

## APPENDIX

# Notes on Work Papers: A Proposed Outline

### Introduction

Participants are required to write a paper by way of preparation. These papers are shared amongst those taking part in the course who have undertaken, in writing, to treat them confidentially. They provide an opportunity for you to reflect on different aspects of your work and ministry, and your thoughts about them. Of itself this can be useful. They also facilitate the exchange of information and the development of mutual understanding. They will provide the background to the session on each participant's work situation and help us together to give shape to the course.

Detailed guidelines to the parts of the paper are given below to aid and prompt your reflection. Your own reflections are most important. Follow the suggestions where they are helpful. Supplement these to add things that are important to you and which you would like to include in your writing. Use the opportunity to write as fully and freely as you wish but 2000 words is a useful guide. No more than a quarter of the paper should be given to Part 1. This is not a questionnaire.

### Part 1 - My working life, journey and story

This first part invites you to reflect and write about your vocational story up to now and to assess your present position. The following headings may help you to do so:

The major landmarks in my vocational journey to the present.

People and ideas that have influenced me and my ministry.

Ways in which my present work fits into the story or my journey.

The aspects of my ministry that I find enjoyable and fulfilling; difficult and frustrating; and those that occupy most of my time and thought.

Dimensions of my ministry that I would like to develop.

**No more than a quarter of the paper should be given to Part 1.**

### Part 2 - My beliefs, purposes and approaches

This part is for you to indicate the beliefs, principles, concepts, assumptions, ideas and purposes that are and have been fundamental to your life and work. Also indicate what you have learnt about working with and ministering to people that now informs the ways in which you work and minister.

**Part 3 - The section of the Church (Parish, Circuit, Diocese, District, etc.)  
for which I am responsible**

**My present job or appointment**

Describe the principal aspects of your present job, the overall context in which you have to do it and how they relate.

**Features**

Describe the features of the Church or Organization in which you work and the geographical area within which it operates, the activities in which it is engaged and the people for whom you work.

Describe the way you see the different church, organizational and community entities with which you work and the relationships between them.

**Tasks and Purposes**

Describe and rank in order of importance as you perceive them the main tasks and purposes of the part of the church or organization in which you work and the way it is organized to carry out its tasks.

Who is responsible for what areas of work?

Who makes decisions and carries them out?

The process by which decisions are made.

Ways in which people are accountable for the effectiveness and well-being of your church or organization.

Relationships in theory and practice between national, regional and local levels.

Your views of these aspects.

**My place in my church and organization**

The way you see the place and role that you occupy in your Church or Organization.

The primary responsibilities and tasks that you undertake within your Church or Organization.

The ways in which you are supported from above and below.

Aspects of the Church's or Organization's life and structure which you find helpful and those which hinder.

How would you describe the primary working and personal relationships you have? For example: with colleagues, with other Churches and religious orders or organizations, with others working professionally with you.

**The Context**

Can you state the positive and negative factors for you in the contemporary Christian, ecclesiastical and social contexts.

**Change and Development**

Describe any significant patterns you discern in the way in which things are proceeding and developing in your work. Note the things you consider to be sound, to be evolving satisfactorily, to need considering, to be ripe for change or assessment, to be problematic. Can you do a similar exercise on the way in which you are developing in your vocation/profession?

Do you discern any implications in all this for you?

**Part 4 - What I would like to get out of the course. Note just what you yourself want to get out of the course.**

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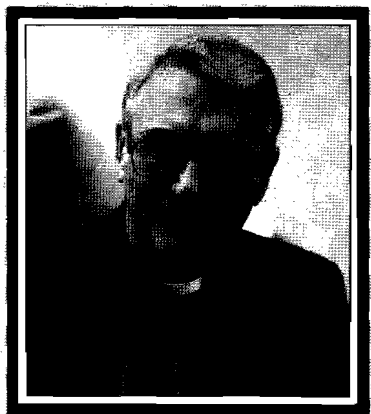
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**George Lovell** is a senior research fellow at Westminster College, Oxford. His doctorate was about development work he did in Thornton Heath, Croydon, during six years as the local Methodist minister. He has written several books on church and community development. He was the Beckly Social Service Lecturer for 1981. He has been responsible for extensive work-consultancy services for clergy, laity and religious of seven denominations working at all levels in Britain, Ireland, Africa and some fifteen other countries.



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