



The Church of Scotland

## Notes on Completing and Using the Covenant

### Introduction

The months of placement which lie ahead are formative in the life of the Candidate and we are very grateful to have you as their Supervisor. We anticipate them growing as people who will be prepared for a life of ministry as well as experiencing and developing many of the skills required. We want them to commit to a life-long approach to development, and so it is not vital you cover absolutely everything in this placement.

Before the beginning of the placement, some goals for the coming year will have been drawn up and agreed through annual review paperwork. For new Candidates, suggestions may have been made at an Initial Course Meeting. These goals represent identified training needs for the Candidate and will help inform the contents of the Learning Covenant. Supervisor and Candidate together should identify further goals, and consider what activities, experiences and opportunities for reflection can be put in place to enable the Candidate to achieve these goals by the end of the placement. A well thought out Learning Covenant is a significant learning tool and should be referred to throughout the placement.

**The Learning Covenant forms a contract between Candidate and Supervisor and is agreed by the Forum. As such it is important that it is completed in good time. While we do not anticipate difficulties arising in the placement, this happens on occasion. In such cases the Learning Covenant is one of the various documents that will inform discussions. In all cases it is important that an agreed covenant is in place.**

### Section I: Aims and objectives

- Each of the dimensions of formation, as listed below, should be used to identify a rounded set of aims and objectives:
  - Faith, Vocation and Spirituality
  - Character, Ethics and Development
  - Leadership and Relationship
  - Worship, Sacrament and Preaching
  - Pastoral Care
  - Mission
  - Discipleship
  - Church Management

More information on each dimension can be found in the Formation Framework document.

- Please note that for chaplaincy placements, we do not anticipate there being any aims and objectives around Discipleship or Church Management.
- It will be useful to read the placement reporting form at this stage, reflecting on the kinds of questions which will be asked. How can the Candidate be given opportunities which will enable them to demonstrate learning and growth in these areas?
- Alongside each objective, the completed form should indicate as far as possible the goal to which this objective relates. E.g. if a goal is *'to deepen understanding of pastoral ministry'*, under the Pastoral heading

a possible objective might be, 'to carry out [specified number] of Parish visits and show evidence of deepening reflective abilities in reporting back'.

- Consider the Candidate's learning needs and also learning style in setting aims and objectives.
- Objectives should be clearly stated in terms of tasks, timescale, outcomes, performance and assessment.
- Objectives should be aligned to the opportunities the placement can offer.
- Criteria for assessment should be clear. How will you measure success in completing a task? How will you communicate your expectations and your assessment?
- Theological Reflection, although noted in a specific area, should underpin all learning.

## Section 2: Supervision covenant

- Both parties should prepare for Supervision in advance and make notes after the meeting.
- Supervision should provide the following: good standards of professional conduct; good line management; good professional relationships; good critical feedback. It should also provide opportunities for the candidate: to take initiative; for spiritual growth; for critical reflection.
- Appraisal should be honest and open, including encouragement, honing of the candidate's self-awareness and concrete suggestions for improvement.
- Unless by prior arrangement, supervision should happen at the agreed time and place each week. **A regular, uninterrupted 60-minute period is essential.** No placement will be considered complete without it.
- Be clear about the method and criteria of evaluation. As far as possible, spell out your standards from the beginning. How will you measure satisfactory performance? E.g., "my expectations will be satisfied when...."

### Further notes:

- Time on placement is 10 hours a week including a Sunday morning, 40 hours for a summer placement, and approximately 40 hours (see Terms and Conditions – full time Candidates only) for Probation.
- Ministries Training Network requirements are counted as part of placement requirements and, as a mandatory element of the training, will need to be given the appropriate priority in a candidate's timetable.
- Travel time to and from the site is **not** included.
- Holiday periods should be mutually set. Candidates must be able to decline opportunities that violate their contract or compromise their work at University.
- When assigning tasks to a Candidate it is important that they have sufficient time to adequately prepare. Please aim to give these, at minimum, a week ahead of time, so that Candidates can adequately prepare to read publicly, lead prayer, or conduct a discussion.
- Supervisor and Candidate should agree when the Candidate is to be at the placement, and for how long. The structure of the week should also be agreed in good time.

**Please retain a copy for reference as both Candidate and Supervisor should refer to the Covenant throughout the placement as part of the Review Process.**

**PLEASE REMEMBER THAT BOTH CANDIDATE AND SUPERVISOR MUST SIGN THE DOCUMENT BEFORE RETURNING IT TO THE OFFICE**

All documentation is available from [fcunningham@churchofscotland.org.uk](mailto:fcunningham@churchofscotland.org.uk)

**All forms are required electronically and as such are acceptable with typed signatures.**