



PASTORAL COUNSELLING INSTITUTE

Relating Theology and Psychology

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Rev. Geoff Stevenson

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TO WHOM IT MAY CONCERN RE: MINISTRY PLACEMENT CONTACT PERSONS

It is the policy of the Pastoral Counselling Institute to require students, as part of their adult learning, to negotiate a learning placement.

When students are able to negotiate a ministry placement they are required to have one responsible person within that placement to whom they are accountable. The purpose of this accountability is to make sure that they work appropriately within that ministry placement.

As the work the student is doing in the placement is being regularly supervised - individually and in group - the contact person is not asked to provide this service. The individual ministry situations may, however, have their own requirements in this regard. Normally each student works with the contact person according to the requirements of that placement and focuses the learning about ministry with the supervisor at the Institute.

The Contact person will be requested to complete a checklist of competencies at the mid-point and end of the course. These will include: the students ability to use effective communication skills; to work within boundaries; the ability to follow workplace instructions; use time management skills and have a positive attitude to the placement. And to sign the forms to confirm that they have worked appropriately within that ministry placement.

Thank you for your participation in the learning process of students. Should you require any further information that would facilitate a beneficial working relationship, or if you wish to discuss the work of the student, please feel free to contact our office.

I agree to be the contact person for: _____
First name Surname

At: _____

My role in the organisation is: _____

Name of Contact Person (*Please print*) _____

Signature of Contact Person: _____

Phone: _____ Email: _____