



**Ordinand Training Handbook – For Ordinands, their Incumbents and Coordinating Tutors**

**1. Introduction**

So, you have attended a discernment conference for consideration for training for Ordination and have been told you have been recommended for training. What happens now? Hopefully you have an exciting and rewarding journey ahead of you as you continue to be formed in the ministry God is calling you into. But how do we go about further equipping and forming you for this ministry? This handbook outlines a practical response to this question. It should be noted that for those who are training for ordination, there is a strong expectation that they should relinquish other non-ministry related parish responsibilities.

**2. The Shape of Ministry Training**

All ministry training essentially comprises of three elements:-

- Theological Learning
- Skills Training
- Ministerial Formation

For ordinands, training can be considered in two parts, pre-ordination training and post-ordination curacy. This handbook primarily deals with the pre-ordination training period.

**2.1. Theological Learning**

Theological learning is primarily provided through the Exploring Faith Course. It is expected that ordinands, in both stages of training in this Diocese, will engage in this course, delivered in a local setting. More information on this course can be found in the Queens College Discipleship and Ministry Program Handbook. Further theological learning will be delivered through The Diocesan Summer School. This is a week long residential training event currently planned to be held every two years. All ordinands will attend several Summer Schools during their pre-ordination training and during their post ordination curacy training. Some theological learning may also be provided through placements during the training period.

**2.2. Skills Training**

Skills training refers to competencies associated with the exercising of ministry. This may include such things as:

- preparing and leading services
- preparing and leading intercessions
- preparing and delivering sermons
- leading study groups, confirmation classes, prayer groups etc
- preparing and leading occasional services (baptisms/funerals/weddings)
- a variety of pastoral encounters
- a variety of church leadership and administration skills

This is far from an exhaustive list. Some aspects of this skills training are included in the Exploring Faith Course, but others will be delivered through the Diocesan Summer School, other Diocesan run training events throughout the year, through local

opportunities within your church setting and through placements. All ordinands should expect that a significant amount of their skills training will take place during their post-ordination curacy.

An essential element of practical skills training for all ordinands will be an appropriate Safeguarding Course. All ordinands should be familiar with, and adhere to, the Diocesan Safeguarding Policy.

### **2.3. Ministerial Formation**

Ministerial formation is an absolutely essential element of ministry training, but is the most difficult to quantify. It cannot be measured through course attendance or assessment, and is unique to each minister. Although it is not possible to provide a structured program for formation it is possible to provide a skeleton from which it can grow. A key element of this will be a commitment to an ongoing process of theological reflection, which should become an essential component of your lifelong ministry. By establishing this in a formal way during your training it is hoped that it will become a way of life that will sustain you throughout your ministry.

As this handbook is primarily practical it is not proposed to spend time here discussing the background, nature and theology of theological reflection. Theological reflection can take many practical forms, including time in thought and prayer, conversation with others and journaling. Throughout your training it should take on a more specific practical form in terms of regular written reports and feedback. Several forms are provided in the appendices of this handbook which may be helpful in this process:-

- A. Yearly Self Assessment Form:- This form should be completed annually by all ordinands on the anniversary of their attendance at discernment conference for recommendation for training. The sections of this form provide helpful focus for the various reflections you will carry out throughout the year. This Self Assessment Form should be discussed with your co-ordinating tutor (see below), and they will complete the final section.
- B. Sermon Reflection:- Teaching, in the form of sermons, will be an important element of ministry for nearly all ordained ministers. Throughout your training it is hoped you will have opportunities to exercise and develop your preaching skills. It will help your ongoing development in this ministry for you to invite critical feedback. Forms are provided for:-
  - a. Personal Reflection
  - b. 360 Congregational Feedback – These forms should be given to a few members of the congregation (4 or 5), before the day of preaching. As you progress through your training try to use a variety of congregational members.
  - c. Training Incumbent Feedback
- C. Service Leading Feedback Form
- D. General Reflection Form: There are a wide range of activities that an Ordinand can engage with during training and beyond. This form can be used as a structure to help with reflection on any of those activities.

