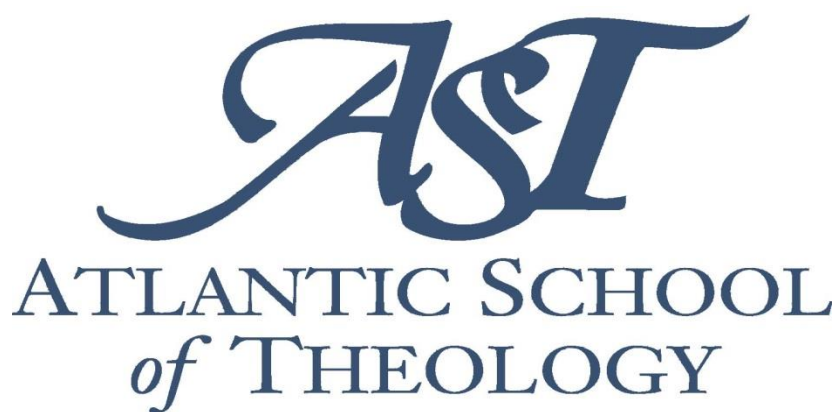


Ministry of Supervision Course

Offered with the support of The United Church of Canada and Pine Hill Divinity Hall

**October 26-30, 2015 &
April 18-22, 2016**



Halifax, Nova Scotia

Information and Application Package

Ministry of Supervision

One of the most important ministries that congregations, hospitals, and social ministries can offer is a setting for the supervision of students. This Ministry of Supervision course prepares lay and clergy participants to effectively supervise Designated Lay Ministers, Ministry-based students, Interns and Field Education students, or equivalent.

Purpose: The Ministry of Supervision course is designed to provide learning situations where people may experience, practice and reflect upon the skills and methods of supervision.

Objectives:

This course will seek to improve the quality of supervision by:

- Enabling participants to experience and identify their learning needs and to prepare a learning covenant
- Providing participants with a basic knowledge of and skill in the supervisory process
- Enabling participants to practice supervision skills and receive feedback
- Enabling individuals to claim and develop their skills in theological reflection
- Helping participants to discover their own patterns of supervision in ministry
- Encouraging participants to articulate a theology of ministry grounded in their experience of supervised learning

Program Format:

- Case studies and practice supervision sessions to develop skills in supervision
- A learning covenant to clarify participants' goals and objectives
- Learning modules covering various facets of supervision
- Concrete information on all aspect of supervision administration
- Self, peer and team leader evaluation

Section 1: Five-day course, October 26-30, 2015, with some evening homework, in person on AST campus in Halifax

Section 2: An experience of supervising someone between Section 1 and 2, in order to practice skills and integrate learning. Consideration of who would be a suitable supervisee can be discussed with the instructor. Appropriate supervision opportunities include: peer supervision of a colleague, supervision of a field education student, supervision of a member of a pastoral charge, supervision of an educational supervisor.

Section 3: Five-day course, April 18-22, with some evening homework, in person on AST campus in Halifax

****Participants must commit to all elements of the program. ****

Cost:

Total **cost** is \$1250 for the whole course. This includes lunches and breaks. Participants must make their own arrangements for travel and accommodation.

A \$300 subsidy from the UCC General Council is available to United Church participants. United Church participants may also be eligible for a travel subsidy from Pine Hill Divinity Hall. Please contact Brenda Munro at pinehill@astheology.ns.ca for more information.

The **application deadline** is **July 24, 2015** (Limited enrollment)

Completed application form, written reflection, reference and application fee of \$50 must be received by the application deadline.

Notice of acceptance into the course will be sent by **August 28, 2015**. Confirmation of intent to participate and payment of tuition must be received by **September 26, 2015**.

Course Instructor: Abigail Johnson

Abigail Johnson is an ordained minister in The United Church of Canada. She is currently in team ministry at Toronto's Beach United Church, an amalgamated congregation in a reconstructed building. She has taught at Emmanuel College and United Theological College and is passionate about theological reflection. She wrote "Reflecting with God" and "Shaping Spiritual Leaders," and is currently working on "A Spirituality of Depression." Along with walking her two little dogs, she loves being up to her armpits in acrylic paint.

Practice Group Facilitators: Ross Bartlett, Stephen Fram, and Susan McAlpine-Gillis

Ross, Stephen and Susan are local United Church ministers who have together supervised 60 Field Ed students, Ministry-based students, and Interns.

Who might be interested in applying? Those who:

- Are interested in supervising an Intern, Field Education or Ministry-based student, Designated Lay Minister, or equivalent
- Seek a professional development experience in an action-reflection model
- Feel called to a ministry of supervision and have experienced a validation of this call by others
- Have substantial experience in pastoral/institutional ministry
- Offer significant life experience and maturity
- Are committed to learning and welcome an experiential learning process
- Are willing to give and receive direct, honest feedback

- Enjoy examining areas such as conflict management, power dynamics, learning styles, etc.
- Believe that theological reflection is essential to learning and ministry
- Are interested in being mentor, guide, challenger, supporter, encourager, listener, so-learner, educator, evaluator, spiritual companion. . . to another on their journey toward accountable ministry

Who should not consider applying? Those who:

- Think that they have lots of “teach” a student
- Think years of experience is the only prerequisite
- Have congregations seeking cheap help
- Think being a supervisor is glamorous

Action-Reflection Learning Philosophy

Each participant, as an adult learner, is expected to take primary responsibility for learning, each in his or her unique way. We invite participants to come to clarity about their motivation in applying for the course, to welcome the discovery of new ideas, attitudes, concepts and behaviour, and to view the process as a response to a call to a ministry of supervision. Learning is based on an action-reflection model where intention, openness, self-awareness and transparency are essential.

