



Trainee & Trainer

Resource Manual

Ver15

The purpose of METRO is to glorify the one true God who has revealed Himself in His Son Jesus Christ by training others to make Him known, who then train others to do the same.

TABLE OF CONTENTS

METRO MANUAL	4
THE METRO VISION	5
INTRODUCING METRO	6
Key Principles	6
Understanding METRO Relationships	7
The Program	7
Events	8
METRO CURRICULUM	9
Being Like Jesus	10
Prayer and Godliness.....	10
Thinking Like Jesus	11
Bible Study	11
Thinking Theologically	12
Relationships In Ministry	13
Serving Like Jesus	14
Evangelism & World Mission	14
Teaching The Bible.....	15
Training Others In Ministry.....	16
Leadership	17
METRO YEARLY PLANNER	18
METRO TERM PLANNER	20
DOCUMENTATION TEMPLATES	22
Trainee Pledge	22
Trainer Pledge	23
Commissioning Service Run Sheet & Pledge	24
METRO Trainee Qualitative Assessment Survey	26
METRO Trainer Qualitative Assessment Survey	28

METRO MANUAL

The purpose of this manual is to help a METRO trainer put together a deliberate training program for a METRO trainee. This is to be done in dialogue with the METRO trainee and it is helpful to share parts of this with the Session of the church in which the METRO traineeship is taking place.

The key parts of this manual are:

The METRO Vision and Introducing METRO – Outlining the METRO philosophy, and touching briefly on the key principles of Being, Thinking and Serving Like Jesus.

The METRO Curriculum – The big picture of what you hope to achieve in two years of life on life training as trainee and trainer. This includes the learning objectives, reading list and training papers that will be covered.

The METRO Yearly Planner – A helpful guideline to see in a glance when to cover the material over the course of two years as well as planning for quiet and busy times in the traineeship.

The METRO Term Planner – A breakdown of the yearly planner into manageable terms. These are prepared by the trainee and trainer and can be adjusted over the course of the traineeship. A sample term planner is provided also.

The METRO Training Papers – individual Bible study and discussion papers designed to begin good training conversations between trainer and trainee. These have been can be found on the METRO website (<http://metro.pcv.org.au>).

THE METRO VISION

The purpose of METRO is to glorify the one true God who has revealed himself in his Son Jesus Christ by training others to make him known, who then train others to do the same.

Ministry

- METRO is about ministry training, specifically geared for the local church context.
- METRO promotes an evangelistic ministry model as standard for local church ministry.
- METRO recognises that developing evangelistic ministries is not the primary task of theological colleges, and so needs to be developed prior to college.
- METRO therefore, is training that aims to engender a philosophy of evangelistic ministry within a potential ministry candidate.

Equipping

- METRO is geared not simply towards developing evangelistic ministers but developing evangelistic ministries and evangelistic churches.
- METRO focuses therefore, on the key role of ministers as equippers (see Eph 4:11–12), preparing the whole church for works of ministry.
- METRO recognises that, fundamentally, healthy churches are evangelising churches: the bigger picture of evangelistic training is training across the entire life and ministries of the church.

Training

- METRO recognises that this evangelistic, equipping model of ministry is best learnt through the apprenticeship of one-to-one training (see 2 Timothy 2:2) in the context of one-to-one training, the whole person is trained — this can be thought of as three strands:
 - Being like Jesus: Personal Godliness
 - Thinking like Jesus : Theological Reflection
 - Serving like Jesus : Ministry Skills
- METRO benefits not only the trainee, but strengthens the training culture for:
 - The trainer, through an intensive training experience
 - The local church, as the trainee becomes a focal point for developing a training culture
 - The Presbytery, as neighbouring churches are spurred on to be involved in METRO and its benefits
 - The denomination, through the calibre and experience of ministry candidates.

Recruiting

- METRO provides a pathway for people considering theological training to take steps in that direction by profiling and building such training into the local church context, METRO trainees, in turn, become examples for (and trainers of) others heading down such a training pathway.

Organisation

- METRO recognises the need for one-to-one training to be facilitated through resources such as funding and a training curriculum.
- METRO recognises the need for one-to-one training to be networked with other trainers and trainees, and supported through coaching provided by experienced trainers.

INTRODUCING METRO

METRO is a two-year, partly funded, full-time traineeship designed to give people a taste of local church ministry and theological study to determine if that is where God is calling them to serve Him.

