



The  
Methodist Church  
**EMMU**  
of Southern Africa  
*Education for Healing and Transformation*

# Handbook for Probation: Word and Sacrament

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## THE MCSA PROBATIONER MINISTER'S REQUIREMENTS AND REGULATIONS

### A. SEMINARY TRAINING

All candidates for the ministry of Word and Sacrament who successfully complete the candidating requirements and are accepted by the Connexional Executive and Conference shall attend **Seth Mokitimi Methodist Seminary, Pietermaritzburg** for three years.

The Connexion makes the stationing decision late in the previous year, and accepted candidates move to Seminary in order to start the academic year by the middle of January if they are single or staying in single quarters, and by November / December of the previous year, if they are staying in married quarters. There is an Easter break and a July vacation. At the end of the year before Seminarians are stationed in Circuits, they attend a "Going to Circuit Seminar" at the Seminary.

No stipend is received during the time at seminary. A grant contributes towards living expenses.

### B. POST SEMINARY TRAINING

#### 1. District Internship

Probationers who have completed the seminary training will spend the remainder of the probation in a full-time circuit station. They shall participate in the District Internship Training for the duration of their probation (except Ordinands). This programme is run under the direction of the District Supervisor of Studies/Internship Convener in the District. It has a set syllabus for each year that is drawn up by EMMU.

The purpose of Internship training is:

1. To continue the process of ministerial and spiritual formation.
2. Within this process, to develop further **skills for theological reflection**, that is, the integration of knowledge, skills and values for ministry.
3. To let all of this be driven by "a vision for Mission".

The programme begins each year with a Connexional Seminar in January. The attendance is compulsory for all probationers in circuit. Up to a further 8 days but with a minimum of 5 days per year are negotiated in District groups to meet for formation, learning, fellowship, worship and accountability. **Every Probationer is expected to be in attendance for the full duration of the agreed internship meetings.** The internship assignments are distributed at the seminar.

### January Seminar Outline

The seminar, among other activities, consists of:

- a session to meet with DSSs/IST conveners
- sessions for presentation of the projects (including speaker input if required). Also to include workshop on skills required for the project (e.g. how to journal for pastoral care; how to lead a workshop; how to do social needs analysis, etc.)

- sessions for specific skills development and character growth:
  1. Pastoral care practical electives (e.g. grief, bereavement, marriage prep, narrative therapy). Multiple sessions will run concurrently and probationers will elect 1 to attend each year.
  2. Spiritual / contemplative focus (e.g. retreat, guided self-reflection)

### **District IST Meetings**

DSSs or IST Conveners will organise meetings for all probationers for a minimum of 5 days and up to 8 days. A day must comprise a minimum of 6 hours of activity.

Compulsory common IST Meeting content:

- 1 day must be designed around the contemporary issues common assignment (Assignment 3). In the morning there should be an interactive presentation/workshop by a speaker on the issue identified for the assignment. The afternoon should consist of small group work-shopping of questions/problems offered by the speaker as well as discussion of the specifics of the assignment task.
- 1 day must be devoted to visiting a mission project in the district. The visit must be arranged so that the people who began and/or operate the project engage with the probationers. The intention is to provide an opportunity for the probationers to obtain practical information on how to start and run projects of different kinds.
- 1 day must be devoted to Spiritual Health and Personal Mastery. Probationers must be guided through a deep examination of 'how it goes with their souls'. There must also be a small group session in which probationers reflect on their journey with their Probationer Mentoring Committees.
- 1 day must be devoted to creating meaningful opportunities for Accountability Groups (see below) and the conveners to have feedback discussions on the common assignment (assignment 3).

### **Process for the marking of the Assignments:**

The probationers in the districts are divided into *Accountability Groups* of five or six and are led by a coordinator (this could be the IST Convenor, DSS or an ordained minister that is involved in the training of the student ministers in the district). In cases where there are few probationers in a district, the Convenor and DSS will use a suitable process which will involve and empower probationers.

