

A best practice handbook for new and existing schemes



Photo credit: Diocese of Southwell and Nottingham



the ministry
experience scheme

Our vision

Explore... a sense of purpose and direction. It is not a job on the cheap, or a stepping-stone apprenticeship.

Learn... about themselves & other people, to think about faith & ministry at a deeper level, to develop new skills and experiences, and to observe others in action

Try... to have a go, to step outside the comfort zone, and to develop in leadership.

Belong... to a group of others on a similar journey of exploration, supported by the Church locally, regionally and nationally.

Grow... through the active supervision and mentoring from ministers who are committed to developing ministry, and find encouragement and challenge.

Success... is seeing all participants clearer about how their faith motivates their life in the world.

"The Lord said to me, "Do not say, 'I am too young.' You must go to everyone I send you to and say whatever I command you. Do not be afraid of them, for I am with you and will rescue you," declares the Lord."

Jeremiah 1:7-8

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VOCATIONS

Life is for giving



Foreword: Rt Revd Philip North, Bishop of Burnley

The call of the Christian is to offer up our lives as a gift to others just as Jesus offered up his own life on the cross. We find ourselves as we give ourselves away in service, love and proclamation. But in a consumer driven world where we are brought up to think of self before others, it takes time and attention to form character for mission.

The Ministry Experience Scheme provides a wonderful opportunity to form young Christians for service and proclamation in the world.

Through absorption into the life of a community of Christians, through forming habits of prayer and through generous service, young adults can hear God's call, develop their God-given gifts and see how and where they are being called to give themselves away as a gift.

The role of the supervisor is essential in this process of formation. You are to be role models, mentors and guides. It is challenging work, but the rewards are immense as you witness young Christians realising their potential as God's servants.

Thank you so much for the part you are playing in the Ministry Experience Scheme. Please be assured of my prayers as you play an important role in preparing young Christians to share in God's mission to his world.

"Allchurches Trust is delighted to be supporting a new generation of young people who will be delivering real good at the grass roots, ministering to and, in so many different ways, making life better in communities across England.

We trust that the Scheme will enrich the lives of the young people participating in it, helping them to discover God's calling in their lives and how they might best contribute to the greater good of society in personally fulfilling ways.

This is one of the largest grants ever made by Allchurches Trust: we believe that by investing in the brave and inspired young people who embark on the Ministry Experience Scheme, it will have one of the largest impacts."

Sir Philip Mawer, Chairman of Allchurches Trust



ALLCHURCHES TRUST LIMITED
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The Ministry Experience Scheme is a unique opportunity for young Christians to explore vocation, and grow in confidence to follow God's call.

We give young people, from all backgrounds, the space and time away from the pressures of modern life to test God's calling on their lives. We offer the chance to experience practical ministry, enrich theological understanding and further personal development, all with ongoing support from peers and supervisors.

The Ministry Experience Scheme is a proven method of nurturing young vocations. Here are six reasons why we believe you should be involved:

1. It works: we have a track record of producing candidates who are recommended for ordination training as well as lay ministry.
2. We provide a ready-made framework with national support for recruiting and running the scheme.
3. It has potential to find candidates from different backgrounds and age groups. With its wider reach it is more likely to encourage candidates from different social and economic backgrounds and of a more diverse ethnic heritage.
4. It interlinks with and supports national interventions and messages.
5. It is a brilliant offer for young people in a world concerned about the quality of internships.
6. It affirms and promotes lay ministries and callings to other forms of Christian service.

We have been bowled over by the enthusiasm, hard work and passion you all have for encouraging young adults to grow and develop in their calling. Your schemes are paving the way for young people to explore all types of ministry within the Church of England. Unprecedented growth in both diocesan and participant sign up is translating into more opportunities for young adults in your dioceses to take a year out to gain a better understanding of what God is calling them to. Whether that by lay or ordained ministry, or something completely different. A big thank you to you all for making this possible.

We now need to build on the phenomenal momentum you have all been a part of, to cast our nets far and wide to reach people from all backgrounds.

This best practice booklet provides useful tips and information to improve your offer, drawing upon what we have seen within each and every one of your schemes. This booklet is tailored to complement existing schemes as well as to provide those thinking about setting one up the tools to do so.

We look forward to continuing to work together to guide young people to find their calling from God.



To find out more about how Southwell and Nottingham provided this experience for Jo, get in touch with their Scheme Coordinator Beth Yearsley at beth.yearsley@southwell.anglican.org



I feel immensely blessed for this year on the Ministry Experience Scheme.

I'm learning, amidst the pressures of Church ministry, what it looks like to find my worth, dreams, love and passion in God first.