Evaluation is based on the learner’s own learning goals arrived at within the parameters of the program, self-evaluation, peer evaluation, and instructor evaluation. The instructor will make the final decision around readiness to continue.

Assumptions

The following are some of the qualities and characteristics we are looking for in a supervisor. See if any of these fit your theology and attitudes toward learning:

- Eyes to see the heart of the matter
- Shoulders broad enough to carry burdens, anger of others, tension of supervision
- Brain clear enough to think of the most challenging and helpful way to supervise and help others learn
- A smile genuine and warm, and not a cover up for delivering bad news
- Ears for listening to the content of the conversation, and also the intention of the heart
- Guts that you are willing to trust and to follow
- Open arms to accept the other as they are and to receive feedback on your supervision however it comes

- A foot to offer a kick in the pants to those who need it
- A teachable heart with desire to give and receive feedback in an honest and open way
- A thirst for theological discussion and reflection

Application Process

Please complete the following application form and written reflection and return it along with the \$50 application fee made payable to Atlantic School of Theology.

Your completed application form, written reflection, \$50 application fee, and reference letter must be received at AST by **July 24, 2015**. Please advise the person who is writing your letter of reference that it must also be received at AST by the same date.

Notice of acceptance into the course will be sent by **August 28, 2015 at the latest**. Those accepted must give confirmation of their intention to participate and pay all fees by **September 26, 2015**. Please be prompt with your confirmation as there may be people on a waiting list.

Application fees will be refunded to people not accepted into the program.

Please send application form, written reflection, and a \$50 application fee to Course Coordinator, Sally Shaw, at:

Atlantic School of Theology
660 Francklyn Street
Halifax, Nova Scotia
B3H 3B5
sshaw@astheology.ns.ca
Fax: 902-492-4048
Phone: 902-429-6495

2015-16 Ministry of Supervision Course, Atlantic School of Theology

Offered with the support of The United Church of Canada and Pine Hill Divinity Hall

Application Form (please type or print clearly)

Name:

Full Address, including postal code:

Work phone:

Home phone:

E-mail address:

Fax:

Denomination:

Presbytery and Conference or equivalent:

Academic Background

University or College	Degree	Year

Continuing education courses that have been helpful in your personal, professional and faith development:

Work and Pastoral Experience

Role	Place	Years

Previous experience under supervision:

Previous experience as a supervisor:

Training as a supervisor (with dates):

Any related experience:

What are your plans for future involvement with supervision?

What is your overall goal in attending the Ministry of Supervision Course?

List your learning objectives in order of priority:

What methods of learning would you find more helpful in addressing your learning objectives (lectures, seminars, readings, case studies, simulations, workshops, discussion groups, etc.):

What competencies, skills, and learnings are you willing to share with the group? During the program you may be asked to be a resource to others:

Food restrictions (lunch and breaks are included):

Participants are responsible for arranging their own travel and accommodation.

Written reflection

Please attach a thoughtful paragraph discussing what you consider to be a critical issue facing the church.

Reference

A letter of reference is required from a person in your denominational structure (ie. Conference Personnel Minister, Presbytery Officer, Bishop). Please indicate from whom you have requested a reference.

Name:

Position:

Daytime phone number:

Email address:

In submitting this application, I declare that I have understood the above and am willing to abide by the following terms:

- Full participation in all parts of the program
- Evaluation provided by self, peers, and instructor
- Evaluation will determine readiness (or not at this time) for supervision.

Signature: _____

Date: _____

Please return this application, a written reflection and a \$50 registration fee made payable to Atlantic School of Theology by **July 24, 2015**.

Sally Shaw
Ministry of Supervision Course Coordinator
Atlantic School of Theology
660 Francklyn Street
Halifax, Nova Scotia
B3H 3B5
902-429-6495
sshaw@astheology.ns.ca

**2015-16 Ministry of Supervision Course, Atlantic School of Theology
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Reference by Denomination Person

(Conference Personnel Minister, Presbytery Officer,
Conference Internship Committee Chair, Bishop, or equivalent)

Dear, _____
(Referee's name, please print)

As a part of my application for the Ministry of Supervision course, I am asking you to comment on the following questions. Please use a separate piece of paper.

Please send your response, along with this form, as soon as possible. It must be received by **July 24, 2015**.

Please comment on _____
(Applicant's name)

1. Current supervisory abilities.
2. Recent experience as a supervisor or qualities that show potential.
3. Capacity for benefitting from formal supervisory training.
4. Anticipated role in denominational plans for supervision.

Signed: _____

Position/Title: _____

Full Mailing Address:

Daytime phone number: _____

Email address: _____

Please send this form and written response to:

Sally Shaw
Atlantic School of Theology
660 Francklyn Street

Thank you for your assistance.

Halifax, Nova Scotia B3H 3B5
Phone: 902-429-6495 Fax: 902-492-4048
sshaw@astheology.ns.ca