

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. For example:
 - 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.