My day can look like a morning at college, talking brain-tingling theology, or at a local charity, talking 'real life' with women in the sex industry. Afternoons might involve planning Church growth, or enjoying leadership lessons with our Bishop. Evenings can be busy too, arranging dinner for new people at our Church, or praying with Church members.

I want what I do to be an overflow of what God is stirring in me. Through the Ministry Experience Scheme, I'm learning to step into that place of grace more and more. I'm seeing my capacity stretch, my skillset widen, and my discipleship deepen.

I'm learning that you can't compartmentalise discipleship. God made us holistic, so this year is my next step to embracing that whole-hearted approach to walking with Jesus and living like him.

The LORD came and stood there, calling as at the other times, “Samuel! Samuel!”

Then Samuel said, “Speak, for your servant is listening.”

1 Samuel 3:10



Part One

An Overview

Where do our young people come from?

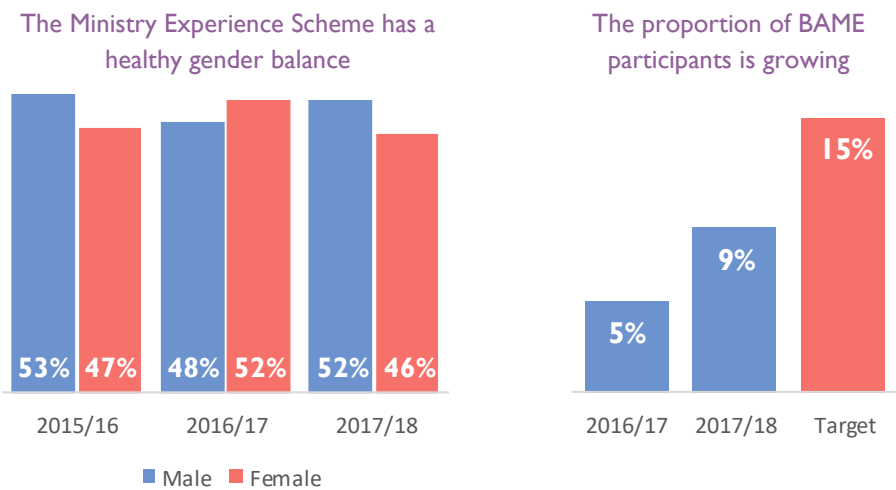
In a word, everywhere. The Ministry Experience Scheme is a welcoming community. We have a near 50:50 gender balance, and an above average proportion of people with disabilities (27% this year compared to a national average of 18%). The proportion of participants of Black, Asian, or Minority Ethnic heritage (BAME) almost doubled between 2016 and 2017, now accounting for almost one in ten of all participants, and progressing well towards our target of 15%.

To achieve this, we've been advertising the Ministry Experience Scheme nationally through social media, such as on Facebook and Instagram, and enthusiastically promoting it as part of vocations good practice for dioceses. We believe that Ministry Experience has a rightful place at the core of diocesan vocations strategy.

Young people are able to express interest via the Ministry Experience Scheme page on the CofE website, through which you as a scheme coordinator will be notified. This means your scheme benefits directly from our national publicity. We have also run bespoke adverts for individual diocesan schemes.

After our first few months of running this campaign, we've had unprecedented numbers of young people expressing interest, a clear demonstration of the appetite which exists.

Turn to page twenty-one for more about how you can encourage diversity and inclusion in your scheme, including some top tips for advertising.





Case Study: Stepney, Diocese of London

The Stepney Intern Programme has been part of the Church of England's Ministry Experience Scheme since it first started in 2013, and we've had 31 young people on the Scheme since then.

The Stepney Scheme focusses on providing an experience of urban, inner-city ministry. But alongside that, we wanted to be part of MES, because of the way it intentionally offers a broad space for young people to explore their sense of calling, whether to lay or ordained ministry, whilst also

connecting them with the processes and criteria for ordination in the Church of England. In this way, it provides an excellent, undergirding framework for everyone involved – participants, parishes and Diocese – as it intentionally sets out areas for formational growth and development over the year.

Over the past five years, we've seen about three quarters of our participants discern a call to ordained ministry within the Church of England, whilst others have recognised callings to serve God in other ways. But, what we have also found, is that our participants have been integral in helping to raise the awareness of vocations in our Diocese more generally. In part, this is just through their presence alone, it is a witness in itself that they have given a year to explore God's call on their lives, and God is powerfully at work through that witness. But our participants also speak about vocations where ever they are, amongst their congregations, in local schools and youth clubs, and at other Diocesan events, and this is a catalyst for the Holy Spirit to be at work.