(Placement Report: This can be found in the Placement Handbook, available on the Diocesan website. This can be used for review and feedback at the end of formal placements, and for yearly review with your Parish Priest in your local church.)

### **3. Support Structure**

There are several key people to support your ongoing training:-

- 3.1. Parish Priest** – During pre-ordination training all ordinands will be attached to their local church. Your Parish Priest will be the person who provides local oversight of your training within that environment. You should meet with your Parish Priest at the beginning of your formal training to discuss expectations. This meeting should discuss:-
  - 3.1.1.** Expectations during the training period. e.g How will this work around your work and family commitments? What would be a reasonable level of commitment to formal training opportunities in the local church?
  - 3.1.2.** Practical training needs and opportunities. e.g What opportunities would be appropriate within your church setting for gaining experience in leading services, preaching, leading small groups, pastoral care etc..
  - 3.1.3.** Methods of feedback. e.g How often will you meet with your Parish Priest. Go through the feedback forms that are available in this handbook. Discuss how feedback will be given etc..

A written record should be kept of this meeting, and for similar meetings which should be scheduled throughout your pre-ordination training.

### **3.2. Coordinating Tutor**

A co-ordinating tutor will be identified early in your training, as soon as possible after you have been recommended for training following attendance at a Discernment Conference. This will be done in consultation with the Diocesan Director of Ministry. They will have a key oversight of your training, with an awareness of all training opportunities you are involved with, both locally within your church, through Diocesan training events and placements opportunities. They should be aware of all formal feedback from these various activities. You should meet with your coordinating tutor early in your formal training to discuss expectations. This meeting should discuss:-

- 3.2.1.** Expectations during the training period. e.g How will training work around your work and family commitments? What would be a reasonable level of commitment to formal training opportunities? Discuss your support structure etc..
- 3.2.2.** Practical training needs and opportunities. e.g What are your expectations for training. What opportunities would be appropriate within you throughout your training.
- 3.2.3.** Methods of feedback. e.g How often will you meet with your Coordinating tutor. Go through the feedback forms that are available in this handbook, especially the yearly self assessment.

You should schedule regular meetings with your coordinating tutor (recommended minimum 4 per year) throughout your training should revisit these points as well as discussing other issues such as:-

**3.2.4.** Feedback on training and experiences, and review of formal feedback from other sources e.g Sermon feedback, placement reports, Exploring faith assignments etc..

**3.2.5.** Recommendations for further training

A written record should be kept of all these meetings

### **3.3. Spiritual Director**

If you do not already have a Spiritual Director it is recommended that you seek to find one as you begin training. This is a different person with a different role from the coordinating tutor. A Spiritual Director, otherwise known as a Soul Friend or Personal Mentor, has a role to help you look at how your training and ongoing formation is affecting your personal journey with God. It is a personal and confidential relationship, and, as such, they will not be called upon to report on you in any way. Ideally this should be somebody from outside of your immediate church context. If it is possible to find someone who has training in spiritual direction then this is helpful, but this is not always possible. They should be a prayerful individual with whom you can develop a good rapport. You should meet regularly (at least 3 times a year) to discuss your ongoing training, experiences, reflections, spirituality, relationships, joys and sorrows. The Diocesan Spirituality Advisor will be able to provide advice to any one taking on a Spiritual Direction role.

### **3.4. Director of Ministry**

The Director of Ministry has oversight of all Ministry Training in the Diocese.

## **4. Pre-ordination Training**

Pre-ordination training will normally combine the following elements:-

- 4.1.** Exploring Faith Course (see Queens College Discipleship and Ministry Program Handbook)
- 4.2.** Diocesan Summer Schools – anticipated as week long residential training events, to take place two years
- 4.3.** Other Diocesan Training Events – to include training in such areas as preaching, study skills, theological reflection, practical skills etc..
- 4.4.** Training Opportunities within your local church
- 4.5.** Formal Placements. These will be tailored to the needs of individuals, and will be organised in consultation with the Diocesan Director of Ministry. They could take various forms:-

Placement in another church.

