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.
Books of general Christian interest as well as books on theology, scripture, spirituality and mysticism are published by Burns & Oates Limited.

A free catalogue will be sent on request:

**Burns and Oates Dept A,**
Wellwood, North Farm Road, Tunbridge Wells,
Kent TN2 3DR, England
Tel (01892) 510850, Fax (01892) 515903
"George Lovell has helped church workers look critically at what they're doing and to find ways of handling what they see. His has been a charismatic ministry and the whole church is deeply in his debt."—The Revd Dr Leslie Griffiths, President of the Methodist Conference 1994–95.

Much is written about analysing church and community work, little about designing. This book is about both. It describes sequences that cover every aspect from having initial ideas to evaluating the outcome. These sequences enhance the quality and value of work with people whilst giving practitioners greater job satisfaction.

It is a handbook for clergy and laity who want to examine their own work, for trainers who lead work study courses and for work consultants. It contains four worked examples of analysis and design and detailed commentaries on the methodology and the underlying theory and theology. It discusses difficulties of practising the approach. It describes eight major contributions it makes to church and society.

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.

In conclusion to this major work he writes: “All my experience convinces me that church and community development is a movement of the second half of the twentieth century that has much to contribute through its methodology and spirituality to Christian mission and ministry in the twenty-first century through equipping practitioners, churches and communities for creative reflective action.”