Increasingly, as the Ministry Experience Scheme has become more visible across the country, we have also found being part of a national umbrella of schemes immensely helpful in a whole range of ways – it raises the profile of the scheme, provides support and advice, and helps all our young people feel part of something that is having an impact across the whole of the Church of England. And of course, the financial support has been invaluable too!

I leave the final word to one of our recent interns;

'I would thoroughly recommend this Scheme for any young person interested in ministry. It is a hugely challenging and formative experience.'

To find out more about how London ran their scheme in Stepney, contact their Scheme Coordinator at fiona.green@london.anglican.org.

Where do our participants go on to?

Our goal is for young people to come in with an open mind, to test whether lay or ordained ministry is right for them, and to prayerfully consider what God may be calling them to.

Most go on to some form of church ministry, but we also have a substantial number discover a calling to something completely different, and that's great! We want this year to be a window through

which young people see what God's plan for them will be.

For those who do discern a calling to ministry, whether lay or ordained, the Ministry Experience Scheme is the perfect place to prepare, as they get the chance to develop pastoral and missional skills and theological knowledge through first hand experience.

The Ministry Experience Scheme is an opportunity for young people to grow in character, developing skills they can take with them wherever God calls them to. This includes:

1. Theological knowledge
2. Pastoral and missional abilities
3. Valuable life skills
4. Independence and leadership

Over the year I discovered parts of myself I never knew I had, and my faith developed in ways I never thought it would.

Without this the Ministry Experience Scheme I would never have discovered my call into clinical psychology.

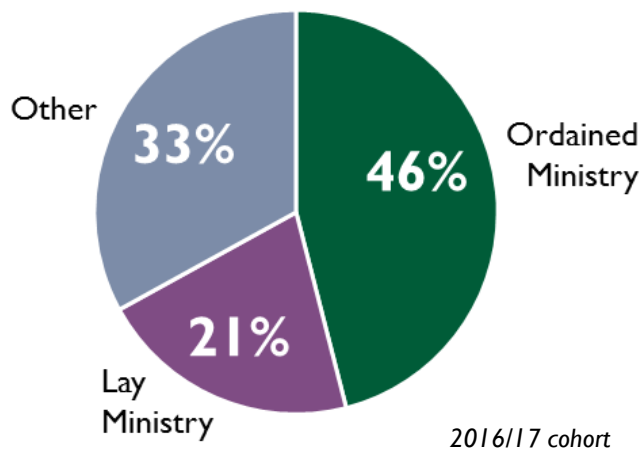
Tom - Ministry Experience Scheme

Alumnus, Peterborough



Photo credit: Diocese of Peterborough

Most participants go on to pursue a ministerial vocation in the Church of England



The best thing is how it offers you a lot more than you ever thought it could.

It opens you to the CofE as the only church where you can find all the traditions of Christianity.

It gives you the platform to choose and see where you fit in best.

*Julius - Ministry Experience
Scheme Participant, Europe*

What support will my scheme receive?

The Ministry Experience Scheme is diocesan run, but benefits from being part of a wider national initiative to grow vocations among young people. Here are some of the ways we're supporting dioceses to run the Ministry Experience Scheme:

National promotion

We're promoting the Ministry Experience Scheme through the Church of England website and across our national social media channels.

This includes the offer of bespoke advertising for individual diocesan schemes. Please do send us images and quotes to enable this to happen. (rachel.croft@churchofengland.org)

Expressions of interest made through the national website are passed on directly to local scheme coordinators who are responsible for follow ups.

Quality assurance

Our national application process ensures all schemes follow a set national standard, of which diversity is a key components.

This means Vocations Teams can be confident all participants will be receiving a strong level of support regardless of which diocese their placement is in.

Financial subsidy

Grants are available, which we hope will help kick start the programme in your dioceses.

Additional funding will still need to be found locally.

Networking

Our annual coordinators day is a great way to share good practice and learn from others.

A list of current schemes to keep in touch with is available in the appendix.

Sharing

By having a central place for expressions of interest online, we're able to allocate candidates from any oversubscribed dioceses to those struggling to fill places.

This ensures no young person is denied a placement unnecessarily.

Advice

Scheme Coordinators receive a regular newsletter with reminders of what needs to happen when and examples of good practice to follow.

Specific advice, including visits, is readily available from our Ministry Experience Scheme Development Manager at michael.smith@churchofengland.org

Case Study: The Diocese in Europe

We have been heartened by the interest shown in our scheme this year. We had sixteen enquiries, of which we are likely to appoint six, and we hope eight. We hold a two day induction for participants in August. Educational and pastoral mentors provide a support network for participants going beyond just the chaplain with whom they are working.