At the January Seminar probationers in each Accountability Group will be elected as *Assignment Facilitator* for the assignments (i.e. each of the assignment will have a different facilitator from the group; every probationer should serve as facilitator at least once during the course of their probation).

For every assignment, the probationers in the group will e-mail their projects to the assignment facilitator who will ensure that he/she has everyone's projects and then email all of the projects to each member of the group and the group coordinator. All probationers are required to review their colleagues' assignments and send comments for the whole group and facilitator to read. This review and engagement process forms part of the assignment assessment.

For the common assignment (assignment 3) the all assignments must reach the facilitator at least a month before the Internship meeting designated to engage with the assignment. This is to enable group members and the coordinator to assess the assignments and send feedback to the individuals prior to the meeting. (No marks or competencies are awarded in this review process, rather this feedback would include things such as parts of the projects they have not dealt with, areas they need to think a deeper about, or alternatives to try – e.g. "we cannot see that they have

reflected theologically” or “maybe you should try applying another approach to social development for that a specific aspect of the assignment”).

The purpose of this review process is so that probationers don't have to present their full assignments at the IST Meeting because everyone in the group has engaged with every assignment already. The meeting thus will provide an opportunity to add value to each other's ministry through reflection on how the probationer has grown through this assignment, what they learned out of their failure or out of their success, how the project has affected their ministry and those they minister to, etc. Each project would naturally lend itself to a variety of specific questions that could be asked with regards to reflections.

The feedback that was given will be checked by those who gave it (and the student has an opportunity to defend their original work, although this would have hopefully taken place at the time the feedback was given or they would show that they have received the feedback, reflected and made the required changes).

Part of the purpose for the marking of projects by the probationers is that a student who hasn't thought deeply enough about something, or had misunderstood an aspect of the project would have picked this up when they reviewed the other projects and would have some idea of what is expected or of alternatives they could try before getting to the internship meeting.

The final mark for the assignment will be determined by the Assessor at the meeting, incorporating the original submitted assignment, the revised assignment and the probationers' engagement with their peers' assignments before and during the meeting.

## 2. IST Character Assessment

Each Probationer is assigned a **Probationer Mentoring Committee** (PMC) comprising at least 5 people (plus the Superintendent as an ex-officio member), appointed by the Superintendent at the first CQM of the year. This committee is chaired by a member of the society or section in which the probationer is designated to serve (appointed by the Superintendent) and must also comprise various leaders of the society/section in which the probationer serves along with, so far as possible, an ordained minister with whom the probationer works closely.

The intention of the Probationer Mentoring Committee is to allow the probationer to be in continuous conversation with a consistent committee throughout the duration of her/his time within the circuit and not simply in the year of recommendation for ordination. This allows for a more holistic approach to the assessing of the probationer and a pastoral space to assist the probationer to develop in areas of weakness and strength.

The PMC must meet with the probationer on a quarterly basis. Before the second and fourth CQM each year, in committee (or consultation), the PMC will compile the **Circuit Probationer Report 1 (form P2A or P2B)** for submission to the Superintendent and DSS. The report assesses the holistic character, spirituality and growth of the probationer. The reports focus on three keys areas of relationship – with God, Others and Self – as well as the values of Stewardship, Leadership and Moral Integrity. The Superintendent will complete the relevant additional sections.

These reports will be kept on file by the DSS as a record of the Probationer's character formation throughout IST. If a probationer moves districts during probation, the record will be transferred to the new DSS.

In the year a probationer may be recommended for ordination, and the year of potential ordination, **Circuit Probationer Report 1 (form P2B) & Circuit Probationer Report 2 (form P3)** must be completed before the April CQM.