METRO aims to prepare trainees to be, think and serve like Jesus.

Key Principles

Trainee AND Trainer

In keeping with the 2 Timothy 2:2 model, the program is designed such that the trainee is always simultaneously a trainee and a trainer.

This 'trainee and trainer' shape is reflected through the trainee meeting not only one-to-one with their trainer, but also with key others they are training – passing on their training.

In the overall shape of the program, the 'trainee' role is to the fore in year one, but the 'trainee as trainer' role comes more to the fore in year two.

An ideal one-to-one meeting will spend time on each of the three strands below (e.g. a ninety minute meeting will spend thirty minutes on each of the strands).

The Three Strands

- **Being like Jesus** – METRO emphasises daily Bible reading and prayer as the key to godliness, and discussion/accountability in the training relationship in relation to this. There is also specific attention given to personal evangelism and family life.
- **Thinking like Jesus** – METRO sets essential reading that both prepares the trainee for further theological study and stimulates the trainer/trainee's thinking in relation to life and ministry.
- **Serving like Jesus** – METRO is designed to develop thinking and skills in certain core areas of ministry, as well as some elective areas. The main training resources used are the Ministry Papers, alongside other key reading.

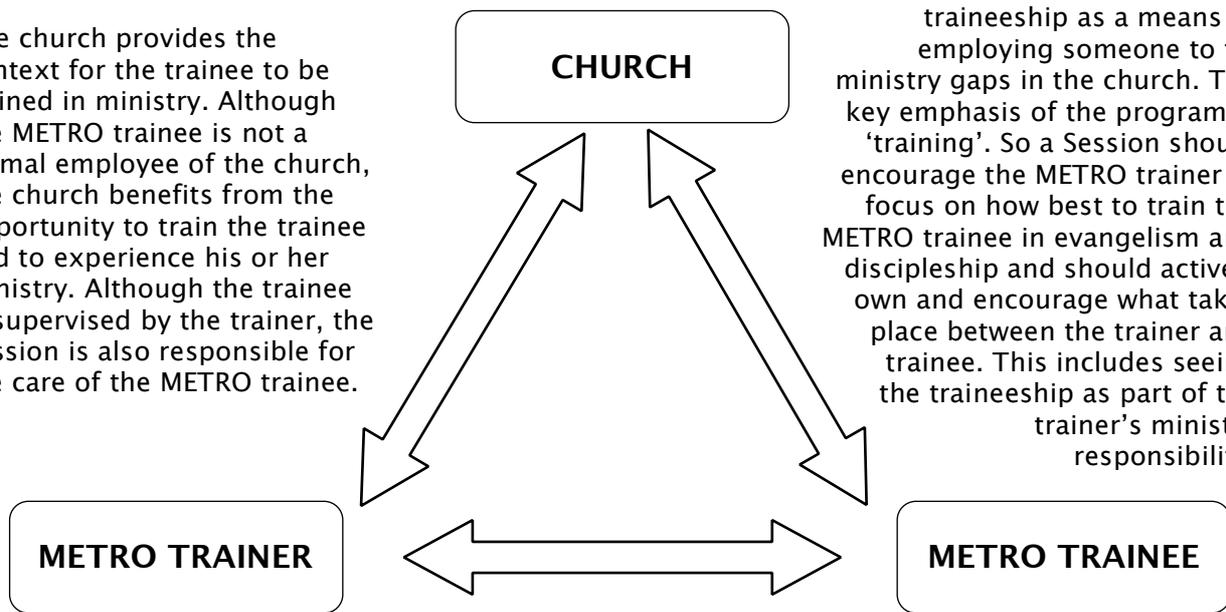
Coaching

The trainer also is simultaneously a trainer and a trainee — needing to be supported in their training role and to learn through the experience—through 'coaching' support.

Coaching the trainer is the key way METRO Committee supports the training relationship. The focus of the annual METRO Orientation Day will be time for coaches to spend with trainer / trainees. The coach will then also have regular phone and email contact with the trainer through the year.

Understanding METRO Relationships

The church provides the context for the trainee to be trained in ministry. Although the METRO trainee is not a formal employee of the church, the church benefits from the opportunity to train the trainee and to experience his or her ministry. Although the trainee is supervised by the trainer, the Session is also responsible for the care of the METRO trainee.



