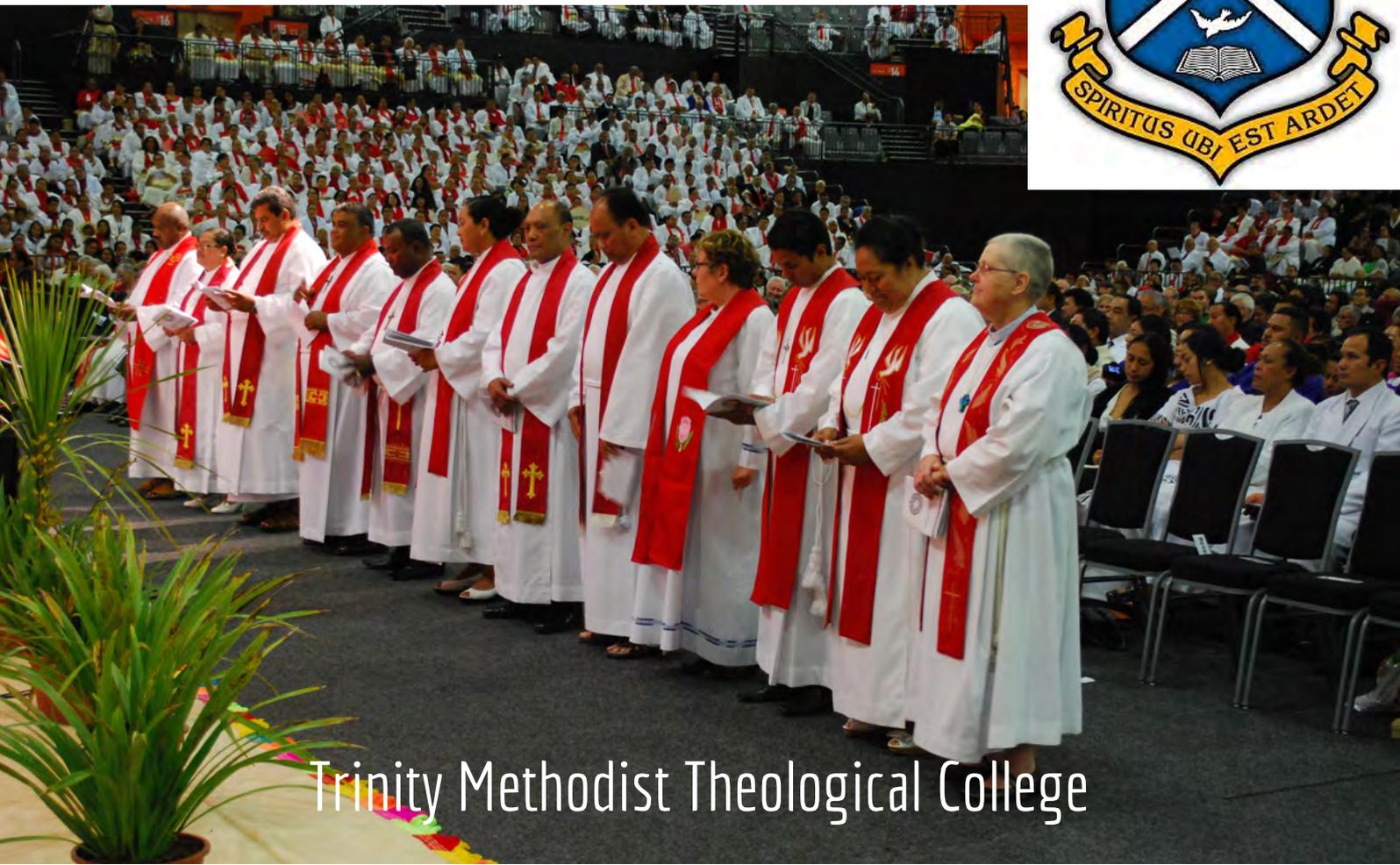


Ministry Formation Handbook 2016



Trinity Methodist Theological College



OUR MISSION

The primary mission of Trinity Theological College is to prepare people for faith-based leadership.

OUR VISION

To achieve our mission, the College is committed to be an exemplar to the Church and society of:

- Bicultural relationship.
- Under-graduate education providing quality interactive education and blended learning within the Pacific region and beyond.
- Curriculum provision that clearly addresses cultural and linguistic diversity.
- Innovative delivery methods to dispersed communities.
- On-going educational opportunities and professional development for laity and clergy.

INTRODUCTION

Welcome to the Ministry Formation Programme. This programme includes:

1. Students who have been accepted by the Methodist Church of New Zealand as candidates for ministry.
2. Students who have been stationed by Conference as probationers.

