candidate will be 18 months. The Ministry of the Church is open to men and women.
- b) Students may apply to the Committee at any stage of their course as regular students preparing for the Ministry of the United Free Church of Scotland.
- c) The Committee recognises that God calls people at different stages of life to ministry and as such it is not the desire of the Committee to hinder that calling. Those who are at an age whereby they can enter into under graduate studies up to and including all who can be reasonably expected to complete their studies before their 55th birthday will be considered eligible to apply.
- d) Applicants will normally have been a member of the United Free Church for one year prior to being considered as a Student for Ministry.
- e) In cases where students making such application have already taken part of a relevant course the Committee shall have the powers to assign a course of training which, shall in its judgement form, with the studies already completed, an equivalent of the Church's full course.
- f) It shall be a condition of the acceptance of any student that the Committee is satisfied that he or she is a member of the United Free Church of Scotland, has an adequate understanding of the distinctive principles of the Church and personally adheres to them. The Committee may consult Ministers, Kirk Sessions or Presbyteries for the necessary information regarding student applications.

- g) All enquirers and candidates must have an appropriate certification in terms of Protection of Children (Scotland) Act and Police Act 1997 or any statutory modification or re-enactment thereof for the time being in force.
- h) Each student shall be required to undergo a physical and psychological assessment. Spouses, whilst not required to undertake these, may be offered them at the cost of the Committee if they or the Committee feel it would be helpful.
- i) All theological students taking a prescribed course for admission to full ministerial status, and probationers from a denomination out with the scope of those denominations whose ministers have already been declared as eligible for a call to the United Free Church, shall be required to show knowledge of the *'Manual of Practice and Procedure in the United Free Church of Scotland'* to the satisfaction of the Committee.
- j) The Committee has the powers to adjust the order and content of the course of study and the requirements of the Denomination in any case where there are exceptional obstacles to following the usual course or requirements.
- k) Students are expected to report, on request, to the Church's Advisor of Studies on their course and their marks, and a progress report of each student will be considered by the Committee at least once a year.
- l) The Committee reserves the right to terminate the status of 'Student for Ministry' of any student whose life, conduct and work falls below the standards expected by the United Free Church of Scotland.

1.2 Academic Course

Once an applicant is recognised as a Student for Ministry they will be prescribed a course of study that will seek to provide them with a rounded theological grounding for Ministry of Word and Sacrament. To this end the:

- a) The Committee has the powers to devise a scheme of studies as it sees appropriate for each candidate.
- b) Those without prior theological training will be required to undertake theological studies to the level of an undergraduate degree or equivalent.
- c) Those with prior theological training may be asked to undertake a course of study as agreed with the Advisor of Studies taking into account any areas or gaps that the Committee feels need addressed.
- d) The Committee recognises the value of both previous academic and vocational training.

Change of Course or University

Any student, having already started a course of study agreed with the Committee, must seek the prior permission of the Committee before applying to change course or institution.

Assessment of academic suitability

The assessment of a student's academic suitability and point of entry is at the discretion of the Institution recognised by the Committee.

1.3 Recognised Institutes

The Committee keeps a record of Recognised Institutes that it has assessed and deems suitable for academic training for ministry within the Denomination.¹

1.4 Requirements of the Denomination

The following outlines the requirements of students by the Church with fuller explanations found in appendix 1.

- Two 12-month attachments or equivalent
- Three Bible Exams
- Voice Training
- Two Trials for Licence
- Practice and procedure Exam
- Student & Probationer Events
- Final Essay
- Physical & Psychological Assessment

1.5. Presbytery

- a) Students recognised by the Committee as preparing for the Ministry in the Church must be attached to one of the Presbyteries of the Church and under its supervision throughout their course of training. Presbyteries will in co-operation with the Committee supervise the life, conduct and work of the students within their bounds. Each Presbytery will satisfy itself of each student's fitness to continue as a student in training. Where life, conduct and work are in question the student will be required to meet with representatives of the Presbytery and the Committee who will decide on their fitness to continue.
- b) If a student under the care of the Presbytery applies to be transferred to another Presbytery, the Presbytery with which he/she is connected shall, on sufficient cause being shown, give his/her details to the Clerk of the Presbytery to which he/she is transferring and shall inform the Committee.

