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MINISTRY DEVELOPMENT

MINISTRY PROGRESSION MANUAL

PATHWAYS TO ORDAINED AND COMMISSIONED MINISTRY



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# MINISTRY PROGRESSION MANUAL

## PATHWAYS TO ORDAINED AND COMMISSIONED MINISTRY

### HOW TO READ THIS MANUAL

This manual is a guide for pathways toward ordained and commissioned ministry, and is to be read in conjunction with:

- The SPD Ministry Policy – Min 10.15 ‘Ministerial Applicants’
- The SPD Ministry Policy – Min 10.20 ‘Ministerial Internships’
- The SPD Ministry Policy – Min 10.25 ‘Ordination and Commissioning to the Gospel Ministry’
- GC WORKING POLICY L50 – ‘Examination of Candidates for Ordination (and Commissioning)’
- The MD *Ministry Leader’s Handbook*, and
- The *Handbook for Australian Pastors*

# WELCOME

*“Be shepherds of God’s flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock. And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away.*

*Young men, in the same way, be submissive to those who are older.*

*All of you, clothe yourselves with humility toward one another, because,*

*‘God opposes the proud but gives grace to the humble.’*

*Humble yourselves, therefore, under God’s mighty hand,*

*that he may lift you up in due time.”*

1 Peter 5:2-6 (NIV)

Dear colleague in ministry,

Welcome to the highest calling we know—ministry. Even as God has called you and brought you to this point in time, we know that He will continue to lead and equip you as you join Him in what He is already doing, and allow Him to work in and through you.

As you now commence ministry in the field, you’ll be challenged with new experiences, and take on new responsibilities that will grow you as a disciple and as a Ministry Leader. You are called to feed the spiritually hungry, search out the lost, bind up the broken, proclaim the gospel, and disciple believers in an increasingly complex world. You will live the challenge of life at the frontlines of the Great Controversy. At times you will be invited into the centre of people’s lives to be an extension of God’s heart in their highs and lows; their memorable moments of every kind. Other times you will face apathy, sarcasm or enmity toward God that will challenge your commitment to ministry. You will need to remain close to the Master Jesus, who has promised to provide what you need, and lean into the support of your colleagues and the wider team.

As you continue to build on the training you have already received, depend on the ultimate and dynamic presence of the Holy Spirit Who will “guide you into all truth” (John 16:13). Your Supervisor will also be there to support you.

We will encourage you to set a tone in your ministry from the outset that is God-dependent, spiritually wise, kingdom-effective, soul-fulfilling and life-sustainable. We will encourage you to keep the main thing the main thing; to set up life for the important and not simply the urgent. Now is the best time to create valuable habits that will feed both you and your ministry. This is the time to clarify your priorities and establish intentional practices that will bless your ministry and those around you over time. Our prayer is that every step throughout your ministry journey will be a rich growth experience that will bring spiritual, personal and professional rewards.

## IT'S ALL ABOUT PEOPLE—LOVE THEM SINCERELY

As you know, the people you are called to serve are imperfect in so many ways, as we all are. But being of inestimable value to God, they *need* to matter to you. You are called to care for them as the Great Shepherd Himself would.

As you join the wider team of devoted ministry leaders, each attending to their call, we are convinced of Paul's words, "He who started a good work in you will carry it on to completion until the day of Christ Jesus" (Philippians 1:6, HCSB). May you give yourself to the work of the Master throughout your entire ministry. He who calls is faithful to the end of the age.

Welcome to the Ministerial Association, and welcome to gospel ministry as a Ministry Leader in the Seventh-day Adventist Church,

*Your AUC Ministerial Association*

## THE MINISTERIAL ASSOCIATION PURPOSE

The Ministerial Association exists to support and develop you in your pastoral leadership role, both personally and professionally. The Association is comprised of ministry leaders at every level of church organisation, including serving and retired pastors and chaplains of the Seventh-day Adventist Church. Membership begins with the commencement of Internship and continues throughout your ministry journey.

The role of the Ministerial Association is to:

- nurture and support Ministry Leaders and their families, continuing the work of our original charter by providing pastoral care, facilitating ministry progression and advocacy when required,
- provide professional development, guidance and resources for ministry.

*"In gaining a preparation for the ministry, young men should be associated with older ministers. Those who have gained an experience in active service are to take young, inexperienced workers with them into the harvest-field, teaching them how to labor successfully for the conversion of souls.*

*Kindly and affectionately these older workers are to help the younger ones to prepare for the work to which the Lord may call them. And the young men in training should **respect** the counsel of their instructors, honoring their devotion, and remembering that their years of labor have given them wisdom."*

*E.G. White Evangelism 683, 684*

# TO THE MINISTRY SUPERVISOR

Dear Supervisor,

As a church, we have a great opportunity to not only preach and teach to all nations, but also to raise up a generation of leaders. As a Ministry Supervisor, you have the privilege of shaping and developing a future leader who has been called by God. This responsibility has been entrusted to you. This is a shared investment, and it is a privilege for us to partner with you as you set one's sails for a career of pastoral ministry.

Your investment in him/her could be the difference between disillusionment and many years of effective, fulfilling ministry in which they look back on their time spent with you with great fondness and draw from the lessons learned in these formative ministry years.

The call to you as a Ministry Supervisor is a call to *support*. It is a call to prioritise investment in this relationship so it will cultivate personal and professional growth. It is a call to *influence*, embracing a mentoring mindset rather than a didactic one, recognising that discipling is the ultimate goal. In the words of Leah Jordache, "The real question...is not, 'Are you competent enough to lead me?' but, 'Are you present enough to know me?'" Ministry Supervision is an invitation to *be present*.

It is also an invitation to slow down and observe ministry through another's eyes. Your role is to help them make discoveries, patiently draw from them insights and reflections from what they observe and experience so that they develop a comfort in undertaking ministry 'in their own skin'.

You represent for them a potent opportunity to set solid foundations and be grounded in pursuing the important, rather than the urgent, through your listening ear, your reflective questions, your resourcing and your sensitive debriefing.

May God grant you wisdom and a rich experience in the months and years to come as you shape, and are shaped by, the journey of Ministry Supervision.

God's blessings be upon you for a fruitful supervising season,

*Your AUC Ministerial Association*

*NOTE: In support of your supervision of your intern, you will receive an additional allowance from your Conference (2% of your salary). This is provided so that you can meet your intern for a meal/ hot drink from time to time or as part of your MDM's as appropriate. Please use it to bless your intern.*



# UNDERSTANDING MINISTRY PATHWAYS

The three Pathways to Licensed Ministry (P1/2/3) cover the initial phase of ministry. Each pathway is designed to equip new Ministry Leaders who are already denominationally employed in pastoral and/or chaplaincy ministry. Ordination/commissioning is to Pastoral ministry, and for this reason **those employed exclusively in chaplaincy ministry must demonstrate prior church experience, and intend to resume pastoral ministry in the church context in the future. For those who were trained as chaplains, there will also be additional theological/ministry study requirements).**

Pathways provide a process for the development of theological understanding and practical ministry competencies **and require local church engagement. For this reason, those serving exclusively in chaplaincy ministry will also be assigned to a local church during the duration of their Pathway.**

Acceptance into a Pathway does not guarantee permanent employment beyond completion; this is determined by your Conference, and approval of progression at the AUC.

## TERMINOLOGY USED IN THIS MANUAL

**NOTE:** From this point on, where the words **Intern**, and **Internship** are used, they refer to ministers on any of the three Pathways (i.e. all P1/2/3). This is not to infer that those on Pathways 2 and 3 are Interns. For those on Pathways 2 and 3, it is left to the reader to substitute the designation P2 or P3 if and as appropriate. It is understood that the vast majority of those on a ministry pathway will be on P1, with a small number on P2, and an even smaller number on P3.

In a similar way, where the word **Supervisor** and **Intern supervision** are used, they refer to the **Ministry Supervisors/ Ministry supervision** of all on a Ministry Pathway (i.e. all P1/2/3). Note that those on P3 also have a Theological Supervisor assigned to them to oversee their theological training. This is a different person to your Ministry Supervisor.

## THE GOAL OF INTERNSHIP (P1/2/3)

Internship is a supported journey designed to:

1. Help Interns establish healthy rhythms and foundations for ministry life and practice that flow out of an abiding relationship with Christ;
2. Provide experiences and opportunities to develop the Intern in character and competence;
3. Help the Intern establish ministry competence in the following areas of ministry: building NEW connections, building belonging and a sense of FAMILY, SMALL group discipleship, LARGE group discipleship, and capacity as a LEADER.

Internship, together with the initial years of ministry prior to ordination or commissioning, should be considered a part of ministerial training. You will continue to grow in ministry competency throughout your ministry journey. Good habits established during this time will be vital to your ministry over the course of your life.

NOTE: Further formal education beyond Internship should be negotiated with Conference leadership. For the complete SPD Internship Policy, see Appendix 9, SPD Working Policy Min 10.20.

## INTERNSHIP REQUIREMENTS (P1/2/3)

As soon as is practical, you will need to transfer your membership to one of the churches where you are engaged as a Ministry Leader, and request that the church appoint you as an elder. (School chaplains on a Ministry Pathway are also assigned a church where they can fulfil any requirements of Internship that cannot be completed within a school context.)

To do this, simply let the church clerk at your new church/es know, and they will initiate both your membership transfer and your election as an elder. Once you have done this, your membership will be officially 'under transfer' and your appointment as an elder will be 'in process'. This will satisfy any questions that may be asked of you regarding your leadership transition.

## YOUR SUPERVISOR IS KEY TO YOUR PROGRESSION

Your Supervisor plays a key mentoring role in your ministry. In addition they are an integral part of recording your progress in ministry.

Below are 4 key areas that your Supervisor will report on your behalf. The first three are recorded in Part 4 of your Supervisor's Seasonal Ministry Report and the fourth is part of the annual REAP Cycle, completed annually by all Ministry Leaders.

1. MINISTRY ACTIVITIES - satisfactory involvement in the five Core Ministry Functions as identified in the MD Framework and set out in your Internship Plan (submitted as part of your first Ministry Report for each Stage).
2. MINISTRY FOUNDATIONS - satisfactory completion of a series of foundational topics located in the Auxano Planning Library on the MD portal. The order of topics undertaken will be established in consultation with your Supervisor, and may be informed by your Competency Review report.
3. MINISTRY EXPERIENCES - exposure to a range of ministry experiences.
4. MINISTRY CHARACTER AND COMPETENCIES - satisfactory completion of a Review and Evaluation in the third season of each year, facilitated within the MD portal. These are explained within this document.

## WEEKLY MINISTRY DEVELOPMENT MTGS (MDM)

Your Internship is managed by your Supervisor. For this reason, regular development meetings with your Supervisor are an expected and important part of your Internship. The primary purpose of these meetings is your support and development, allowing your Supervisor to record your progress within their MD portal. These Ministry Development Meetings are separate to any local ministry planning meetings you may have, which aim to attend to ministry needs and plans at your location/s.

# TAILORED MINISTRY DEVELOPMENT - MD

For Ministry Development to be targeted to your specific needs, MD describes ministry in terms of five Core Ministry Functions which draw on seven Ministry Competencies. These are summarised below. Using the REAP Cycle, you, the ministry leader, can gain insight into areas of strength and challenge as perceived through the eyes of those who work most closely with you.

Refer to pages 31-33 of the *Ministry Leader's Handbook* for a more comprehensive exploration of the Core Ministry Functions and Ministry Competencies, and pages 34-37 of the *Ministry Leader's Handbook* for how these interact within different Ministry contexts.

## THE FIVE CORE MINISTRY FUNCTIONS

### 1. NEW (First-Contact Ministries)

First-contact ministry initiatives of meeting, mingling and evangelism in all its forms.

### 2. FAMILY (Building/Introduction to a Loving Church Family)

Ministering to needs, winning confidence and trust through relationship-building, investing in people, visitation and building a sense of family in your ministry context.

### 3. SMALL (Discipling Through Small Groups and Bible Studies)

Investing in discipleship through life-groups, team nurture, Bible studies or team and family meetings.

### 4. LARGE (Discipling Through Preaching and Teaching)

Preaching, chapels, public speaking at vespers, devotionals.

### 5. LEAD (Leading/ Empowering the Church to Serve)

Leadership of the big picture, discerning God's vision for the ministry at your church/school, formulating achievable steps toward this vision, building and inspiring teams, facilitating engagement, building capacity.

## THE SEVEN MINISTRY COMPETENCIES

### 1. MODELLING - Authentic Self-Leadership

Growing in being genuinely open to being shaped by God and then ministering from this time spent with God, and exercising spiritually-dependent leadership in your personal life and the life of the church. Being committed to stewarding time, wellbeing, finances and resources.

### 2. NURTURING - Attentive Presence

Growing in social and emotional intelligence and skill in nurturing inter-generational and inter-personal relations by attending to the person and 'being-in-the-moment.' Prioritising member visitation and honouring of appropriate boundaries.

### 3. DISCERNING - Biblical Insight and Application

Growing in both a thorough understanding of the Bible and the reflective reading of Scripture with a heart open to the Holy Spirit's influence on the life. This results in the guiding of others in a biblical worldview and their discipleship walk.

#### **4. COMMUNICATING – Clear Expression**

Growing the ability to communicate clearly and effectively across all-sized gatherings and using a range of mediums, including social media.

#### **5. ORGANISING – Efficient Management**

Growing in the ability to lead the operation of a local church, demonstrating self-motivation, trustworthiness, dependability, personal organisation, being pro-active in communication within the church and being able to manage time and resources.

#### **6. EMPOWERING – Inspirational Equipping**

Growing in the ability to nurture people in ministry, identify giftedness and a heart for ministry, then empowering growth through training, equipping and encouragement.

#### **7. ENVISIONING – Spirit-dependent Planning**

Growing in dependence on God as the vision is sought, shaped, then cast, working with leadership teams to establish and achieve goals that bring aligned fulfilment of the vision over time.

### **EVALUATION CONVERSATIONS**

Feedback and evaluating feedback are important parts of empowering leaders to grow. It is a truth that ‘you can’t change what you don’t acknowledge.’ Throughout your Internship (including all P1/2/3), you will participate in a number of Competency Reviews and Evaluation Conversations.