### 3. **IST Requirements for Synod**

- a. **Synod Exam** (please see the yearbook for details) (**Form P1** submitted to DSS by Synod Examining Committee).
  - i. Part one: Written exegesis submitted to DSS
  - ii. Part two: Oral defense of exegesis and engagement with exegeses of peers with synod examining committee.
- b. **Circuit Assessment Report (Form P2A)** submitted by superintendent to DSS.
- c. **Trial Service (Form P4)** submitted by superintendent to DSS).
- d. **Grade for 1<sup>st</sup> IST assignment**
  
- e. *If in year of being recommended for Ordination – **Circuit Assessment Report 1 (Form P2B), Self-Assessment Assignment, Circuit Assessment Report 2 (Form P3), CQM Recommendation (Form P5), and District Screening Committee Interview Report (Form P6).***
  
- f. *If in Ordination year – **Circuit Assessment Report 1 (Form P2B), Circuit Assessment Report 2 (Form P3), CQM Recommendation (Form P5), and District Screening Committee Exit Interview Report (Form P7).***

### **EXIT PROCEDURE FROM PROBATION TO ORDINATION**

**A Probationer under FINAL WARNING may not be advanced to ordination.**

**Each year at the January seminar, EMMU will provide a list of probations who may be ready to be recommended each year.**

Only when a Probationer Minister has **COMPLETED ALL** academic requirements in the previous year and if the Superintendent of a Probationer Minister judges the Probationer

- Of sound moral and religious character,
  - As believing and teaching sound Christian doctrine as held by the Methodist Church,
  - As observing and enforcing our doctrine,
  - And as having competent abilities for the work of an Ordained Minister in the MCSA,
  - AND the Probationer having served the required minimum years on probation.
1. The PMC conducts an interview with the probationer and makes a recommendation to the April Quarterly Meeting. **The Interview questions and reporting are Form P3** (available from EMMU or can be downloaded from [www.methodisttraining.co.za](http://www.methodisttraining.co.za).)
  
  2. The April CQM receives the P2B and P3 reports then forward them along with their recommendation to Synod and EMMU, through the DSS. **Please use Form P5 for recommendation to Synod.** It is available from EMMU or can be downloaded from [www.methodisttraining.co.za](http://www.methodisttraining.co.za).
  
  3. The District Supervisor of Studies convenes a District Screening Committee before the District Synod, including members of the District EMMU Committee. This committee will review the Probationer's Circuit Assessment (Form P3) and CQM recommendation Form

P5) and then interview the probationer to assess personal and spiritual growth of the Probationer. **Please use Form P6 for this interview.** It is available from EMMU or can be downloaded from [www.methodisttraining.co.za](http://www.methodisttraining.co.za).

4. The Synod Listening Committee conducts an Oral Doctrine and Practice Examination of the recommended probationer in committee (not on the floor of the synod). This examination will assess the probationer's understanding of Methodist doctrine and practice and will be set by EMMU.
5. Synods receive the names of all Probationers whose advancement is recommended by the Circuit Quarterly Meetings for consideration and recommendation of advancement by the District Screening and Listening Committees.
6. **Probationer Ministers submit the required Assessment Documents (content to be determined from time to time) on next page to EMMU, by 01 June of the year in which Synod has recommended their name for advancement to Ordination.**
7. The General Committee of EMMU, having received all the reports from District Synods, shall on the basis of such reports (through its Assessment Committee) make a recommendation to the Connexional Executive pending satisfactory end of year results.
8. Based upon satisfactory reports, EMMU recommends Ordination for the following year to the Connexional Executive and Conference.

**SELF-EVALUATION ASSESSMENT** - Competence in every area of the assessment is required

Write a 4500-word self-evaluation of your growth, struggles, and work during Probation. **Please structure it according to the following sections:**