1.6 Ministry Committee

The Ministry Committee continues to have oversight of all aspects of training when a candidate is recognised as a Student for Ministry.

¹ The Committee retains the power to adapt and modify this list from time to time as it deems necessary.

1.7 General Assembly

The General Assembly will, on completion of all academic requirements, issue the student with a Certificate of Theological Training as an acknowledgement that they have successfully completed all the requirements of the Denomination.

1.8 Board of Studies

The Board of Studies will continue to review the suitability of the Recognised Institutes and will review training needs on a continuing basis. It will keep the Committee informed of changes in academia and in the churches which require adjustments to current practice so that students receive the most helpful and relevant training.

1.9 Advisor of Studies

The Advisor of Studies will continue to monitor each student's academic progress and is able to advise on module choices at various stages to ensure the academic requirements of the denomination are fulfilled and the student receives a suitably broad theological education.

2. Application Process

2.1 Pre-Application Enquiry

Once a potential candidate has met with the officials of the Ministry Committee and they are satisfied that they are a suitable candidate a three month placement will normally be arranged to allow the candidate to further explore their call and for the Denomination to get a sense of their suitability. It is the expectation that any candidate has the support of their Minister/Church Leadership as the local church is where potential gifts and calling should be firstly identified. At the end of the initial placement the candidate is free to make a formal application to be recognised as a Student for Ministry.

2.2 Application

The process will be:

- a) The applicant shall obtain an application form from the General Secretary.
- b) On receipt of an application the General Secretary will forward the application to the Presbytery Clerk to be actioned.
- c) In the first instance the Ministry Committee of Presbytery within whose bounds the applicant resides will interview the applicant to explore their call, piety and Christian character.
- d) If the Presbytery does not support the application it will proceed no further.
- e) If the Presbytery supports the application it will proceed to Committee level at which point references will be sought.
- f) The Committee will interview the applicant to explore their suitability for ministry.

- g) If the Committee does not support the application it will proceed no further.
- h) If the Committee supports the application the applicant will be notified of their provisional acceptance as a Student for Ministry.
- i) The Committee will determine the appropriate course of study (See 1.2)

3. Attachments

During a student's theological training it is necessary for him/her to gain practical experience in a pastoral situation under the careful supervision of a minister. The intention is not for the minister to off-load some of their responsibilities on the student. It is rather that the student be introduced to the many aspects of a minister's work. Student attachments should be viewed primarily as a preparation for the student's future ministry and not an extra hand to do a specific job.

3.1 Initial (Exploratory) Placement

This would normally be undertaken after an initial enquiry. The enquirer would be placed with a minister and congregation for a period of no less than 3 months to allow for several things, namely:

- Exploration of the enquires call
- The Denomination getting to know the enquirer
- The enquirer getting to know the Denomination
- The Committee getting a sense of the enquires suitability for ministry.

3.2 Normal Attachment

It is envisaged that during a student's training that they would undertake two, twelve month attachments with a minister and congregation. As far as possible the attachments should differ to give the student the broadest experience possible and should not be within their own congregation. However, it is recognised that a student may be employed in a setting that could act as a suitable setting for training but the Committee must ensure that the student has adequate supervision if this approach is agreed. At the end of each attachment a report from the minister and congregation will be returned to the Committee to indicate the student's progress. The student will also have the opportunity to return feedback to the Committee. The second attachment is an opportunity for the candidate to further develop their skills and to work on any areas that have been identified as needing attention. Contact time for these placements would normally be once a week and each session should normally be restricted to a morning, afternoon or evening, however it is the responsibility of the student and the minister to work together aware of potential academic deadlines.

3.3 Extended Attachment

In certain circumstances the Committee may feel that an Extended Attachment may be of benefit to the student. Whilst it is not a requirement of the denomination it offers the Committee a further tool in the training of students. The Extended Attachment is much like the regular

attachment but with two significant differences. During an extended attachment there will be more contact time and, at the Committees discretion, the student will be recompensed for their work. This arrangement allows, usually final year, students to gain experience whilst lifting some of the financial burden that inevitably comes with academic studies. The contact time is not prescribed as it is something to be agreed between the Committee, the student and the local church.