It is important that the church does not see the METRO traineeship as a means of employing someone to fill ministry gaps in the church. The key emphasis of the program is 'training'. So a Session should encourage the METRO trainer to focus on how best to train the METRO trainee in evangelism and discipleship and should actively own and encourage what takes place between the trainer and trainee. This includes seeing the traineeship as part of the trainer's ministry responsibility.

The trainer and trainee relationship is critical to METRO working well. This relationship has usually been developing over a number of years including a pre-METRO year. During the two years of METRO, the trainer will involve the trainee in a life-on-life training in ministry which will include theological reflection, ministry skills and godly character. This is the key component of the METRO traineeship.

The Program

METRO is designed to assist local church ministry. Therefore the structure of the program allows the trainee and trainer to work through specific areas relevant to their local church context. A suggested timeline for completing the varying components of METRO is included in this manual.

As the program is developed, METRO coaches can be a key resource in giving suggestions/feedback to aid with this process.

Being Like Jesus - Personal Godliness

The main focus here is daily personal Bible reading and prayer. Using the 5x5x5 Bible reading guide (year one) and the discipleship journal (year two).

Sufficient time needs to be set aside during the weekly one-to-one meeting to discuss progress in and issues arising from this crucial daily time with God.

At the start of each term the trainer and trainee should update their term planner with specific issues of godliness to be discussed / prayed for (with special attention to family life).

Relevant articles / books might be discussed as part of this process. It's also in this one-to-one context that personal evangelism should be discussed / prayed for.

Thinking Like Jesus - Theological Refection

The main focus here is a pre-theological college reading program, designed to both give a taste of reading across key areas as well as developing the basic discipline of theological reading.

Each term has one key text (essential reading) along with suggestions for further reading (according to ability / interests of the trainee as well as other commitments in that term).

Since the “Serving Like Jesus” strand also involves reading a ‘ministry’ book each term (and some reading may also be pursued in the ‘Being Like Jesus’ strand), the trainer and trainee will need to discuss how the term’s reading will be structured/approached (e.g. serially or in parallel)

In one term of each year the set book is more focused on spirituality, to help ensure the reading component of the program is related to the other strands of godliness and ministry.

Serving Like Jesus - Ministry Skills

The main focus here is the development of ministry skills across four areas: Evangelism and World Mission, Teaching the Bible, Training Others in Ministry, and Leadership. Development in these areas is seen as fundamental to development for Gospel ministry.

Each term, one of the four areas needs to come to the fore in terms of essential reading. It is vital that goals are still set in the “Being Like Jesus” and “Thinking Like Jesus” areas each term. The order in which the essential reading is done in the four areas needs to be determined according to the particular church context, and the goals set by the trainer and trainee.

The key idea here is progress: that the trainee is developing their ministry skills, especially in the four areas, term by term across the two years of the program. Fundamental to such progress, will be the transition of the trainee into a trainer role. A basic pattern in each of the four areas might be for the trainee to repeat their year one learning process (as trainee) with another person (now as trainer) – learning through teaching others.

The basic pattern in each area is: start with working through the relevant Ministry Paper; set goals for that area across the year, including the best timing for completing the essential reading; refine goals each term.

Events

METRO trainees and trainers are required to attend the annual events below in the course of the traineeship. Further events may be added in the future, and the dates for these events will be updated at <http://metro.pcv.org.au/resources/important-dates/>.

- METRO Orientation Day – Late November/Early December
- Engage Conference– Weekend in late January
- MTS Challenge – Late July/Early August
- METRO Graduation Dinner – Late November/Early December

METRO CURRICULUM

What appears on the following pages is the big picture of what you hope to achieve in two years of life on life training as trainee and trainer. This includes the learning objectives, reading list and training papers that will be covered.

Each section is broken down as follows:

Learning Outcome	Learning Strand/s
Being Like Jesus	<ul style="list-style-type: none">• Prayer and Godliness
Thinking Like Jesus	<ul style="list-style-type: none">• Bible Study• Thinking Theologically• Relationships in Ministry
Serving Like Jesus	<ul style="list-style-type: none">• Evangelism and World Mission• Teaching the Bible• Training Others in Ministry• Leadership

Being Like Jesus

Prayer and Godliness

METRO trainees should strive to live out a mature Christian life characterized by a love for and trust in God. Their reliance on his power should be expressed through prayer. Trainees should demonstrate a commitment to personal integrity, especially in the areas of faithfulness, truthfulness, purity and self-control.

