

LEARNING CONTRACT and MINISTRY PLAN

Date: / / (Within the first month of each placement)

This Learning Contract is intended to clearly set out the expectations of both the FES Student and the FES Trainer.

I, _____ (the FES Student) agree to:

- participate in the ministry activities in a placement as agreed in the Ministry Plan on the next page,
- follow reasonable directions from you as the FES Trainer about participation in and conduct of ministry activities,
- act in a way which is supportive of the ministry in which we are involved,
- respect your confidentiality and the confidentiality of other people with whom I have contact during a ministry placement, including when making reports to FES seminars, and
- attend meetings with you as arranged from time to time.

I, _____ (the FES Trainer) agree to:

- establish and maintain a positive, open, trusting and supportive relationship with you,
- meet with you within the first two weeks of Semester to develop this Learning Contract and Ministry Plan and submit this to the FES Co-ordinator,
- arrange regular meetings with you for reflection on ministry activities and for meeting the goals of the Learning Contract,
- give you accurate and fair feedback during the Semester about the adequacy of your progress,
- provide you with sufficient pastoral support and encouragement and be reasonably available to you during the Semester;
- make reasonable arrangements for the support of your family and their inclusion in the ministry where appropriate, and
- respect your confidentiality at all times, including refraining from making negative comments to others about you and allowing you reasonable freedom in expressing struggles and by only sending a report to the FES Co-ordinator after you have read it and had time to consider it and comment on it.

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We agree to do this by:

- Arranging a regular meeting on: _____
- Including family in ministry by: _____
- Allowing attendance at PTC mission (usually two weekends in March or April)
- Allowing one weekend for PTC retreat if held
- Allowing one Sunday PTC deputation where required
- Allowing up to two Sundays for observation visits
- Agreeing a Ministry Plan that will take approximately 10 hours per week by: _____

- Sunday ministry – Allowing at least three Sundays during a year for holidays and family responsibilities, preferably: _____
- Non-Sunday ministry – Allowing equivalent time off for holidays and family responsibilities, preferably: _____
- Agreeing how absences from normal ministry placement will be negotiated: _____

- Agreeing how we will talk about a situation where the balance between sufficient ministry involvement and too great a ministry burden becomes an issue: _____

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MINISTRY PLAN

Goal	Plan to achieve goal	When	Assessment

Signed Student: _____ FES Trainer: _____

- Copy submitted to FES Co-ordinator / /
- Copy provided to FES Student / /
- Copy filed by FES Trainer / /

