

THE BOARD OF ORDAINED MINISTRY

Central Pennsylvania Annual Conference

The United Methodist Church

GUIDELINES FOR A LEARNING COVENANT BETWEEN PASTORAL MENTORS AND LOCAL PASTORS

It is an expectation that all pastoral mentors and local pastors will develop a written learning covenant to be submitted with the first quarterly report to the chairperson of the committee on candidacy supervision of the board of ordained ministry. The purpose of the learning covenant shall be to provide a stated agreement as framework for learning and discussion. The covenant shall lay out for both pastoral mentor and local pastor some hopes, expectations and tasks to be explored and undertaken in the coming year as you meet together. The learning covenant shall guide your time together which shall be set with the following requirement noted: local pastors enrolled in the course of study must meet with their mentor at least once a quarter for a minimum of four (4) meetings per year. Local pastors who have completed the course of study are encouraged to meet with their mentor at least quarterly, but may file a report yearly with the registrar for local pastors and associate members. Quarterly meetings should be evenly spaced to allow for processing of discussion, issues, goals and tasks. The deadline date for quarterly reports may assist your scheduling. For local pastors who have graduated from the Course of Study, quarterly meetings are expected, but only one report per year is required.

The following are guidelines and requirements to be used in developing the learning covenant.

1. Each covenant shall provide a statement of purpose. (What is the value of your sessions?)
2. Each covenant shall list expectations and stated goals for growth and development.
3. While each covenant must be personal and constructed with individual needs, talents and goals in mind, certain areas must be covered in order for the process to be the most effective. The following concerns shall be included in each covenant:

- a. **Ecclesiastical Concerns**
- b. **Attitudinal Concerns**
- c. **Personal, Family and Self-care Concerns**

Under each concern there will be many areas for discussion, goal setting and evaluation. The suggestion is to include the following categories in each concern, discussing several but not all in the quarterly meeting:

ECCLESIASTICAL CONCERNS

- duties of pastor
- procedures for Baptism, Holy Communion, funerals & weddings
- perception of mission and purpose of church
- involvement/role in district and conference programs
- administrative procedures and techniques
- on-going education and college/seminary studies
- pastoral care and counseling
- call to ministry
- Christian education/teaching role
- Church/Charge Conference
- planning and conducting worship
- sermon preparation and delivery
- importance of keeping records
- ministerial ethics
- church finances
- involvement in community
- relationship with colleagues
- evangelism/church growth principles
- leadership style and issues

- importance of openness
- need for promptness and dependability
- value of initiative and enthusiasm
- ways of responding to authority
- handling responsibility

PERSONAL, FAMILY & SELF-CARE CONCERNS

- spiritual development
- financial management
- physical fitness
- personal appearance/hygiene
- time management
- relationship with spouse
- parsonage life
- relationship with children

ATTITUDINAL CONCERNS

4. Identification of some areas of pastoral ministry upon which pastoral mentor and local pastor desire to work in the coming year will provide the foundation upon which to build the more personal guidelines of the learning covenant. These areas may be points of strength or weakness on the part of either party where a mutual exchange of ideas may be helpful. Some ideas of these areas include:

- trouble-shooting: an exchange of problems and helpful ways to deal with them.
- read and discuss agreed upon books
- exchange and evaluate sermons (manuscripts, audio tapes, video tapes)
- pulpit exchange
- discuss current trends in theology and philosophy as they relate to ministry
- case studies

The work that you are engaged in through this learning covenant is of the greatest importance. Use these times to enhance the spiritual journey of one another and support the work of Jesus Christ and His church through your individual and collective ministries. Please remember that evaluation is key to the effectiveness of this relationship. Pastoral mentors must submit quarterly reports faithfully and on time.

Enclosed is a sample learning covenant and a copy of the pastoral mentor's report form. Please make copies of the report form and use them at the scheduled time. May God be with you as you work together.

Rev. Rosamond Mason
Chairperson of the Board of Ordained Ministry,
Central Pennsylvania Annual Conference

Rev. Dr. A. Robert Cook
Registrar for Local Pastors and Associate Members
Central Pennsylvania Annual Conference

Rev. 09/17/77 ARC & RM

PASTORAL MENTOR REPORT
Central Pennsylvania Annual Conference – The Board of Ordained Ministry

Please mail reports no later than the 10th of October, January, April and June.

‡ One copy to your District Superintendent
‡ One copy to the Local Pastor Registrar of the Board of Ordained Ministry:
Rev. Dr A. Robert Cook
6 West Second Street, Waynesboro, PA 17268
717-762-7042 – kerygma5@yahoo.com

Name of Local Pastor: _____

Address of Local Pastor: _____

Charge Served: _____ District: _____

Courses in Course of Study Completed To Date: _____

Name of Pastoral Mentor: _____

Period of Report: July - September 200__; October - December 200__; January - March 200__;
April - June 200__

Number of Contacts This Period: _____

PART 1

Check areas of concern touched on and/or discussed during this period

ECCLESIASTICAL CONCERNS

- ___ duties of pastor
- ___ procedures for Baptism, Holy Communion, funerals & weddings
- ___ perception of mission and purpose of church
- ___ involvement/role in district and conference programs
- ___ administrative procedures and techniques
- ___ on-going education and college/seminary studies
- ___ pastoral care and counseling
- ___ call to ministry
- ___ Christian education/teaching role
- ___ Church/Charge Conference
- ___ planning and conducting worship
- ___ sermon preparation and delivery
- ___ importance of keeping records
- ___ ministerial ethics
- ___ church finances
- ___ involvement in community
- ___ relationship with colleagues
- ___ evangelism/church growth principles
- ___ leadership style and issues