YEAR ONE	YEAR TWO
Objectives	
<ul style="list-style-type: none"> • Demonstrate perseverance in daily prayer • Demonstrate extensive prayer, reflecting God’s concerns • Demonstrate leadership of family and friends in the Word of God and prayer, encouraging them in Christian faith and maturity. • Consciously submit to the Word of God in obedience, making specific changes in thinking, attitude and actions. • Identify ungodly motivations – for example, wanting to preach in order to get attention or praise from people instead of wanting to preach in order to love and serve people. 	<ul style="list-style-type: none"> • Demonstrate perseverance in daily prayer • Demonstrate extensive prayer, reflecting God’s concerns • Demonstrate leadership of family and friends in the Word of God and prayer, encouraging them in Christian faith and maturity. • Consciously submit to the Word of God in obedience, making specific changes in thinking, attitude and actions. • Identify ungodly motivations – for example, wanting to preach in order to get attention or praise from people instead of wanting to preach in order to love and serve people.
Major Reading	
<ul style="list-style-type: none"> • Reading Plan (Eg 5x5x5) • “Praying With Your Eyes Open” By Richard Pratt • “The Cross And Christian Ministry” By Don Carson (Alternate) 	<ul style="list-style-type: none"> • Discipleship Journal • “A Call To Spiritual Reformation” By Don Carson • “The Pursuit Of Holiness” By Jerry Bridges (Alternate) • “Compared to Her” By Sophie de Witt (recommended for female trainees)
Training Papers	
<ul style="list-style-type: none"> • Growth Group Prayer (Ministry Paper) • Christian Households (Ministry Paper) • MTS Discussion Paper 3.02 “The Holiness Factor” • MTS Training Exercise 3.05 “Resisting Temptation” 	<ul style="list-style-type: none"> • Raising Kids To Follow Jesus • MTS Discussion Paper 3.10 “Unmasking Greed” • MTS Training Exercise 3.07 “Teachability And Willingness To Change”

Thinking Like Jesus

Bible Study

METRO trainees should develop commitment to the Bible, respecting it as the revealed and reliable Word of God, as well as cultivating the desire and the skills to read and apply it.

YEAR ONE	YEAR TWO
Objectives	
<ul style="list-style-type: none"> • Demonstrate persistence in the application of the Bible to daily life • Explain why the word of God is reliable • Demonstrate persistence in the discipline of daily Bible reading 	<ul style="list-style-type: none"> • Demonstrate persistence in the application of the Bible to daily life • Construct a timeline showing the flow of events in Scripture • Explain the meaning of specific passages within their immediate context and the whole message of Scripture
Major Reading	
<ul style="list-style-type: none"> • Reading Plan (E.g. 5x5x5) • “According To Plan” By Graeme Goldsworthy 	<ul style="list-style-type: none"> • Discipleship Journal • “Postcard From Palestine” By Andrew Reid • “Interpreting God’s Plan” By RJ Gibson (Alternate)
Training Papers	
<ul style="list-style-type: none"> • Daily Time With God (Ministry Paper) • MTS Discussion Paper 1.03 “Bottom Up, Bottom Down” • MTS Training Exercise 1.04 “Listening To Preaching” • “Listen Up –a practical guide to listening to sermons” By Christopher Ash 	<ul style="list-style-type: none"> • MTS Discussion Paper 1.02 “What Must I Do To Interpret The Bible?” • MTS Training Exercise 1.02 “Teaching The Psalms”

Thinking Theologically

METRO trainees should have a sound understanding of the Gospel, and grow in their ability to reflect theologically and critically about Christian ministry.

YEAR ONE		YEAR TWO	
Objectives			
<ul style="list-style-type: none"> • Explain the Gospel of grace in terms of: <ul style="list-style-type: none"> ○ The elective purposes of God ○ The nature of sin ○ God’s righteous judgment ○ The person and work of Christ ○ Justification by faith 		<ul style="list-style-type: none"> • Explain the doctrine of revelation and critique alternative ways of knowing God. • Explain the elements of evangelical ministry and critique alternative views of Christian ministry 	
Major Reading			
<ul style="list-style-type: none"> • “The Blueprint” By Philip Jensen And Tony Payne • “Know The Truth” By Bruce Milne (Alternate) 		<ul style="list-style-type: none"> • “The Everlasting God” By Broughton Knox • Westminster Confession Of Faith (Alternate) 	
Training Papers			
<ul style="list-style-type: none"> • MTS Discussion Paper 2.02 “Children Of The Resurrection” • MTS Discussion Paper 2.10 “Reformation Slogans” • MTS Training Exercise 2.01 “Preparing A Gospel Talk” • Giving The Talk – John Chapman • MTS Training Exercise 2.04 “Justification By Faith” 		<ul style="list-style-type: none"> • MTS Discussion Paper 2.01 “Biblical Pragmatics” • MTS Discussion Paper 2.05 “Biblical 4 Ways To Live” • MTS Training Exercise 2.02 “Guidance And The Bible” • MTS Training Exercise 2.05 “Design A Ministry Program” 	