Quality feedback is, in all probability, the most valuable help you will receive for your growth and development. When approached with a growth mindset and a personal willingness, it becomes empowering for ministry. Given that none of us know all that there is to know about ministry, it is a huge advantage to your personal growth to see the evaluation process as an opportunity for growth, rather than as a threat. This will allow you to seek accurate information and obtain the right kind of help that will increase your effectiveness in ministry.

## **TO THE SUPERVISOR**

Each of us have strengths and challenge areas, and it is good for us to be aware of these. In your conversations with your Intern, be prepared to be authentic and discuss your own challenges and learning with them. This will help to build openness, transparency and trust.

Take care when discussing your Intern’s challenge areas. When certain areas of growth seem obvious to you, endeavour to allow your Intern the opportunity for self-discovery, and lean toward support rather than continually pointing out their mistakes. Allow the relationship to exceed the corrections, and be abundantly gracious.

There may be times when you will need to protect your Intern from vocal church members who feel at liberty to point out his/her mistakes. Remember that if they have a great mentor in their Supervisor, over time, their mistakes will often take care of themselves.

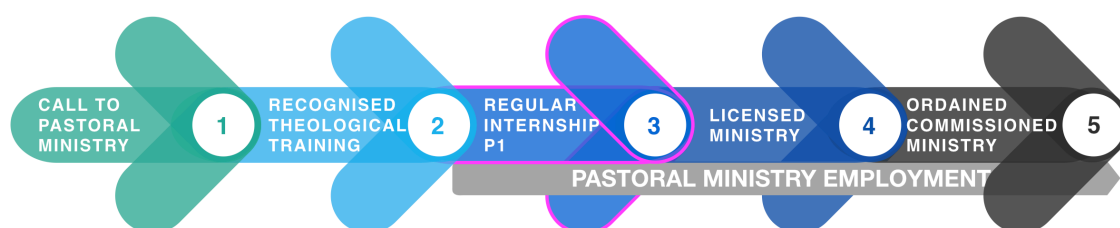
# 3 PATHWAYS TO LICENSED MINISTRY

Just as the call to ministry varies from person-to-person, three different pathways have been developed to bring clarity in the progression toward Licensed Ministry and beyond to ordained/commissioned ministry. Pathway 1 is the regular pathway to Licensed Ministry. Pathways 2 and 3 are tailored to take into account individual circumstances. The requirements for the completion of each Pathway are summarised in Table 1.

## PATHWAY 1 (P1) - REGULAR INTERNSHIP

Pathway 1 is the standard pathway from graduation to ordination/ commissioning. It begins with graduation from a recognised theological training institution (Avondale University College B.A. or equivalent, or Mamarapha Advanced Diploma of Indigenous Pastoral Ministry). With this pathway, eligibility for Licensed Ministry is dependent on the satisfactory completion of the requirements of a regular Internship (a trial period of supervised ministry comprising 2 stages).

FIGURE 1. PATHWAY 1 - REGULAR INTERNSHIP



## TIMELINE AND REQUIREMENTS OF REGULAR INTERNSHIP

Refer to Part 4 of the online Ministry Report, completed by the Supervisor with the Intern.

### P1 STAGE 1

Three Seasons (normally Summer, Autumn, Winter)

- Complete ministry activities as per Stage 1 of the Internship Plan (plan submitted at end of your first season, Season 1 - see p. 33 for a more detailed timeline).
- Complete x10 Ministry Foundations topics.
- Engage in ministry experiences.
- Complete a Competency Review by the end of Season 3 (usually Winter). With this review, reviewers shall include: the Intern Supervisor and at least five elders/Ministry Leaders who know you and your ministry.
- Engage in an Evaluation Conversation with your Conference Administration team and your Supervisor, Following this, they will submit your name to the AUC

President's Council and Board of Directors for consideration of ministry progression.

## **P1 STAGE 2**

Four seasons

- Engage in ministry activities as per Stage 2 of the Internship Plan.
- Complete remaining x15 of 25 focus Ministry Foundations Topics.
- Ministry experiences.
- Complete a Competency Review by the end of 7th Season (usually Winter). Reviewers shall include: the Intern Supervisor and at least 5 elders/Ministry Leaders or others who know you and your ministry.
- Engage in an Evaluation Conversation with your Conference Admin team and your Supervisor, after which they will submit your name to the Union for consideration of ministry progression.

## **COMPLETION OF P1**

With approval from the Union, the Conference will normally issue ministers on Pathway 1 with a Ministry Licence upon:

1. Satisfactory completion of the requirements of the Internship (the trial period of supervised apprenticeship in ministry comprising of two stages, maximum of three years).
2. Ministry involvement goals as revised annually in consultation with the Intern Supervisor.

## PATHWAY 2 (P2) - CONCURRENT-STUDY PATHWAY

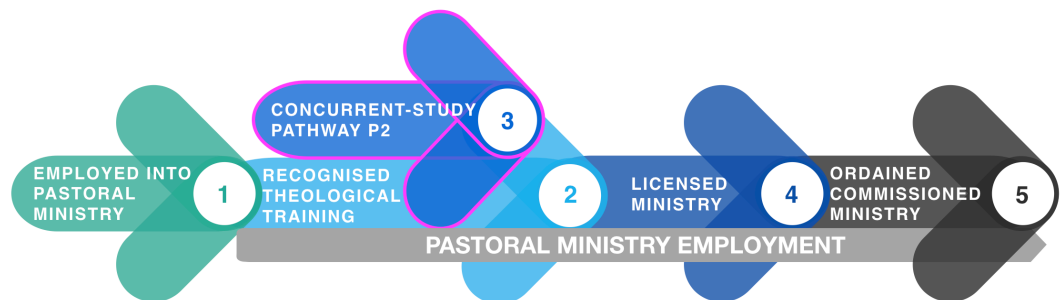
For a variety of reasons, there are cases where ministers are already employed in pastoral ministry who have not completed recognised theological training and so do not qualify for a regular Internship, e.g. those coming into pastoral ministry from other ministry professions like teaching or chaplaincy. Pathway 2 - the Concurrent-Study Pathway, is a developmental period of supervised apprenticeship (or coaching) in ministry, to be completed in conjunction with recognised theological education (Avondale University College B.A. or equivalent, as recognised by the SPD Board of Ministerial and Theological Education (BMTE), or Mamarapha, Certificate 4).

Normally a Missionary Licence will be issued to those who are employed in a ministry role while on Pathway 2.

Allowance needs to be made for those on P2 to accommodate the concurrent demands of both ministry and a theological study programme. Coaching in the Foundations Series Topics relating to Time Management, and Ministry Systems, in particular, will be of benefit as you balance ministry and a formal study programme.

The Concurrent-Study Pathway normally covers a minimum time period of three years. As is the case with Regular Internship, this time period can be extended by a year if a Conference Executive determines an extension is beneficial for the ministry leader's development.

FIGURE 2. PATHWAY 2 - CONCURRENT-STUDY PATHWAY



Recognising that ministers on Pathway 2 usually have a high level of life experience and in some areas have already demonstrated effective ministry, the Conference may appoint a Remote Supervisor as opposed to a Local Supervisor.

Those on P2 will not have completed the recognised theological training that a regular Intern has. For this reason, the Supervisor will be asked to dialogue especially with you on theological perspectives and implications for church life. The process will also open opportunities for coaching with regard to the application of what is being studied within the local context. If this is your pathway, you will need to provide your Supervisor with a course outline with subject descriptions so that they are aware of when various theological competencies are being addressed within the study programme.

## TIMELINE AND REQUIREMENTS OF P2

Refer to Part 4 of the online Ministry Report, completed by the Supervisor with the Intern.

### PRE-SEASON

- The season prior to Season 1 is known as the Pre-season (usually Spring). During this Pre-season, aim to complete a Competency Review within your MD portal. Your Competency Review is an important part of shaping your development. Your reviewers shall include the Intern Supervisor and at least 5 elders/lay ministry leaders who know you and your ministry.
- An Evaluation Conversation may take place prior to the start of Season 1 with your Admin team to review your development areas.

### P2 STAGE 1

Four Seasons

- Ministry activities - Together with your Supervisor, set your Internship goals in Part 4A in Season 1 (S1/G1), and report against these goals throughout the stage.
- Ministry Foundations - During Stage 1, Complete 8 topics. The order in which you select these may be informed by your Competency Review.
- Ministry Experiences - note these as you engage in ministry.
- Complete another Competency Review in your 4th season (S4, usually Summer). Reviewers shall again include the Intern Supervisor and at least 5 elders/leaders who know you and your ministry.
- Again an Evaluation Conversation will take place (in S5) with your Ministerial Association Secretary and Supervisor before submitting your name to the Union Board of Directors for ministry progression and to review your development areas for Stage 2.

NOTE: Intern Development plans are approved by Conference/ AUC AdCom, whereas Ministry Progressions are process at Conference/ AUC Board of Directors with the President's Council.

### P2 STAGE 2

Four Seasons

- Ministry activities as per Stage 2 - enter Goals for Stage 2 (S5/G2).
- Complete another 7 Ministry Foundations topics.
- Engage in ministry experiences.
- Complete a Competency Review by the end of your 8<sup>th</sup> season (S8, usually Summer). Reviewers shall include the Intern Supervisor and at least 5 elders/lay ministry leaders who know you and your ministry.
- An Evaluation Conversation will take place with your Ministerial Association Secretary and your Supervisor before submitting your name to the Union Board of Directors for ministry progression and to review your development areas for Stage 3.

### P2 STAGE 3

Four Seasons

- Complete another Competency Review early in your 9th season (S9, usually Summer). Reviewers shall again include the Intern Supervisor and at least 5 elders/leaders who know you and your ministry.
- You may be asked to have another Evaluation Conversation (in S9) with your Conference admin team.



- Ministry activities - Together with your Supervisor, set your Internship goals in Part 4A in Season 9 (S9/G3), and report against these goals throughout the stage.
- Complete remaining Ministry Foundations Topics.
- Engage in ministry experiences.

## COMPLETION OF P2

With approval from the Union, the Conference will normally issue ministers on Pathway 2 with a Ministry Licence upon:

1. Satisfactory completion of the requirements of the Concurrent-Study Internship (a trial period of supervised apprenticeship in ministry comprising of 3 stages, minimum 3 years);

AND

2. Completion of recognised theological training which usually takes longer, given the nature and pace of part-time seminary study.

## PATHWAY 3 (P3) - INDIVIDUALISED PATHWAY

In our current ministry context, for a variety of reasons, conferences have engaged people in pastoral ministry without the theological training required for pastoral ministry.

The individualised pathway provides for circumstances where there are compelling reasons why a minister is not able to complete recognised theological training concurrent with their Internship requirements. The 10.15 Process is required in these cases. This process establishes a 10.15 Plan for those on Pathway 3. A 10.15 Plan will clarify the following:

### 1. Theological Training

This can consist of:

- An individualised theological course overseen by the Ministerial Association (SPD or AUC), usually including hermeneutics, SDA history, and doctrines; OR
- A number of specific subjects to be completed through Avondale or a recognised Adventist seminary.

### 2. An Individualised Pathway

It is recognised that within the Ministry Activities Plan the Intern Supervisor may credit certain Ministry Foundations topics based on previous training/experience (see pp. 12-14 for a full explanation of the 10.15 Process).

**FIGURE 3. INDIVIDUALISED PATHWAY TO ORDAINED/COMMISSIONED MINISTRY**



Recognising that ministers on Pathway 3 usually have a high level of life experience, and in some areas have already demonstrated effective ministry, the Conference may appoint a Remote Supervisor.

Due to the fact that those on P3 have not completed the recognised theological training that a regular Intern has, the Supervisor will be asked to dialogue especially with the Intern on theological perspectives and implications for church life. The process will also open opportunities for coaching with regard to what is being studied and its application within local church ministry. If this is your pathway, you will need to provide your Supervisor with a course outline with subject descriptions so that they are aware of when various theological competencies are being addressed within the study programme.

Ministers on Individualised Internship are eligible for Licensed Ministry upon:

- the satisfactory completion of the requirements of the Concurrent-Study Internship (a trial period of supervised apprenticeship in ministry comprising 2 stages)
- completion of recognised theological training.

## TIMELINE AND REQUIREMENTS OF P3

### PRE-SEASON

- The season prior to Season 1 is known as the Pre-season (usually Spring). During this Pre-season, aim to complete a Competency Review within your MD portal. Your Competency Review is an important part of shaping your 10.15 Plan. Your reviewers shall include the Intern Supervisor and at least 5 elders/lay ministry leaders who know you and your ministry.
- An Evaluation Conversation may take place prior to the start of Season 1 with your Ministerial Association Secretary and your Supervisor to review your development areas.

### P3 STAGE 1

Four Seasons

- Ministry activities - Together with your Supervisor, set your Internship goals in Part 4A in Season 1 (S1/G1), and report against these goals throughout the stage.
- Ministry Foundations - During Stage 1, Complete 8 topics. The order in which you select these may be informed by your Competency Review.
- Ministry Experiences - note these as you engage in ministry.

### P3 STAGE 2

Four Seasons

- Complete another Competency Review early in your 5th season (S5, usually Summer). Reviewers shall again include the Intern Supervisor and at least 5 elders/leaders who know you and your ministry.
- You may be asked to have another Evaluation Conversation (in S5) with your Conference admin team. They will then submit your name to the Union Board of Directors for ministry progression and to review your development areas for Stage 2.
- Ministry activities - Together with your Supervisor, set your Internship goals in Part 4A in Season 5 (S5/G2), and report against these goals throughout the stage.
- Complete another 7 Ministry Foundations topics.
- Engage in ministry experiences.
- Complete a Competency Review by the end of your 8<sup>th</sup> season (S8, usually Summer). Reviewers shall include the Intern Supervisor and at least 5 elders/lay ministry leaders who know you and your ministry.
- An Evaluation Conversation will take place with your Ministerial Association Secretary and your Supervisor before submitting your name to the Union Board of Directors for ministry progression and to review your development areas for Stage 3.