- i. Discuss the growth of your personal spiritual discipline and of your personal knowledge of Jesus Christ throughout your Probation. (300 words)
- ii. What has been your most significant area of growth in ministry skills during Probation? (200 words)
- iii. What five theological or devotional books have shaped your personal growth (other than academic text books)? Please list them, and include a 150 word reflection for each of five of these books that describes how these have shaped or challenged you. (1000 words)
- iv. Describe one event of failure, pain or hardship you have experienced in your ministry. How did you overcome this struggle? What have you learnt from this experience? Please include some theological reflection on the experience. (400 words)
- v. Give a critical account of at least one evangelistic encounter or event you facilitated (e.g., describe at least one incident in which you lead an individual or a group of persons to faith in Christ. Remember to describe and critically analyse the encounter. Also give account of how this encounter developed and impacted your faith life and theology). (300 words)
- vi. Describe at least one main initiative you have taken in the circuit / society in which you labour, and programmes or actions that have resulted from this initiative (e.g., I initiated an HIV/AIDS treatment program, which launched a clinic and a children's home. Here is evidence of this initiative and the resultant programs). **Remember all evidence must be verifiable, e.g. signed by a third party, or transcripts from persons involved in or affected by the ministry etc.** (300 words)
- vii. Describe the growth in your pastoral care and counselling ministry. Please list some courses or programs attended. (250 words)
- viii. Describe growth in your leadership ability. Please list some courses and programs attended. **Please also include some signed feedback from at least two members of Church leadership as proof of your skills in this regard.** (300 words)
- ix. Describe growth in your preaching and teaching ministry. **Please also include some signed feedback from at least two local preachers on full plan as proof of your skills in this regard.** (250 words)
- x. Write notes on an actual conflict situation in which you helped resolve the issue. Demonstrate insight into your own role, an evaluation of the resolution process. (400 words)
- xi. Describe how you have led the congregation in ministry in the each of the areas of poverty, transformation, and inclusiveness (e.g., gender, race, age, economics). (300 words)
- xii. How do you plan to continue your growth and studies? Please be specific. (100 words)
- xiii. What do you think, could be your most significant contribution to the Methodist Church of Southern Africa in the next 10 years? (100 words)

## ORDINATION YEAR

Having completed probation successfully, and having completed an accepted degree or diploma, and having fulfilled all requirements expected, a Probationer is advanced to Ordination.

### Preparation for Ordination includes:

- Attending the **January Ordinands' Retreat**.
- Preparing **three reflective essays**, one on "The meaning of Ordination", one on the Probationer's journey through training and a further one on "Mission beyond Ordination".
- A retreat together with other Ordinands a few days before Conference and the Ordination Service.

### Synod Requirements in year of Ordination

1. The PMC conducts an interview with the probationer and make a recommendation to the April Quarterly Meeting. **The Interview questions and reporting are Form P3** (available from EMMU or can be downloaded from [www.methodisttraining.co.za](http://www.methodisttraining.co.za).)
2. The April CQM receives the P2B and P3 reports then votes to recommend the probationer for ordination to synod. The CQM (Superintendent) should forward the reports along with the recommendation to Synod and EMMU, through the DSS. **Please use form P5 for recommendation to Synod.** It is available from EMMU or can be downloaded from [www.methodisttraining.co.za](http://www.methodisttraining.co.za).
3. Ordinands must conduct a Trial Service in front of at least two, but preferably three ordained ministers and one lay member of the district. This team of assessors will provide the DSS with a report of the service (Form P4) plus an attachment with a brief outline of the sermon and a general description of the service.
4. The District Supervisor of Studies convenes a District Screening Committee before the District Synod including members of the District EMMU Committee. This committee will review the Probationer's Circuit Assessment (Form P2 with Section B) and CQM recommendation and then conduct an **Exit Interview** to assess the Probationer's readiness for ordination. **Please use Form P7 for this interview.** It is available from EMMU or can be downloaded from [www.methodisttraining.co.za](http://www.methodisttraining.co.za).
5. **A Synod Oral Exam** occurs on the floor of Synod, assessed by a Synod Listening committee appointed by the District Bishop and DSS.
6. Synods receive the names of all Probationers whose Ordination is recommended by the Circuit Quarterly Meeting and District Screening Committee for consideration and votes on recommendation of advancement – sent to the EMMU General Committee.
7. **Probationer Ministers submit the required Assessment Documents (content to be determined from time to time) to EMMU, by 01 June of the year of Ordination.**
8. The General Committee of EMMU, having received all the reports from District Synods, shall on the basis of such reports (through its Assessment Committee) make a recommendation to the Connexional Executive pending satisfactory end of year results.