The core aim of this programme is to assist the integration of formal learning and theological insights with the practical work of ministry. We hope you find the opportunities, processes and requirements help you as you prepare for ordination and ministry in the Methodist Church of New Zealand.

This handbook sets out the requirements of the programme, and provides you and those who will be working with you some information about expectations and procedures.

It is important to note that the particular requirements set out here fit within the general framework of the Methodist Church of New Zealand Criteria for Ordination.

PROGRAMME OVERVIEW

As an accepted candidate for ministry, or a probationer who has responsibilities and relationships:



Your accountabilities to the Methodist Church are set out in the Laws and Regulations of the Methodist Church of New Zealand. If you are a probationer these may be further clarified in a parish covenant (especially if you are part-time, or are stationed as a self-supporting presbyter or deacon).

The table [pg 3] notes the overview of each part of your programme as you track towards Ordination.

TASK	CANDIDATE	DEACON PROBATIONER	PRESBYTER PROBATIONER
Ministry Portfolio	You are required to engage in a formal programme of study	You are required to put together a portfolio with pages for: <ul style="list-style-type: none"> • Sermons • Essay • Reflections • Photo essay • Local newspaper write up of community events 	You are required to put together a portfolio with pages for: <ul style="list-style-type: none"> • Sermons • Essay • Reflections • Report of Lay-clergy dialogue • Samples of bulletins, or newsletters • Local newspaper write up of community events • Reflections on pastoral ministry
Supervision	If you are in a Parish placement you are expected to attend supervision once a month with the Presbyter of the Parish.	You will meet regularly with you Parish Superintendent	You will meet regularly with you Parish Superintendent
Residential events	None	Probation retreat will be held over 3 days during August.	Probation retreat will be held over 3 days during August.
Synod Assessment & Reporting	You are expected to attend Synod meetings for the Synod you candidate from.	The Synod Assessor of Probationers will compile a report in your first and second year for ministerial Synod. This report will focus on: <ul style="list-style-type: none"> • The pastoral tie • Community leadership • Leadership of worship (if applicable) • Ethical life and spirituality • Time management • Relationships with parish and community leaders • What is appreciated or concerns of your ministry 	The Synod Assessor of Probationers will compile a report in your first and second year for ministerial Synod. This report will focus on: <ul style="list-style-type: none"> • The pastoral tie • Community leadership • Leadership of worship (if applicable) • Ethical life and spirituality • Time management • Relationships with parish and community leaders • What is appreciated or concerns of your ministry.
Trinity College Assessment & Reporting	The Student Review Panel will receive reports on your academic progress and ministry in your placement parish.	The Student Review Panel will receive reports from the Co-ordinator of Ministry Formation on your Ministry development.	The Student Review Panel will receive reports from the Co-ordinator of Ministry Formation on your Ministry development.

CRITERIA FOR ORDINATION

(Based on criteria as agreed by the Methodist Conference, 1991)

PERSONAL

- **Personal Faith**

Give evidence of a lively faith in Jesus Christ which:

- Is rooted in the scriptures and the traditions of the church;
- Is growing through interaction between theological reflection and current issues both personal and social; and
- Offers hope for the future through a vision of Christian commitment in community.

Be able to articulate a clear call to ordained ministry and give a clear statement of the meaning of ordination.

- **Personal Development**

Show ongoing personal growth, emotional maturity and moral integrity through:

- A deepening life of prayer and spiritual reflection encouraged by spiritual direction, journaling, making a retreat or other spiritual discipline.
- A commitment to ongoing ministry supervision; and
- Self-awareness and self-assessment preferably through an appraisal programme.

- **Personal Relationships**

- Show ability to develop relationships of sensitivity and respect which reflect the sacredness of human life.
- Give due priority and time to primary relationships and family responsibilities.
- Show openness and a willingness to relate to and understand those who are different from oneself remembering that each human being bears the image of God.
- Have developed skills in peer assessment by the sympathetic giving and receiving of feedback.

THE TRADITION

- **The Scriptures**

Recognise the centrality of the scriptures for Christian living and give evidence of an ability to interpret and expound their message with faithfulness and vision for today's congregations by:

- Encountering the Word of God both within and beyond the historical and literary forms of both testaments;
- Using the tools and methods of a variety of critical approaches to the Bible;
- Recognising the different, and sometimes conflicting testimonies present in the scriptures and in the various church traditions which have interpreted them;
- Being aware that no interpretation is without bias or advocacy;
- Relating the biblical themes to life in our world.

- **Theology**

- Show an ability to think theologically using language which is clear and coherent to express understandings of Christian faith in both systematic and contextual terms;
- Have an understanding of and sensitivity towards different theological positions, denominational diversity and other faiths;
- Display an openness to further growth and wrestling with theological issues.