### P3 STAGE 3

Four Seasons

- Complete another Competency Review early in your 9th season (S9, usually Summer). Reviewers shall again include the Intern Supervisor and at least 5 elders/leaders who know you and your ministry.
- Ministry activities - Together with your Supervisor, set your Internship goals in Part 4A in Season 9 (S9/G3), and report against these goals throughout the stage.
- Complete remaining Ministry Foundations Topics.
- Ministry experiences.
- An Evaluation Conversation (in S9) with your Conference admin team, Ministerial Association Secretary, and Supervisor will take place before submitting your name for ministry progression to the AUC President's Council and Board of Directors.

## COMPLETION OF P3

With approval from the AUC, the Conference will normally issue ministers on Pathway 3 with a Ministry Licence upon:

1. Satisfactory completion of the requirements of the *Individualised Internship* (a trial period of supervised apprenticeship in ministry comprising custom requirements and timeline).
2. Completion of the Individualised theological training as outlined in the 10.15 Plan.

**Table 1: (REQUIREMENTS OF) MINISTRY PROGRESSION - RUBRIC**

INTERN STAGE 1	INTERN STAGES 2 & 3	LICENCED MINISTRY	ORDINATION/ COMMISSIONING
<p>Satisfactory completion of Seasonal Ministry Reports Including Part 4A (Supervisor) and Part 4B (Intern)</p> <ul style="list-style-type: none"> <li>+ Satisfactory REAP Cycle</li> <li>• Readily receives feedback</li> <li>• Developing Leadership capacity</li> <li>• Growing self-awareness</li> <li>• Clear Pastoral boundaries</li> <li>• Understanding Adventist landscape and connect within broader Christianity</li> </ul> <p>NOTES</p> <ul style="list-style-type: none"> <li>* P2/P3 also require satisfactory progress through theological studies</li> <li>* Stage 1 may be customised for P2/P3</li> </ul>	<p>Satisfactory completion of Seasonal Ministry Reports Including Part 4A (Supervisor) and Part 4B (Intern)</p> <ul style="list-style-type: none"> <li>+ Satisfactory REAP Cycle</li> <li>• Readily receives feedback</li> <li>• Developing Leadership capacity</li> <li>• Growing self-awareness</li> <li>• Clear Pastoral boundaries</li> <li>• Understanding Adventist landscape and connect within broader Christianity</li> </ul> <p>NOTES</p> <ul style="list-style-type: none"> <li>* P2/P3 also require satisfactory progress through theological studies</li> <li>* Stages 2&amp;3 may be customised for P2/P3</li> </ul>	<p>Satisfactory completion of Seasonal Ministry Reports</p> <ul style="list-style-type: none"> <li>+ Satisfactory REAP Cycle</li> <li>• Readily receives feedback</li> <li>• Developing Leadership capacity</li> <li>+ Maturity of faith and character evidenced in personal, home, public, online and ministry (pastoral and evangelistic)</li> <li>+ Strong work ethic</li> <li>+ Healthy Biblical Hermeneutic</li> </ul> <p>+ growth toward the qualities outlined in Policy 10.25 in Appendix D.</p>	<p>Satisfactory completion of Seasonal Ministry Reports</p> <ul style="list-style-type: none"> <li>+ Satisfactory REAP Cycle</li> <li>• Readily receives feedback</li> <li>• Developing Leadership capacity</li> <li>+ Maturity of faith and character evidenced in personal, home, public, online and ministry (pastoral and evangelistic)</li> <li>+ Strong work ethic</li> <li>+ Healthy Biblical Hermeneutic</li> </ul> <p>+ Evaluation is made in the following areas as per Policy 10.25 in Appendix D.</p> <ul style="list-style-type: none"> <li>- Call to ministry</li> <li>- Personal life</li> <li>- Fundamental beliefs</li> <li>- Home and family life</li> <li>- Soul winning</li> <li>- Pastor of the people</li> <li>- Pastoral leadership</li> <li>- Human relationships</li> <li>- Personal improvement</li> <li>- Family finances</li> <li>- Christian standards</li> </ul>

## SPD MINISTRY POLICY 10.15

The Individualised Pathway explained below is based on SPD Working Policy Clause 10.15. A copy of the policy is found in APPENDIX C.

Ideally, the 10.15 Process is put in place before pastoral employment as per the intent of the policy. The reality, however, is that these positions usually evolve more organically. Either way, the 10.15 Process should be initiated as soon it is known that there are plans for a person to be employed with a view to them being an ongoing part of the pastoral team.

### THE 10.15 PROCESS

For a graphic representation of the following, please refer to Figure 4.

A person without theological training qualifications (the Candidate) is either employed, or plans exist for the Candidate to be employed. In this process:

1. The Candidate will complete and submit a 10.15 application to the Conference Secretary, which includes: background information, opportunity to share compelling reasons for not completing recognised theological training (B.A., Grad. Dip. or Certificate 4 - Mamarapha); and an attached completed *Competency Review* (completed within their MD portal).
2. The Conference Secretary will ensure that child-safety and other background checks (as usually required for employment) are carried out, to ensure the Candidate is eligible to receive the appropriate licence:

The Conference Executive shall review the suitability of the Candidate for Internship/employment and, if approved shall issue the relevant Ministerial Certificate or Licence (if this hasn't already been done), then forward the 10.15 application to the AUC Ministerial Association Secretary to facilitate the 10.15 process, to develop a 10.15 Plan for Individualised ministry progression.

The 10.15 Review Committee process includes:

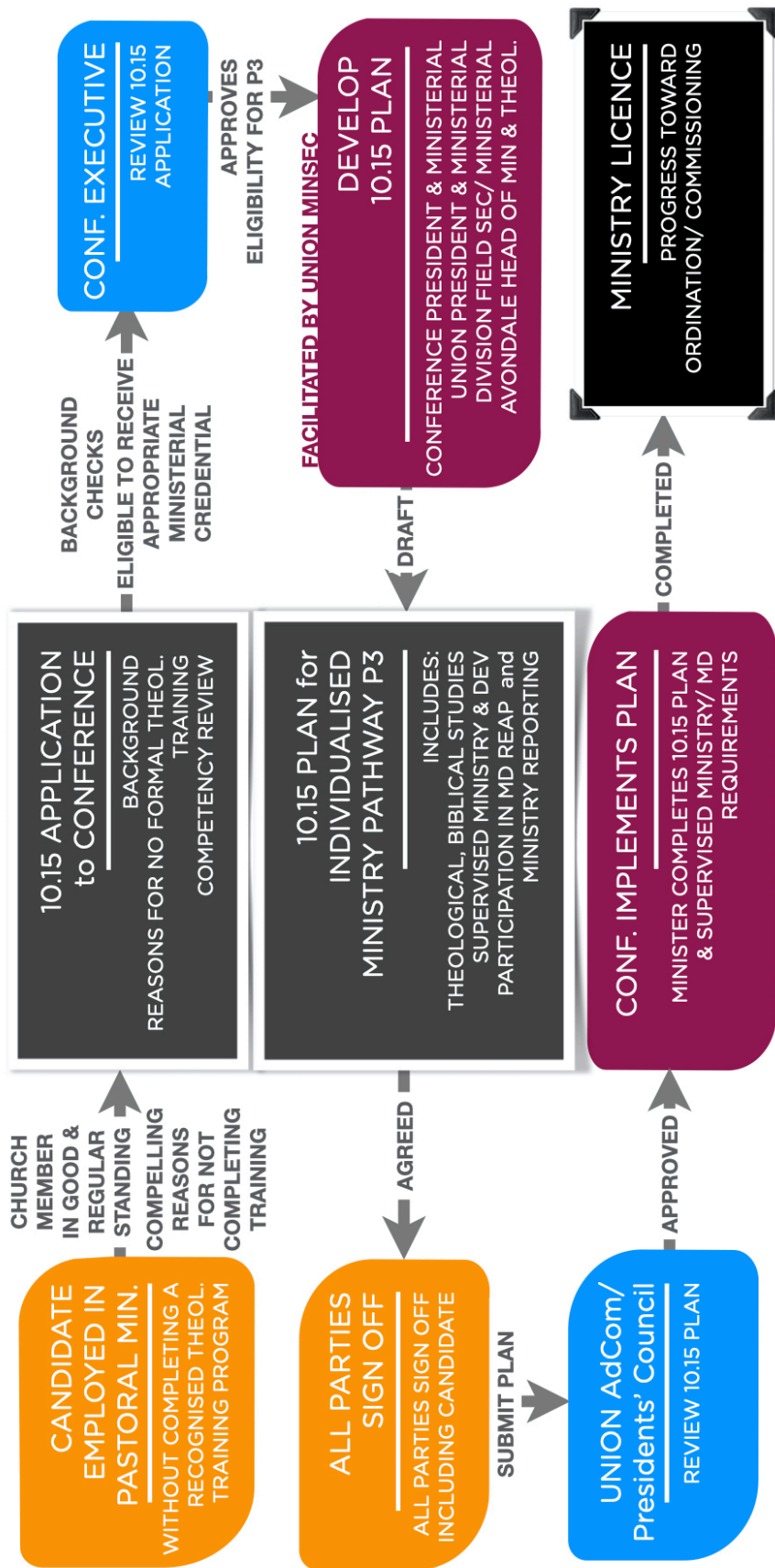
1. Conference - President and the Ministerial Association Secretary (or equivalent)
2. Union - President and Ministerial Association Secretary
3. Division - Field Secretary/Ministerial Association Secretary
4. Avondale University College - Head of School, Ministry and Theology

As is the case for all Internships, the plan will consist of four components:

1. Theological/Biblical Studies,
2. Individualised Ministry Foundations topic requirements,
3. Annual participation in the REAP cycle (Review/Evaluation/Auxano Plan) and
4. Seasonal reporting via Ministry Reports (Parts 1-4)

Once the individualised plan has been developed, it will be put forward to the Union AdCom and AUC Presidents' Council for approval. Once approved, the Conference Ministerial Association Secretary shall then guide the implementation of the plan.

**FIGURE 4: 10.15 Process for P3 Individualised Pathway**



## A WORD ON USING THE TITLE 'PASTOR'

Naturally, throughout your ministry from the earliest stages, some members of your congregation or school community may refer to you as "Pastor"; however, it is best that you do not use the title "Pastor" on official documentation until you have been granted the licence to do so. A better title to use is the term 'minister'. Your official title matches your Ministry Credential (i.e. "Missionary", "Ministerial Intern", "Commissioned Licensed Minister", "Licensed Minister", etc.) The title of "Pastor" carries additional rights and responsibilities and is reserved for those who have been granted Commissioned or Ordained Minister Credentials.

## AUTHORITY & EXCLUSIONS - MINISTERIAL CREDENTIALS

The different certificates and licences are summarised in *Table 2: Authority and Exclusions of Ministry Credentials Rubric*. More information regarding this is available in the *Handbook for Australian Pastors*, available through your Ministerial Association Secretary.

As a minister on a Ministry Pathway, you will be issued with either a Ministerial Intern Certificate (P1) or a Missionary Licence (P2, P3).

For special responsibilities within a school context, you may also need to check with your School Principal.



**Table 2: AUTHORITY AND EXCLUSIONS OF MINISTRY CREDENTIALS - RUBRIC**

MISSIONARY LICENCE	MINISTERIAL INTERN CERTIFICATE	COMMISSIONED MINISTER LICENCE	MINISTRY LICENCE	COMMISSIONED MINISTER CREDENTIAL	ORDAINED MINISTER CREDENTIAL
Local Church	Local Church	Conference-wide	Conference-wide	World-wide	World-wide
P2, P3	P1	Those who have completed P1/2/3 and anticipate Commissioning	Those who have completed P1/2/3 and anticipate Ordination	Those who have been Commissioned to the Gospel Ministry and have at least 5 years in denominational service	Those who have been Ordained to the Gospel Ministry and have at least 5 years in denominational service
Churches where in town is appointed must elect the intent as a local elder	Churches where in town is appointed must elect the intent as a local elder	To give individuals opportunity to demonstrate their call to the ministry, especially in the area of soul winning, prospective candidates are granted	To give individuals opportunity to demonstrate their call to the ministry, especially in the area of soul winning, prospective candidates are granted	Authorised to function in all rights and ceremonies, instruct the offices in their duties and plan with them for all lines of church work and activity. With the assistance of the elders, is expected to plan for and lead out in all spiritual services.	Authorised to function in all rights and ceremonies, instruct the offices in their duties and plan with them for all lines of church work and activity. With the assistance of the elders, is expected to plan for and lead out in all spiritual services.
Upon completion, a ministerial internal license or ministerial license is usually granted	Upon completion, a ministerial internal license or ministerial license is usually granted	Commissioned minister licenses by the Conference.	Commissioned minister licenses by the Conference.	Authorised to: <ul style="list-style-type: none"> <li>• conduct all rights and ceremonies</li> <li>• Conduct communion</li> <li>• Conduct baptism</li> <li>• Administer marriage vows/ declarations</li> <li>• Preside at business meetings involving member discipline</li> <li>• Ordain elders, deacons and deaconesses:</li> <li>• Organise or unite churches</li> <li>• Serve as Conference presidents:</li> </ul>	Authorised to: <ul style="list-style-type: none"> <li>• conduct all rights and ceremonies</li> <li>• Conduct communion</li> <li>• Conduct baptism</li> <li>• Administer marriage vows/ declarations</li> <li>• Preside at business meetings involving member discipline</li> <li>• Ordain elders, deacons and deaconesses:</li> <li>• Organise or unite churches</li> <li>• Serve as Conference presidents:</li> </ul>

# ESTABLISHING YOUR 3-WAY SUPPORT

The Ministerial Association has a vision for every Ministry Leader to experience three-way supported ministry. We hope that this will be established early in your Internship, and be a strength to you throughout your ministry. This trio of support is outlined in Figure 2 on p. 11 of the *Ministry Leader's Handbook*.

## 1. PERSONAL SUPPORT

### ABIDING

As you proceed on your Ministry Pathway, it's vitally important that you prioritise the most important growth of all – growth in your personal relationship with Jesus Christ. Ultimately, everything we do is because of Him. Your personal spiritual formation is core to your ministry formation. Without it, your ministry will become a mere profession – nothing more than a career, and about as nourishing as an empty wheat hull. You will thrive only as you ABIDE in Christ. Refer to the *Ministry Leader's Handbook*, p 15-17, for a more comprehensive reminder of this truth.

