**Training Needs Analysis Example**

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| **WORSHIP** | **GOALS** | **MM & REPORTING** | **COMPLETION DATE** |
| Preaching | * aim to preach once a month in consultation with minister | * Mentoring Minister (MM) to attend occasional service taking notes and reporting back to Jennifer (at monthly meeting) * Jennifer to share reflections * Jennifer to attend KCML preaching workshop when the opportunity presents itself within her Presbytery | over 12-month period from commissioning date |
| Inter-generational worship and creativity | * aim to prepare and conduct an all-age service with the help of parish minister | * To assist in planning this service with Jennifer and offering support where necessary. MM to feedback to Jennifer * Jennifer to reflect back to MM | within next 6 months. Aim for September 2018 |
| Worship across cultures | * Jennifer will spend time with St. Andrew’s parish with opportunities to participate in worship services (prayers in Korean and English, preaching etc.) | * MM to provide dates for Jennifer’s involvement in services. MM will get feedback from parishioners and pass onto Jennifer * Jennifer to share reflections * Jennifer to attend KCML worship workshop when the opportunity presents itself within her Presbytery | within 6 months of commissioning |
| Communion | * aim to lead Communion service at least three times in the next 12 months * aim to lead Communion with the youth | * Jennifer to be trained through Presbytery processes * MM to obtain feedback where necessary. MM to attend and take notes to relay back to Jennifer. * Tasks to be set after the first Communion | within 12 months of commissioning. Dates to be provided in MM report. Tasks set to be decided after meeting with Jennifer following leading of first Communion |
| Baptism (infant and adult) | * aim to participate in a Baptism service (neighbouring parishes to be considered also for this experience) | * MM to enquire about possible opportunities for Jennifer in the following areas within the region. | within 12 months of commissioning. Neighbouring parishes to be consulted now. |
| Funerals | * aim to participate in or conduct a funeral service (neighbouring parishes to be considered also for this experience) | * see above | as soon as opportunity presents |
| Weddings | * aim to participate in a wedding ceremony (neighbouring parishes to be considered also for this experience) | * see above | as soon as opportunity presents |

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| **LEADERSHIP** | **GOALS** | **MM & Reporting** | **COMPLETION DATE** |
| Role of ordained minister in the local context | * To discuss at monthly meetings with MM |  | Learning to be reviewed every 6 months. Next date: Tuesday 7th August |
| Team-work, encouraging lay ministry, role of elders | * Jennifer to be involved in planning and facilitating Elders retreat * take part in regular worship services (prayers, readings etc.) | * To feedback to MM of what was learned | within 6 months of commissioning in consultation with parish minister. Date to be included in MM report |
| Chairing meetings and facilitation skills | * Jennifer to chair at least 2 Session meetings this year * Chair youth leaders’ meeting | * To feedback to MM of what was learned | due date for at least one set for Sunday 7th October. Youth leaders meeting within next 3 months |
| Understanding parish finances | * Obtain financial reports from Session meetings and familiarise with them | * Discuss with MM * To meet with treasurer for orientation | Set date: month of August 2018 |
| Administration, time-management, reporting, health and safety | * Familiarise with weekly units and apply to weekly routine * Establish diary entries and yearly planner * To familiarise herself with church’s health and safety practices and policies, including her responsibilities as a primary leader | * MM to share experiences in this area * Jennifer to report progress | * due every second Tuesday at meeting with MM * Diary entry shared at MM meet * Over next 6 months learning church safety practices etc. |
| Websites, publicity and appropriate use of social media, emails etc. | * Jennifer to work with parish secretary responsible for church website * Develop a regular routine of checking emails and replying (prioritizing responses needing immediate attention) * Jennifer to be part of promoting a church event (creating fliers, promoting via social media Easter service times etc.) | * MM to share experiences in this area * Jennifer to produce examples of her work to MM | * Jennifer to report back on working with parish secretary * Feedback and practice re: websites, social media etc. How has it been over the last 3 months? * Due date by November 2018 (Jennifer has already started) |

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| **MISSION** | **GOALS** | **MM & Reporting** | **COMPLETION DATE** |
| Mission and Strategic Planning | * Encouraged to attend Region West cluster meetings on mission and strategic planning * Jennifer to learn of mission initiatives local parish is currently supporting | * MM to also attend Region West cluster meetings and debrief with Jennifer * MM to share of own parish mission initiatives | Due date: November 2018 |
| Outreach, evangelism, social issues & care for creation | * Jennifer to familiarize with neighbouring parishes who are doing this well * To familiarize with monthly publications on what’s happening and who is doing what? (Spanz, Western Leader local paper, PCANZ website etc.) | * MM to discuss own parish’s participation in yearly White Ribbon cause * To meet with Anne Overton (Support Northern) * To compare and contrast notes with MM | Due date: October 2018 |
| Understanding context | * Jennifer and MM to arrange regular walks around the neighbourhood noting sights, sounds, smells and developments (What is God doing in this side of town?) * Jennifer to form a small group who can also participate in this exercise. Jennifer to facilitate. | * Jennifer to take notes of her reflections and share with MM | Due date: within 6 months of commissioning |
| Global mission | * Jennifer to become familiar with global mission initiatives supported by the PCANZ. * To learn about the PCANZ partnership with CWM * To gain understanding of global mission initiatives own parish is supporting and how? | * MM to share of previous experiences with Training in Mission students * MM to share of CWM and refer Jennifer to contacts * Jennifer to make contact with Rev Phil King (Global Missions Office) to support her progress in this area | Due date: November 2018 |