- **Methodist Church Ethos and Polity**

Give reasons for one's ministry membership of the Methodist Church in preference to another denomination.

Show understanding of and be willing to act under the discipline of the Methodist church in relation to:

- Its connexional system;
- Its stationing procedure;
- Its forms and practices of administering the sacraments;
- Its mission statement; and
- Its laws and regulations.

Give evidence of having read and understood the standard sermons and Wesley's notes on the New Testament.

MINISTRY

- **Ministry Skills**

- Embody and articulate the call to Christian discipleship;
- Have developed the skills needed in leading worship, preaching, pastoral care, administration, group work and meeting facilitation;
- Show willingness and ability to work with others, both lay and ordained, to build an effective ministry team and to maintain healthy team relationships;
- Act professionally and with integrity in all relationships within the church and in the community;
- Have developed a ministry style which is self-directed, responsible to the needs of others and which builds up the body of Christ;
- Show an ability to analyse community, national and international issues from a gospel perspective and demonstrate a commitment to social justice and the reign of God.

- **Bicultural Journey**

- Show a clear understanding of, and commitment to, the Church's bicultural journey;
- Demonstrate knowledge of Te Tiriti o Waitangi and its implications for church and society;
- Be familiar with key concepts of tikanga Maori and some basic knowledge of Te Reo Māori, especially pronunciation.
- Have developed skills for cross-cultural communication and understanding, especially amongst those cultures represented in parish or community.

MINISTRY FORMATION PROGRAMME

Trinity College undertakes on behalf of the wider Methodist Church of New Zealand to form students for ministry in a variety of ways:

- Through course work in its designated study programmes
- Through corporate worship
- Parish or ministry placement
- Spiritual formation
- Denominational learning
- Learning the arts and practices of ministry

As an accepted candidate for ministry you are required to be part of the ministry formation group where monthly, over a weekend you will gather with your student colleagues, for a variety of activities and specific input on the Saturday 9am – 4.30pm and Sunday morning with Sunday afternoon at 4pm being the regular College worship service. Students will assist in planning and leading various aspects of this College Service each month under the oversight of Trinity College staff.

Ministry Formation Group Dates

Date	Focus
February 27 - 28	Introduction to placement
March 19 - 20	Engaging the community
April 23 – 24	Ethical principles for Ministry
May 28 – 29	Methodist Rites and Rituals
July 16 – 17	Methodist Laws and Polity
August 20 – 21	Ministry to the elderly and other chaplaincies
September 24 – 25	Ecumenism – Council for Mission
October 29 - 30	Co-operative ventures
November 26 - 27	Cross-cultural Ministry

The venue for all Ministry Formation Group gatherings will be the Student Centre, 2 College Road, St Johns, Auckland.

At the first gathering of the year, the Co-ordinator of the Ministry Formation programme will give details of the programme and activities for the year. If for any reason you are not able to attend the monthly ministry formation gathering you must communicate directly with the Co-ordinator of Ministry Formation, Rev Dr Mary Caygill.

PROBATION PROGRAMME

DEACON PROBATIONER

Spiritual Direction

The Methodist Church of New Zealand has begun to place emphasis on personal spiritual development during the College and probation years. It is not prescriptive but encourages responsibility for deepening awareness of the spiritual life of a presbyter or deacon. You are encouraged to have a Spiritual Director, but this is not mandatory.

Portfolio

Your portfolio work can be completed in English, Maori, Samoan or Tongan, or a combination, according to the Synod in which you primarily work. It is expected that this work, apart from the long essay, is part and parcel of the normal working life for you as a Deacon, i.e. it does not require extra hours to be put aside other than the printing and collating of the material.

There are three main kinds of material which build up the probation portfolio. These are:

1. Two critiqued sermons each year. These will be arranged at a time suitable to your parish. Once the sermon is reviewed you will receive feedback from the College with affirmations and/or suggestions for improvement.
2. Short reflections on:
 - a. "Working as part of the congregations/parish ministry team" (200 words)
 - b. "How the congregation live out their mission statement within its own life and the wider community". In your role as Deacon how do you encourage this engagement with the community? (800 words)
 - c. How the work you do in the community impacts on your spirituality and sense of God's presence in and through the people you serve and work with. (200 words)
 - d. Vision and Goals – your own and those of the congregation. (200 words)
3. Reflection on role clarification and growth in vocation and spirituality – 800 word essay. This will lead to a final essay of 2000 on "My readiness for ordination".

As part of your probation you are expected to write a brief report every second month to the Diaconate Task Group convenors. For 2016 those people are Margaret Birtles and Edna Evans.