Relationships In Ministry

METRO trainees should cultivate a humble, self-giving attitude towards others. Trainees should exercise sober judgment and pastoral sensitivity, and grow in their listening abilities and skills in building rapport and trust. They should be teachable and open to feedback.

YEAR ONE	YEAR TWO
Objectives	
<ul style="list-style-type: none"> • Volunteer for unattractive jobs • Demonstrate ‘going the extra mile’ in serving people • Demonstrate reliability in big and small matters 	<ul style="list-style-type: none"> • Demonstrate a long term interest in people • Work co-operatively with others. • Speak the truth in a gentle but firm manner. • Respond to feedback in a teachable manner. • Resolve personal conflicts with people. • Demonstrate awareness of how their manners and personality affect others. • Build rapport with people from other age groups and backgrounds
Major Reading	
<ul style="list-style-type: none"> • “Zeal without Burnout” By Christopher Ash • “Cross Talk” By Michael R. Emlet 	<ul style="list-style-type: none"> • “Going The Distance” By Peter Brain • “The Contemplative Pastor” By Eugene Peterson (Alternate)
Training Papers	
<ul style="list-style-type: none"> • Kids church ministry (Ministry Paper) • MTS Discussion Paper 4.02 “The Ministry Of Welcoming” • MTS Discussion Paper 4.05 “The Ministry Of The Pew” • MTS Training Exercise 3.02 “The Extra Mile” • MTS Training Exercise 4.01 “The Ministry Of The Pew” 	<ul style="list-style-type: none"> • Marriage Preparation (Ministry Paper) • MTS Discussion Paper 4.03 “Welcoming The Newcomer” • MTS Discussion Paper 4.06 “Self Esteem And God’s Esteem” • MTS Training Exercise 4.02 “Visiting Newcomers And Members” • MTS Training Exercise 4.03 “Personal Presentation” • MTS Training Exercise 4.05 “Marriage And Ministry”

Serving Like Jesus

Evangelism & World Mission

METRO trainees should engage in proclaiming the Gospel while firmly relying on the Holy Spirit. Trainees should have a heart for the lost, sympathy for the background of their hearers (individuals and groups), and a commitment to world evangelism.

YEAR ONE	YEAR TWO
Objectives	
<ul style="list-style-type: none"> • Build friendships with non-Christians • Establish rapport with people in evangelistic situations • Explain the Gospel clearly • Boldly urge people to respond to Christ 	<ul style="list-style-type: none"> • Offer the appropriate ‘next step’ for individuals • Answer questions and objections • Follow up new Christians • Foster commitment in others to evangelism • Cultivate a world vision for evangelism, not just a local vision
Major Reading	
<ul style="list-style-type: none"> • “The Best Kept Secret of Christian Mission” By John Dickson • “Hospitality Evangelism” By Kel Willis (Alternate) 	<ul style="list-style-type: none"> • “Know And Tell The Gospel” By John Chapman • “The Welcoming Church” By Peter Corney (Alternate)
Training Papers	
<ul style="list-style-type: none"> • Personal Evangelism (Ministry Paper) • Giving Your Testimony (Ministry Paper) • High School Lunchtime Ministry (Ministry Paper) • MTS Discussion Paper 5.03 “Walk-Up Evangelism” • MTS Discussion Paper 5.07 “How To Run A Dialogue Meeting” • MTS Training Exercise 5.01 “Walk-Up Evangelism” • MTS Training Exercise 5.02 “Circle Of 5” 	<ul style="list-style-type: none"> • Pre-School Mum’s Ministry (Ministry Paper) • MTS Discussion Paper 5.05 “Preaching In An Australian Context” • MTS Discussion Paper 5.06 “Approaches To Apologetics” • MTS Training Exercise 5.03 “Purchase Proposition” • MTS Training Exercise 5.05 “Follow Up A New Christian”

Teaching The Bible

METRO trainees should work at building mature Christians by teaching the Bible one-to-one, in small groups and in public settings to children, youth and adults.

