

Report Writing for ERM C Supervisors

In the handbook you will find this advice on reporting for Supervisors:

"Both supervisors and training ministers are invited to give a written report once a year. Requests for reports will indicate the areas on which comment is helpful. Those in the local church are in a much better position than Tutors or Core Staff to assess progress in preaching and leading of worship. They also see how students relate to their local Church, and will be able to comment on any pastoral work the student is able to do locally. Supervisors, on the other hand, can see how well a student is making connections and forming as a reflective practitioner. ERM C asks all reporters to discuss their reports with their students before the reports are submitted." (*Training Ministers' and Supervisors' Handbook 209-20*, p. 6)

More details of the reporting process can be found in the Appendices.

Reports to the Churches

The Church of England asks us to prepare reports to the following headings:

- Christian Tradition, faith, spirituality and life
- Mission, evangelism and discipleship
- Worship and Ministry in the Church of England
- Personality, character and relationships
- Leadership, collaboration and community
- Calling to ordained ministry in the Church of England
- Further training needs



Formal reports are submitted to the Bishop in the penultimate and final years.

Supervisor Deadlines

To help us in this task we ask all Supervisors to give us a report on their student, which, along with reports from Tutors and Staff Mentors, forms the basis for the Principal's report. Can you please forward your report by the dates below. You will receive a formal request 6-8 weeks beforehand, along with suggested headings. Please fill in what you can and don't worry about headings you cannot comment on. If there are other things you wish to say about a student that do not fit the questions, please add them anyway.

First Year Students: 23rd May

Penultimate Year Students: 7th March

Final Year Students: 18th February

Supervisors' Reports:

Reports are written under a number of headings which have recently been reorganised into six categories. It is difficult to distinguish within the categories just who might be best to comment, so what we are proposing is that you answer what you can under each section. However, if you genuinely cannot answer the question then please don't worry! It is vital that you give as much evidence as you can to back up what you say.

Christian Tradition, faith, spirituality and life

- 1) What evidence is there of the student being a person of prayer whose spirituality has grown and deepened during their training?
- 2) What evidence is there that the student is integrating what they learn into their own life and practice—that is, that they are becoming a reflective practitioner?
- 3) To what extent do you discern that the student's personal commitment to Christ and to discipleship has changed during this period of formation?
- 4) To what extent does the student show a capacity to engage with traditions of thought and practice different from their own?
- 5) How open are they to new insights as well as to faithful obedience to that handed down to us?
- 6) What patterns of study and reflection are emerging for use in ongoing ministry?
- 7) What areas for development are there?

Mission, Evangelism and Discipleship

- 1) What experience has the student had of the mission and evangelism of the church?
- 2) What evidence is there of a developing and embodied understanding of mission and evangelism?
- 3) What experience and skill does the student have in enabling others to grow in Christian discipleship?
- 4) What qualities would you discern in your student regarding their ability to communicate what has been learnt?
- 5) What areas for development are there?

Worship and Ministry within the Church of England

- 1) What comments might you make about the student's development in skills of preaching and leading public worship?
- 2) What evidence is there of the student's understanding of the nature and scope of being a public and representative minister within the Church of England?
- 3) What areas for development are there?

Personality, character and relationships

- 1) What would you regard as the student's strengths and weaknesses and how aware do you think they are of these?
- 2) What evidence have you seen of an openness, maturity, integrity and stability within the student in the face of change, pressure and the public expectations of the role of ordained clergy?
- 3) How would you describe the manner in which the student forms relationships with others?
- 4) What areas for development are there?

Leadership, collaboration and community

- 1) What kind of leadership style does the student exhibit?
- 2) What evidence is there that their leadership is collaborative?
- 3) What evidence is there of the student's capacity to empower others in leadership?
- 4) What areas for development are there?

Calling to ordained ministry in the Church of England

- 1) How has the student's account of their vocation grown and/or changed during their training?
- 2) Our students are asked to be people who can engage with complexity and difference within the Church of England. What willingness to do this have you seen over the past year?
- 3) How would you describe your student's willingness to be supervised, to be loyal, and to work within professional boundaries and the accountability frameworks of the Church?
- 4) What areas for development are there?