

SWMTC Ordinand Training

Guidance on Reporting Procedures

April 2009

At the end of each year the core staff write a report on each student, which is agreed by consensus. The report is then sent to the student, who will discuss it with her/his staff tutor, and then sign it to say that it has been seen and discussed. The student may ask for the correction of any *factual* detail which (s)he believes to be wrong, and may add a paragraph of comment if (s)he believes that an aspect of her/his development has not been correctly assessed. Finally, the report is countersigned by the student's staff tutor and by the Principal.

A report on reporting commissioned by the Church of England and published in 2002 emphasised the need for training institutions to provide honest and clear reports. We take pains to try and do so, acknowledging at the same time that we can never know all there is to know about an individual's growth and journey with God. The guidance also makes clear that the Course may have cause to comment on a student's health, or other family or personal circumstances, and that such comment is an appropriate part of the assessment of candidates for public ministry.

A copy of the report on reporting will be furnished to any student on request. The above comments do not prevent the student from taking up reporting issues with their sponsoring denomination. Anglican ordinands always have access to their DDO; Methodist candidates have the right to contact, and appear before, the Methodist Oversight Committee.

Anglican end-of-year reports are composed under the following headings: Personality, character and relationships; Faith, vocation and spirituality; Quality of mind and theological learning; Ministry within the Church of England, mission and evangelism, leadership and collaboration; Further training needs. These are the same categories used at Bishops' Advisory Panels. The Church's expectations of candidates by the time of ordination are spelled out in the document *Shaping the Future*, available on the Church of England website.

Methodist end-of-year reports are composed under the following headings: Vocation (call and commitment); Being in Relationship – with God, self, and others; The church's ministry in God's world; Leadership and collaboration; Learning and understanding; Communication.

Please also note that your Personal Tutor will write a short informal report, seen by the core staff only and destroyed after use. We ask your Personal Tutor to share with you the substance of their report, but they are not under an obligation to show you the report itself. A report is also received from the Placement Minister after the Long Placement. Like the personal tutor's report, this is confidential to the core staff of the Course.

SWMTC Year 1

The reports will be finalised on (date in July), and discussed with you by July 31.

Methodists: After discussion with the student, the report is signed by student, staff tutor and Principal, and forwarded to the Oversight Committee, and from there to the Formation in Ministry Office in London.

Anglicans: The body of the first-year report is shared between the Course and student alone, unless special reasons dictate otherwise. There may be a particular issue which leads to all or part of the report being forwarded to the Bishop and DDO. If so, this is clearly signalled to and discussed with the student.

SWMTC Years 2 and 3

The end-of-year reports, once discussed and signed, are forwarded to the relevant bodies in the sponsoring churches – as above for Methodist students, and to the Bishop and DDO in the case of Anglicans.¹

Year 2 reports will be finalised by (date in May), and discussed with you by (date in June).

Year 3 reports will be finalised by (date in May), and discussed with you by (date in late May).

If you have any questions or anxieties about this process please do not hesitate to be in touch.

¹Anglican reports for the final and penultimate year are always in two parts. Part A is the main report, but Part B is confidential to the Bishop and DDO. In the vast majority of cases Part B consists of a standard recommendation, but the restricted circulation of this report allows training institutions to include in it information that is more personal or sensitive, should this be necessary. Both Parts A and B are always seen and signed by you. In the penultimate year Part A can be made available by your sponsoring Bishop to a prospective training incumbent, when after initial visits and meetings he or she is minded to offer you a title post.