Our work as ministers is easily summarised as love for God, and love for people. An abiding minister will love, and learn to love *well*, the people they serve. Ellen White spoke of this as the only method to bring true success in ministry.

“Christ’s method alone will give true success in reaching the people. The Saviour mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them, ‘Follow Me.’” – E.G White, *Ministry of Healing*, p. 143.

True ministry begins with a heart of worship. The call to follow Jesus personally is the foundation for any call to others to follow Him. True leaders are followers first, and leaders second.

Even as the Word “became flesh”, so the Word must ‘become flesh’ in us.

### HEALTHY RYTHYMS

Your Internship season is a crucial time to establish healthy rhythms in both your personal routines and your ministry practices. Managing your passion for ministry may be one of the most challenging things you will ever have to work through. An added challenge with this is that few will notice you neglecting the key relationships in your life as you pour yourself into ministry. Passion and energy are indeed a blessing in your work, but if untrained or untethered, they can also lead to you forming unhealthy habits that will take their toll later in your ministry – often with dire consequences. NOW is the time to set your priorities to put the *important* ahead of the *urgent*. Don't allow negligence in this area of self-leadership to compromise your growth and depth as an abiding and effective Ministry Leader.

*“One thing I ask from the Lord, this only do I seek: that I may dwell in the house of the Lord all the days of my life, to gaze on the beauty of the Lord and to seek him in his temple.”*  
Psalm 27:4 (NIV)

**Figure 5. Regional Cluster Groups**

# REGIONAL CLUSTER GROUPS

A VITAL PART OF YOUR MINISTRY

## FELLOWSHIP & FOOD

Ministry can be isolating, for you and for your colleagues. Even when things are going well for you, your ministry to your colleagues makes a huge difference. As a group, making time to eat together regularly builds relationships and strength into your team.

## UPDATES & RESOURCING

Updates from around the Conference help you to stay informed on the wider picture, and to share insights from the field with the Conference team. Sharing resources with colleagues is an important part of learning from each other and benefiting from the experience within the team.



## WORSHIP & PRAYER

Sharing over Scripture and praying for each other is a vital part of strengthening each other and praying for Holy Spirit's guidance, protection and power. Prayer is our connection to Christ. United prayer for our churches and communities carries great power.

## REGIONAL PLANNING

Working together on initiatives to strengthen the churches and communities in the area can lead to Kingdom opportunities that are only possible through collaboration. Churches that know they are part of 'One Church with Many Campuses' experience a greater sense of belonging and unity.

## 2. PEER SUPPORT

### MINISTERS' MEETINGS

Each Conference also provides a number of opportunities for all ministry leaders to engage in, both in your Conference as a large group, and also in local ministry clusters, as outlined on pp. 20-22 of the *Ministry Leader's Handbook*. These meetings serve a number of purposes, as noted in Figure 5, and are a key source of peer support.

## 3. PROFESSIONAL SUPPORT

There are a number of professional supports provided for you during your Internship and beyond. These include your Ministerial Association Secretary, ongoing feedback through your Intern Reports, the REAP cycle, and the Union Quadrennial Ministerial Convention.

In addition to these, you will receive additional support through:

### THE BIENNIAL AUC MINISTRY PROGRESSION CAMP

The AUC hosts this camp in the first quarter of the year (at the time of publishing this version, uneven years 2021, 2023, etc). It is a valuable opportunity to connect, worship, network, receive training, share stories, find support and discover answers alongside others on P1/2/3 from your Conference and around the AUC, many of whom you will likely already know.

### YOUR INTERN SUPERVISOR

Your Conference has carefully selected a Supervisor for you whose skills and experience will be of great value to you. This person will be an ordained or commissioned minister of the Seventh-day Adventist Church. Seek to build a healthy working relationship with this person, and look for opportunities to learn from their training and years of experience. Your supervisor has an active interest in your ministry development, and while they take the lead in guiding and reporting on your Internship, you will also have opportunity to share suggestions and insights. The quality of your relationship will have a significant impact on how much is learned in the process.

## TO THE SUPERVISOR

Supervising an Intern is a call to servant leadership - seeking to recognise and appreciate the uniqueness of your Intern's call and giftedness, and nurturing into life all that God has called him/her to be. Avoid the trap of trying to shine so brightly that your Intern is drawn you're your orbit. Supervision, as they say, is not about being the hero, but being the hero-maker. Seek to empower your intern and enable them to develop their own God-given gifts and strengths.

Sometimes your Intern will not meet your expectations for ministry. In fact, there may be many opportunities when you feel compelled to reproach. However, a change of approach may be better. Your Intern is on a growing journey; sometimes you will need to 'redirect' them, and at other times, it will be better to allow them the freedom to learn from experience. Communicating your belief in them despite the inevitable errors that will occur will help them to know that you are committed to them in this journey, and that your goal is to see them learn, grow, develop, and flourish to becoming an effective Ministry Leader.

The Apostle Paul had to change his attitude to a young man who didn't meet his expectations for ministry. John Mark had joined his uncle Barnabas to work with Paul as church planters. For some reason, Mark dropped out of ministry for a while—it may have been that he had found Paul too hard to keep up with! Paul was so disappointed in him that he wouldn't give him a second chance, which, fortunately for Mark, Barnabas was prepared to do. Later, Paul mellowed in his attitudes and not only accepted Mark as a fellow minister but recommended him to churches where he was to work. Mark did have some growing to do, but Paul also needed to learn to value those who ministered in their own way.

Whatever the challenges and differences between you along the way, always have the best interest of the church at heart, and model agape love, supporting each other before the people.

*"And I will give you shepherds after my own heart,  
who will guide you with knowledge and understanding."  
Jeremiah 3:15 (NLT)*

# NAVIGATING DIFFERENCES

## WE ARE ALL UNIQUELY HUMAN

Internship brings people together who differ in many ways. Invariably, this will be true of you and your supervisor. These differences may include age, values, education and experience levels, ability, gender, personality, ministry preferences, people/task orientation, ethnicity, culture, expectations, etc. Such differences are to be expected and will often add diversity and new insights to your experiences as you learn to see things through each other's eyes.

There are other differences, however, that present far greater challenges to working well together, and as an Intern we encourage you to be especially aware of these, as they can potentially harm your relationship with your Supervisor, and your ability to learn and grow. These include: unwillingness, a failure to recognise authority, unrealistic expectations, a pride in your own knowledge, arrogance (overt or internal) and unyielding positions.

It is important to acknowledge that relational discord and occasional mistakes are a reality in life, and we need to give each other the right to be wrong. When mistakes, omissions or disagreements occur, discuss them "in spirit and in truth." Sharing what happened, why and being willing to learn from it can transform a disagreement into a deeper relationship, and differing points-of-view into wisdom for life and ministry.

Remember that ministry is a call to servanthood, to loving people, and learning from Jesus as you work beside Him each day. Regardless of the challenges you face, live for Him – spiritually, personally and professionally. Irrespective of differences in personality and the way you approach ministry, as you both seek the work of God in your life, with the best interest of the church at heart, you, and the people you serve, will be greatly blessed.

## WHEN YOUR SUPERVISOR IS A DIFFERENT GENDER

Where your Supervisor is of the opposite gender, work together to ensure clear boundaries are established so that your working relationship functions safely and beyond reproach. Good boundaries are like guard-rails, designed to protect you and others from disaster. Here are some guidelines to follow with regard to mixed gender boundaries:

1. Always ensure that your spouse/significant other has access to your calendar and knows with whom and where you are meeting. Using a shared calendar with your spouse can be a great asset.
2. Always travel in separate cars to visitation/appointments, or in a group.
3. When meeting, meet in public spaces or with others present close by.
4. Be aware of what is being shared on a deeper, or personal, level and how that may be affecting you. Adjust your behaviour/guard-rails/boundaries accordingly to avoid developing risky or unhealthy patterns.

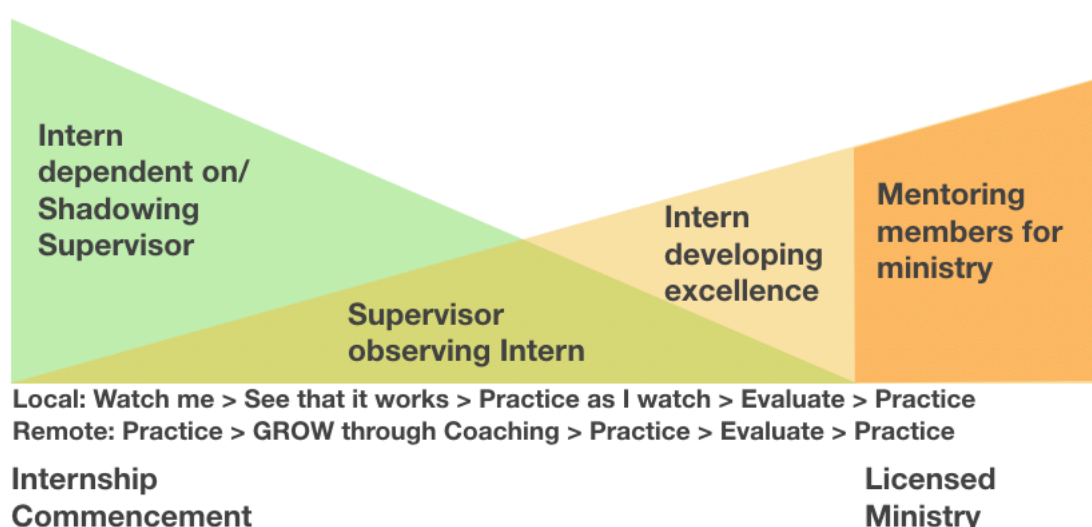
5. Talk about it with the people you trust. Talking about these issues can help you diffuse unhealthy feelings, gain the wisdom of trusted counsel, and bring accountability to the way you manage your relationships.

Excellent videos and resources are available on this subject, and on working with church members of the opposite sex, in the Auxano Library using the search phrase "Boundaries". Please discuss any exceptions to these protective guidelines with your Ministerial Association Secretary.

# LEARNING FROM YOUR SUPERVISOR

Interns vary in their experience, training and confidence in ministry, and for each, the journey will vary slightly. Even so, it is helpful to think of it as a journey of three stages: from the Intern shadowing the Supervisor (*watch me, see that it works*), to the Supervisor observing the Intern (*do as I watch, let's evaluate*), to the Intern developing excellence on their own (*Practice, Evaluate, Plan, Practice*).

FIGURE 6. THE LEARNING JOURNEY (applies to both Local & Remote Supervision)



## TO THE SUPERVISOR

Effective Supervisors make all the difference in Internship. They:

- Are committed to the success of their Intern.
- Are available and plan to spend time with their Intern, even when it may seem inconvenient.
- Are authentic, open and honest about life and ministry, letting their own humanness be seen.
- Model a balanced ministry – providing appropriate time for personal devotions, ministry tasks, family and personal needs.
- Regularly model core ministry functions to the Intern – especially Bible studies, pastoral visitation, etc..
- Model preaching, public/seminar evangelism.
- Are willing to confront issues that need addressing in a way that shows they care.
- Project a positive experience of ministry, having shown competence in his/her own ministry.
- Reflect a loyal attitude to Conference Administrators and other church leaders.

Finally, they arrange weekly Ministry Development Meetings (MDM's) with the Intern to:

- Provide pastoral care of the Intern.
- Discuss core ministry skills with the Intern.
- Observe and coach the Intern in the performance of core ministry functions.
- Oversee the completion of ministry tasks.
- Supervise, evaluate and offer feedback for the Intern as they practice skills that have been taught.



# TWO TYPES OF SUPERVISOR

## LOCAL SUPERVISORS

Where Supervisors are geographically close to you, the expectation is that these meetings will take place in person on a regular, weekly basis and will be 45 minutes to 1 hour in length.

## REMOTE SUPERVISORS

Where Supervisors are more remote and less accessible to you, the expectation is that these meetings will often take place via weekly contact either by phone or video conferencing, and that, when practical, face-to-face meetings will also take place.

Please ensure that priority is given to these meetings as they are essential to your growth and progress as an Intern. Sometime the MDM is going to feel like an extra layer of detail that you don't need with all you need to accomplish. Remember that your development is a priority—especially at this stage of your ministry. The ocean of ministry will always be with you, and the best time to learn the discipline of setting priorities is now. Remember, too, that ministry busyness can sometimes stem from poor self-leadership. It can be a way of being active without being productive. Investing time into planning, reading, reflecting and reporting takes effort, but it enables you to grow as a leader and adjust ministry to your priorities, adding focus and intentionality to ministry effort.

## TO THE SUPERVISOR (Local and Remote)

During the weekly *Ministry Development Meeting* (MDM), ongoing evaluation will occur. Please avoid the trap of allowing local ministry needs to dictate or compromise the MDM.

Use these meetings to act as *coach* rather than *critic*, helping your Intern to discover new learnings and fulfil their assignments. Under the inevitable stress of performing ministry tasks, your Intern may need the balm of encouragement in the process of evaluation. Coach by inspiring, encouraging, guiding and helping the Intern. This will improve ministry effectiveness.

Coaching can be confused when there is over-supervising, which does not allow the Intern enough freedom of choice with how to achieve results. The key to supervisory coaching is to be readily available to give whatever help will assist them in achieving the result you have mutually agreed upon.

# TWO METHODS OF SUPERVISION

Supervision can adopt one of two approaches: APPRENTICESHIP or COACHING, depending on the proximity of the Supervisor to you.