In November, participants enjoy an eight day study pilgrimage to the Holy Land. We teach them about biblical archaeology, exegesis, ecumenical and interfaith questions throughout the first term by way of lead up. Spring term includes a study seminar in Brussels and our Diocesan Synod in May. Our participants make a presentation to Diocesan Synod, which as well as boosting their confidence is also a great way to foster a wider culture of vocation. At the end of the placement we hold a two day de-brief in Canterbury Cathedral Lodge.

We were very impressed with the range of people who applied thanks to national advertising. Only one was previously known to us. All others had come through the Church of England website, which in turn they had been directed to through the social media promotion being done nationally. More encouraging still was that we had equal numbers of men and women, and all from a broad range of social and educational backgrounds. The differences between applicants were extraordinary in terms of background, and yet their vocational quest was common.

Participants bring fresh ideas and enthusiasm into the diocese and the chaplaincies in which they serve. New work has been done by our participants in Sunday Schools and youth groups, in Student Groups and amongst older members of the congregation. All this means our supervisors and mentors remain passionate about the Ministry Experience Scheme.

All of our participants have discerned a vocation to some form of ministry, whether ordained or lay, with one having found a specific calling to serve refugees. We look forward to continuing to provide this opportunity for young people to test their vocation and explore further what God is calling them to do.

Revd Canon William Gulliford, The Diocese in Europe



To find out more about how Europe ran their scheme, contact their Scheme Coordinator at william.gulliford@churchofengland.org.

Then I heard the voice of the Lord saying, “Whom shall I send? And who will go for us?”

And I said, “Here am I. Send me!”

Isaiah 6:8



Part Two

Setting up your scheme

Testimony: Shakeel Nurmahi (Peterborough)

I did a degree in Theology, Ministry and Mission at Trinity College in Bristol. Lots of ordinands train there but that wasn't what I was doing.

I had though been developing this growing sense that God was calling me to explore church ministry as a vocation, but I still didn't know what to do next.

My hope was that as I started working I would enter what I hoped would be a year of listening, a year to seriously ask God what plans he has for my life.

I made the commitment to God that if he opened a door for me I would walk

through it. This was the prayer that set all the wheels into motion.

Last summer, whilst supporting a friend at his ordination at Peterborough Cathedral, I was told about the Ministry Experience Scheme. Very soon I was on the phone to diocese. I knew this was from God.

“The Ministry Experience Scheme has provided the most excellent support for me to explore my sense of calling from God”

The Ministry Experience Scheme has offered opportunities to get involved in a variety

of ministries including many new to me. As a young person it is great to be given opportunities to gain experience whilst being supported and encouraged by my vicar and church.



To find out more about how Peterborough provided this experience for Shakeel, get in touch with their Scheme Coordinator at peter.white@peterborough-diocese.org.uk

I've been able to give talks, plan and lead kids and family services, and attend the church council.

The Ministry Experience Scheme has provided the most excellent support for me to explore my sense of calling from God, alongside a wealth of support from my vicar and my diocese.

Looking back it's been amazing to be able to journey with so many people. I especially love being a part of the kids and youth ministry of my church. It is a real blessing to see young people grow in their faith and who God made them to be.

“As a young person it is great to be given opportunities to gain experience whilst being supported”

Before I did the Ministry Experience Scheme, part of my worry of working for a church is that I would be unable to get any real life experience, but these months have shown me that the Church is not separate.

The Church is meant to be at heart of the community, not detached from it. When done correctly, churches are woven into the fabric of

society and serve as a bedrock for the times when life can feel all too real.

Shakeel Nurmahi (Centre)
Ministry Experience Participant



Photo credit: Diocese of Peterborough

What does my scheme need to offer?

The Ministry Experience Scheme is diocesan run, and we encourage dioceses to make use of this flexibility to make the most of their unique local opportunities to enhance the experience you provide.

The following checklist provides an overview of the four vital pillars which every scheme must offer to be as successful as possible. You will be asked to provide detail on these when applying for recognition and grant funding.

1.A contextual placement

- ☐ Offer a range of parish settings to showcase the diversity of ministry within the Church of England. We recommend that no more than half of time should be devoted to a single area of ministry. We want to ensure a broad and rounded experience for all participants, as this makes it easier for them to explore a multitude of vocations.
- ☐ Supervisors should represent a diverse range of people, including lay and ordained, from a mix of backgrounds. It's a good idea too for supervisors to have had unconscious bias training.
- ☐ Diocesan vocations teams, human resources, and the registrar should all be involved alongside the scheme coordinator and placement supervisors, particularly in setting out the legal framework for your scheme (more on this on page twenty-three). We recommend you establish these relationships right from the beginning. Your scheme should also have the support and advocacy of your Bishop.