4. Licencing & Probationer Status

4.1 Licencing

It is the function of the Presbytery of determining in due time, after examination, whether a student may be licensed to preach the Gospel or not; and of licencing them if they be found qualified. Further guidance can be found in the Manual of Practice and Procedure Chapter IV, Part III, Division I (p37 2009 edition)

4.2 Settlement of Final Year Students

During the final year of their studies students will move towards being settled in a congregation. The regulations pertaining to the settlement of Final Year Students is set out in the Manual of Practice and Procedure in Appendix 4 IX (p133 2009 edition).

4.3 Probationer

The term 'probationer' is used differently across denominations but within the context of the United Free Church it refers to someone who has been Licensed but has not yet been Ordained.

5. Student Loans/Grants

1. No student shall be given a monetary grant or awarded a Church bursary who has not been accepted as a regular student of the Church.
2. All students receiving monetary grants or bursaries shall be required to give in writing an undertaking to repay the sums advanced should they fail to complete the course of training or leave the Ministry of the United Free Church of Scotland within five years of the date of their license, power being reserved to the Committee to arrange otherwise in exceptional cases that might seem to justify a remission of this obligation.

6. Complaints & Appeals Process

The guidelines given in this document seek to ensure that the training process runs as smoothly as possible but also recognise that there can be times when a problem may arise. Many issues can be dealt with informally through dialogue but if the student feels that the issue is significant or serious enough to warrant a more formal complaint then the guidelines below are set out so that they, and

those involved in there training, might know the correct process to follow.² These guidelines stand alongside and are subordinate to the processes outlined in the Manual of Practice and Procedure with regards to the various courts of the church. It is the hope that any issues can be satisfactorily dealt with using the guidance below and without the need to take the matter to the courts of the church.

6.1 Complaints

a) What is a complaint?

A complaint is an expression of dissatisfaction from or on behalf of a student towards the United Free Church.

b) Complaint Procedure

Stage One

A complaint should be received by the Convenor of the Ministry Committee within three months of the alleged incident which has initiated the complaint. During Stage One the Committee appoints an appropriate individual to contact both parties by phone and/or email to offer support. The individual concerned impartially supports dialogue between both parties to find resolution.

Immediately moving to 'Stage Two' is possible at the discretion of the Committee where significant prior communication has been shown to have taken place, the issue raised is particularly serious or the issue concerned prevents effective 'Stage One' communication.

Stage Two – Formal Investigation

Evidence

The student shall submit in writing their complaint, identifying relevant parties, the nature of their grievance and any supporting evidence to be considered. The student will receive a formal acknowledgement of receipt from the General Secretary.

Investigation

As soon as is reasonably practicable after receiving the complaint the Committee shall appoint a number of its members (no less than 3) to form a panel to investigate the complaint and ascertain the facts. The panel may appoint to its number those from out with the Committee that it deems appropriate but none of the panel shall be of those directly named in the complaint. Once the panel has completed its investigation it shall report its findings to the Committee who are responsible for making a final decision.

Decision

Once the Committee has come to its decision this will be communicated to the parties involved in writing. All parties involved have the right to appeal.

6.2 Appeals

a) What is an appeal?

² The complaints and appeals process noted here is for those that have already been formally accepted as Students for Ministry and does not pertain to the process of being accepted as a Student for Ministry.)

An appeal is where a student feels they have not been given fair opportunity for their complaint to be heard or feel they wish to dispute the outcome of their complaint.

b) What constitutes an appeal?

A student disagrees with the findings of a complaints investigation as they feel and can prove, the complaints process was unfair or unjust.

c) Appeal Procedure

An appeal should be received by the General Secretary within three months of the Committee having made their decision regarding the initial complaint. It cannot simply be a reiteration of the original complaint but must state the reasons why the student understands the decision of the Committee to be incorrect or where they believe there have been failures in the process.