## DISCIPLINE GUIDE AND RUBRICS FOR MINISTERS-IN-TRAINING

### Basic Disciplinary Scale

Caution
Warning
Final Warning
Discontinuation

### System Design

A minister-in-training's disciplinary record is reflected on two independent scales:

1. Academic/Skills Formation Discipline Scale
2. Character Formation Discipline Scale

Ministers-in-training's discipline records begin when they enter seminary and continue until ordination. If a Minister-in-training has incurred disciplinary action while at seminary – i.e. he/she has received a caution or warning – SMMS will report this to the DSS at the end of the seminary semester for reporting to the next EMMU General Committee meeting for noting. Upon completion of 3 years at SMMS the Minister-in-training's records continue with EMMU from the point they exit; the SMMS and EMMU discipline systems and scales have been aligned to enable seamless transition:

- The “Academic” discipline record at SMMS aligns with the “Skills” record at EMMU;
- The “Formation and Conduct” record at SMMS aligns with the “Character Formation” record at EMMU.

**Note:** In cases where a Minister-in-training has completed years at SMMS prior to becoming a Minister-in-training, the disciplinary record continues from the point it is. In other words, the disciplinary record at seminary prior to the start of training counts as part of the disciplinary record for the training period.

**Note:** Exclusion from SMMS on any grounds results in automatic discontinuation from training. (Official communication will be sent to the discontinued Minister-in-training from the Church).

### MINISTER-IN-TRAINING AT SMMS (Seminarists)

(Extracts from “SMMS Discipline Code, Policy and Procedures” document; see SMMS Handbook for full description of discipline system.)

1. **ACADEMIC**
  - 1.1 The Academic Subcommittee may, upon receiving academic transcripts at the end of each semester, determine that a warning should be issued based on poor academic performance.
  - 1.2 The committee may issue a caution upon a seminarian's accumulated failure of two courses. Thereafter, each additional failed course may result in further warning and progression along the Academic Discipline Scale. Effectively, a seminarian may be excluded on academic grounds due to an accumulation of five failed courses. For those doing postgraduate studies, a failed university course equates to a failed seminary course. Additionally, those doing a dissertation or thesis must present a supervisor's report to the Dean indicating progress each semester. An unsatisfactory or absent report equates to a failed course.
  - 1.3 The seminarian shall have an opportunity to present mitigating circumstances to the committee. The seminarian shall be given written notice, delivered by hand by a member

of the committee, of the meeting where this opportunity will be offered no less than 7 days prior to the meeting. The Academic Subcommittee may take into consideration mitigating circumstances presented by the seminarian and choose not to issue a warning automatically. In these cases the seminarian will be issued a Censure (see below), a copy of which shall be placed and remain on the seminarian's file.

1.4 The seminarian shall be informed in writing of the decisions of the Committee.

## **2. CHARACTER FORMATION**

### **2.1 Disciplinary Sanctions**

1. **Admonition:** A verbal warning to the seminarian. A note of the Admonition shall be placed on the Seminarian's file. After 12 months have elapsed it shall be removed from the file. This action does not reflect on a seminarian's disciplinary scale. (This action is appropriate for minor offences).
2. **Censure:** A written reprimand, a copy of which shall be placed and remain on the seminarian's file. If the offence is repeated, or an offense of similar weight occurs, more serious sanctions may be imposed. This action does not reflect on a seminarian's disciplinary scale. (This action is appropriate for less serious offences of conduct).
3. **Caution:** An official warning on the disciplinary. Written details of the warning shall be placed and remain on the seminarian's file. (This action is appropriate for offences against the Seminary, offences of conduct and other related offences).
4. **Warning:** A warning may be given if Caution worthy misconduct occurs and the seminarian is already on a caution or if the misconduct is to such a degree of severity that a Caution would be inadequate. Written details of the warning shall be placed and remain on the seminarian's file.
5. **Final Warning:** A final warning may be given if Caution worthy misconduct occurs and the seminarian is already on a Warning, Warning worthy misconduct occurs while the seminarian is already on a Caution, or if the misconduct is sufficiently serious to warrant a final warning despite the absence of previous warnings. Written details of the warning shall be placed and remain on the seminarian's file.
6. **Suspension:** Termination of seminarian status for a definite period of time. Conditions for return must be stipulated. Details of the Suspension shall be placed and remain on the seminarian's file. This sanction automatically translates into a movement of two places on the disciplinary scale. (This action is appropriate for serious offences against the Seminary or any person or other agency.)
7. **Exclusion.** Conditions for return, if any, must be stated. Details of the exclusion shall be placed and remain on the seminarian's file. (This action is appropriate for serious offences against the seminary, immorality, offences against the person, reputation or dignity of any other person, causing strife or dissension, et cetera).