YEAR ONE	YEAR TWO
Objectives	
<ul style="list-style-type: none"> • Exegete and explain a passage of the Bible • Help individuals make progress in the Christian life by applying the Bible to their lives. • Read the Bible one-to-one • Give a talk from a passage of the Bible 	<ul style="list-style-type: none"> • Lead a Bible study discussion • Lead in church and/or in other gatherings by reading the Bible, chairing meetings, interviewing people and so on. • Give a talk from a passage of the Bible
Major Reading	
<ul style="list-style-type: none"> • “One-To-One Bible Reading” By David Helm • Setting Hearts On Fire” By John Chapman 	<ul style="list-style-type: none"> • “Growth Groups” By Col Marshall • “Leading Better Bible Studies” By Rod And Karen Morris (Alternate) • “Biblical Preaching” By Haddon Robinson • “Word Filled Women’s Ministry” By Gloria Furman & Kathleen Nielson (Optional alternate for female trainees)
Training Papers	
<ul style="list-style-type: none"> • Meeting One-To-One (Ministry Paper) • MTS Discussion Paper 6.02 “Ministry To Individuals:” • MTS Training Exercise 6.06 “Lead The Church Meeting” 	<ul style="list-style-type: none"> • Leading Church (Ministry Paper) • MTS Training Exercise 6.02 “Helping People Progress” • MTS Training Exercise 6.10 “Lead The Singing”

Training Others In Ministry

METRO trainees should proactively identify people’s gifts and potential. Trainees should work at equipping these people through the Word of God for godly living, instilling in them the vision to reach the world with the Gospel, and encouraging them to develop skills to minister to others.

YEAR ONE		YEAR TWO	
Objectives			
<ul style="list-style-type: none"> • Recognise people’s gifts and therefore in what ministries they should serve. • Train a personal evangelist. 		<ul style="list-style-type: none"> • Train an assistant in small group ministry. • Actively identify and coach those who should be involved in ministry. 	
Major Reading			
<ul style="list-style-type: none"> • “The Trellis And The Vine” By Col Marshall 		<ul style="list-style-type: none"> • “Passing The Baton” By Col Marshall • “Intentional Discipleship” By Ron Bennett (Alternate) 	
Training Papers			
<ul style="list-style-type: none"> • The Ministry Training Church (Ministry Paper) • Getting Ministry Done (Ministry Paper) • Joining A Ministry Team (Ministry Paper) 		<ul style="list-style-type: none"> • Church Calendar (Ministry Paper) • Joining A Growth Group (Ministry Paper) • Attend Engage Conference 	

Leadership

METRO trainees should work at motivating, inspiring and organising people to work together in teams. Trainees need to set clear vision, and think and act strategically, even initiating new ministries to break into uncharted terrain to advance the Gospel.

YEAR ONE	YEAR TWO
Objectives	
<ul style="list-style-type: none"> • Identify their own leadership style, their gifts and their flaws. • Adapt a style so that it enhances rather than hinders relationships • Develop and implement ministry plans. 	<ul style="list-style-type: none"> • Delegate responsibilities and follow-up. • Resolve conflict positively. • Start a new ministry • Provide the vision and direction for a ministry.
Major Reading	
<ul style="list-style-type: none"> • “Mission Minded” By Peter Bolt 	<ul style="list-style-type: none"> • “God’s Good Design” By Claire Smith • “Embers To A Flame” By Harry Reeder (Optional for potential candidates)
Training Papers	
<ul style="list-style-type: none"> • MTS Discussion Paper 8.02 “Orientation To MTS” • MTS Discussion Paper 8.06 “Time And What To Do With It” 	<ul style="list-style-type: none"> • MTS Discussion Paper 8.03 “What Is The Place Of Strategic Planning” • MTS Discussion Paper 8.05 “Making Decisions About Gospel Work”

METRO YEARLY PLANNER

This is a helpful guideline to see in a glance when to cover the material over the course of two years as well as planning for quiet and busy times. All training and discussion papers can be downloaded from the 'Ministry Training Materials' section in the 'Training Resources' page at metro.pcv.org.au.