Stage 1

Once the appeal is received it will normally be considered at stage 1. The purpose of stage 1 is to ensure that the student fully understands why the decision of the Committee was made. Members of the Committee will meet with the student to clarify the decision and its basis. If the student, in light of this meeting, continues to see a cause for appeal it will move to stage 2.

Stage 2

At stage 2 the original investigation will be reviewed by a group independent of the Committee to ascertain if there is any basis for the appeal. If no basis for appeal can be established then the parties involved will be informed and the decision communicated to the Committee. If a basis for appeal is established then it will be returned to the Committee with recommendations from the independent group on its reasons for upholding the appeal and a fresh investigation shall be established.

Appendix 1

Requirements of the Denomination

Attachments

Attachments present a useful opportunity for both the training and the assessment of students. Different attachments serve differing purposes but all with the intent of better preparing the potential student. Even students with a broad range of experience can benefit from the opportunity to work alongside an experienced minister and to work in differing settings. (See section 3)

Bible Exams

Three Bible exams will be undertaken during training to assess the candidates Bible knowledge and ability to recall biblical information. These exams differ markedly to what the student will be used to in academic examinations and so the examiner should be clear in articulating their style and purpose. The pass mark for these exams will be set at 50%

Voice Training

Voice training will be undertaken to allow the student to best utilise their voice, protect it from injury and identify any bad habits that will take away from their preaching. It will be an opportunity for the student to grow in confidence and find their own voice and style.

Practice and Procedure Exam

A working knowledge of the current Practice and Procedure of the United Free Church is a requirement of all students. Students will therefore be tested on their knowledge of current Practice and Procedure. This will normally be set by the Principal Clerks and a copy of the latest Manual of Practice and Procedure will be made available to the student in good time before the exam.

Trials for Licence

Two 'Trials for Licence' will take place to assess the student's readiness to be licensed as a 'Minister of the Gospel'. The student shall conduct public worship within the bounds of the Presbytery they reside and the Presbyteries representatives will hear and report upon the student's competency. The Presbytery Clerk will report the findings to the student and also the Committee for its consideration. Any areas of concern will be addressed by the Committee and remedial work undertaken before a subsequent 'Trial for Licence' to best prepare the student.

Student & Probationer Events

During training candidates will be expected to attend the Student & Probationer events as organised by the Committee. These events operate on a rolling programme of topics as deemed relevant by the Committee to further prepare students for ministry. It is an opportunity for current working practices and lessons learned in everyday modern ministry to be fed back a student's training. This may come from those serving within our own Denomination or those from out with that have a particularly area of interest or speciality.

Final Essay

Although formal essays will have been completed by the student throughout their theological training it has still been helpful to the Committee and the student to write a more reflective essay towards the end of their training. This essay will be agreed in consultation with the Advisor of Studies who, on its completion, will report to the Committee.

Physical & Psychological Assessment

All students must undertake a physical and psychological assessment to ascertain if there are any issues that would exempt/hinder them from carrying out full time ministry. These assessments equally help the student to identify their strengths and weakness so that they can better equip themselves for the challenges of ministry.

Protection of Vulnerable Groups

Students are required to be part of the PVG (Protection of Vulnerable Groups) Scheme and this should be undertaken on acceptance as a Student for Ministry. The appropriate paperwork is available through the Church Office.

Appendix 2

Normal Attachments - Students Information

Introduction

The Ministry Committee of the United Free Church have continued, over the years, to see the benefit to Students for Ministry of undertaking placements. It is a time where you have the opportunity to grow and learn in an environment where you have the support, encouragement and prayers of the congregation and minister where you are attached. It is a time given, during your training, to experience the joys and demands of ministry, to develop and grow in the skills required to undertake the calling placed upon your life and to be guided by someone who is able to encourage your gifting's and provide constructive feedback in areas where you are less comfortable.

Purpose

The purpose of a student attachment is to allow you the widest experience in ministry whilst under the supervision of an experienced minister. You will gain practical experience and be able to apply previous skills and gifting's along with your academic learning in real life situations. It is an invaluable opportunity given to you during your training and you are encouraged to make the most of it by drawing upon the experience of the minister you have been placed with and entering into the life of the church where you have been attached. Don't be frightened to ask questions (even if it seems obvious) and know that, like those that have gone before you, you will make mistakes. Often these mistakes will be where you learn the greatest and grow the most.

