**EM2 within Education for Ministry Guidelines 2024**

Education for Ministry 2 (EM2) is a phase of supported learning, providing opportunities for continuing ministerial formation, evidence of ongoing individual development, and promoting habits of lifelong learning and connection, with the wider URC through the provided EM2 programmes. EM2 is about context and development, putting theology and faith in real places with the minister holding real responsibility. The EM2 period is a time to learn how to work in new circumstances, to share that learning with others in the same situation and to reflect in dedicated learning events. It is designed as a time of structured support to help new Ministers settle into Ministry and not as a series of hoops to jump through.

*‘EM2 Ministers’ in this context is used in its widest form meaning Church Related Community Workers and Ministers of the Word and Sacraments.*

Education for Ministry (EM) occurs within the context of the learning of the whole people of God and is quite specifically, education to enable people to engage in the ministry of Word and Sacraments and Church Related Community Work in the United Reformed Church. It is divided into three phases:

* Education for Ministry Phase 1 (EM1): the initial phase of training after a candidate has been accepted for training at a Resource Centre for Learning (RCL) and before ordination or commissioning.
* Education for Ministry Phase 2 (EM2): Successful completion of EM1, the post ordination or commissioning period lasting until all requirements have been met, normally three years. EM2 applies to URC students from EM1 who move to posts of responsibility and to Ministers joining the URC from other denominations via Certificates of Eligibility.
* Education for Ministry Phase 3 (EM3): the remaining time of a person’s active ministry. This naming reflects the understanding that education for ministry is an ongoing process, with different phases requiring different learning, but not neatly separated from what has gone before.

In practical terms, the EM2 phase normally begins at ordination to the ministry of the Word and Sacrament or commissioning to Church Related Community Work and ends with a certificate of completion of EM2, recommended by the Synod in which training has been completed.

The responsibility for managing learning shifts in EM2 with learning focussing on consolidating and grounding theory in practice. EM2 is a partnership between Education and Learning working on behalf of General Assembly, the Resource Centres for Learning (RCLs), the Synod in which the EM2 Minister has been called, and the Minister themselves.

The Minister, following ordination or commissioning, should contact their Synod EM2 Officer to be registered on both the Assembly and Synod EM2 programmes. The Synod EM2 Officer is often the Synod Training and Development Officer or equivalent (TDO+) or other person, as designated by the Synod. If this is unclear then contact an RCL for advice.

There are times when there is a gap between the end of EM1 and the beginning of EM2. When a person is this situation, there will be liaison between the EM1 leaver, the sending Synod and the Secretary for Education and Learning to monitor any training needs in relation to how and when the Minister may enter EM2.

EM2 is also arranged for Ministers with Certificates of Eligibility. These ministers from other denominations are experienced in ministry but may not be experienced in the culture and practice of the URC. The EM2 period is to support the Minister both personally and in their new role and enable them to engage with other Ministers. Ministers inducted through the Certificate of Eligibility scheme should approach their Synod EM2 Officer to enable registration on both the Assembly and Synod EM2 programmes.

Participation in EM2 is required of all newly ordained Ministers of Word and Sacrament/ CRCWs. EM2 ministers are in fully recognised posts of responsibility, with no need for further qualification or assessment. At the same time, the URC recognises the EM2 as a distinct season of life-long learning and vocational formation. In this unique season of learning, EM2 ministers actively engage their ministerial contexts through intentional reflection which is in turn supported by the following: the Assembly Agreed Programme (normally 3 years dependent on completion of Programme); a Synod led programmes; other training relationships including ecumenical opportunities; a personal learning plan developed in consultation with the Synod EM2 Officer.

There are occasions when EM2 takes longer than expected. This may happen if a Minister changes pastorate or project, changes their Ministry Mentor or for other unforeseen reasons. If a Minister has not completed all the requirements of EM2 this phase will take longer.

The decision on completion of EM2 is made by the relevant Synod Committee. If a Minister is unable to complete EM2, for whatever reason, the Synod EM2 Officer will consult with the Secretary for Education and Learning and the Secretary for Ministries. The Synod EM2 Officer will make a recommendation to the Committee based on information from the Ministry Mentor, RCL staff and/or other relevant individuals. If the committee is satisfied that all EM2 requirements have been met, they will notify Education and Learning so that a Completion Certificate can be issued. The Synod Moderator will oversee the process.

