

THE METHODIST CHURCH OF SOUTHERN AFRICA



THE ROLE AND RESPONSIBILITIES OF SUPERVISORS OF STUDIES AND MENTORS

SUPERVISION

WHAT IS SUPERVISION?

“A person who supervises a person on an activity”

“A person who monitors, regulates students on their performance on designated tasks”

DISCUSSION.....

As a supervisor of studies.....

1. Where are you most strong as a supervisor of studies?
3. What areas of supervision are **challenging for you**?
4. Where do you **want to improve** and how can you improve yourself?

SETTING AND COMMUNICATING EXPECTATIONS

1. What do you expect from the people you supervise?
2. What do you expect from the structures?
3. Have you ever communicated this?

YOUR ROLE IS TO HELP PEOPLE SUCCEED!!!

1. Planning
2. Organizing
3. Directing
4. Controlling

THE ROLE OF A SUPERVISOR OF STUDIES

Planning: Setting goals and direction

Organizing: Determining what needs to be done

Controlling: Monitoring activities

Leading: Directing, motivating, and handling conflicts

Achieving the set out goals

TRADITIONAL ROLE	TODAYS ROLE	MORE ROLES
Overseer	Trainer	Key person
Disciplinarian	Adviser	Person in the middle
Do as I say not as I do	Mentor	Behavioral specialist
Enforcer of policy	Facilitator	
	Coach	

EXPECTATIONS FROM A SUPERVISOR OF STUDIES:

1. Follow through: What needs to be done by when etc.
2. Accuracy: Record keeping, reports, what courses to be studied
3. Punctuality: know registration dates etc.
4. Responsive and good service: Respond to phone calls etc.

5. Engagement: Participate in meetings and decision making

6. Accountability

7. Confidentiality

8. Equality and empowerment of all people

9. Personal responsibility: trustworthy, reliable, dependable

A SUPERVISOR OF STUDIES MUST BE SMART

S-Specific on what needs to be achieved

M-Measure and assess

A-Attainable, can it be done?

R-Realistic and Relevance

T-Time bound

TECHNICAL SKILLS NEEDED FROM A SUPERVISOR OF STUDIES

1. Know the operation
2. Know the stakeholders
3. Understand the organization

INTERPERSONAL SKILLS NEEDED FROM A SUPERVISOR OF STUDIES

1. Respect for others
2. Respect of power

SUPERVISION OF PROBATIONERS' STUDIES AND WORK

4.32 The Superintendent of each Probationer shall present a written report to Synod on the Probationer's Circuit work.

4.33 A Minister in each District shall be appointed by Synod as District Supervisor of Studies who is to meet the following requirements:

4.33.1 A passion for forming persons for the vocation of ministry.

4.33.2 A high level of administrative skill and competency (including
34 The Methodist Book of Order
Computer literacy, or the availability of an office that can perform such functions as record keeping, typing, email and, or, fax communication).

4.33.3 Own transport and the ability to travel within the District and
Connexion when needed

4.33.4 A pastoral concern for ministers in training, and the training needs of the laity.

4.33.5 The ability to mark/evaluate the work of ministers in training (such assessment includes both academic and vocational competency).

4.33.6 Teaching and facilitation skills.

4.33.7 Impeccable religious and moral character.

4.33.8 A sense of responsibility to the Connexion, the District and the local Circuit.

4.33.9 A clear understanding of the polity of the Methodist Church of Southern Africa as it relates to education and ministerial formation.

4.33.10 An ability to build and oversee the work of a strong District EMMU team.

4.33.11 A willingness to stay current with the training regime of the Church.

4.33 .12 A minimum of an honours degree in Theology or obvious suitability for the work, and at least five (5) years post Ordination experience in Ministry.

4.34 The District Supervisor of Studies shall

CHALLENGES FACING SUPERVISORS

1. Constant problem solving
2. Simultaneous problems
3. Judged on ability to manage others
4. Time consumption
5. Promoted from peer group
6. Providing leadership
7. Emotional support

HOW TO SUPERVISE

ADULT LEARNING THEORY

I hear and I forget
I see and I remember
I do and I understand

**It is not your duty to do assignments for
the students**

MENTORING

“ A professional **relationship** established between **two people** where a **more experienced person** guides a **less experienced** through the subject, where professional development is desired”

“ Christian mentoring is a **process** of **acknowledging** and **discerning** what God is doing in the life of the one who is mentored.”

WHY IS MENTORSHIP IMPORTANT?

1. A person trying to make it on their own is an accident waiting to happen. Every person needs a mentor in life
2. Mentoring is Biblical e.g. Jethro & Moses, Elijah & Elisha, Mordecai & Esther, Nathan & David, Naomi & Ruth, Elizabeth & Mary, Paul and Timothy etc.
3. It is a Methodist ethos of “ watching over one another in love” e.g. in Class Meetings.

THE ROLE OF MENTOR



THE ROLE OF MENTOR

M-Manages the relationship

E-Encourages

N-Nurtures

T-Teaches

O-Offers mutual respect

R-Responds to mentees needs

WHAT KEEPS THE MENTOR/MENTEE RELATIONSHIP ALIVE?

1. Mutual trust
2. Regular contact session
3. Genuine belief in the process
4. Desire to build the institution
5. Mutual growth

6. Power free partnership

7. Teaching interdependence and not dependence

SKILLS NEEDED BY MENTOR/MENTEE

SKILLS NEEDED FROM MENTOR	SKILLS NEEDED BY MENTEE
Listening	Active listening
Building trust	Reflection
Ability to encourage	Willingness to take responsibility
Providing corrective and constructive feedback	Asking the right questions
Inspiring	Ability to take initiative
Developing capabilities in mentee	Follow through on commitments
Good motivator	Willingness to learn
People orientation	Openness to criticism

FURTHER SKILLS UNIQUE TO MENTOR

1. Observation
2. Ear of a child, "Is that so"
3. Empathy
4. Warmth and respect
5. Confrontation and raising the bar
6. Story telling and self disclosure

THE UNIQUENESS OF MENTORING

Focus on achieving outcomes and developing the person

Agenda is set by both mentee and mentor with the mentor providing

Support and experience sharing.

Engagement period can be ongoing and lifelong

CONCLUSION

MENTORSHIP AND SUPERVISION ARE:

1. A sacred role (not a status)
2. Supervisors and Mentors in the church are entrusted with the confidence of God and the church.
3. Entrusted with the responsibility to be a companion for growth in discipleship/
Christ likeness.