Length

x 2 12 Month Attachments

1 session per week (to be arranged with your supervisor)

College workloads and commitments will be taken into account.

Where

Normally you will be placed in two very different attachments to allow the broadest experience possible and experience ministry in differing contexts. This will be decided by the Ministry Committee and you will be informed of their decision and the arrangements by a representative of the Committee. You will not (except in exceptional circumstances) be able to do your attachment in your home church.

When

Your Attachment would normally end in April.

Outline

- Ministry Committee agrees on suitable 1st placement.
- Student, Minister and Congregation contacted.
- Initial meeting with Supervisor/Outline of Attachment agreed
- Ongoing feedback during first six months
- 6 month review
- Ongoing feedback
- End of attachment review

- An evaluation from your Supervisor sent to the Ministry Committee along with a feedback form from yourself. *(This will help identify areas to be covered in next attachment and to inform the Committee of ongoing progress.)*
- Ministry Committee agrees on suitable 2nd attachment.

Areas Covered

Below are some of the key areas covered during your Attachment along with some examples of each area.

<p>Preaching</p> <p>Planning</p> <p>Styles</p>	<p>Worship</p> <p>Prayers</p> <p>Praise</p>	<p>Pastoral Care</p> <p>Visitations</p> <p>Bereavement</p>
<p>Church Organisation</p> <p>Practice and Procedure</p>	<p>Leadership</p> <p>Styles</p> <p>Leadership in others</p>	<p>Outreach</p> <p>Reshaping for Mission</p>
<p>Discipleship</p> <p>Bible Study</p>	<p>Personal</p> <p>Time Keeping</p> <p>Communication</p>	

**This is not comprehensive but gives a flavour of things that will be covered during a placement.*

Please make your supervisor aware of any areas of ministry where you have a particular concern (there are areas of ministry we all personally find more difficult) or any aspects of ministry that are of particular interest to you.

Evaluation

You will be evaluated over the course of your Attachment but it must be stressed that it is not a test. The evaluation is simply a tool to better identify areas where you would benefit from additional support or training so that you are best equipped for ministry on the completion of your training. It is expected that you will make mistakes but it is better to make them at this stage and to be honest about them so that they may become a help to you rather than a problem. Some of the sessions may stretch you (this is how we grow) but if at any point you feel uncomfortable about what you have been asked to do speak to your Supervisor as they will be only too happy to help you (Remember they were once where you are now).

Confidentiality

The very nature of ministry means that there are times when you will be privy to confidential or sensitive information. This may occur in the course of your Attachment and you will be expected to

maintain this confidentiality unless it is a safeguarding matter which you must then, immediately make your Supervisor aware of.

Spouses

The Committee recognises the invaluable support that spouses provide for those training for ministry. It also recognises the strains that this can put upon spouses and the Committee wishes to offer support not only to you but to those closest to you. There are avenues of support available to your spouse as well as yourself throughout our training and beyond. If you have concerns at any point please speak to the General Secretary initially to advise you on the best person to speak to.