Placement in a theological college

Placement in a chaplaincy (hospital/prison chaplaincy etc)

It is anticipated that all ordinands would complete, as an absolute minimum, a 4 week placement every other year throughout their pre-ordination training.

(See Placement Handbook on Diocesan website)

## **5. Post-Ordination Curacy**

This element of training commences at the point the ordinand is ordained as a deacon. There is not a specific timeframe for when this will occur, it will depend on the ongoing

training and formation of individual ordinand, and is always at the discretion of the Diocesan Bishop.

# Diocese of Cyprus and the Gulf



## End of Year Self-Assessment: Ordinands

All Ordinands should complete this form annually on the anniversary of their attendance at the discernment conference for selection to training. It should then be forwarded to the Diocesan Director of Ministry, who will also ensure that a copy is retained in your ministerial file at the Diocesan Office.

**Name:** \_\_\_\_\_

**Co-ordinating Tutor:** \_\_\_\_\_

**Parish:** \_\_\_\_\_

Please consider all the questions. The questions are provided to help you summarise your formation and development as you review your various activities and reflections throughout the year. Please write in paragraph form, not just notes. This form should be reasonably easy to complete if you have been disciplined about your regular process of theological reflection throughout the year.

### **1) Activities and Opportunities Engaged in Throughout the Year**

Provide a list of the various activities you have engaged in throughout the year, both formally and informally.

### **2) Quality of Mind and Theological Learning**

What Exploring Faith modules have you taken this year and what marks have you been awarded so far (if any)? (Please also include any other formal theological training courses you have undertaken if appropriate)

The outcomes for this section are concerned with your ability to engage faithfully and critically with scripture and the traditions of Christian thought so that you can interpret and communicate the Christian faith effectively in the context of public ministry. This requires disciplined study and openness to new ideas as well as openness to others. Please summarise your reflections these areas (Faith and Quality of Mind).

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## **2) Faith, Vocation and Spirituality**

This section is concerned with your developing sense of vocation and your ability to articulate it; your readiness to exercise ordination; and your spirituality expressed in your life of prayer and Christian discipleship. How has your study and experience of ministerial formation influenced these areas in the last year? Please summarise your reflections in these areas.



### **3) Ministry within the Diocese of Cyprus and the Gulf, Mission and Evangelism, Leadership and Collaboration**

The outcomes for this section concern your understanding of ministry and your developing skills in the practice of ministry in all its variety; these include liturgical and preaching ministry; mission, evangelism and the communication of the Christian faith; and the ability to work with others by being supervised, leading collaboratively, and through teamwork. Please summarise your reflections in these areas.

#### **4) Personality, Character and Relationships**

The outcomes for this section are concerned with you as a person, your strengths and weaknesses, your self-knowledge, your care of self and relationships to others both personal and pastoral. How have you developed as a person over the last year? Please summarise your reflections in these areas.

**5) Further Training and Development**

What are your short and medium term goals for your continued training and future development? How best could those goals be resourced by (a) the diocese and (b) your parish and you? As you reflect on this are there particular areas where you need to do some more work?

**6) Health Issues**

Has your health posed you any concern over this year of training? Have you suffered any periods of ill-health in the past year (please provide brief details). Are there any on-going health issues that we should be aware of?

**7) Additional Comments**

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

**8) Coordinating Tutors's Comments**

Please provide comments of the progress of the candidate over the past year. Please include particular strengths and areas where further reflection, training and/or experience would be beneficial.

Coordinating Tutor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidates Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Once you have completed this form it should be forwarded to the Diocesan Warden of Readers*



3. Reflect on your experience of delivering the sermon.
  
4. Summarize the responses from the 360 Congregational feedback. Did anything surprise you in the feedback? What are the main learning points you will take forward?
  
5. Reflect on your Training Incumbents feedback.
  
6. What were the strengths of your sermon preparation and delivery?

7. If you were to preach again in the same circumstances and from the same readings what would you do differently?
8. How has the process of preparing, delivering, receiving feedback and reflecting on this sermon helped in your formation? (Consider the specific areas of ministerial formation in the yearly self assessment form)
9. Are there any other reflections that you would like to record.