Committees may prescribe "Complimentary Sanctions" including, but not limited to:

- **Restitution:** Reimbursement, service/repair or compensation for damages. Restitution may include restoration of fractured relationships. Details of the Restitution shall be placed and remain on the seminarian's file. (This action is appropriate for offences involving loss or damage to property having monetary value or offenses against the dignity of persons.)
- **Report to sponsoring body:** A seminarian may be reported to a sponsoring body for advice, action, or sanction. (This action is appropriate for more serious offences of all types).
- **A written or oral apology:** A seminarian may be required to write an apology to the seminary (addressed to the President), the seminarian body, or an individual or group of individuals. (This action is appropriate for offences of all types).

- 2.2 Sanctions imposed by the Formation Subcommittee or the Oversight & Discipline Committee are reflected on a seminarian's Formation and Conduct Discipline Scale (where the sanction is a Caution or above). Warnings are cumulative regardless of the type of offense or the originating committee.
- 2.2.1 **The Formation Subcommittee** may impose sanctions resulting in progression along this scale for failure to meet the requirements of the Formation Programme, where requirements are defined as:
- 1) Formation Score of 5 or above for a semester assessment in 1<sup>st</sup> and 2<sup>nd</sup> year and 6 and above in 3<sup>rd</sup> year.
  - 2) Fulfilment of worship, church placement, covenant group, FEM and any other requirements, such as the attendance of compulsory events within a semester.
  - 3) Completion of any additional tasks as set by Formation Subcommittee subsequent to unsatisfactory assessments.
- 2.2.2 Failure to meet requirements in 1, 2 or 3 may result in progression along the scale. The Formation Subcommittee may, if the degree of the failure is severe or if requirements have not been met in more than one area in a semester, determine that a single level of progression may be an inadequate sanction and impose a progression of up to 2 steps (e.g. a seminarian on a caution may be progressed directly to a final warning).
- 2.2.3 The Formation Subcommittee may also hear cases where a complaint of misconduct against a seminarian has been lodged with the Head of Community Life (HCL) (as per the Disciplinary Procedures) where the HCL deems the complaint likely to be worthy of no more than an admonition or censure if guilt is determined (see Disciplinary Procedures in SMMS handbook para. 3.4).
- 2.2.4 The scope and limits of Formation Subcommittee Disciplinary Hearings are laid out in section 11 of the Disciplinary Procedures.
- 2.3 **The Oversight & Discipline Committee** may impose any sanction in section 3.1 following a hearing of a charge laid by the Head of Community Life (see Disciplinary Procedures in SMMS Handbook).

