



# Third Phase of Ministerial Education (3pm)

POL—MAP-06

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## Purpose

When ministers begin their first placement, they enter into the time that the Uniting Church refers to as the Third Phase of Ministerial Education (3PM). The Assembly Guidelines for the Third Phase of Ministerial Education (2010) state that this time is intended to be period of sustained and intentional mentoring and support for newly ordained ministers during the first three years of ministry practice. It is to be a period of increased partnership between the Presbytery, the placement context and the newly ordained minister to assist the minister to make a smooth transition from the Core Phase into active and responsible ministry and to develop lifelong habits of engagement in professional development activities such as professional supervision and continuing education.

A copy of the full guidelines can be found at:

<https://uniting.church/images/stories/ASCMinutes/1007minutesattachmentthirdphaseguidelinesfinal.pdf>

## Shared Responsibility

The Assembly guidelines clearly establish that the primary responsibility for the 3PM is shared between the Presbytery and the newly ordained minister. Other individuals, groups and organisations have varying degrees of responsibilities within the 3PM process. Individuals, groups and organisations expected to have a significant role in the 3PM process are referred to as "players" in this guide.

## How may this guide be used?

This guide aims to contribute to a rich and meaningful 3PM experience through providing players involved with a clear summary of their key accountabilities within the 3PM. It is hoped that this guide will assist the various players to plan, execute and monitor activities and accountabilities associated with 3PM.

## The Table

Responsibilities for various players involved in 3PM provides a one page summary of 3PM development opportunities/accountability areas, and each player's level of responsibility over the years of 3PM.

## Scope

This guide refers to the first three years of ministry placement.



## Policy Principles

### Glossary for This Guide

#### *Development opportunities/Accountability areas*

Development opportunities/Accountability areas refer to aspects of ministerial practice/education applicable to the Assembly guidelines as areas to attend to during the 3PM. The level of responsibility attributed to each player is noted within the table.

#### *Key Players involved in 3PM*

While many people, groups and organisations are influential during an individual's 3PM, key players involved in every 3PM process include: the Minister in their 3PM; their Presbytery, represented by a Presbytery nominee; Multiple Presbyteries represented through inter-Presbytery collaboration; Formation Panel; Professional Supervisor; Synod Office; and, Trinity College.

*Minister in 3PM:* The Minister accepts primary responsibility for actively pursuing areas of 3PM that: 1. are required; and, 2. will assist them to make a smooth transition from the Core Phase into active and responsible ministry. They will do this in collaboration with the nominated Presbytery representative who acts on behalf of the Presbytery.

*Presbytery:* The Presbytery, acting through a nominated representative, is responsible for ensuring a successful 3PM outcome. The Presbytery representative will work in collaboration with others to ensure goals are met and will facilitate an annual “check up” conversation (see Conversation Checklist). In the case of CEM, mentoring and supervision, the Presbytery has ultimate responsibility for ensuring minimum requirements are met.

*Inter-Presbytery:* As 3PM is the responsibility of Presbyteries, it is beneficial for Presbyteries to collaborate and monitor the 3PM progress. To facilitate this process, 3PM is included as a standing item on the PSI agenda three times per year. Facilitation of an annual 3PM retreat, as agreed by the QLD PSI (2017) is the responsibility of the presbyteries.

*Formation Panel:* Ordinands will be assigned a Formation Panel when they begin their 3PM. If they are ordained into the Presbytery that they have candidated from, they may simply continue with the same Formation Panel they met with during their second phase of ministerial education. If the ordinand is joining a new Presbytery, a new Formation Panel may need to be constituted. In the end, the responsibility of the Formation Panel, and its make-up, lies with the Presbytery in which the ordinand is placed.

*Professional Supervisor:* As described within the Code of Ethics, each Minister will establish and maintain a professional supervision process throughout the 3PM.

*Mentor in 3PM:* Each minister in 3PM will have a mentor appointed by their Presbytery. The mentoring role is distinct from supervision in being focused on skills and day-to-day ministry, especially in the transition from student to ministry practitioner. Mentors will be experienced ministers who act as companions with the newly ordained minister.



*Synod Office:* The Synod Office (Synod Secretariat) is not directly responsible for delivery of the 3PM process. However, as indicated in the table, it has a function to encourage and support.

*Trinity College:* Trinity College is not directly responsible for the delivery of the 3PM process. However, it plays a significant role in establishing good practices and processes through Formation. If ministers move into 3PM from Trinity College, they would be familiar with working with a formation panel and they would have completed a proposed CEM for their first year as a minister.

### *Degree of responsibility*

The Presbytery where the minister has been placed and the minister themselves have primary responsibility for ensuring the newly ordained ministers receive adequate support during the first three years of ministry practice.