Year One					
Term	Reading Type	Being Like Jesus (Personal Godliness)	Thinking Like Jesus (Theological Reflection)	Serving Like Jesus (Ministry Skills)	Essential Events
One	Major Readings	<ul style="list-style-type: none"> Reading Plan (5x5x5) 	<ul style="list-style-type: none"> According to Plan The Blueprint 		Preceding Nov – METRO Orientation Day
	Training Papers		<ul style="list-style-type: none"> Daily Time With God MTS Training 1.04 MTS Discussion 1.03 Listen up- a practical guide to listening to sermons 	<ul style="list-style-type: none"> Meeting One-To-One MTS Discussion 6.02 MTS Training 6.06 MTS Training 5.02 	
Two	Major Readings	<ul style="list-style-type: none"> Praying With Your Eyes Open 	<ul style="list-style-type: none"> Zeal without Burnout 	<ul style="list-style-type: none"> One-To-One Bible Reading 	
	Training Papers	<ul style="list-style-type: none"> MTS Discussion 3.02 Growth Group Prayer 	<ul style="list-style-type: none"> MTS Discussion 2.10 MTS Training 2.04 MTS Discussion 2.02 	<ul style="list-style-type: none"> MTS Discussion 8.02 MTS Discussion 8.06 	
Three	Major Readings		<ul style="list-style-type: none"> Cross Talk 	<ul style="list-style-type: none"> Trellis And The Vine Mission Minded 	MTS Challenge
	Training Papers		<ul style="list-style-type: none"> MTS Discussion 4.02 MTS Discussion 4.05 MTS Training 4.01 MTS Training 3.02 Kids Ministry 	<ul style="list-style-type: none"> Ministry Training Church Getting Ministry Done Joining A Ministry Team 	
Four	Major Readings			<ul style="list-style-type: none"> Setting Hearts On Fire The Best Kept Secret of Christian Mission 	
	Training Papers	<ul style="list-style-type: none"> MTS Discussion 3.05 Christian Households 	<ul style="list-style-type: none"> 'Giving the Talk' by John Chapman MTS Training 2.01 	<ul style="list-style-type: none"> MTS Discussion 5.07 MTS Training 5.01 MTS Discussion 5.03 Personal Evangelism Lunchtime Ministry Giving Your Testimony 	

Year Two					
Term	Reading Type	Being Like Jesus (Personal Godliness)	Thinking Like Jesus (Theological Reflection)	Serving Like Jesus (Ministry Skills)	Essential Events
Five	Major Readings	<ul style="list-style-type: none"> Discipleship Journal 	<ul style="list-style-type: none"> Postcards from Palestine 	<ul style="list-style-type: none"> Biblical Preaching Word Filled Women's Ministry (for female trainees if preferred) 	
	Training Papers		<ul style="list-style-type: none"> MTS Discussion 1.02 MTS Training 1.02 MTS Discussion 2.05 MTS Discussion 2.01 MTS Training 2.02 MTS Training 2.05 	<ul style="list-style-type: none"> MTS Discussion 5.05 	
Six	Major Readings	<ul style="list-style-type: none"> A Call to Spiritual Reformation Compared to her (recommended for female trainees) 		<ul style="list-style-type: none"> Growth Groups Embers To A Flame (optional addition for potential candidates) 	
	Training Papers	<ul style="list-style-type: none"> Raising Kids To Follow Jesus MTS Discussion 3.10 MTS Training 3.07 	<ul style="list-style-type: none"> MTS Training 4.05 Marriage Preparation 	<ul style="list-style-type: none"> MTS Training 6.02 Joining A Small Group 	
Seven	Major Readings		<ul style="list-style-type: none"> The Everlasting God 	<ul style="list-style-type: none"> Passing the Baton Know & Tell The Gospel 	MTS Challenge
	Training Papers		<ul style="list-style-type: none"> MTS Discussion 4.03 MTS Training 4.02 MTS Training 4.03 	<ul style="list-style-type: none"> Leading Church MTS Training 6.10 MTS Discussion 5.06 MTS Training 5.03 MTS Training 5.05 	
Eight	Major Readings		<ul style="list-style-type: none"> Going The Distance 	<ul style="list-style-type: none"> Passing The Baton God's Good Design 	METRO Graduation Dinner
	Training Papers			<ul style="list-style-type: none"> MTS Discussion 8.03 MTS Discussion 8.05 Church Meeting Review Pre-School Mum's Ministry 	

METRO TERM PLANNER

This is a breakdown of the yearly planner into manageable terms. These are prepared in conversation with the trainee and can be adjusted over the course of the traineeship. A sample term planner is provided.