Protection of Vulnerable Groups

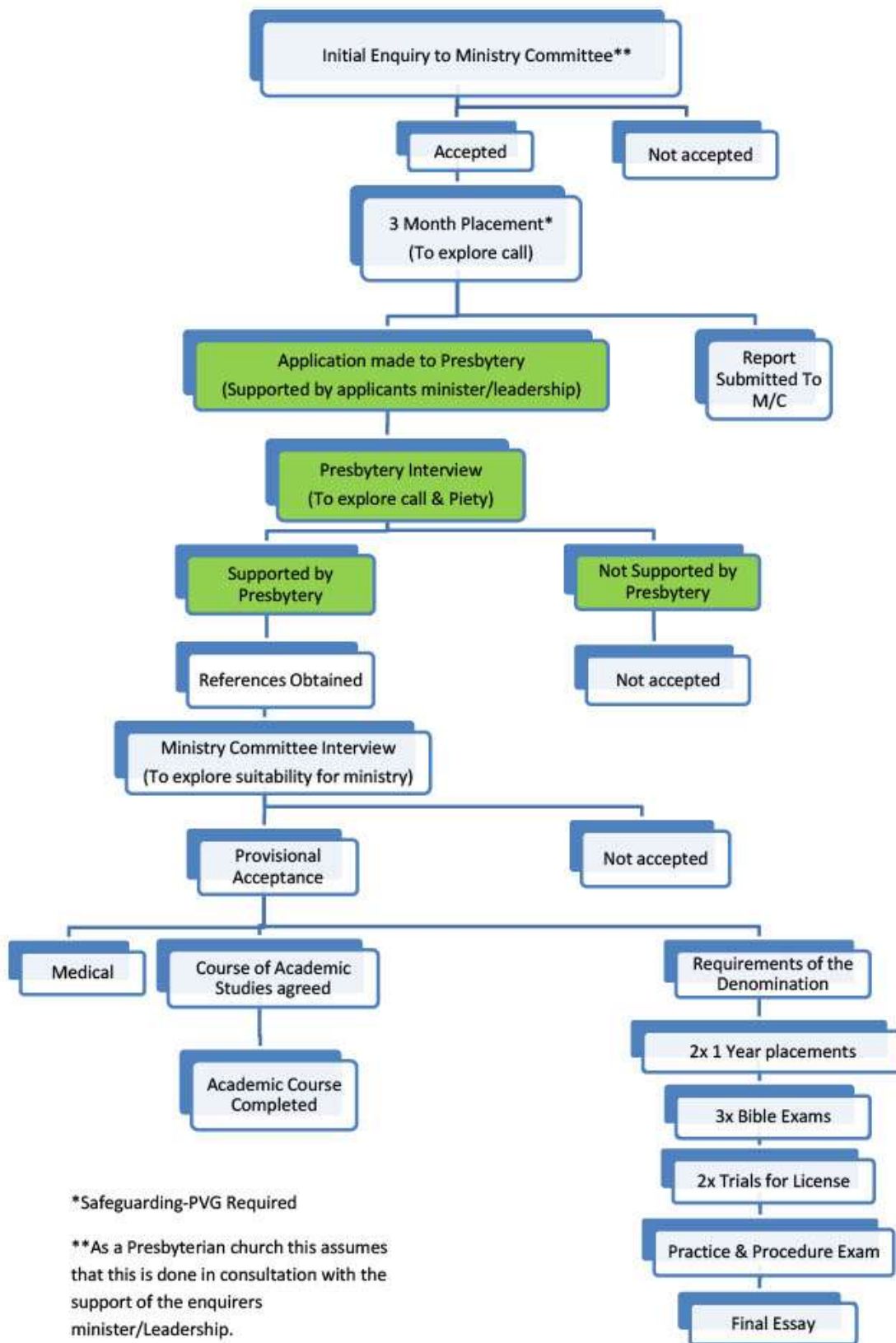
Students for Ministry are required to be part of the PVG (Protection of Vulnerable Groups) Scheme and this should have been undertaken on acceptance as a Student for Ministry. Membership of the scheme must be in place before an Attachment is undertaken. Membership to both parts of the PVG scheme are required both working with children and working with vulnerable adults.