2. Housing

- ☐ Accommodation must be provided for all your participants, whether through a shared house or host family.
- ☐ We recommend a shared house, and that you are intentional about creating opportunities for formational development through mutual fellowship and prayer.

3.Theological training

- ☐ Theological training is an essential component of the Ministry Experience Scheme, and could be provided through a local theological education institution, or an existing diocesan course.
- ☐ The goal is to help participants develop their sense of vocation through study and personal reflection one or more days a week.
- ☐ Study should reflect the full breadth and depth of traditions within the Church of England.

4. Plan for personal development

- ☐ Personal development is the most important pillar of the Ministry Experience Scheme. A formal termly review plan is a great way to monitor potential areas for personal growth and development are monitored.
- ☐ Participants should have regular access to a Spiritual Director. You might wish to contact a local religious community for assistance with this.
- ☐ Participants should meet with their placement supervisor weekly, and with their scheme coordinator monthly.
- ☐ We would also recommend that participants get the opportunity to meet with the Bishop, whether monthly or termly.

Key staff

Supervisors can take on more than one role, but we recommend a minimum of three people.

- ☐ Scheme coordinator
- ☐ Placement supervisor
- ☐ Theological supervisor
- ☐ Personal development supervisor
- ☐ House chaplain or warden

Top tips:

Why not visit other schemes to see how they work? Whether you're setting up a new placement, or have been running one for years, there's always something we can learn from each other.

A list of active schemes is available in the appendix. Keep an eye out too for our annual coordinators meet up!

How do I set up my scheme?

To run the Ministry Experience Scheme in your diocese you must register an application with Ministry Division. Applications open in November and are made through Survey Monkey. Details will be circulated to all dioceses who have expressed an interest.

The following checklist covers some things to think about when making your application and launching your scheme:

I. First things first

- ☐ Before registering an application, you will need to explore what options exist in your dioceses for parish placements, accommodation, theological training and spiritual direction.
- ☐ It's a good idea to look at partnerships with local organisations, and to think about what additional funding avenues might exist beyond the initial grant.
- ☐ Visit existing schemes in neighboring dioceses to learn good practice and pick up ideas.



2. Apply for grant funding

- ☐ Grant money is available to support Ministry Experience placements, with the remainder required to be raised locally.
- ☐ When making your grant application we ask that you have already prepared a draft placement information pack, volunteer worker agreement, housing agreement, role description, person specification, interview process guidance and advertising materials. These documents can still be amended later, but we need to see that the placement is viable before approval is given. Examples are available online.

3. Advertise

- ☐ We are running a national publicity campaign to raise awareness of the Ministry Experience Scheme. Send us images and quotes so we can namecheck your scheme.
- ☐ Young people are able to express interest through the Church of England website, with the message passed directly on to your local scheme coordinator.
- ☐ We recommend you also do your own publicity at events in your dioceses, as well as attending careers fairs, hosting an open day, and advertising online. For more on advertising head to page twenty-two.

4. Candidate applications

- ☐ Candidates should complete an application form and attend both a panel and group interview.
- ☐ The interview panel should represent a diverse range of backgrounds and ideally will have had unconscious bias training.
- ☐ Once selected, candidates will need to sign the volunteer worker agreement and housing agreement, as well as completing a DBS check.
- ☐ Candidates should receive a welcome pack and meet with key people and other participants as soon as possible.

Top tips: Consider building your scheme to serve the mission needs of your diocese. What types of ministries do you need to recruit for? How could the Ministry Experience Scheme help train young people in the skills important for these types of ministry?

Encouraging diversity and inclusion

The Ministry Experience Scheme is a wonderful opportunity for young people to explore what God is calling them to. We're keen to see participants from all backgrounds, especially those who historically have been underrepresented because of gender, ethnicity, disability, or class.

We're delighted to have achieved an equal gender balance, and to have been able to offer a welcoming experience for participants with disabilities. The proportion of BAME participants is growing, but there is still some way to go to reflect the wonderful diversity of God's people.

Diversity and inclusion are at the heart of what the Ministry Experience Scheme is all about, both in where people are coming from, and where they then go on to.