PRESBYTER PROBATIONER PROGRAMME

Spiritual Direction

The Methodist Church of New Zealand has begun to place emphasis on personal spiritual development during the College and probation years. It is not prescriptive but encourages responsibility for deepening awareness of the spiritual life of a presbyter or deacon. You are encouraged to have a Spiritual Director, but this is not mandatory.

Portfolio

Your portfolio work can be completed in English, Maori, Samoan or Tongan, or a combination, according to the Synod in which you primarily work. It is expected that this work, apart from the long essay, is part and parcel of the normal working life for you as a Presbyter, i.e. it does not require extra hours to be put aside other than the printing and collating of the material.

There are four main kinds of material which build up the probation portfolio. These are:

1. A sermon collection – you will have 5 critiqued sermons during your two years in the Presbyter Probation programme. The dates for these sermons will be negotiated between you, your Parish Superintendent and the Co-ordinator of the Ministry Formation Programme. You should put each of your critiqued sermons into your portfolio, along with any related material. The Co-ordinator of the Ministry Formation programme may offer some additional suggestions.
2. Reflection on role clarification and growth in vocation and spirituality. This will lead to a 2,000 word essay on your role and calling as minister.
3. Short reflection (of no more than 200 words each) on;
 - First communion
 - First funeral
 - First marriage
 - First baptism
 - First major meeting that you chair e.g. Parish Council, Leaders meeting.
4. A small sample of material which gives a picture of your involvement and progress in ministry. You may want to include:
 - Report of a ministry review or lay clergy dialogue – or similar event
 - Minutes of your first parish meeting
 - Samples of bulletins or newsletters (please identify what parts you contribute)
 - Copies of sermons (other than critiqued) you felt went particularly well or were commended on.

- Local newspaper write ups or community activities you have been engaged in.
- Pastoral Ministry reports.

Overall, be creative, present your portfolio material in ways that make it both useful as a record for you and accessible to other readers, ensure you have fulfilled the requirements, and be selective in what you include. Your portfolio may be required for audit purposes at any time. Please ensure they are always kept up to date.

ALL PROBATIONERS

Residential Event

All probationers (Deacons and Presbyters) will gather for a personal spiritual retreat of 3 days duration. This will normally be held during August. The venue and date will be confirmed by the Administrator.

The purpose of this retreat is to:

- Reflect on your ministry and your personal spiritual journey to this point.
- Attend to any matters of transition and change related to new roles in ministry
- Review additional input to ministry and preparation for ordination.

All probationers should prepare one presentation of about 15 minutes on aspects of your ministry you consider you do well or events which have worked well.

Contact with Trinity College

The Co-ordinator of the Ministry Formation Programme will provide oversight and support with regular contact maintained throughout the year. If you live in Auckland this will be a face-to-face group meeting. If you live out of Auckland, this will be by Skype or Adobe Connect.

All Probationers are required to attend these meetings. If there is any reason why you are unable to attend, you should inform the Co-ordinator of the Ministry Formation Programme at least two days in advance of the scheduled date.

Connexional Accountability

You should also be in regular contact with your Parish Superintendent. The Parish Superintendent is expected to be responsible for the parish and the probationer who is stationed – including Deacons. You should not hesitate to ask for assistance from the Parish Superintendent if it is needed.

You are expected to attend the Synod meetings of your area, including the ministerial synod.

The Synod Assessor of Probationers also should be in regular contact with you. This person has the role of preparing a report to the Ministerial Synod about your progress as a Presbyterian or Deacon. The report will reflect primarily on:

1. The effectiveness of the working relationship between the probationer and their colleagues in ministry.
2. The ability of the probationer to take an active role in the life of the Synod by:
 - a. Relating the life of the congregation or community to the Synod.
 - b. Using the resources of the wider Church and Synod
 - c. The sense in which both an ethical life and a spirituality is being portrayed in the ministry context.

Note: The Synod Assessor will report to the July/August Synod on your progress. The Parish Superintendent will write a report for the July Student Review Panel.

Trinity College Contact Details

Principal

Rev Dr Nasili Vaka'uta
[E] nvakauta@trinitycollege.ac.nz

College Administrator

Nicola Grundy
[E] ngrundy@trinitycollege.ac.nz

Co-ordinator Ministry Formation Programme

Rev Dr Mary Caygill
[E] mcaygill@trinitycollege.ac.nz

Location for Ministry Formation Programme

2 College Road
St Johns
Auckland 1072

Postal Address:

Private Bag 28907
Remuera
Auckland 1541

Phone: 09 521 2073

Website: www.trinitycollege.ac.nz