**MINISTER-IN-TRAINING IN CIRCUIT (Probationers)**

**SKILLS FORMATION**

**Rubric**

Caution	<ol style="list-style-type: none"> <li>1) A failed IST Assignment, Exegesis, Trial Service or Ordination Assignment.</li> <li>2) Evidence of Plagiarism in either IST Assignments, Exegesis, Trial Service or Ordination Assignment.</li> <li>3) Resubmission of two consecutive IST Assignments, Ordination assignments or having to resubmit a total of two pieces of the required work in the same year.</li> <li>4) Late submission of assignment (IST and Ordination) beyond reasonable extension.</li> <li>5) For Ordinands, a caution (or step up on the disciplinary record as is the case) is to be issued if the Ordinand does not adequately perform during the Synod Oral examination.</li> </ol>
Warning	<ol style="list-style-type: none"> <li>1) Accumulation of two failed IST Assignment, Exegesis, Trial Service or Ordination Assignment.</li> <li>2) Two (accumulated) cases of Plagiarism.</li> <li>3) Two (accumulated) late submission of assignments.</li> <li>4) Accumulation of two cautions (listed above).</li> <li>5) In the case of an Ordinand or a probationer offering for ordination, if he/she has accumulated two cautions, he/she shall receive a warning.</li> </ol>
Final Warning	<ol style="list-style-type: none"> <li>1) Accumulation of three failed IST Assignments, Exegesis or Trail service or Ordination Assignment.</li> <li>2) Three (accumulated) cases of Plagiarism</li> <li>3) Three (accumulated) cases of late submission</li> <li>4) Cautionable offence while on Warning</li> </ol>
Discontinuation	<ol style="list-style-type: none"> <li>1) Failure of four IST Assignment, Exegesis, Trial Service or Ordination Assignment</li> <li>2) Being in training for more than 7 years</li> <li>3) Four cases of Plagiarism</li> <li>4) Four cases of late submission</li> <li>5) Cautionable offence while on Final Warning</li> </ol>

**NOTE 1:** In situations in which the probationer has not received a competent written assessment, the probationer will be allowed a period of one week to resubmit in the case of an exegesis or assignment.

In the case of an IST Assignment, if it was to be a communally determined assessment, the probationer is to resubmit by the end of the IST meeting. If it is to be solely assessed by the DSS or IST Convenor, the probationer will be given a week in which to resubmit from receiving knowledge of the assignment not being competent.

If the resubmission is not successful it results in a failure of the Assignment or Exegesis and the rubrics fall into place.

**NOTE 2:** If a probationer has submitted a piece of work in which there is evidence of plagiarism, the probationer receives an automatic fail, with no option for re-submission.

**CHARACTER FORMATION**

**Assessments within this Category:**

1. Circuit Probationer Reports (P2 and P3)
2. Self-Assessment (in recommendation for ordination year)
3. District Assessment Report (Screening Committee in recommendation for ordination year) (P6)
4. Exit Interview Report (District Screening Committee in ordination year) (P7)

**Assessing of Circuit Probationer Reports (Forms P2 and P3):**

This assessment uses a grading system - that is marked out of 10 - for areas of character. The table below offers a guide for assessing the areas of character. In addition, the table indicates any additional requirements of the circuit for each category of assessment.

<b>Rating Scale Descriptions</b>		
<b>1 - 4.9 (Category A) Very Poor to Unsatisfactory</b>	<b>5 - 7.9 (Category B) Fair to Almost Satisfactory – requires attention</b>	<b>8 - 10 (Category C) Satisfactory to Excellent</b>
<p>If a report on a probationer falls into this category, s/he receives a caution and <u>an additional Circuit report is to be completed and submitted to the DSS</u>, for presentation at the next EMMU Gen Com Meeting.</p> <p>Examples of what would receive a rating in this category:</p> <ol style="list-style-type: none"> <li>1. Repeated non-attendance at Circuit Meetings or events, without appropriate notification or reason</li> <li>2. Blatant disregard for pastoral oversight (not taking preaching appointments, keeping pastoral commitments, etc.)</li> <li>3. Not being present within the appointed circuit without due notification to the Superintendent (when on leave or weekend off, the appropriate channels of notification need to be observed)</li> <li>4. Issue with discipline as per the Book of Order (mismanagement of church funds, inappropriate behaviour with colleagues or congregation, etc.)</li> <li>5. In the case of a severe pastoral issue (Divorce, Alcohol or drug Abuse, Abuse in the family, etc.).</li> </ol> <p><b>Please Note:</b> Issues that pertain to a breach of discipline or pastoral concern need to follow the discipline criteria listed within the book of order.</p>	<p><u>An additional Circuit Report</u> highlighting the engagement of the probationer on the area of concern that was highlighted in the earlier report, which will be submitted to the DSS before the next EMMU Gen Com Meeting. If the probationer has done no tangible work on the area of concern, he/she receives a caution.</p>	<p>No further report back required.</p>