Five top tips for encouraging a diverse, welcoming environment encompassing all of God's people:

1. **Train your team** to be able to recognise unconscious bias. If not already offered by your dioceses, contact the CofE's National Adviser to the Committee for Minority Ethnic Anglican Concerns at edna.dolor@churchofengland.org.
2. **Create a diverse environment** in which interview panels and placement supervisors are able to encourage young people from all backgrounds.
3. Hold regular **vocations events** which welcome all explorers.
4. Ensure your **promotional material** is reflective of the diversity you want to see.
5. Celebrate **role models** in your dioceses who can act as an example for others to follow.

Contact our advisers for more on how to foster a culture of inclusion!

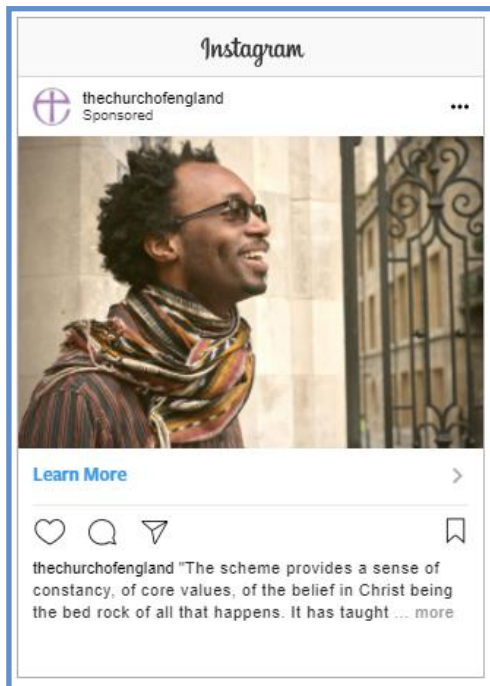
Minority Ethnic Vocations Officer: rosemarie.davidson-gotobed@churchofengland.org

Disability Ministry Adviser: roy.mccloughry@churchofengland.org

Deaf Ministry Adviser: gill.behenna@churchofengland.org

Six ways to be inclusive through advertising

1. **Spread the net widely.** Work closely with your diocesan youth officer and don't limit yourself just to those you think are "ministers in waiting". The point is for young people to be able to test their vocation, and in doing so determine whatever it may be that God is calling them to.
2. **Reach out** to groups which may be underrepresented or historically excluded through gender, ethnicity, disability, or class. Images you use should reflect the inclusive culture you hope to create.
3. **Be visible** at careers fairs and Christian events and festivals. Have brochures or flyers ready to give to people, and consider taking a tablet or laptop with you so people can express interest there and then. It's a good idea to bring along existing participants or alumni to answer questions as well.
4. Use **social media** like Facebook and Instagram to raise your profile. LinkedIn is also popular with young people considering their next steps.
5. Your **website** should include answers to any practical questions a participant may have. Common questions include: Where will I live? How much will this cost me? And what happens afterwards?
6. **Build relationships** with incumbents from a range of diverse congregations.



Safeguarding, Legal, GDPR, and Finance

It is crucial that you work alongside your diocesan secretary, registrar, and human resources teams to lay out the legal and financial framework for your scheme. This includes compliance with the General Data Protection Regulation (GDPR). Please speak with your diocesan data protection lead and/or registrar for further guidance.

Safeguarding

Safeguarding is vital to guaranteeing a safe space for all participants, staff, and those your participants will be serving through their placement.

We strongly recommend that you:

1. **Complete a DBS check** of all those involved in your scheme, this includes supervisors and the participants themselves.
2. **Check the safeguarding policies** of all other organisations linked to or supporting your scheme, such as theological education institutions or religious communities.
3. **Ensure your safeguarding policy is well understood** by your team and by the participant.

Volunteers or employees?

It is up to each diocese to decide if their participants should be employed or volunteers. Whichever you choose, you must be mindful of the legal consequences which flow from their status.

This includes:

1. Appropriate agreements setting out the **rights and obligations** of the participant and the diocese.
2. Clear understanding on **remuneration and accommodation**.

A model volunteer agreement can be found in the appendix.

We cannot offer legal advice or assume any duty of care. The model agreements provided in the appendix are intended as tools for you to use as a starting point, and adapt to your local situation. We recommend you work with your diocesan secretary and registrar to finalise the agreements you make with your participants.

Financing your scheme

Grant money is available to support new and existing schemes. We are grateful for the support of Allchurches Trust in enabling this to happen.

Grant applications should be made in November. Forms are available online and from Ministry Division.

