PRIMARY MINISTRY PLACEMENT INDUCTION DECLARATION

Your Name:
Your Organisation's Name:
Your Address:
Email address:
Contact Number:

All Christian Ministry Students must participate in a Primary Ministry Placement. This activity must involve a minimum of 40 hours, which includes planning, preparation, meetings, implementation, evaluation. They must keep a record of the hours they have completed including details of what they have done.

Minimum requirements for Ministry Supervisor:

- An active member of a recognised Christian community
- Recognised within that community for a significantly mature Christian faith
- Have a valid "Working With Children Check' number.
- Able to make time commitment required for Ministry Supervisor's role.

Your role is to:

- To promote the Christian growth of students
- To supervise the student's Ministry Placement
- To fulfil practical requirements of the Ministry Supervisor role.

The practical requirements include:

- Collaborate with student to complete the 'Planning Primary Ministry Quiz'.
- Complete the induction process and sign to declare that every part has been discussed with the student
- Ensure student is recording Ministry Placement hours.
- Complete End of Term Review at the end of Terms 1, 2 and 3. (See attached Primary Ministry Review Form) IMPORTANT: Students must achieve consistent in all the points below by their Term 3 Review to achieve competency. At the end of each term, please discuss how students can improve to be marked consistent.
- Communicate with student and their teacher as required. rebecca.dillon@tyndale.edu.au

I (Ministry Supervisor) …… agree to complete and carry out the roles and responsibilities of Ministry Supervisor as stated above, and I have attached a copy of my Working With Children's Check to this signed form.

Ministry Supervisor signature: …… Date: / /

It is essential that all the following points are discussed and agreed upon as part of this induction process. Please tick each of the boxes below.

1. Please discuss all the following and points and tick each box once it has been discussed and agreed on.

- General principles applicable to ministry activities including:
  - ☐ key principles, practices and theology applicable to the ministry activity
  - ☐ policies and procedures applicable to the ministry activity
  - ☐ values and principles that guide teamwork and interpersonal relationships in a Christian organisation
  - ☐ techniques and strategies for program evaluation and self-reflection

- communication techniques and how they are used within groups, including:
  - ☐ active listening and questioning
  - ☐ rapport building
  - ☐ conflict Resolution
  - ☐ techniques for giving and receiving feedback in a constructive manner
  - ☐ techniques and strategies for program evaluation and self reflection

- Legal and ethical considerations for applicable to ministry activities including:
  - ☐ codes of conduct
  - ☐ discrimination
  - ☐ duty of care
  - ☐ privacy, confidentiality, and disclosure
  - ☐ work role boundaries
  - ☐ responsibilities and limitations
  - ☐ work health and safety

2. Student understands the goals of the ministry program in consultation with team leader.	☐ **YES**
3. Student understands the activities and behaviours that support the ministry goals.	☐ **YES**
4. Student understands their own responsibilities in ministry activities.	☐ **YES**
5. Student understands their role within the team.	☐ **YES**
6. Student understands what interpersonal skills are fitting to the context to support effective teamwork.	☐ **YES**
7. Student understands how to detect and review problems that impede effective teamwork and how to take action to rectify these.	☐ **YES**
8. Student understands how to manage conflict constructively in accordance with organisational processes.	☐ **YES**
9. Student understand how to review ministry activities to determine opportunities for improvement of activities and offer feedback where required.	☐ **YES**
10. Student understands how to reflect on own ministry participation and articulate key insights for own personal development.	☐ **YES**
11. Ministry Supervisor understands that student must achieve consistent in all the points in the Review Form for Term 3 Review to achieve competency.	☐ **YES**
12. I acknowledge that the information in this application is true and correct.	☐ **YES**

I (Student Name) ..... agree to abide by the policies and procedures discussed in my induction process.

Student Signature: ..... Date: / /

I (Ministry Supervisor) ..... agree that I have completed an induction with this student and confirm that I all the points listed above have been discussed and agreed upon.

Ministry Supervisor signature: ..... Date: / /

Please note: The above forms and process must be completed before the student can begin the Ministry Placement. Any delay may jeopardise the student's ability to complete the course.

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PRIMARY MINISTRY PLACEMENT REVIEW FORM TERM: 1 / 2 / 3

Please circle the correct term. RQ- Requires Work, D-Developing; C- Consistent

IMPORTANT: Students must achieve consistent in all the points below by their Term 3 Review to achieve competency. At the end of each term, please discuss how students can improve to be marked consistent.

PERFORMANCE CRITERIA	RQ	D	C
1. Student has reviewed the goals of the ministry program in consultation with team leader			
2. Student has determined activities and behaviours that support the ministry goals in accordance with organisational requirements			
3. Student can confirm own responsibilities in ministry activities with team leader			
4. Student has completed allocated ministry tasks in accordance with task and organisational requirements			
5. Student has sought guidance and advice from team leader and others as required to address issues			
6. Student can clarify team roles with team leader			
7. Students can use interpersonal skills fitting to the context to support effective teamwork			
8. Student can detect and review problems that impede effective teamwork and take action to rectify these.			
9. Student can manage conflict constructively in accordance with organisational processes.			
10. Student can review ministry activities to determine opportunities for improvement of activities and offer feedback where required			
11. Reflect on own ministry participation and articulate key insights for own personal development			

Further comments, suggestions, encouragement, or recommendations:

STUDENTS NAME:

NAME OF MINISTRY SUPERVISOR:

SIGNED OF MINISTRY SUPERVISOR: **DATE:**

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