**RUBRIC**

<b>Disciplinary Action</b>	<b>Offense</b>
Caution	1) Receiving a Category A rating <b>for any one of the components</b> in a Circuit Probationer Assessment. (In the case of a pastoral issue, no disciplinary measures are to be taken; instead the recommendations of the MCSA’s pastoral commission are to be upheld and monitored). 2) Avoidance of recommendation (from previous Category A or B).
Warning	1) Accumulated two reports with a Category A rating. 2) Persistent avoidance of recommendations (Category A or B), i.e. if after receiving the Caution or Warning, and the subsequent Circuit report shows no work done by the probationer in dealing with the area highlighted.
Final Warning	1) Accumulated three reports with a Category A rating 2) Receiving consecutive reports with Category A rating 3) Continual avoidance of recommendations. If after receiving a Caution and a Warning and it is found that the probationer has not followed the recommendations, a Final warning is to be issued at the next EMMU meeting.
Discontinuation	1) Accumulated four reports with a Category A rating. 2) Continued avoidance of recommendations following Final warning.

**NOTE 1:** If a probationer has not been able to fulfil the requirements for ordination within the maximum period of 7 years, as stipulated in the Book of Order, the probationer is automatically discontinued.

**NOTE 2:** If a Category A report is received from (and therefore a CAUTION), intervention strategies in consultation with EMMU & DSS, the District Bishop and Circuit may be recommended by EMMU General Committee. An additional report would then be submitted to the DSS by the respective committee/s in time for the next EMMU meetings.

A CAUTION and or recommended INTERVENTION will be issued by the EMMU General meeting (June/July or January) and communicated to the Probationer in writing as well as verbally by the DSS.

If the reports at the following EMMU meeting show that the probationer has engaged with the recommended intervention strategies, the CAUTION may fall away. This decision will be made by EMMU General Committee and communicated to the probationer in writing as well as verbally by the DSS.

**NOTE 3:** In the case of a probationer having received a WARNING, a pastoral interview (with the knowledge of the Bishop and the Circuit Superintendent) is to be conducted by the DSS and IST Convenor. When a probationer has received a FINAL WARNING a further pastoral interview (with the knowledge of the Bishop and the Circuit Superintendent) is to be conducted with the DSS, District Bishop and EMMU representative, in which various intervention strategies (recommended by EMMU General committee) will be shared. This will be a minuted meeting with records to be kept by the District and EMMU.

**NUMBER OF YEARS ON PROBATION BEFORE ORDINATION**

- Full Time Itinerant – Minimum of 5 years; **MAXIMUM OF 7 YEARS**

[Type text]

## CHARACTER FORMATION VALUES

Dignity	Unity	Servant Leadership
Showing respect for others	Working with others flexibly	Being humble
Showing compassion	Being inclusive	Empowering others
Being forgiving	Being tolerant of difference	Not seeking power
Showing empathy	Being loyal	Not seeking wealth
Showing patience	Being Fair & Just	Not seeking acclaim
Not being judgmental	Being other-centred	Willing to sacrifice
Advocating non-violence		Respecting authority
		Minimizing hierarchy

Stewardship	Integrity	Intellect
Being physically healthy	Being honest	Committed to growing the mind
Having good self-esteem	Being trustworthy	Thinking critically
Caring for family	Handling responsibility	Thinking independently
Caring for own property	Accepting accountability	Having vision
Responsible with money	Speaking truth regardless of consequence	Having creativity
Caring for others' property & money	Handling criticism	Taking initiative
Caring for environment	Working hard	Self-awareness
Responsible with time	Not manipulating others	
	Following rules / laws	

These values are developed by growing one's relationship with God and following the example of Jesus Christ.

This is achieved primarily by studying the bible and growing one's theology, praying and meditating regularly, worshiping with meaning & seeking God's instruction in everyday encounters and experiences.