## THE APPRENTICESHIP METHOD [IDEAL FOR LOCAL SUPERVISION]

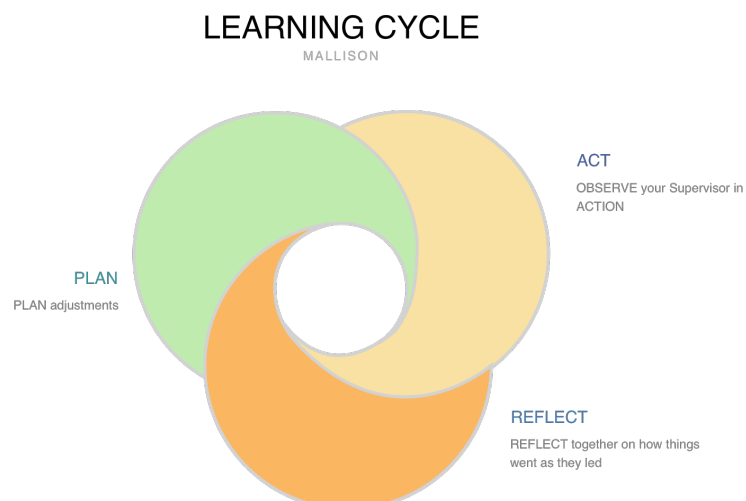
In a situation where your Supervisor is LOCAL, the apprenticeship method will be the best approach. This involves you and your Supervisor working closely together, observing, reflecting together, and planning adjustments. This method was used by Jesus in training His disciples to be disciple-makers (Matthew 11:27,28; Mark 3:14; 6:7, 12, 30-31; Acts 4:13). The apostles used the same approach (Acts 15:36-41; 1 & 2 Timothy; Philippians 4:9). It was also the model advocated by Ellen White for the training of Adventist ministers:

*“In gaining a preparation for the ministry, young men [and women] should be associated with older ministers. Those who have gained an experience in active service are to take young, inexperienced workers with them into the harvest-field, teaching them how to labor successfully for the conversion of souls. Kindly and affectionately these older workers are to help the younger ones to prepare for the work to which the Lord may call them. And the young men [and women] in training should respect the counsel of their instructors, honoring their devotion, and remembering that their years of labor have given them wisdom.*

*“The apostle Paul saw the importance of training younger workers.... Paul made it a part of his work to educate young men for the gospel ministry. He took them with him on his missionary journeys, and thus they gained an experience that later enabled them to fill positions of responsibility....*

*“This feature of Paul’s work teaches an important lesson to ministers today.... It is God’s desire that those who have gained experience in His cause, shall train young men [and women] for His service.” E. G. White, Gospel Workers, pp. 101-103*

FIGURE 7. THE LEARNING CYCLE



As you learn new things over the course of your Internship, experimental learning takes place as you:

- 1 **OBSERVE** your Supervisor in **ACTION**
- 2 **REFLECT** together on how things went as they led
- 3 **PLAN** adjustments\*

*(\*Mallison's Experiential Learning Cycle)*

**NOTE:** Where it is not possible for the Supervisor to model some aspect of what is required for Internship, the Supervisor should negotiate with Conference leadership or a colleague regarding the provision of necessary experience with another appropriate person/ministry setting.

As your Internship progresses, this learning process will be repeated, but expanded and *redirected*, as you personally engage more and more in ministry activity:

- 4 Your Supervisor **OBSERVES** you in **ACTION**
- 5 **REFLECT** together on how things went as you led
- 6 **PLAN** adjustments

The importance of the first two stages in this sequence cannot be overestimated. They provide a reference point, and set the groundwork until you establish your own ways of ministering. This cyclical process can be applied to the practice of all the Ministry Competencies and Core Ministry Functions. As you do this, it is valuable to be aware that you 'observe' Core Ministry Functions and 'reflect' and 'evaluate' according to the Ministry Competencies. As they are a core emphasis in MD, both of these will impact your planning.

This same cycle of Action, Reflection and Planning is embedded throughout the Ministry Development framework, through:

- MDMs
- Ministry Reports
- The REAP Cycle

Finally, as you grow toward independence in any skill, a final enriched, owned, strengthened application of these practices will come to define your ministry:

- 7 **ACT** Participate in ministry activity
- 8 **REFLECT** on how things went, and
- 9 **PLAN** adjustments as necessary

## TO THE SUPERVISOR

It is important that you discuss with your Intern how pastoral work is to be done, but it is even more important that you *show him/her* how to do it. It is crucial that you give quality time to demonstrating the various areas of pastoral and evangelistic ministry.

Observation by the Intern will take the form of shadowing. We know you are busy and it takes time to support a new ministry leader; however, it's vital that you provide the opportunity to do this, then debrief and come to an agreement together as to when each skill is consolidated enough to move on to the next stage. Your Intern will likely have well-developed skills in some areas, but it will be helpful to not make assumptions about what they know or don't know. Make time to invest in the basics, even if it feels somewhat redundant. This is where patterns of practice are set.

It is important that your Intern be an observer in these initial encounters. They may be tempted to become overly involved in these modelling events. Wisdom will invite you to involve him/her in a limited way only during these initial demonstrations. This will make it easier for him/her to concentrate on what is happening and why.

Multitasking can too often divert attention. If debriefing isn't practical immediately following the ministry activity, ensure it is debriefed at your next *Ministry Development Meeting*. Encourage him/her to ask questions at that time.

Time with your Intern needs to receive high priority in your weekly planning. Before each skill area is demonstrated, discuss it with your Intern. Following the demonstration, it should be debriefed.

Beyond the weekly meeting, it is ideal if the Intern can spend time with you and your family to get a feel of how you manage ministry. Jesus disciplined by spending time together. Work out what is appropriate in this space for both of you.

## THE COACHING METHOD [IDEAL FOR REMOTE SUPERVISION]

While Conferences may generally endeavour to avoid appointing Interns in locations where they only have access to remote supervision, it is sometimes the reality for P1, more commonly the case for P2, and usually the case for P3.

Regardless of your pathway, if this is your circumstance, it is important that you and your Supervisor plan regular opportunities to meet together by phone or video conference, as well as make plans for a number of face-to-face interactions throughout the year. Plan for times when your Supervisor can come to spend several days with you, and when you can go to spend time with them in their ministry setting. Another alternative may be to take some time following cluster meetings to discuss what is needed face-to-face.

Coaching is the act of providing positive support and feedback while offering occasional advice to individuals in order to help them recognise ways in which they can improve the effectiveness of their ministry. Rather than *controlling* the Intern, the two of you—one an experienced leader and the other a relatively inexperienced leader—journey together through the development process towards a desired goal.

The structure and methodologies of coaching are ‘discovery’ based; that is to say, the coach primarily asks questions, and challenges the Intern to learn through reflection. To achieve this type of relationship, the supervising pastor will need well-developed coaching skills, focusing on encouraging, inquiring, reflecting, extending and empowering, rather than telling, directing, requiring, commanding, or instructing.

*Managing* is ensuring people do what they know how to do.

*Training* is teaching people to do what they don't know how to do.

*Modelling* is showing people how those who are really good at doing something do it. *Coaching* is helping people to own their own learning journey.

Remote Supervisors utilise coaching to help the Intern discover their skills and capabilities, and bring them to life in their ministry. It is a relational process, in cooperation with the Holy Spirit, that unlocks a person's God-given potential so that they become more like Christ and make their unique contribution to the growth of His kingdom.

In the context of Internship, coaching has a dual focus: *Personal Development* and *Skills Development*.

*Personal Development* includes matters of personal and family wellbeing:

- *How is your walk with Christ?*
- *How are things at home?*
- *When last did you have a day out?*
- *When last did you take time out as a family?*
- *How have you been sleeping?*
- *How are your stress levels?*
- *How are you managing your time?*

*Skills Development* focuses on the task:

What sort of vision do you have for your church?

- *How will you know that you are getting there?*
- *What is working well in your pastoral visits?*
- *What approach to Bible study works best for you?*
- *What initiatives could enhance your reach in the community?*

- *How do you go about preparing a sermon?*

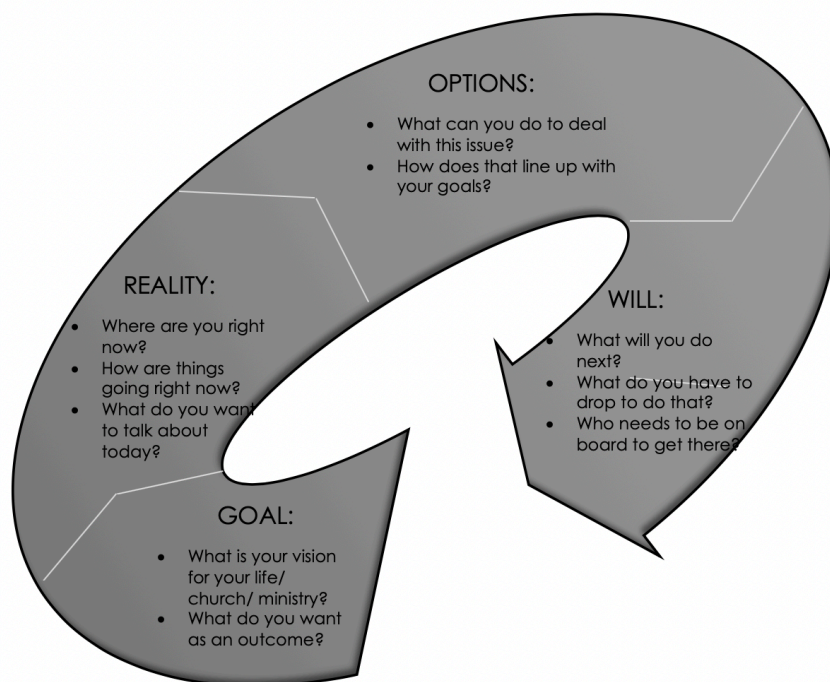
It is important to also look for ways to affirm the Intern in both of these areas, asking:

- *Are there any successes we should be celebrating?*

## THE GROW TOOL FOR COACHING

GROW is a helpful tool that can be used in most coaching sessions. It is important that the Supervisor explain this tool to the Intern, so that they are both aware of what might happen during a session so that there will be no unpleasant surprises.

FIGURE 8. THE GROW TOOL FOR COACHING



This approach to coaching includes accountability: *“During our previous session, we decided that you would try this. How has that turned out? What do you see as your next step?”* Questions like these help to maintain a forward momentum and a deliberate focus on growth and development.

*“Coaching is unlocking a person’s potential to maximise their own performance. It is helping them to learn, rather than teaching them.”*

John Whitmore ‘Coaching for Performance’

# KEY CONTRIBUTORS TO YOUR PROGRESS

It helps to understand that there are several key contributors to your Internship. A successful Internship emerges from a combination of the following:

## YOU, THE INTERN

- Abiding in Jesus and being open to what His Spirit is trying to teach you about dependence, direction, ministry and integrity.
- Demonstrating a mature attitude toward your learning, striving to model a growth mindset, and capitalising on opportunities for learning, including feedback; and
- Conscientiously endeavouring to maximise the opportunity to gain wisdom and develop your ministry effectiveness.

## YOUR INTERN SUPERVISOR

- Committing time and effort into you and your development;
- Guiding your learning, experiences and involvement;
- Overseeing your progression; and
- Completing Internship reports on your behalf.

## THE PEOPLE AT YOUR LOCAL CONGREGATION/S / SCHOOL

- Providing patient support and affirmation;
- Providing a helpful training ground in which you can minister;
- Recognising that the Supervisor will need to take time to teach and model various aspects of ministry to you; and
- Recognising that you and your Supervisor will both need time for family/personal relationships.

## YOUR CONFERENCE/MISSION MINISTERIAL ASSOCIATION SECRETARY

- Working alongside you and your Supervisor to provide support and to oversee your ministry progression.

## YOUR CONFERENCE ADMINISTRATION

- Planning and implementing an appropriate ministry leader placement opportunity; and
- Ensuring adequate local supervision of the Intern and the Internship team is in place, active and effective.

## YOUR UNION CONFERENCE

- Providing the Ministerial Internship Framework;
- Providing the MD framework to scaffold your journey through Internship and beyond;
- Providing resources and training events for Supervisors and Interns, and opportunities for Interns to liaise and network;
- Union Ministerial Association Secretary working alongside your Conference team to oversee your ministry progression;
- In the case of Concurrent and Individualised Internship, providing you with Ministerial Association Secretary support to guide you through your Review cycles;
- and In the case of Individualised Internship, working with the Division to provide you theological training and supervision.

# TO THE SUPERVISOR

## THE EFFECTIVE SUPERVISOR: [LOCAL AND REMOTE]

- Is committed to the Intern – and respects them as a colleague.
- Believes in their potential – looks for the best in them and works to help them reach their full potential.
- Is objective and honest – works in their Intern’s best interest. Has the courage to say, “This is what I see happening in your ministry.”
- Is open and transparent – appropriately allowing the Intern to see their humanness – mistakes and failures as well as successes.
- Models positive ministry, a high morale, building trust in the church, and developing positive attitudes towards ministry.
- Avoids cynicism, knowing what it does to younger ministry leaders.
- Is credible – the kind of Supervisor that you wanted as an Intern.
- Is teachable – willing to learn from the Intern.
- Is available – present enough to disciple.
- Is reasonable – doesn’t ask the Intern to do anything they wouldn’t be prepared to do themselves.

## ONGOING GROWTH AS A SUPERVISOR [LOCAL AND REMOTE]

The value of dedicated and experienced Intern Supervisors is difficult to overestimate when thinking about the future of ministry leaders. It is vital for Supervisors to continually seek to improve their skills as they invest in the next generation of leaders.

*Frequently a young man is sent out to labor with a more experienced minister; and if he is defective in his manner of speaking, the young man is very apt to copy his defects. Therefore, it is important that ministers who have been long in the field should reform, though it cost them much painstaking and the exercise of much patience, that their defects may not be reproduced in young and inexperienced laborers. The young preacher should copy only the admirable traits of character possessed by the more experienced laborer, while at the same time he should see and avoid his errors.*

*E. G. White, Review and Herald, Feb. 5, 1880.*

*The true minister of Christ should make continual improvement. The afternoon sun of his life may be more mellow and productive of fruit than the morning sun. It may continue to increase in size and brightness until it drops behind the western hills. My brethren in the ministry, it is better, far better, to die of hard work in some home or foreign mission field, than to rust out with inaction. Be not dismayed at difficulties; be not content to settle down without studying and without making improvement.*

*E. G. White, Review and Herald, April 6, 1886*



# STAGE GUIDE

## P1 STAGE 1, and P2/3 PRE-STAGE 1

Stage 1 (all Pathways) usually commences in the second month of the 1st Season (normally Summer) and is completed at the end of the 4th Season (usually Spring).

For those starting their Pathway mid-year, Stage 1 commences in Winter, and is completed at the end of Autumn.