# Diocese of Cyprus and The Gulf

## 360 Sermon Evaluation - Congregational Feedback



Name of Preacher:

Date:

Length of Sermon:

Name of Church:

**A good sermon energises the listeners and invites them to think about or behave differently through the hearing of God's Word. Please will you help me to assess my sermon by answering the following questions?**

- 1) What did you hear as the central message in the sermon? How did that message reach you - through a story, an image, or a persuasive piece of argument?
- 2) In what ways did God speak to you through this sermon? Did the sermon help you to understand the passage(s) of scripture afresh?
- 3) How did the sermon unfold? Did it keep your interest? In what ways?
- 4) How did the sermon lead you to explore new connections with scripture and the world?



5) What feelings did the sermon stir within you, and what was it that sparked them off?

6) What did the preacher reveal about his/her personality in the sermon, and how did their Christian experience come through?

7) If the preacher were to preach this sermon again, where could it be improved?

8) What will you take from this sermon into the future?

9) Please comment on the delivery of the sermon (eg. volume, clarity, gestures). Also comment about the length of the sermon, did it feel too long/short or about right?

Name:

Signature:



# Diocese of Cyprus and the Gulf Sermon Evaluation Form

**Name of Preacher:**

**Date:**

**Name of Church:**

**Type of Service:**

## **Supervisor's/Training Incumbents comments**

1. How would you describe the genre of the sermon? What sort of sermon was this (e.g. teaching, expository, thematic, meditation, challenging, evangelistic, all-age worship talk)? Not every sermon can do everything, and there are quite different approaches to preaching: the purpose of this question is to enable the sermon to be judged on its own terms.

2. What was the aim of the sermon?

3. How did the sermon engage with the text?

4. What use was made of other theological resources, such as experience, tradition and reason?
  
  
  
  
  
  
  
  
  
  
5. How did the sermon engage with the congregation and/or the wider context?
  
  
  
  
  
  
  
  
  
  
6. Please comment on the structure and flow of the sermon, including the beginning and ending.
  
  
  
  
  
  
  
  
  
  
7. What use was made of illustration, and how effective was this?
  
  
  
  
  
  
  
  
  
  
8. Please comment on the delivery of the sermon.
  
  
  
  
  
  
  
  
  
  
9. What were the 2 strongest points of the content of the sermon?
  
  
  
  
  
  
  
  
  
  
10. What were the 2 strongest points of the delivery of the sermon?

11. What aspects could be developed further?

Signed:

Date:



# **Diocese of Cyprus and the Gulf Leading Worship Evaluation Form**

**Name of Service Leader:**

**Date:**

**Name of Church:**

**Type of Service (Morning Prayer, All-Age etc.):**

**Congregation (Size, Presence of Children etc):**

## **Supervisor's/Training Incumbents comments**

10. What type of service was it and what input did the service leader have into the planning of the service (liturgy/readings/music etc..). Comment on their input into the planning (organized and appropriate liturgy, choice of readings/music etc).

11. Please comment on the delivery of the service (audibility/clarity, timing, suitable prayerful atmosphere, expression/tone of voice, fluency of delivery, engagement with liturgy, appropriate use of silence etc)

12. What would you like to particularly commend about the preparation and leading of this service?

13. In what ways might the Service Leader improve his/her delivery or content of worship?

14. Any Other Comments?

Name:

Signed:

Date:



# Diocese of Cyprus and the Gulf Theological Reflection

**Date:** \_\_\_\_\_

**This form can be used for a variety of activities and experiences during your training as an aid to the process of theological reflection. This may include such things as, preparing and leading worship, leading small groups or a range of potential pastoral encounters**

1. Describe the activity or experience. Be as thorough as you can.

2. Reflect on this activity or experience, using the following headings as a guide as appropriate:-

- (i) Quality of Mind and Theological Learning
- (ii) Faith and Spirituality
- (iii) Vocation
- (iv) Mission and Evangelism
- (v) Lay Leadership and Collaboration
- (vi) Personality, Character and Relationships
- (vii) Training and Development