Once a Certificate is awarded the Minister moves into EM3.

1. **EM2 Contents**

Assembly Requirements

* Active participation in the Assembly EM2 programme
* Access Pastoral Supervision (as for all ministers) from Induction/Commissioning overseen by Ministries.
* Active participation in the Synod programme

Assembly Provision

* Annual EM2 Summer Retreat
* Enrichment Webinars, four webinars each year, topics to run on a three-year cycle (led by RCLs & CYDO+ team)
* In year one - EM2 Induction and visit to Church House

Synod Provision

* A tailored programme for each EM2 Minister ideally involving the RCLs who have been involved in EM1 training, so that the Minister may fully develop habits of lifelong learning in preparation for progression to EM3.
* A Ministry Mentor, situated alongside the EM2 Minister, and appointed at the beginning of EM2.
* Monitoring EM2 Ministers as they settle into ministry and engage with Assembly and Synod requirements.
* EM2 only events arranged by the Synods.
* An expectation that in the EM2 phase, each EM2 Minister will attend their annual Synod gatherings for fellowship, learning and support.
* A budget for each EM2 Minister to take up other kinds of learning, related to their context of ministry. This funding can be claimed back from E and L as EM2 grants.
* An end of year meeting and completion of the ‘Reporting for EM2’ form.

It is expected that by the end of EM2, a minister’s learning is predominantly self-managed, in dialogue with relevant Synod Officers and RCL staff, alongside people in their places of ministry. There is an EM2 grant available to each EM2 Minister. This can be accessed through a conversation with the Synod EM2 Officer and by filling in the relevant form. The grant is £350 per year (Jan-Dec). If ordination happens in the Summer, the EM2 Minister can access £175 for the rest of that year. When moving onto EM3, if that occurs mid-year, 50% of EM2 grant and 50% of EM3 grant can be applied for. The Summer Retreat cost is met from the E and L budget.

An EM2 Minister will not normally undertake formal study for an accredited qualification without the agreement of the appropriateness of the level and scope and content. The Synod EM2 Officer will consult the Minister’s EM1 RCL Principal before approving any course of study. Exceptionally, a Minister’s EM1 Training Recommendation may specify studies that extend into their EM2 period which will be overseen by the relevant RCL.

It is anticipated that an EM2 Minister will focus on their own development and ministry during EM2. However, all ministers of the URC are called to wider service within the denomination but this should not be to the detriment of their EM2 experience. Any additional call to wider service should be discussed with the Synod EM2 Officer and Secretary for Ministries.

During EM2, Ministers will complete all mandatory training as required by Assembly, as the date for renewal arises, such as Safer Sacred Space, Safeguarding etc.

Once a year the RCL Principals, TDO+ Network and E and L Secretary will meet to review and discuss the EM2 Programme together.

1. **Education for Ministry - People**

Those involved in EM2:

* EM2 Minister
* Synod EM2 Officer
* EM2 Ministry Mentor
* Cohort Chaplain
* Relevant Synod Committee
* Place of Ministry
* Assembly EM2/3 Officer

**EM2 Minister**

An EM2 Minister is a newly ordained Minister of the Word and Sacraments, a newly commissioned Church Related Community Worker, or a Minister with a Certificate of Eligibility.

An EM2 Minister (with support from the Synod EM2 Officer), is responsible for:

* ensuring they are registered with, and participate on, both Assembly and Synod programmes.
* arranging a Pastoral Supervisor, contact ministries@urc.org.uk if help is needed.
* completing all relevant reflections and paperwork, attending events and regularly completing reports throughout EM2
* informing the people in their ministry context of the requirements of the EM2 programme, seeking their support
* ensuring all mandatory training is up to date and reflected in Synod records.

Useful documents for EM2 Minister *(Link to URC Learning Hub)*

* Ministry Mentor role description
* Cohort Chaplain role description
* Guidance for reports, records and certificates
* Development Plan
* EM2 Gifts and Graces

**Synod EM2 Officer**

Each Synod is organised differently, but each Synod will have a person responsible for supporting EM2 Ministers, this is often but not always the TDO or equivalent. The Synod EM2 Officer will provide the new EM2 Minister with a comprehensive induction into the roles, titles and committee structure within the Synod.

