



# Section for Local Committees

Note:

- This material is also available on the CCS website – [www.ccsonline.ca](http://www.ccsonline.ca)
- <http://ccsonline.ca/resources/student-resources/field-kit/>

## **Expectations of the Local Committee**

### **Introduction**

Members of the local committee have an important role to play in a student's preparation for ministry. The field placement provides a learning environment in which students can both engage in the practice of ministry and reflect on their involvements. The local committee's responsibility to provide care and support for the student runs concurrently with the responsibility to provide honest and compassionate evaluation of the student's abilities.

### **Criteria for Committee Members**

The Local Committee consists of four or five people, normally all of whom are connected with the field placement ministry setting who:

- have interest and experience in the particular focus of the theme year
- value ministry in the church and the world
- are interested in their own learning and growing
- are reflective about experiences
- are willing to discuss issues of theology
- bring a mutual approach to learning together
- are able to offer feedback in a manner that is constructive and non-judgmental
- are representative of different ages, genders, races, cultures
- are available for team meetings and follow up

For students who have already completed a field placement, it may be helpful if at least one member of your former Local Committee can continue to serve on your current theme year Local Committee.

### **Recruitment of the Committee:**

It is the student's responsibility to recruit the Local Committee. The student:

- could consult with the staff and key volunteers at the placement to get suggestions
- should not ask people who may be in conflict of interest (e.g. friends of the student, personnel committee members in settings where the student is employed)
- could write a letter to invite volunteers to become part of the committee
- might follow up with a phone call or visit
- should provide orientation about CCS program and student's field placement

### **Responsibilities of the Committee:**

- meet every four to six weeks (6 times during the course of the field placement)
- support the student and offer challenge where appropriate
- provide clear feedback on their observations of the student's leadership and learning
- monitor student's goals and suggest situations where these goals can be pursued
- provide history and context as needed
- be co-learners with the student in relation to this task
- provide resource ideas and assistance
- at least one person is to represent the Local Committee at the fall CCS led orientation session and should be willing to share information with others on the committee
- at least one person is to represent the Local Committee at the student's assessments
- interpret the CCS program to the congregation/parish/ministry/agency and ensure that they are informed about student's role

## Local Committee Meetings

### Possible Outlines

#### Initial Meeting

##### **Purpose**

- to orient members of the Local Committee to the CCS program and their role in the field placement

##### **Goals**

- to review the CCS program
- to clarify the role of the Local Committee in the field placement; share other insights or information from the CCS staff-led orientation session
- to share the student's learning goals for the field placement
- to discuss and decide how meetings will be convened and facilitated and the focus of the meetings

##### **Roles**

- it is the student's responsibility to initiate and facilitate the first meeting

##### **Agenda**

- welcome and agenda review
- introductions and check-in
- worship/prayer
- review of CCS program
- purpose and role of the Local Committee
- sharing and discussion of the student's learning goals
- discussion of meeting format, facilitation, focus and dates of future meetings
- update on student's goals and work in the field placement
- identify learnings from the meeting
- evaluation of meeting
- closing prayer

#### Meeting re: Personal Journeys

##### **Purpose**

- to build community and connection between and amongst the Local Committee members and the student

##### **Goals**

- to create an atmosphere that is respectful and as comfortable as possible
- learn about one another's stories and from the insights that arise out of these experiences
- to acknowledge the privilege and honour, blessing and responsibility it is to hear another's story
- to begin to discuss our understandings of the focus of the theme year (i.e. Educational Ministry (including Liturgical Ministry), Pastoral Care, and Social Ministry)

##### **Roles**

- ensure the responsibility to initiate and facilitate this meeting is in place
- time-keeping might be an important aspect of this session of story-telling

##### **Agenda**

- welcome and agenda review
- introductions and check-in
- worship/prayer
- each person takes a turn (5-10 minutes) sharing, as much as she/he is willing and seems appropriate, their life experience in relation to the focus of the theme year:  
e.g
  - Educational Ministry Year
    - ▶ struggles with the educational system, love of reading and research
  - Pastoral Care Year
    - ▶ grief experiences, visiting institutional settings, health concerns
  - Social Ministry Year
    - ▶ stories of social location, prejudice and stereotyping, personal economic situation
- discuss the theological themes that have arisen from the story-telling
- update on student's goals and work in the field placement
- identify learnings from the meeting
- evaluation of meeting
- date and leadership roles for next meeting
- closing prayer

### **Meeting re: Feedback**

#### ***Purpose***

- to discuss and practise feedback as part of the student's preparation for ministry

#### ***Goals***

- to share experiences of giving and receiving feedback
- to review the principles of giving feedback
- to practise a model for giving feedback

#### ***Roles***

- someone from the Local Committee will facilitate the meeting
- the student will be responsible for reviewing the principles of giving feedback and the feedback model and preparing ways for the Local Committee to practice the model

#### ***Agenda***

- welcome and agenda review
- check-in
- worship and prayer
- sharing of positive and negative experiences of giving and receiving feedback
- review of principles of giving feedback
- review of feedback model
- update on student's goals and work in the field placement
- practise using the model, including giving feedback on incidents or issues from the student's field work
- identify learnings from the meeting
- evaluation of meeting
- date and leadership roles for next meeting
- closing prayers

## Ongoing Meetings

Each meeting needs to include: check-in for all of the team members; time for the student to describe some of the work in which she/he has been involved; reflection on the work; and feedback to the student. It will also be important to allow time for dealing with any problems or concerns that arise, for theological reflection, and for determining any special focus for the next meeting.

The list of questions that follows suggests possible areas of conversation for the meetings.

- What have been the primary activities in which you have been engaged during the past month?
- What are the items you would like to talk about today?
- What are some of the things about which you feel good?
- What have been some of the hardest aspects of the placement for you?
- In what ways have you been able to work on your learning goals?
- What insights have you had about the diaconal ministry of worship and education?
- What are your hopes and plans for the coming month?
- How are your regular sessions with your learning facilitator and diaconal/vocational mentor going?
- Are there pieces of work we might do together? (e.g. planning and facilitating a special event, looking at ways of getting feedback from the people with whom you are working)
- Observations about your work within the ministry setting.

Before the end of each session, we encourage you to evaluate the meeting and to decide/remind people of the date and location of the next meeting.

## Meeting Prior to Mid-term Review

At the meeting just prior to the mid-year review in January, in addition to the regular agenda items (welcome and agenda review, check-in, worship and prayer, student description of the work, reflection, feedback, identifying learnings, evaluation of the meeting and closing prayers) please spend some time reflecting on the questions for the review. This will enable representative(s) of the Local Committee to speak for the whole team rather than just her/himself.

## Final Meeting of the Local Committee

At the last meeting of the Local Committee, in addition to the regular agenda items, please reflect together on the questions for the student's final assessment. It will also be important to talk about your work together as a Local Committee with the student.

- What things have you appreciated about your time together this past year?
- What might you like to see done differently another year?
- What have been some of your learnings this past year in terms of educational ministry?

❖ ***Reminder: This committee is to meet six times during the course of the year.***