### A GUIDE TO YOUR FIRST MONTH...

Things to consider on your arrival at your new location (relocation will usually only apply to Regular Interns as Concurrent and Custom Interns are usually already employed in pastoral ministry).

In the first month you are getting set up and finding your way around your new environment. You'll start meeting the people you will care for and attend your first leadership team meetings.

### PERSONAL

- Acquire a reliable car.
- Find a suitable home and move in.
- Secure an abiding devotional pattern and personal discipleship habits.
  - Find a suitable time and place - without interruptions.
  - Include time to read and meditate on Scripture with the sole goal of getting to know God better, and pray (as distinct from sermon preparation).
- Select an Accountability Partner and plan your meetings for the year (for more on this, refer to the *Ministry Leader's Handbook* p.19, 20.).
- Reflect on how your family is adjusting to the new location and make efforts to specially value them.

### MINISTRY SETUP

- Establish a home-office environment.
- Meet with the Conference/Mission personnel for a formal induction to your Conference.
- Begin to establish your calendar. It will be a mix of fixed appointments and flexible time used for preparation, calls admin and the unexpected. At this early stage be thinking about building a sustainable routine, including time with family as well. (Please note that P2/3 have the added challenges of theological study, often with assignment and exam deadlines, and this needs to be accounted for).
- Set up weekly MDMs in your calendar with your Supervisor. While there are many tasks that will need your shared attention each week, it is important that MDMs maintain a focus on your development as an Intern, including working through the Ministry Foundations topics you have selected.
- Visit key leaders in your local context: church / school / aged-care facility (in the church context, ideally in the first week after your arrival).
- Arrange for your membership to be moved to a/the church where you are assigned.
- Arrange with your board for you to be ordained as an elder subject to your transfer. If your board needs confirmation of this request, please show them this page, along with p8. While on a Ministry Pathway, your Ministry Credentials (Table 2) are dependent on your eldership at at least one of your assigned churches.

- Work with your Supervisor (and Principal, for chaplains) to add all-important Conference/church/school dates to your calendar.

## MINISTRY DEVELOPMENT

- Carefully read through the MD Ministry Leaders' Handbook, and this Ministry Progression Manual so that you understand the nature, scope, progression and evaluation expectations of your Internship, and add important dates to your calendar including Ministry Report and Competency Review dates.
- **P2 & P3** – you should have completed a Competency Review report either prior to season 1, or early in Season 1. This is used by the Ministerial Association to guide the formation of your internship plans which are also due at the end of the 1st Season. For assistance please contact your Ministerial Association Secretary.
- In collaboration with your Supervisor, plan to complete the first of your 25 Ministry Foundations topics (located within the MD Auxano Library) by the end of Season 3 (usually Winter). See Table 3 below for a guide to planning your progress through the Foundation Topics.

Table 3: Foundations Topics – planning your progress across your Internship

	Stage 1	Stage 2	Stage 3
P1	15	9	-
P2/3	9	8	8

- Work with your Supervisor to ensure that their Ministry Report contains up-to-date information on your Internship progress.

## A GUIDE TO THE REST OF STAGE 1

### MINISTRY ACTIVITIES

Work with your Supervisor to coordinate your calendar, shadow his/her ministry, and work together on ministry plans. See Table 3: A Guide to Stage 1 Ministry Involvement for a sample overview.

### MINISTRY PROGRESSION

**P1** – Complete a Competency Review mid-year as requested by your Conference. Later in the year this will form part of your annual Evaluation Conversation with your Conference leadership team.

*“So here’s what I want you to do, God helping you:  
Take your everyday, ordinary life – your sleeping,  
eating, going-to-work and walking around life –  
and place it before God as an offering.  
Embracing what God does for you is the best thing  
you can do for him. Don’t become  
so well adjusted to your culture that you  
fit into it without even thinking. Instead,  
fix your attention on God. You’ll be changed  
from the inside out. Readily recognize what  
He wants from you, and quickly respond to it.  
Unlike the culture around you, always dragging you  
down to its level of immaturity, God brings the best  
out of you, develops well-formed maturity in you.”*

Romans 12 (The Message)

TABLE 4: A GUIDE TO STAGE 1 MINISTRY INVOLVEMENT

CHURCH	SCHOOL
NEW	
<p>Develop the following skills through shadowing your Supervisor:</p> <ul style="list-style-type: none"> <li>• Develop several new relationships with people far from God.</li> <li>• Learn to lead people to a decision for Christ.</li> <li>• Visit church members and new contacts.</li> <li>• Cooperate in planning a full-message evangelistic outreach, e.g. Prophecy, or Adventist Life and Practice Seminar, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Get to know the students at your school.</li> <li>• Open opportunities for people to receive/ join Bible studies.</li> </ul>
FAMILY	
<p>Develop relationships with your church members:</p> <ul style="list-style-type: none"> <li>• Learn the names of every person in your congregation/s.</li> <li>• Establish a systematic approach to visitation.</li> <li>• Be involved in the life of the church and its attenders.</li> <li>• Make use of various meetings (e.g. church lunches) to get to know your people better.</li> </ul>	<ul style="list-style-type: none"> <li>• Learn the names of every student.</li> <li>• Establish a systematic approach to connecting with students.</li> <li>• Work to build a sense of community at the school.</li> </ul>
SMALL	
<p>Develop and lead or participate in Bible Studies:</p> <ul style="list-style-type: none"> <li>• Provide opportunities for people to receive/join Bible Studies.</li> <li>• Disciple people through Bible Studies towards baptism and beyond.</li> <li>• Be involved in Sabbath school/Life groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide opportunities for students to connect with small groups/Bible study groups/local church/es.</li> <li>• Plan follow-up Bible studies for W.O.W. week, liaising with others as necessary.</li> <li>• Gain experience working with small groups, student and staff ministry teams.</li> </ul>
LARGE	
<p>Develop as a preacher/presenter:</p> <ul style="list-style-type: none"> <li>• Participate in planning the sermon calendar with your Supervisor.</li> <li>• Plan for sermon preparation time.</li> <li>• Preach at least one Sabbath out of two.</li> <li>• Listen to your Supervisor or other preachers as arranged by the Supervisor.</li> <li>• Gather feedback and debrief together using Sermon Evaluation forms (see MD portal).</li> </ul>	<p><i>*For Internship, much of this requirement is best met at your affiliated church.</i></p> <ul style="list-style-type: none"> <li>• Participate in speaking at and facilitating chapel services.</li> </ul>
LEAD	
<p>Develop effective work habits:</p> <ul style="list-style-type: none"> <li>• Demonstrate punctuality, reliability, preparation and execution.</li> <li>• Develop systems for the effective management of time, information and communication.</li> <li>• Submit each Seasonal Ministry Report to Conference/mission.</li> <li>• Participate in preparation for elders, board, and business meetings. Observe your Supervisor leading the meetings and debrief following.</li> </ul>	<ul style="list-style-type: none"> <li>• Connect regularly with the School Principal/admin/colleagues to shape the spiritual heartbeat of the school.</li> <li>• Organise your schedule and routines to accommodate your commitments.</li> <li>• Create opportunities to empower the student body in leadership activities.</li> </ul>

**NOTE:** For Chaplain also serving as Interns, many of the requirements for progression are best met at your affiliated church. If you have roles within more than one context (e.g. church and school) or with multiple locations in the one ministry platform, work with your Supervisor (and principal in the case of chaplaincy) under the direction of your Conference Ministerial Association Secretary to establish clear, reasonable expectations and time allocations for your role at each location.

## A GUIDE TO STAGE 2

### FOR P1, P2, P3

From the start of Season 5 (usually Summer) until the end of your 8<sup>th</sup> Season (usually Spring).

### PERSONAL

- Continue to protect an abiding devotional pattern and personal discipleship habits.
  - Do you have a suitable time and place where you can read and pray without interruptions?
  - Are you still making time to read and meditate on Scripture with the sole goal of getting to know God better, and pray (as distinct from sermon preparation)?
- Review your Accountability Partner selection and appoint a new AP if necessary, taking time to appropriately thank your previous AP for their ministry to you.
- Plan your AP meetings for the year. Review the tailored accountability questions that you have selected for them to ask you (for more see the *Ministry Leader's Handbook* p. 19, 20.)

### MINISTRY PROGRESSION

**P1** - Complete a Competency Review Report mid-year as requested by your Conference. This will form part of your annual Evaluation Conversation with your Conference leadership team.

**P2/3** - Complete a Competency Review Report by the end of the first season of this stage. This will assist the Ministerial Association in reviewing your progress through your Pathway, and shaping the plans and goals for the Stage 2. It will also assist your Conference at your annual Evaluation Conversation.

### MINISTRY FOUNDATIONS

- Ensure you still have a rhythm of regular weekly MDMs.
- In collaboration with your Supervisor, complete your remaining Ministry Foundations topics by your next Review (P2/3 complete another 8 topics).

### MINISTRY INVOLVEMENT

Work with your Supervisor to coordinate your calendar, shadow their ministry, and work together on ministry plans. See *Table 4: A Guide to Stages 2 (and 3) Ministry Involvement* for a sample overview.

*“Be diligent in these matters; give yourself wholly to them,  
so that everyone may see your progress.”*  
1 Timothy 4:15 (NIV)

*“Let your roots grow down into Christ and draw up nourishment from Him.  
See that you go on growing in the Lord, and become  
strong and vigorous in the truth.”*  
Colossians 2:7 (Living Bible)

TABLE 5: A GUIDE TO STAGE 2 (and STAGE 3) MINISTRY INVOLVEMENT

CHURCH	SCHOOL <i>For Internship, much of this requirement is best met at your affiliated church.</i>
NEW	
Develop the following skills through shadowing your Supervisor: <ul style="list-style-type: none"> <li>• Develop several new relationships with people far from God.</li> <li>• Lead people to a decision for Christ.</li> <li>• Visit church members and new contacts.</li> <li>• Lead a full-message evangelistic outreach, e.g. Prophecy or Adventist Life and Practice Seminar, etc. <i>(Not req'd. Stage 3).</i></li> </ul>	<ul style="list-style-type: none"> <li>• Get to know the students at your school.</li> <li>• Implement systems that provide opportunities for people to receive/join Bible studies.</li> </ul>
FAMILY	
Develop a strong relational base among church members: <ul style="list-style-type: none"> <li>• Learn the names of every person in your congregation/s.</li> <li>• Establish a systematic approach to visitation.</li> <li>• Get involved in the life of the church and its attenders.</li> <li>• Make use of various meetings (e.g. church lunches) to get to know people better.</li> </ul>	<ul style="list-style-type: none"> <li>• Learn the names of most students.</li> <li>• Establish a systematic approach to connecting with students.</li> <li>• Actively work to build a sense of community at the school.</li> </ul>
SMALL	
<ul style="list-style-type: none"> <li>• Lead a life-group and conduct numerous Bible studies.</li> <li>• Create opportunities for people to receive/join Bible Studies.</li> <li>• Become proficient in establishing your own Bible studies.</li> <li>• Become competent and capable within small group settings.</li> <li>• Become competent in small group ministry meetings.               <ul style="list-style-type: none"> <li>• Be Involved in leading/teaching local Sabbath schools/groups.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Have an established system for follow-up Bible studies following decisions, liaising with others as necessary to ensure that children receive studies.</li> <li>• Become proficient in working with small groups, student and staff ministry teams.</li> </ul>
LARGE	
Develop as a preacher/presenter: <ul style="list-style-type: none"> <li>• Participate in planning the sermon calendar with your Supervisor.</li> <li>• Demonstrate adequate time given for sermon preparation.</li> <li>• Preach at least one Sabbath out of two.</li> <li>• Listen to your Supervisor or other preachers as arranged by the Supervisor.</li> <li>• Respond to Sermon Evaluation forms feedback and debrief together (see MD portal).</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in speaking at and facilitating chapel services.</li> </ul>
LEAD	
Develop effective work habits: <ul style="list-style-type: none"> <li>• Demonstrate punctuality, reliability, preparation and execution.</li> <li>• Develop competence in using systems for the effective management of time, information and communication.</li> <li>• Submit each Seasonal Ministry Report to Conference/mission on time.</li> <li>• Develop proficiency at building teams and providing them with appropriate care, direction and supervision.</li> <li>• Gain experience in leading elders/board/business meetings and debriefing these experiences with your Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Connect regularly with the School Principal/admin/colleagues to shape the spiritual heartbeat of the school.</li> <li>• Organise schedule and routines to accommodate commitments.</li> <li>• Create opportunities to empower the student body in leadership activities.</li> </ul>

# A GUIDE TO STAGE 3 (P2 & P3 only)

## FOR P2, P3 only

From the start of your 9<sup>th</sup> Season (usually Summer) until the end of your 12<sup>th</sup> Season (usually Spring).

### PERSONAL

- Continue to protect an abiding devotional pattern and personal discipleship habits.
  - Do you have a suitable time and place where you can read and pray without interruptions?
  - Are you still making time to read and meditate on Scripture with the sole goal of getting to know God better, and pray (as distinct from sermon preparation)?
- Review your Accountability Partner selection and appoint a new AP if necessary, taking time to appropriately thank your previous AP for their ministry to you.
- Plan your AP meetings for the year. Review the tailored accountability questions that you have selected for them to ask you (for more see the *Ministry Leader's Handbook* p. 19, 20).

### MINISTRY PROGRESSION

Complete a Competency Review Report by the end of the first season of this stage (usually summer). This will assist the Ministerial Association in reviewing your progress through your Pathway, and shaping the plans and goals for stage 3. It will also assist your Conference at your annual Evaluation Conversation.

### MINISTRY FOUNDATIONS

- Ensure you still have a rhythm of regular weekly MDMs.
- In collaboration with your Supervisor, complete your remaining Ministry Foundations topics by your next Review (P2/3 complete another 8 topics).

### MINISTRY INVOLVEMENT

Work with your Supervisor to coordinate your calendar, shadow their ministry, and work together on ministry plans. See *Table 4: A Guide to Stages 2 (and 3) Ministry Involvement* for a sample overview.

[*NOTE: Stage 3 will resemble Stage 2 in almost every way, except that conducting a full seminar is not required, having been completed in Stage 2.*]

# MINISTRY REPORTING

## SEASONAL MINISTRY REPORTS

When used as intended, your Ministry Report becomes a living leadership document for your church/ chaplaincy, helping you to better lead yourself and your team/s.

