



Placement Protocol

Personnel:

Director of Practical Training

Director of Training

Regional Ministers of Associations within the Baptist Union of Great Britain

Local ministers in charge of a Baptist or other local church

(Prospective) students, also known as ministers-in-training

Field Placement Tutors: a group of selected, senior Baptist ministers, appointed by the Principal, working under the supervision of the Director of Practical Training and the Director of Training

Pastoral group tutors: the full-time, part-time and associate tutors of the College

The College Principal

Part One: Setting up congregation-based placements

There are three ways in which a placement can be initiated

- A. Churches write directly to the College
- B. Regional Ministers suggest churches
- C. Students come with their placement

A. Churches write directly to the College

1. The Director of Practical Training contacts the church in response and sends the Information Booklet for the church-based course. If the church wishes to explore the possibility of having a minister-in-training, the Director of Practical Training arranges to meet the leaders of the church to discuss it more fully.
2. A profile of the church is requested by the Director of Practical Training.
3. The Guidance Leaflet for visiting churches is completed by the Director of Practical Training.
4. The Director of Practical Training informs the Regional Minister that the College has been contacted.

B. Regional Ministers suggest churches

Director of Practical Training follows points 1–4 above.

C. Students come with their placement

Director of Practical Training follows points 2, 4 and 5

Part Two: Setting up College-based placements

1. The Director of Practical Training contacts a local minister to discuss the possibility of having a minister-in-training and gives them a copy of the Supervised Ministry Practice Guidelines. (See appendix B)
2. If the response is positive, details of the student are sent to the minister.
3. A meeting is arranged between student, minister and Director of Practical Training.
4. Normally the congregation or the church leaders are consulted about the decision to connect the student to the church

Part Three: Quality Control

1. The Director of Practical Training has overall responsibility that the placements are set up and run smoothly. They take appropriate action in case any problem arises.
2. The Director of Practical Training has regular meetings with the Director of Training to discuss issues arising from placements.
3. The Director of Practical Training liaises with a student's pastoral group tutor as required.
4. The Director of Practical Training liaises with the Field Placement Tutors as required.
5. The student is visited at least twice a year by either the Director of Practical Training or one of the Field Placement Tutors.
6. Every year the minister / supervisor completes an Annual Assessment report and returns it to the Director of Practical Training; this report is seen by the student and by their pastoral group tutor.
7. Every year the students write a report on their placements as part of the module on Professional Ministry and Practice.
8. Every year the students have at least two formal meetings with their pastoral group tutor; in the first two years they also meet once a year with the College Principal.
9. The College Principal is informed about major issues as required.
10. The Director of Studies and the Director of Practical Training will carry out a risk assessment on each placement and review it annually.

Document control box			
Title	Placement Protocol		
Date approved	June 2016	Implementation date	June 2012
Next review date			
Version	3	Supersedes version	2 (June 2012)
Approving body	Leadership Team		
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Member of staff responsible	Director of Practical Training		