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| **PASTORAL CARE** | **GOALS** | **MM & Reporting** | **COMPLETION DATE** |
| Pastoral Skills | * To provide pastoral support for parishioners * To join MM on pastoral visits | * MM to provide feedback * Jennifer to take notes and share reflections | Over next 6 months from July 2018 |
| Use of Supervision | * To attend all supervision sessions | * MM to ensure supervision is working well for Jennifer | Jennifer to report back every Tuesday at MM meet |
| Attendance (required) at PCANZ Risk Management Seminar | * To attend RMS when opportunity arises | * MM to accompany Jennifer | * within 12 months of commissioning |
| Safe practice and boundaries | * Jennifer to attend Presbytery workshops on safe practice in ministry * Jennifer to learn about ministry reviews for certificate of good standing | * MM to provide resources including Code of Ethics booklet * Jennifer and MM to discuss Code of Ethics content | * within 12 months of commissioning |
| A breadth of understanding of pastoral practice covering:   * Relationships & Marriage preparation, * Children and young people, * Death and dying, * Grief, loss, abuse and trauma * Mental health and other vulnerable people * Referring to other professionals | * In each category MM will work with Jennifer. In most cases the goal is for Jennifer to experience applying pastoral care first-hand. In cases where the need does not present itself the MM will share notes and preparation skills to assist Jennifer’s experience in these areas. * MM to produce examples of pastoral situations asking Jennifer to deal with it appropriately and then discussing approach | * Jennifer to produce a report following each pastoral situation * MM to share previous experiences in these areas * MM to share copies of Orders of Service and resources with Jennifer for her reference and use (optional) | Due over the next 12 months beginning May. Jennifer to share with MM at every Tuesday MM meet |

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| **BEING PRESBYTERIAN** | **GOALS** | **MM & Reporting** | **COMPLETION DATE** |
| Presbytery involvement | * Jennifer to attend regional and Presbytery meetings learning how to participate in its life | MM to accompany Jennifer | Next meeting: 10th July 2018 |
| Subordinate Standards (Kupu Whakapono and Westminster Confession) & the Formula | * Jennifer to familiarize with these confessions and the formula | * MM to talk Jennifer through these confessions and their purposes * MM to provide copies for Jennifer | Due date: Tuesday 7th August 2018 |
| Presbyterian History, Reformation to NZ/Pacific | * Jennifer to visit KCML website and PCANZ website to research and learn about Presbyterian history and Reformation * Jennifer to contact Rev Dr Kevin Ward for recommendations for reading | * MM to share own notes from previous study * Jennifer to share insights from readings recommended by Rev Dr Kevin Ward | Jennifer to aim to learn this over the next 12 months beginning July 2018 |
| Book of Order, Conditions of Service Manual, etc. | * Jennifer to obtain a copy of the Book of Order and related resources | * MM to answer any questions Jennifer may want clarified * Jennifer to have Wayne Matheson on speed dial | Due date: MM and Jennifer to discuss over next 12 months |
| Able to access the PCANZ website & Assembly Office | * Jennifer to explore the PCANZ website and know where and how to find useful information | MM to assist where needed | see above |
| Te Aka Puaho, Kids Friendly, PYM, Presbyterian Support, Global Mission, and other aspects of PCANZ | * Jennifer to learn how to navigate the PCANZ website obtaining information on these ministries of the PCANZ | MM to assist where needed | see above |
| Complaints procedure and Code of Ethics | * Jennifer to learn about the complaints procedure and obtain a copy of the Code of Ethics | MM to discuss any questions raised | over next 6 months. copy of CoE to be passed on to Jennifer at next MM meet (July 2018) |
| Ministry Development Framework & ministry reviews | * Jennifer to learn about the Ministry Development Framework * To understand the need for ministry reviews and its processes | MM to discuss any questions raised | at Tuesday MM meet |
| Policies related to ministry, such as sexual standards, women in ministry, infant baptism | * To discuss any questions with MM * Jennifer to familiarise herself with relevant sections of the Book of Order | MM to check understanding | see above |
| Conditions of service: stipend, reimbursements, Kiwisaver, allowances, computer, etc. | * To discuss any questions with MM * Jennifer to familiarise herself with Conditions of Service manual | MM to check understanding | see above |
| The ‘unit’ system for work hours, managing workload | * To discuss any questions with MM |  | at Tuesday MM meet |

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| **PERSONAL WELLBEING** | **GOALS** | **MM & Reporting** | **COMPLETION DATE** |
| Regular patterns of faith and prayer | To have for a morning prayer for 30 mins every morning at 9’oclock | MM to discuss at fortnightly meetings | Due date: every Tuesday MM meet |
| Spiritual direction, retreats and inspiration | To have a retreat with youth Christian leaders once a month | MM to discuss at fortnightly meetings | Due date: every Tuesday MM meet |
| Study of scripture and reading for personal growth | To read and to study a book of Jeremiah from Feb every evening for study and preparing Sermon | MM to discuss at fortnightly meetings | Due date: every Tuesday MM meet. Aim to hear a sermon preached within next 6 months |
| Sabbath-keeping and holidays | To take two-times of holidays break in a year | MM to discuss at fortnightly meetings | Due date: |
| Family life and marriage | To have a dinner with whole family once a month | MM to discuss at fortnightly meetings | Feedback due on Tuesday MM meet |
| Physical health and exercise | To go for a walk every second, third, and fourth day of the week  To see a doctor in 6 month for regular check-up | MM to discuss at fortnightly meetings | Feedback due on Tuesday MM meet |