Here are nine things to keep in mind when making your application:

1. How your scheme will encourage young people to explore their vocation.
2. How your scheme will promote a growing culture of vocation throughout your diocese.
3. The diversity of supervisors (age, gender, ethnicity, role, background etc)
4. Where placements will be, what practical ministry opportunities are included, and the breadth and depth of opportunities on offer.
5. How participants will be matched to their placement.
6. What theological education will be included and who will be providing it.
7. Your personal development plan for participants, the involvement of your Diocesan Director of Ordinands/Vocation, and whether participants will have access to a spiritual director or mentor.
8. Where participants will live, whether housing will be shared or through lodging in a parish house, how many people will share together?
9. How participants will live together in community, and what arrangements are in place for a house chaplain/parent.

The remainder of funding will need to be provided by the diocese. Partnerships worth exploring include strategic development funding and local grant trusts/funds.

Legal Checklist

- | | |
|---|--|
| <input type="checkbox"/> Role description | <input type="checkbox"/> Housing agreement |
| <input type="checkbox"/> Volunteer worker agreement | <input type="checkbox"/> DBS check |

What happens when?

Term One

Participants should meet with their scheme co-ordinator, placement supervisor, theological supervisor, and personal development supervisor as early on as possible. It is important for them to get to know those they will be working with, and made to feel welcome from the outset.

This is a good time to set out with the participant what they hope to learn and achieve over the course of the year so you can build a personal development plan with them.

Please ask all participants to complete our start of year survey, so that we can get a better sense of who is taking part in the Ministry Experience Scheme. This is a prerequisite to receiving grant money.

Term Three

Participants should meet with their personal development supervisor or diocesan vocations team to discuss what next steps they should take once they have completed the scheme.

If participants express a desire to pursue lay or ordained ministry, look to offer additional support to prepare them for selection.

Top tips: Look to explore local partnerships with Theological Education Institutions and/or religious communities to bolster the variety of contexts for your participants.

Term Two

Participants should meet with their personal development supervisor to review how they are progressing and what further support they would benefit from in discerning their vocation.

Participants should be encouraged to use what they have learnt in term one to set up community initiatives from their own ideas. This allows participants to play a meaningful role, adding value to the diocese and the parishes in which they serve. Previous initiatives have included soup kitchens and youth outreach.

Afterwards

Once the year is over it's a good idea to host a celebration event to celebrate everything our young people have achieved.

Looking long term, it's vital that participants do not drop off the radar. Make sure your vocations team keeps in touch with participants, and that anyone wanting to pursue lay or ordained ministry further receives the right support. Keep in touch every few months to see how your alumni are getting on.

Please ask all participants to complete our end of year survey. Selected participants may also be asked to participate in focus groups as we look to continue to improve the Ministry Experience Scheme.

Then Jesus said to Simon,
“Don’t be afraid; from now on
you will fish for people.”

So they pulled their boats up
on shore, left everything and
followed him.

Luke 5: 10-11



Appendix

Example agreement and interview questions

Example Volunteer Agreement

The below text is an example only. We cannot offer legal advice or assume any duty of care. This example is intended as a tool for you to adapt to your local situation. We recommend you work with your diocesan registrar to finalise agreements you make with your participants, and have them sign off anything you use.

Accountability, Confidentiality and Support

The participant is accountable directly to the Chaplain.

Participants need to be aware that the formational character of this Scheme means no one Mentor may pledge complete confidentiality. There is a circle of confidentiality, which will normally consist of all three mentors potentially being in touch with one another or one of them if necessary reporting to the DDO.

There will be a weekly staff meeting to review the previous week and to plan the coming week, this may be with other chaplaincy colleagues.

There will be fortnightly pre-planned and agreed supervisions, on top of regular staff meetings, to last at least one hour, during which an agreed agenda will cover recent events and performance, and reflect on progress.

There must be space for both the Chaplain and the Intern to have points on the agenda and for feedback to be given to the other. It is to be remembered that the Intern is in a formational setting and primarily they are the one receiving feedback.

Pastoral Support

Day to day formational questions may be explored more personally with the Pastoral Mentor, both from a Vocational and Personal perspective.

Tensions in the primary working relationship are normal and to be expected. Working through the feelings of vulnerability, exposure and challenge are key in this setting.

If tensions become more complicated the DDO may be approached for advice and mediation by any of the mentors but not the Intern. This should be a last resort, and local fora for resolving conflictual situations are to be sought out. The Pastoral Mentor has a particular role of distance and care in this matter.

Educational Support

The Scheme is intended to stretch the participants and to encourage ever deepening Theological thinking and learning. Regular contact and agreed Theological in-put needs to be arranged in each “Hub” which give opportunity for this. Some virtual work might be part of this and some imaginative and not purely academic Theological tasks might be undertaken.