Synod EM2 Officer is responsible for:

* contacting Education and Learning (Church House) to check that each EM2 Minister is registered on the Assembly Programme
* supporting the EM2 Minister through the various processes
* putting in place a Synod induction tailored to the EM2 Minister
* managing the EM2 process including keeping records. For each EM2 Minister records should be kept of:
  + attendance at events
  + engagement in pastoral supervision
  + participation in mandatory training
  + evidence of reflections and learning journals discussed at regular meetings between the EM2 Officer and EM2 Minister
* arranging an appropriate Ministry Mentor
* planning and conducting learning events for EM2 Ministers as a peer group
* developing a tailored programme for each EM2 Minister normally involving engagement with the RCLs
* arranging whatever funding for learning is agreed at Synod and Assembly
* providing reports to the relevant Synod Committee as EM2 progresses

Useful documents for Synod EM2 Officer *(Link to learning hub)*

* Ministry Mentor role description
* Guidance for reports, records and certificates
* Development Plan
* EM2 Benchmarks for Self-Assessment

**EM2 Ministry Mentor**

EM2 Ministry Mentors are appointed by the Synod to act as mentors and guides to EM2 Ministers. Ministry Mentors are usually, though not always, experienced URC ministers, CRCWs or an experienced minister with a Certificate of Eligibility.

A Ministry Mentor is arranged through the Synod EM2 Officer through whom the EM2 Ministry Mentor will receive training and oversight. For Ministers with a Certificate of Eligibility, the appointment is agreed in dialogue with the Secretary for Ministries.

EM2 Ministry Mentors are key in EM2, supporting the successful completion of the EM2 process and guiding the EM2 Minister towards good ministry and completion of a learning phase. Though EM2 Ministry Mentors may be asked for an overview of their experience of the EM2 Minister, they are not required to write formal reports.

EM2 Ministry Mentors are responsible for:

* arranging regular meetings with the EM2 Minister, at least every six weeks. It is expected that support will be provided by a range of methods, including telephone, online meetings or in person.
* structuring meetings which enable Mentors and EM2 Ministers to share experiences and reflect on their ministry
* Offering a report into the annual EM2 reporting process

Useful documents for Ministry Mentor *(link to URC Learning Hub)*

* Ministry Mentor role description
* EM2 Benchmarks for Self-Assessment

**Cohort Chaplain**

A Cohort Chaplain is appointed by the Secretary for Education & Learning, working with Secretary for Ministries, and stays with the cohort through the three years. All reasonable expenses are reimbursed by Education and Learning.

The Cohort Chaplain is responsible for:

* offering pastoral care to EM2 Ministers in their cohort throughout their three years. This is worked out between the Chaplain and their cohort. They are among the few people in the structure of Education & Learning who don’t feed into reports on EM2 Ministers, tell them what they have to do or oversee them in any formal way.
* creating a safe space for conversation so that EM2 Ministers know that they can be in touch.
* attending the EM2 Induction and visit to Church House at the beginning of the cohort time in EM2, and residential retreats in each of the three years of the cohort’s EM2.
* leading worship for the EM2 Induction at Church House and contributing to the annual retreat activities, along with the other two EM2 cohort chaplains.

**Relevant Synod Committee**

The Synod will have a Committee which receives reports from the EM2 Officer about the EM2 Minister. This Committee has ultimate responsibility, with the Synod EM2 Officer and the Moderator, for the movement from one phase of Education for Ministry to another.

**Place of ministry as a learning environment**

EM2 Ministers are deployed in a range of places of ministry, from single churches to community centres, to multi pastorates to chaplaincies, to missional communities alongside secular employment and more. There is no single model of ministry in the URC. There are points in the Learning Journal where EM2 Ministers are encouraged to reflect on their places of work and record this. This will vary in each context.

**Assembly EM2 Officer**

The Secretary for Education & Learning, reporting into the Education & Learning Committee, holds overall responsibility for the EM2 programme. They work with the RCLs and Cohort Chaplains to deliver the Assembly Programme and provide support and advice to the Synod EM2 Officers and the EM2 Ministers (if needed).