The descriptors in the body of the table denote the level of responsibility that is expected for each of the players. A description of each level of responsibility follows:

*Primary:* A player whose responsibility is designated as "primary" has the chief responsibility to ensure that this area of accountability is adequately attended to over the three years. In each case, more than one player shares primary responsibility. This encourages a collaborative approach. However if one of the parties does not uphold their responsibility in an area, the Presbytery Chair should be consulted.

*Ultimate:* In a small number of areas, notwithstanding that the primary responsibility lies with specific players, one player has ultimate (and urgent) responsibility to ensure the area is met. This acts as a "fail-safe". e.g. in the case of compliance through obtaining a blue card, the Synod Office has ultimate responsibility to ensure that all Ministers hold current blue cards. If this area is not met by the minister, the Synod Office will act to stand down the Minister from the exercise of ministry until the requirement is met.

*Oversight:* While primary responsibility rest with other persons, a person or group with oversight actively keeps watch of progress and provides intentional support and guidance to the area of accountability as required.

*Provide opportunities:* Responsibility lies only in providing or supporting the provision of generic opportunities in this area of accountability.

*Encourage:* Responsibility lies in providing general encouragement in this area of accountability.

*Collaboratively:* More than one Presbytery will collaborate in the delivery of this opportunity.

*Monitor:* Responsibility lies in watching the 3PM processes closely from a high level perspective, ensuring processes are being followed across the Synod.

## Revisions

Document number		F/8.4			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	21.08.2017	Synod Standing Committee	21.08.2017	Manager People and Culture	Manager People and Culture
Next scheduled review		01.06.2025			



Table: Responsibilities for various players involved in 3PM

Development opportunities/ Accountability areas	Compliance e.g. blue card	Learning agreement and CEM	Role clarification	3PM Ministry Development Framework	Mentoring	Professional Supervision	Collegiality	Support	3PM retreat
<b>Key players involved in 3PM</b>									
<b>Minister in their 3PM</b>	Primary - ensure ongoing compliance	Primary – self monitoring & update annually	Primary – ongoing, proactive	Primary – ongoing, proactive	Primary - ongoing, proactive	Primary – ongoing, proactive	Primary – ongoing, proactive	Primary – ongoing, proactive	Primary – active participation
<b>Presbytery through Presbytery Representative</b>	Primary – regular review to ensure compliance	Ultimate – regular review to ensure standard is met	Primary - regular review to ensure clarity	Primary – regular review of development	Ultimate – regular review to ensure standard is met	Ultimate – regular review to ensure standard is met	Encourage – regular review of action	Primary – regular review of action	Primary – participate in organisation and support as required
<b>Inter-Presbytery</b>	Monitor through Synod office	Monitor 3PM process through PSI	Monitor 3PM process through PSI	Monitor 3PM process through PSI	Monitor 3PM process through PSI	Monitor 3PM process through PSI	Monitor 3PM process through PSI	Monitor 3PM process through PSI	Collaboratively organise and facilitate through PSI
<b>Formation Panel</b>	Oversight – report to Presbytery PRC	Oversight – report to Presbytery PRC	Oversight – report to Presbytery PRC	Oversight – report to Presbytery PRC	Oversight – report to Presbytery PRC	Oversight – report to Presbytery PRC	Oversight – report to Presbytery PRC	Oversight – report to Presbytery PRC	Oversight – report to Presbytery PRC
<b>Professional Supervisor</b>						Primary – Ministry Agent drives agenda			
<b>Synod Office</b>	Ultimate – ongoing vigilant record keeping	Encourage – mainly through PSI	Encourage – mainly through PSI	Encourage – mainly through PSI	Encourage – mainly through PSI	Encourage – mainly through PSI	Encourage – mainly through PSI	Encourage – mainly through PSI	Encourage – mainly through PSI
<b>Trinity College</b>		Provide CEM opportunities suitable for 3PM	Encourage during formation	Ministry FF embedded during formation	Encourage during formation	Encourage during formation	Encourage during formation	Encourage during formation	Collaboration if invited by Presbyteries



Participants in conversation:

Date:

<b>Development opportunity/ Accountability area</b>	<b>Over the past 12 months, has the following happened?</b>		<b>Comments (if necessary)</b>
Compliance	All compliance requirements are up to date.	Yes / No	
Learning agreement/ CEM	Learning agreement has been up dated and CEM completed as planned.	Yes / No	
Role clarification	At least one in-depth role clarification conversation has occurred.	Yes / No	
Ministry Development Framework	Behaviours have been evaluated against those in the Ministry Development Framework.	Yes / No	
Mentoring	An ongoing mentoring relationship has occurred.	Yes / No	
Professional Supervision	Ongoing supervision has been in place as described in the Code of Ethics.	Yes / No	
Collegiality	Ongoing collegial relationships are in place.	Yes / No	
Support	Minister believes that adequate support has been provided.	Yes / No	
3PM Retreat	Participation in 3PM Retreat has taken place or is planned.	Yes / No	