These reports are also designed to simplify the task of reporting your ministry to the Conference and your location/s. By keeping your report updated throughout the year, the process of reporting is greatly simplified.

### MINISTRY REPORTS - DUE DATES

Seasonal Ministry Reports are the primary means of reporting on your Internship progress. Due at the end of each Season (Summer, Autumn, Winter and Spring), each covers the preceding season. Mark the following

#### Church Reports

Summer Report	due March 7, or the next working day
Autumn Report	due June 7, or the next working day
Winter Report	due September 7, or the next working day
Spring Report	due December 7, or the next working day

#### School Reports

Term 1 Report	due 1 week after the end of Term 1
Term 2 Report	due 1 week after the end of Term 2
Term 3 Report	due 1 week after the end of Term 3
Term 4 Report	due 1 week after the end of Term 4

NOTE: If you are serving at both a school and a church, submit your report at the later of the two due dates.

### THE 4 PARTS OF YOUR MINISTRY REPORT

Part 1 - relates to your health and your progress through the Ministry Foundations topics.

Part 2 - If you are the most senior leader at any location (designated SNR within the portal), you will use Part 2 to work with your elders/leaders on the overall health, vision and goals for the church/school. The associate leader for each location is able to import Part 2 directly from the SNR report.

Part 3 - provides the opportunity for you to detail your ministry activity across the five Core Ministry Functions both personally and for the ministries that you oversee.

Part 4 - This tracks your progress through your Internship.

*"I never shrank back from telling you what you needed to hear,  
either publicly or in your homes..."*  
Acts 20:20 (NLT)

# INTERNSHIP REPORTS - MD PORTAL

Your progress through Internship is reported within the MD portal as part of yours, and your Supervisor's Seasonal Ministry Report.

## YOUR SUPERVISOR'S REPORT - PART 4A

In collaboration with you, your Supervisor will log your progress within their portal (under COWORKERS>INTERN REPORTS> Part 4A). This is visible to you within your portal (MINISTRY REPORTS> Part 4A), and is used to record:

### MINISTRY INVOLVEMENT

Your ministry involvement. (The first season in each year is where your *goals* for Ministry Involvement are recorded. The subsequent 3 seasons in each stage record your *activity*). The third season in each stage (S3/7/11) is known as your *submission season* (see below)- the season in which your progress to date is submitted to the Conference and then the AUC for ministry progression approval.

### MINISTRY FOUNDATIONS TOPICS

As you cover these together, they are marked as completed. (Exemptions based on previous life experience or training are possible, as deemed so by your Ministerial Association Secretary).

### MINISTRY EXPERIENCES

A record of additional ministry experiences.

### COMMENTS - Part 4

Your Supervisor will record his/her comments relating to your Internship and their relationship with you. He /she will:

- o comment on your strengths and challenges
- o comment on attitudes and your relationship with your Supervisor
- o comment on your suitability for ministry
- o and provide any relevant additional comments

If so desired, your Supervisor can share their comments with you.

NOTE: You will not be able to submit your Ministry Report until your Supervisor has completed Part 4A within their Portal.

## YOUR INTERN REPORT - PART 4B

As an Intern you will use Part 4 of your Seasonal Ministry Report to comment on your Intern Supervision process:

- Comment on your Supervisor's approach to teaching you, including strengths and challenges.
- Comment on your Supervisor's suitability for Intern Supervision.
- Comment on attitudes and your relationship with your Supervisor.
- Include any additional comments.

If you so desire, you may also share your comments with your Supervisor.



## SUBMISSION SEASONS

### **P1 Interns**

For all P1 Interns, the Ministry Report and Competency Review form the basis of your Internship evaluation and possible ministry progression. The submission seasons for each Internship type are shown in Table 5.

In submission seasons, you will also need to have completed a Competency Review Report and made arrangements for your Ministry Progression Interview (essentially the Review and Evaluation Conversation stages of the REAP Cycle).

### **P2 & P3**

For P2 & P3, the Ministry Report forms the basis of your Internship evaluation and possible ministry progression. The submission seasons for each Internship type are shown in Table 6. Please note that this timeline relates to the Internship component and are separate to any Concurrent or Individualised theological studies being completed.

In Internship Plan seasons, you will also need to have completed a Competency Review Report and made arrangements to discuss your internship plan for the stage (essentially the Review and Evaluation Conversation stages of the REAP Cycle).

**TABLE 6: PATHWAY 1 - REGULAR INTERNSHIP TIMELINE**

STAGE	FIRST CALENDAR YEAR						SECOND CALENDAR YEAR					
	STAGE 1			STAGE 2			STAGE 1			STAGE 2		
	SEASON IF STARTING BEGINNING OF YEAR	1 SUMMER	2 AUTUMN	3 WINTER	4 SPRING	5 SUMMER	6 AUTUMN	7 WINTER	8 SPRING	9 SUMMER	10 AUTUMN	11 WINTER
PERIOD	DEC-FEB	MAR-MAY	JUN-AUG	SEP-NOV	DEC-FEB	MAR-MAY	JUN-AUG	SEP-NOV	DEC-FEB	MAR-MAY	JUN-AUG	SEP-NOV
DUE DATE	7 Mar	7 Jun	7 Sep	7 Dec	7 Mar	7 Jun	7 Sep	7 Dec	7 Mar	7 Jun	7 Sep	7 Dec
REAP REVIEW			REVIEW				REVIEW				REVIEW	
KEY PURPOSE	INTERNSHIP PLAN	PROGRESS UPDATE	STAGE 1 SUBMISSION INCLUDES ALL SEASONS TO DATE	PROGRESS UPDATE	INTERNSHIP PLAN	PROGRESS UPDATE	STAGE 2 SUBMISSION INCLUDES ALL SEASONS TO DATE	PROGRESS UPDATE	INTERNSHIP PLAN	PROGRESS UPDATE	STAGE 2 SUBMISSION INCLUDES ALL SEASONS TO DATE	PROGRESS UPDATE
SEASON IF STARTING MIDDLE OF YEAR	1 WINTER	2 SPRING	3 SUMMER	4 AUTUMN	5 WINTER	6 SPRING	7 SUMMER	8 AUTUMN	9 WINTER	10 SPRING	11 SUMMER	12 AUTUMN
PERIOD	JUN-AUG	SEP-NOV	DEC-FEB	MAR-MAY	JUN-AUG	SEP-NOV	DEC-FEB	MAR-MAY	JUN-AUG	SEP-NOV	DEC-FEB	MAR-MAY
DUE DATE	7 Sep	7 Dec	7 Mar	7 Jun	7 Sep	7 Dec	7 Mar	7 Jun	7 Sep	7 Dec	7 Mar	7 Jun

**TABLE 7: PATHWAYS 2 & 3 - REGULAR INTERNSHIP TIMELINE**

STAGE	FIRST CALENDAR YEAR			SECOND CALENDAR YEAR			THIRD CALENDAR YEAR					
	STAGE 1			STAGE 2			STAGE 3					
	SEASON IF STARTING BEGINNING OF YEAR	1 SUMMER	2 AUTUMN	3 WINTER	4 SPRING	5 SUMMER	6 AUTUMN	7 WINTER	8 SPRING	9 SUMMER	10 AUTUMN	11 WINTER
PERIOD	DEC-FEB	MAR-MAY	JUN-AUG	SEP-NOV	DEC-FEB	MAR-MAY	JUN-AUG	SEP-NOV	DEC-FEB	MAR-MAY	JUN-AUG	SEP-NOV
DUE DATE	7 Mar	7 Jun	7 Sep	7 Dec	7 Mar	7 Jun	7 Sep	7 Dec	7 Mar	7 Jun	7 Sep	7 Dec
REAP REVIEW	REVIEW				REVIEW				REVIEW			
KEY PURPOSE	INTERNSHIP PLAN GUIDED BY REVIEW	PROGRESS UPDATE	STAGE 1 SUBMISSION INCLUDES ALL SEASONS TO DATE	PROGRESS UPDATE	INTERNSHIP PLAN GUIDED BY REVIEW	PROGRESS UPDATE	STAGE 2 SUBMISSION INCLUDES ALL SEASONS TO DATE	PROGRESS UPDATE	INTERNSHIP PLAN GUIDED BY REVIEW	PROGRESS UPDATE	STAGE 3 SUBMISSION INCLUDES ALL SEASONS TO DATE	FINAL PROGRESS UPDATE
SEASON IF STARTING MIDDLE OF YEAR	1 WINTER	2 SPRING	3 SUMMER	4 AUTUMN	5 WINTER	6 SPRING	7 SUMMER	8 AUTUMN	9 WINTER	10 SPRING	11 SUMMER	12 AUTUMN
PERIOD	JUN-AUG	SEP-NOV	DEC-FEB	MAR-MAY	JUN-AUG	SEP-NOV	DEC-FEB	MAR-MAY	JUN-AUG	SEP-NOV	DEC-FEB	MAR-MAY
DUE DATE	7 Sep	7 Dec	7 Mar	7 Jun	7 Sep	7 Dec	7 Mar	7 Jun	7 Sep	7 Dec	7 Mar	7 Jun

*“The greatest want of the world is the want of men – men who will not be bought or sold, men who in their inmost souls are true and honest, men who do not fear to call sin by its right name, men whose conscience is as true to duty as the needle to the pole, men who will stand for the right though the heavens fall.*

*But such a character is not the result of accident; it is not due to special favors or endowments of Providence. A noble character is the result of self-discipline, of the subjection of the lower to the higher nature—the surrender of self for the service of love to God and man.”*

*Ellen White, Education, p. 57.*

# HOW YOUR PROGRESSION IS EVALUATED

Your Supervisor's report, your Ministry Report and your Competency Review Report together provide a comprehensive picture of your Internship journey to date, allowing your Conference team to evaluate your suitability for progression. You will be invited to take part in an Evaluation Conversation which has three main aims:

- To look at the broader picture of your ministry and what God is doing in your life.
- To provide an evaluation of your ministry as shared in the ministry reports.
- To provide an evaluation discussion around your Competency Review.

If your Conference team is satisfied that you have completed the requirements for the relevant stage of your Pathway, they will submit your name to the President's Council/AUC Board of Directors for approval.

Beyond Internship, a similar process will take place as you move toward ordination/commissioning and beyond.

## FURTHER SUPPORT/DEALING WITH CHALLENGES

Sometimes, as ministry leaders we go through things that are particularly challenging that can really affect us emotionally and professionally. If at any time you experience this, there are a number of supports available to you as an Intern:

- Your Supervisor.
- If you feel that you cannot talk to your Supervisor about these issues, or that this discussion is not helping, your Ministerial Association Secretary will be able to help you with next steps. In some instances, it may be necessary to assign you a new Supervisor. In most cases, the best outcome will be to work out the issues with your current Supervisor for your mutual growth and benefit.
- In the case of a school chaplain, depending on the issue, you may want to start by talking to your principal.
- Colleagues. It may be that another experienced colleague can help you with your issue/s.
- Counselling vouchers – check with your Ministerial Association Secretary for information specific to your Conference regarding anonymous counselling vouchers for counselling support or professional supervision support.

# LICENSED MINISTRY

On completion of your Internship, you will normally be granted either a Commissioned Ministry Licence or a Ministry Licence.

As a licensed minister, your ministry development will continue according to the *Ministry Leader's Handbook*, utilising seasonal ministry reports, and an annual REAP cycle to guide and shape your journey as explained in the *Ministry Leader's Handbook*.\*

The annual Review and Evaluation Conversation, integral to this cycle, is a valuable opportunity to explore strengths and challenge areas as you seek to further develop in ministry. This conversation also provides an opportunity for Administration to give consideration to your ministry progression.

\*For more information relating to the REAP Cycle, refer to pp. 40-43 in the *Ministry Leader's Handbook*.

*"I solemnly urge you in the presence of God and Christ Jesus, who will someday judge the living and the dead when he comes to set up his Kingdom: Preach the word of God. Be prepared, whether the time is favourable or not. Patiently correct, rebuke, and encourage your people with good teaching.*

*For a time is coming when people will no longer listen to sound and wholesome teaching. They will follow their own desires and will look for teachers who will tell them whatever their itching ears want to hear. They will reject the truth and chase after myths.*

*But you should keep a clear mind in every situation. Don't be afraid of suffering for the Lord. Work at telling others the Good News, and fully carry out the ministry God has given you."*

2 Timothy 4:1-5 (NLT)

BEYOND LICENSED MINISTRY

# ORDAINED/ COMMISSIONED MINISTRY

Ordination and Commissioning to the ministry involve the setting apart of eligible employees to the sacred calling of gospel ministry. Ordination and Commissioning are preceded by wide counsel and rigorous examination. Ordination and Commissioning are outlined in Appendix D, 'SPD Policy Min.10.25 Ordination & Commissioning to the Gospel Ministry'.

Suitability for progression to ordained/commissioned ministry is assessed according to the criteria summarised in *Table 1: Requirements for Ministry Progression*. At each annual Evaluation Conversation, your Conference team will discuss with you what they see as your strengths, and explore with you any challenge areas that you will seek to improve in the coming year.

Following the Evaluation Conversation in your third year of Licensed Ministry, your Conference team will initiate a process to consider your for ordination/commissioning.

At this time, they will ask you to participate in a Ministry Progression Interview, which in itself is an affirmation of your ministry. It is helpful to be aware that there are often a number of Ministry Progression Interviews as part of the process. Your spouse will always be invited to these interviews and it is greatly encouraged and appreciated when they are able to attend. This Ministry Progression Interview is also usually attended by Conference Administration, your Ministerial Association Secretary, your Supervisor and, and your Union Ministerial Association Secretary. Subsequent progression interviews may take place as part of REAP cycle conversations with your Conference Administrative team.

Your Conference may submit names for consideration for ordination/commissioning twice a year. This is usually in March and September, ahead of Presidents' Council and Union Board of Directors meetings.

When your Conference team initiates this process, they will take great care to thoroughly examine your ministry to ensure that you are ready for this process.

Your Conference team may recommend your name to the Conference Executive who will review your submission. If approved, your Conference Executive will recommend your submission to the AUC, where it is first reviewed by the Presidents Council, before being presented to the AUC Board of Directors for approval.