Expenses

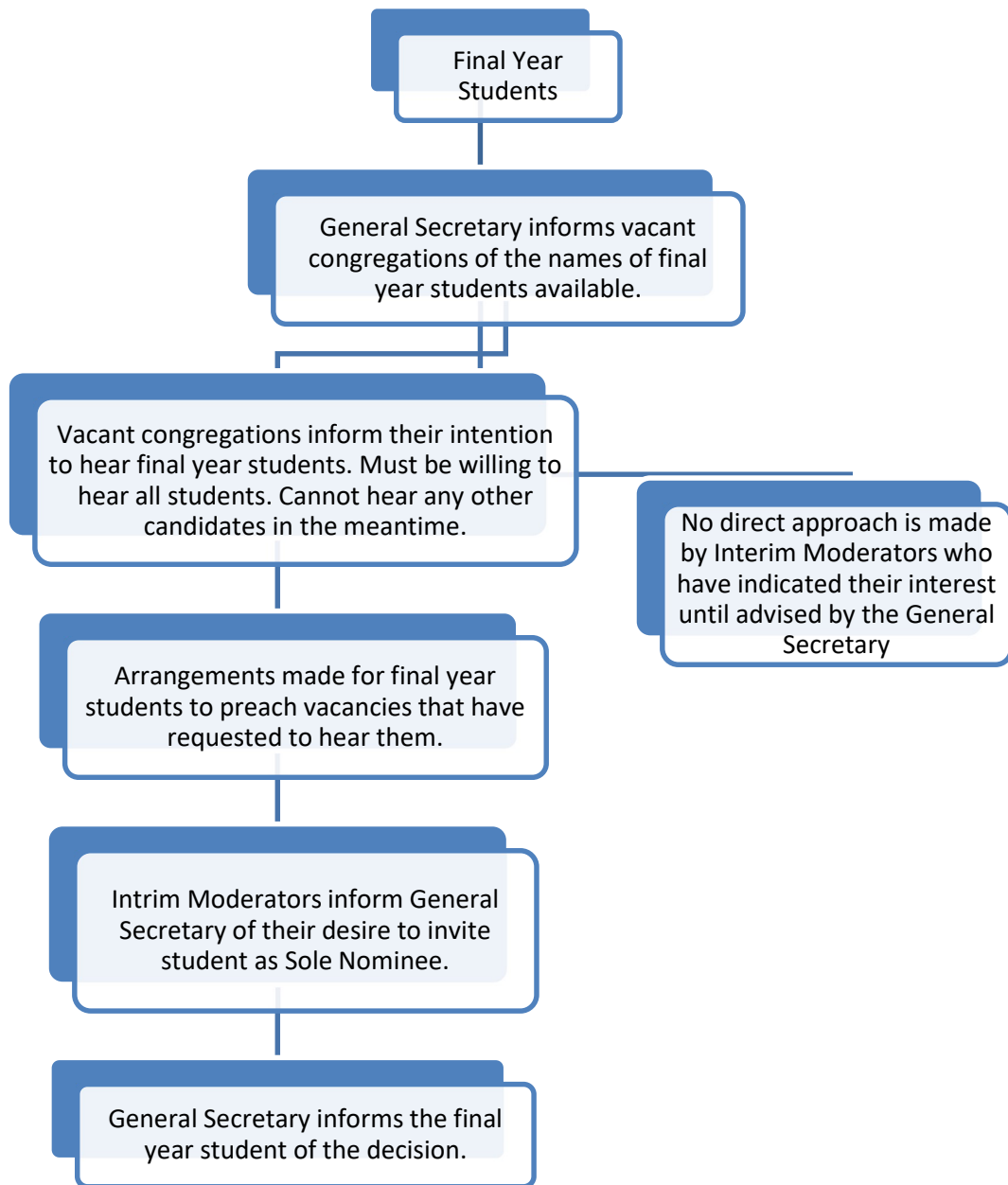
The Ministry Committee is responsible for covering travelling expenses incurred by you in the course of your attachment on the basis of the rate currently set by the General Assembly. Travel should be recorded on the supplied form and given to the Church Office to be processed. No payments will be made without accompanying evidence.

Complaints & Appeals Process

Students have the right to complaint if they feel aggrieved throughout their training and also to appeal decisions if they deem them unfair. Any complaint should be received by the General Secretary within three months of the alleged incident that has initiated the complaint. For further information see Section 7 of the Students for Ministry of Word and Sacrament Procedures.



Final Year Students



THANKS

The Committee would wish to thank all who support and contribute to the training and Ministry of the Church. The work of the Committee is enabled and enhanced by the willing service of so many within the United Free Church and by many in the wider Church who so readily contribute in many ways. The Committee is grateful for all the assistance given by the office staff, Adrian Rootes, Helena Jarvis, and Lawrence Renn; and also to the Principal Clerks for all their input and guidance.

In the Name of the Committee

ANDREW SCOTT	Convener
TOM MCWHIRTER	Vice-convener
GORDON MACKENZIE	Vice-convener
ADRIAN ROOTES	Secretary