Exposure to ecumenical ways of doing Theology will be key, and encounter with Theology students and people in formation in other traditions is to be encouraged. It is hoped that if proceeding to a BAP all participants might wish to use their Academic Mentor as their educational referee.

Reviews

There will be termly reviews with each of the mentors consisting of a meeting and a written report agreed and signed by both parties sent termly once finalised to the DDO.

Grant

Participants will receive three termly grants of £XXX paid into their Bank Account at the start of each term. This will be a grant and thus free from tax.

Term of Internship and Accommodation

The scheme begins 31 August and concludes on 30 June unless by mutual agreement and with further funding it continues beyond that time.

Housing

Each chaplaincy will be responsible for accommodation for the duration of the scheme. This will be a single room in a shared house, or a studio flat. Accommodation will be rent free and free of bills.

Expenses

All expenses will be met by the Chaplaincy for chaplaincy work, and should be agreed by the chaplain with a local protocol, which should be agreed by the Chaplaincy Council.

Working Week

Participants, like chaplains, will be expected to take a nominated day off every week. This must be monitored and kept under review.

Preaching and leading worship

Participants will be expected to preach and lead worship under the direction of the Chaplain. In the first term they should not preach more than once a month, and in the second two terms not more than twice a month.

Sickness

Participants may self-certificate for up to three days, after which a medical sick note will be required.

Probation and Notice

It is hoped all participants will complete the year and all attempts should be made to ensure this is made possible.

A review at the end of the first term will begin at the end of November. If all three Mentors agree an participant should leave, the DDO should be informed and a meeting arranged with the participant to inform them of this. Likewise a participant may ask to leave at this point.

After this point a month's notice may be served on either side, the Chaplain being the only supervisor who might serve notice on the behalf of the Scheme. Hopefully earlier indications at supervisions or meetings with the Pastoral Supervisor may have alerted all concerned to this possibility. The aim is not to spring surprises on anyone. This would be the end of the probationary period and a departure could be agreed.

is should not happen without having informed the DDO.

Gross misconduct will of course result in immediate dismissal and discussion of what this might constitute will take place at the Induction.

Resources at churchsupporthub.org/download/mes-bestpractice

- Grant Application Form
- Example Housing Agreement
- Example Brochure

List of active schemes

- Bath and Wells
- Blackburn
- Bristol
- Derby
- Durham
- Ely
- Europe
- Exeter
- Hereford
- Leeds
- Leicester
- London (Edmonton, Kensington & Stepney)
- Manchester
- Newcastle
- Norwich
- Peterborough
- Portsmouth
- Salisbury
- Sodor and Man
- Southwell and Nottingham
- St Albans
- Truro
- Winchester
- Worcester

Example Interview Process

(Adapt to suit your local needs)

1. Welcome and introductions
2. Overview of scheme
3. Candidate presentations
4. Interviews
5. Lunch and farewells

DDO's Questions

What drew you to the scheme?

What and who inspire your prayer life?

What have been the most significant events of your life?

How do you anticipate working with a team of mentors?

What do you see as the strengths and weaknesses of the Church of England?

Tell us about the vocational journey you have been on.

Chaplain's questions

Tell me about your present church.

What is it like for you to work under authority and in a team?

What will be most interesting and challenging to you about the Ministry Experience Scheme?

How would you characterise the current debates in the world-wide Anglican communion and the Church of England?

What are you wanting to discover about the Church of England?

What experience do you have of working ecumenically?

How has your prayer life been developing?

Pastoral Mentor's Questions

Tell us three things about yourself.

What are your most significant relationships?

What are your strengths and weaknesses?

What are your hobbies?

What are you looking forward to?

How have you coped living in new circumstances before?

What are your experiences of teamwork?

How good are you at taking initiative?

What do your friends and family think of your applying for this scheme?

What will it be like to have Christmas working and away from home?

What support do you think you might need this year?

Educational Mentor's Questions

Tell me about your faith.

What have been the biggest influences on your faith?

What have you enjoyed most in your studies?

Have you heard anything in the news that has moved you to pray about it?

How do you read the Bible?

How might what you have learned be applied to the study of Theology?

What are you looking forward to about the educational opportunities of the scheme?

What is your favourite hymn and why?

What is your favourite Gospel and why?

How would you prepare to preach?

How does your home church exemplify the five marks of mission?



Primary Contact

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Online Resources

churchofengland.org/ministryexperience (main page for explorers)

churchofengland.org/more/diocesan-resources/ministry-division (documents and forms)

churchsupporthub.org (more vocational resources)