Once approved, your Admin team/Ministerial Association Secretary will inform you of this step, and will begin planning your ordination/commissioning service with you. If ordination/commissioning is to be delayed, you will be made aware of the reasons why, and a plan will be put in place to address any outstanding areas.

# MINISTER'S CHARGE

CONDENSED VERSION\*

The following charge is read aloud to the Ordained/ Commissioned Minister at the Ordination/ Commissioning service. It is a powerful reminder of what it means to be called to serve as an Adventist Pastor.

“God has called you to the work of pastoral ministry, and the church, in recognising that call, has set you aside by the laying on of hands today. Your ordination/commissioning is recognised by the Adventist church world-wide. Such honour involves great responsibility.

I charge you to minister as a servant, remain humble and teachable and make the Master your lifelong study. By spending time with Jesus, you will become like Him. It is by beholding what we become changed.

“Be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.”

I charge you to minister as a shepherd. Jesus said: “I am the Good Shepherd. The Good Shepherd gives His life for the sheep.”

I charge you to minister as a watchman. “Preach the word. Be ready in season and out of season. Convince, rebuke, exhort, with all long-suffering and teaching ... But you be watchful in all things, endure afflictions, do the work of an evangelist, fulfil the ministry God has called you to.”

I charge you to minister as a teacher.  
“Nourish people in the words of faith and in good doctrine which you have carefully followed”,  
“Feed the church of God, which he hath purchased with his own blood.”

And when your work is ended, may you say with Paul,  
“I have fought the good fight, I have finished the race, I have kept the faith. Finally, there is laid up for me the crown of righteousness, which the Lord, the righteous Judge, will give to me on that Day, and not to me only but also to all who have loved his appearing.”

Amen

\* Full version available in the Minister's Handbook

*May God help you to become all more than you could ever think or imagine.  
“Now all glory to God, who is able, through his mighty power  
at work within us, to accomplish infinitely  
more than we might ask or think.  
Glory to him in the church and in Christ Jesus  
through all generations forever and ever! Amen.”  
Ephesians 3:20 (NLT)*

# APPENDIX A

## SUGGESTED OUTLINE - FIRST 3 MDM'S

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### MINISTRY DEVELOPMENT MEETING 1

#### Getting to know each other

Your first meeting together provides the opportunity to get to know each other. This should be your sole objective. Have the family over for dinner, or have chips on the beach, pizza in the park, a Subway at the lake. Be relationally available and present at this gathering, and share any advice you can about the practical aspects of moving and adjusting to this new life.

Do whatever flows naturally in this first encounter. If appropriate, you might like to both share your backgrounds and the nature of your calling. Getting to know the person/family is the first priority.

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### MINISTRY DEVELOPMENT MEETING 2

#### Orientation & Internship Setup

- What Internship involves. Go over the highlights of this manual.
  - Identify which of the following you should work through:
    - Intern's Call to Ministry/attitudes to Pastoral Ministry
    - Gender
    - Church culture - Expectations
    - Faith history, etc.
  - Ministry values reflection.
  - Shape a ministry plan - Part 4 of the Ministry Report (if there is time). Your Internship Plan meeting will likely need to be separate to your Ministry Planning Meetings.
- 

### MINISTRY DEVELOPMENT MEETING 3

- Check in emotionally with your Intern.
  - Begin working on your Ministry Foundations topics.
  - Reflect on Internship Plan/Summer Report. Amend if necessary.
-

# APPENDIX B

## MINISTRY FOUNDATIONS SERIES TOPICS

An integral part of Internship is the satisfactory completion of the Ministry Foundations Series. The order of topics undertaken will be established in consultation with the Intern-Supervisor, and may be informed by the Intern's Competency Review report.

Below is the list of topics. The topics are located in the Auxano library within the MD portal and have within their structure four elements: READ, REACT, REFLECT and RESPOND. The reflection element involves a discussion between Intern and Supervisor, and once completed, each topic is marked as completed by the Intern-Supervisor in Part 4 of his/her Ministry Report.

1. Personal Spirituality
2. Personal Wellbeing
3. Internship Expectations
4. Work Ethic & Effectiveness
5. Boundaries, Ethics and Courtesies
6. Personal Finances
7. Personal Emotional Wellbeing
8. Building New Relationships
9. Building Belonging and Community
10. Effective Visiting
11. Bible Studies
12. Small Group Discipleship
13. Preaching and Teaching
14. Corporate Worship
15. Public and Seminar Evangelism
16. Strategic Planning
17. Empowering Others
18. Church Size Dynamics
19. Leading Meetings
20. Adventist Theology and Context
21. Denominational Structure
22. Use of Social Media
23. Church Finances
24. Conflict Resolution
25. Ministry to the Erring



# APPENDIX C

## SPD MINISTRY POLICY 10.15

### MIN.10.15 MINISTERIAL APPLICANTS

It has been the long-established practice of the Church to only consider for ministerial employment those who are baptised church members and who have demonstrated a calling to ministry and are not engaged in practices that would give rise to church discipline.

The normal educational pathway into ministry in the Seventh-day Adventist Church is a completed training programme at a Seventh-day Adventist ministerial training institution recognised by the Board of Theological and Ministerial Education of the South Pacific Division. To be recognised, such a training programme must include both a ministerial and a theological component. Other means of entry into ministry are exceptions to this general procedure.

When persons are considered for permanent or part-time employment as ministers and have not followed a programme of theological study and ministerial training at a recognised Seventh-day Adventist ministerial training institution, the following procedure shall be followed:

1. Convincing reasons must be presented why the candidate is not able to enter and complete the normal training programme at an approved denominational training institution.
2. They must be eligible to be issued with a Ministerial Internship Certificate, Ministerial Licence, Commissioned Minister Licence, Ministerial Credential or Commissioned Minister Credential.
3. Their name shall be discussed by the Conference/mission executive committee.
4. Their name shall be discussed with the Union (President or Ministerial Association Secretary as appropriate).
5. Their name shall be referred to the Union executive committee for consideration.
  - a. Before being considered by the Union executive committee, a review shall be undertaken as to the background and the experience of the prospective employee by a group comprising the local Conference/Mission President, the Union President/Ministerial Association Secretary and the Field Secretary of the Division.
  - b. This group will devise and recommend to the Union executive committee a specific plan for ongoing ministerial training for the prospective employee. This plan will be based on the satisfactory completion of structured courses that are offered from time to time by the relevant ministerial training institution. These courses as offered and completed by the candidate will include theological studies, biblical studies and professional studies. The plan should also include, but not be limited to, in-service programmes, directed reading, summer schools, etc. The plan of study should normally take a minimum of two years to complete.

6. The Union executive committee shall consider the request, and if it approves of the request also approve the plan of ongoing ministerial training for the prospective employee to be implemented by the employing entity in harmony with Division policy.
7. Before employing any person whose name has been approved by the Union executive committee, a prospective employer shall share with the prospective employee a concise job description and clear expectations as to the consequences for his/her future employment and status.
8. If the prospective employee is given employment, a missionary licence shall be issued and maintained while the specially tailored training programme is being completed.
9. Once the training programme is complete, the employee may then be granted a Ministerial Licence or Commissioned Ministry Licence.

# APPENDIX D

## Examination of Candidates for Ordination/Commissioning - GC WORKING POLICY L 50

Before any ordination is carried out, there shall be careful, unhurried, and prayerful examination of the candidates as to their fitness for the work of the ministry by the ministerial committee. The results of their labour as licentiates should be reviewed, and the examination should cover the great fundamental facts of the gospel. Before the Church sets a minister apart for world-wide service by ordination or commissioning, he or she should have given satisfactory evidence of the personal qualities, knowledge, commitment, and skills outlined below:

### 1. PERSONAL QUALITIES:

a. **An experience of conversion** lived out in a transformed and whole-hearted following of Christ, a humble rejoicing in the forgiveness and love of God, and a life of obedience, witness and consecration of the total being through the Holy Spirit's power.

b. **An Adventist identity** grounded in a biblically-informed worldview and centred in a clear biblically-based understanding of the gospel of Jesus Christ in the framework of the story of the great controversy from Eden lost to Eden soon to be restored. Such an identity will be evident in personal life, service, and mission.

c. **An active love for people** flowing out of the unconditional love of God, and resulting in a life of respect, compassion, service and witness to others, regardless of age, gender, ethnicity, religion, nationality, personality, or socio-economic status. An important aspect of this love is the exemplary care and faithfulness given to one's own family and living a virtuous life.

d. **Emotional, spiritual, and social stability and maturity** grounded in the health of one's mind, body and spirit, and evidenced in humility, balanced judgment, personal conduct, integrity and professional ethics guided by biblical principles, and personal financial stewardship in tithes and offerings.

e. **A sense of divine calling to lifelong gospel ministry**, affirmed by the Church, and resulting in a passion to save the lost which orients one's life for diligent service and mission in the context of the Three Angels' Messages of Revelation 14.

### 2. KNOWLEDGEABLE OF AND COMMITTED TO:

a. **God—Father, Son, and Holy Spirit**—as Creator and Redeemer and as the initiator of the personal and primary relationship with Him around which one's life and ministry unfolds.

b. **God's Word** as the essential authoritative source and guide for gospel teaching, life, and ministry.

c. **The Message, Organisation, and Fellowship of the Seventh-day Adventist Church** expressed in the Seventh-day Adventist Fundamental

Beliefs, the Church Manual, the Minister's Handbook, and borne out in the active support of the Seventh-day Adventist Church and its institutions worldwide.

d. **Participation in God's Redemptive Mission** of reconciling the world to Himself, by embodying and proclaiming the saving gospel of Jesus Christ through the cultivation of the fruits and the gifts of the Spirit.

e. **Church Principles** as voted in the Church Manual.

### 3. SKILLED IN:

a. **Studying and faithfully interpreting Scripture** in order to discern God's message.

b. **Imparting a thorough and practical understanding of the eternal gospel** and the hope of salvation, and all the teachings of Scripture, by preaching, teaching, healing, and preparing people for the soon coming of Jesus Christ.

c. **Leading people to Christ** in baptism and discipling individuals into a growing relationship with Jesus Christ by nurturing, training, and mentoring into active membership in the Seventh-day Adventist Church.

d. **Leading Churches in becoming healthy, growing faith and worship communities** through effective servant leadership that models and nurtures love and respect for every individual, care for the diverse families and groups within the community of believers, and manages resources wisely in order to offer joyful and honouring lives and witness for God.

e. **Training and Involving Members in God's Mission** by helping them recognise God's call and gifting in their lives for particular areas of service, and by fostering the development of these gifts for ministry in the Church and in the community according to the model of Jesus.

NOTE: A parallel policy is found in SPD Working policy 10.25 Ordination and Commissioning to the Gospel Ministry

# APPENDIX E

## GLOSSARY

**Accountability Partner** – a person of your choosing to help you with spiritual, relational and personal accountability. Criteria and more info in *Ministry Leaders' Handbook* pp. 19-20.

**Auxano** – the Greek work meaning 'to cause to grow'.

**Auxano Plan** – a growth plan within the MD portal, which can be imported into part 1B of the Seasonal Ministry Report (MLH p. 43).

**Auxano Planning Library** – the MD portal's library which contains resources for ministry development, from which an Auxano plan is created.

**Auxano Planning Tool** – the interface that facilitates the creation of an Auxano Plan using resources from the Auxano Library.

**Competency Review Report** – also known simply as a Review, this is the first phase of the REAP Cycle, facilitated through the MD portal, designed to give the Ministry Leader useful feedback on perceived personal and ministry strengths and challenge areas (MLH p. 43).

**Concurrent-Study Intern** – Concurrent Internship is a trial period of supervised apprenticeship (or coaching) in ministry, to be completed in conjunction with recognised theological education (pp. 12-13.) (see also Pathway 2 Intern).

**Individualised Intern** – see Pathway 3 Intern.

**Evaluation Conversation/Interview** – a conversation between a Ministry Leader and a member of the conference admin or ministerial team, affirming strengths and identifying possible challenge areas for future growth (MLH p. 43).

**Intern** – a Ministry Leader, employed 12 months at a time, who is growing in ministry competency and effectiveness under the supervision of an Intern-Supervisor. For the simplicity of convention in this Manual only, the word Intern has been used to describe those on P1, P2 and P3. In fact P1 are the only Interns, with P2 representing a Concurrent-study pathway, and P3 representing an Individualised Pathway.

**Ministry Development Meeting (MDM)** – a weekly meeting between the Intern and Intern-Supervisor for the express purpose of the Intern's development.

**Local Supervisor** – an appointed Intern-Supervisor who is geographically close to their Intern.

**Ministry Development Framework (MD)** – A framework designed by Ministry Leaders for Ministry Leaders to assist with personal accountability, ministry development, communication and leadership at every level of the Church.

**Ministry Report** – see Seasonal Ministry Report.

**Ordination** – the setting apart of an eligible employee to the sacred calling of gospel ministry for the world church.

**Pathway 1** – Regular Internship Pathway (see pp. 10-11).

**Pathway 2** – Concurrent-Study Pathway (see pp. 12-14).

**Pathway 3** – Individualised Pathway (see pp. 15-19).

**REAP Cycle** – an annual cycle of Ministry Development designed to empower Ministry Leaders for growth (MLH pp. 40-43).

**Recognised Theological Study/Qualifications** – Theological study/qualifications that are recognised by the AUC (Avondale University College B.A. or equivalent), or Mamarapha, Certificate 4.

**Remote Supervisor** – an appointed Intern-Supervisor who is not geographically close to their Intern and provides supervision remotely.

**Seasonal Ministry Report** – A Ministry Report submitted at the end of Summer, Autumn, Winter and Spring (Terms 1, 2, 3, 4 for chaplains). (See MLH pp. 44-45.)

**Union-appointed Ministerial Association Secretary** – a person appointed by the AUC to moderate the REAP cycle for Individualised Interns.

*"The greatest thing we have to offer our people  
is not our education. It is not our good ideas.  
It isn't even our gifts and abilities.  
It is the fruit of the time we have spent with the Saviour;  
the utterly unique and unparalleled  
thing that happens to us when we  
are simply in His Presence."*

Ben Patterson