PERSONAL CONCERNS

- ___ spiritual development
- ___ financial management
- ___ physical fitness & health
- ___ personal appearance/hygiene
- ___ time management
- ___ relationship with spouse
- ___ parsonage life
- ___ relationship with children
- ___ stress management

OTHER:

(Turn Over for Part 2)

ATTITUDINAL CONCERNS

- ___ importance of openness
- ___ need for promptness and dependability
- ___ value of initiative and enthusiasm
- ___ ways of responding to authority
- ___ handling responsibility

PART 2

Complete the following only in reference to any changes you have observed since your last report.
Please be candid.

1. What are the obvious strengths the Local Pastor brings to ministry?

2. What areas, essential for effectiveness in ministry, need to be strengthened or cultivated in the Local Pastor?

3. What growth have you observed in the Local Pastor since the last report?
List areas, issues, etc. and tell how.

4. Readiness for Ministry:
 - a. Is there evidence of Divine call? Explain:

 - b. Is there evidence of compassion for all humanity? Explain:

 - c. Is there evidence of emotional maturity? Explain:

 - d. Is there evidence of ability to administrate? . . . to delegate? Explain:

 - e. Is there evidence of ability to provide vision for self in ministry? Explain:

 - f. Is there evidence of desire for continued spiritual growth? Explain:

 - g. Is there evidence of transformational pastoral leadership? Explain:

5. What is your overall assessment of the local pastor's READINESS FOR MINISTRY? Please be candid.

6. Additional Comments:

Signature of pastoral mentor: _____ Date: _____

Signature of local pastor: _____ Date: _____

<p style="text-align:center">THE BOARD OF ORDAINED MINISTRY Central Pennsylvania Annual Conference</p>
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GUIDELINES FOR THE WORK OF THE PASTORAL MENTOR

Pastoral mentors are clergy members in full connection in the annual conference recommended by the cabinet, approved, trained, and assigned by the board of ordained ministry to provide supervision and counsel for local pastors. Such assignments should be done after consultation with the candidate involved.

The pastoral mentor will establish a covenant with the local pastor around the development of vocational goals which now grow out of work in the parish setting. This covenant will include:

1. A statement of purpose (what is the value of our sessions?)
2. A list of expectations and stated goals for growth and development.
3. An acknowledgement of necessary discussions in three areas of concern.
(Ecclesiastical, Attitudinal and Personal, Family & Self-Care)
4. Identification of areas of pastoral ministry desired to be discussed.

Supervision is a relationship of two or more persons that provides structures and procedures for experiencing supportive accountability for growth and decision making in the pursuit of effective ministry.

FOUR PURPOSES OF SUPERVISION IN THE CHURCH

1. To make effective ministry a reality for every general and ordained minister and for every congregation.
2. To make growth in spirit, mind, and body a reality while doing ministry.
3. To make it structurally easy and possible for all ministers in the church to experience supportive accountability in the pursuit of effectiveness in both the selection and performance of their ministry.
4. To provide a process for receiving evaluative feedback for use in making decisions.

It is suggested that a learning covenant be drawn up by the pastoral mentor and the local pastor. Guidelines for preparing this document are attached. This will enable both parties to be accountable to each other.

As a pastoral mentor, you will want to perceive attitudes toward ministry and persons which need encouragement or which possibly need additional thought. Areas of observation and discussion might include: friendliness and openness, dependability, initiative and enthusiasm, response to authority, promptness and other related matters.

As rapport is built, you may find it possible to discuss personal matters as they relate to ministry such as: personal financial management, marital and family life, mental maturity, physical fitness, personal appearance and health.

A report of the enclosed form is to be made quarterly to the district superintendent and the local pastors and associate members registrar of the board of ordained ministry. PART 1 is a statement of the number of contacts and the areas discussed. PART 2 involves evaluation that is helpful and essential for the district committee on ministry in making recommendations on the candidates. Prompt forwarding of this report form is **very important**.

Thank you for your willingness to serve in this very important area of our ministry together in The United Methodist Church.

**A SAMPLE LEARNING COVENANT
BETWEEN PASTORAL MENTOR AND LOCAL PASTOR**

Statement of Purpose:

To engage in a mutual experience of learning and strengthening of the gifts and graces of both local pastor and pastoral mentor. By sharing thoughts, attitudes and practices, we will focus upon the role of a United Methodist pastor, while addressing areas of need, concern and weakness.

Goals and Expectations:

1. Meet every other month (optimal)
2. Pray for one another daily
3. Share information on recent learnings
4. Maintain an attitude of openness, accountability and confidentiality on all matters/areas discussed.
5. Develop a relationship of support and openness that allows opportunity for development of personal relationship that extends beyond the role of counselor/counselee.
6. Plan at least one gathering that includes family members.
7. Be purposeful about discussing all required areas of concern. (ecclesiastical, attitudinal & personal)
8. Any other areas, concerns and issues mutually agreed upon.