METRO TERM PLANNER		
Term #	Trainee:	
Being Like Jesus	Thinking Like Jesus	Serving Like Jesus
<u>Prayer and Godliness</u>	<u>Bible Study</u>	<u>Evangelism & World Mission</u>
		<u>Teaching the Bible</u>
<u>Relationships In Ministry</u>	<u>Thinking Theologically</u>	<u>Training Others In Ministry</u>
		<u>Leadership</u>

Sample of a Term Planner

METRO TERM PLANNER		
Term #1	Trainee: Peter Citizen	
Being Like Jesus	Thinking Like Jesus	Serving Like Jesus
<p><u>Prayer and Godliness</u></p> <ul style="list-style-type: none"> • Develop a prayer list that reflects a variety of concerns and pray through this for the remainder of the year • Use the Psalms during my devotion time for this term and pray through them. • Pray and talk openly with trainer about purity during remaining months of engagement 	<p><u>Bible Study</u></p> <ul style="list-style-type: none"> • Begin 5x5x5 reading plan • Read through Psalms and meditate on five different Psalms 	<p><u>Evangelism & World Mission</u></p> <ul style="list-style-type: none"> • Come door knocking with trainer on Sundays • Invite my former workmate Rob to the Men's breakfast this term
		<p><u>Teaching the Bible</u></p> <ul style="list-style-type: none"> • Read "One-to-One Bible Reading" by David Helm • Begin reading through Mark's Gospel with Michael from Youth Group • Preparing for sermon in Term 1 on Ephesians 1
<p><u>Relationships In Ministry</u></p> <ul style="list-style-type: none"> • Be the first to arrive and last to leave at church for one month • Join the PA roster at church and understand what is involved in this ministry • Join a soccer team and begin making friends with people are not yet Christians 	<p><u>Thinking Theologically</u></p> <ul style="list-style-type: none"> • Meeting with trainer to work through "Intro to the Bible" (PTC-Moore College) • Work through "Blueprint" Bible studies (Matthias Media) • Work through MTS Training Exercise 1.01 "Listening to preaching" • Work through MTS Discussion Paper 1.03 "Bottom up, Bottom down" • Work through booklet "How to listen to a sermon" by Good News Publishers 	<p><u>Training Others In Ministry</u></p> <ul style="list-style-type: none"> • Meeting fortnightly with Brian to plan Bible studies for Growth Group and to help him prepare his first study.
		<p><u>Leadership</u></p> <ul style="list-style-type: none"> • Make time with Youth Group leaders to plan 2-year discipleship program

DOCUMENTATION TEMPLATES

Trainee Pledge

METRO Trainees must comply with the following codes of conduct as they complete their traineeship over the two year period.

METRO Trainees are to be people of a 1 Timothy 3 character, that is, bearing the characteristics that Paul outlines in his first letter to Timothy

The METRO Trainees must:

- Choose a trainer and be trained under an experienced ministry trainer
- Attend all relevant METRO Training Days
- Attend a MTS Recruiting Conference
- Attend Engage Leader's Conference (as a strand leader or participant)
- Attendance at the METRO Graduation Dinner (not compulsory but strongly encouraged)

In order to comply with Fair Work Australia and other government bodies, the METRO Trainee must:

- Be trained in accordance with an METRO approved curriculum
- Hold a commissioning service and be recognised in their church as a person of authority and responsibility in both biblical teaching and church conduct.
- Complete the Qualitative Assessment Survey every six months.

I _____ have read and understand my responsibilities as a METRO Trainee and will adhere to these during the two years training as a ministry apprentice.

Signature: _____ Date: _____

Trainer Pledge

METRO Trainers must comply with the following codes of conduct as they train their Trainees over the two year period:

- METRO Trainers must train in accordance with an METRO approved curriculum as outlined in the METRO Manual. METRO ensures the curriculum will meet Fair Work Australia regulations and training under this curriculum allows the apprentice religious practitioner tax rulings.
- METRO Trainers provide training by example (allowing their apprentices to watch them in action), by giving their trainees responsibility and providing regular and thoughtful feedback (both good and bad) and through formal training.
- Working with the METRO Trainee, METRO Term Planners must be developed each term.
- METRO Trainers must meet with their trainees regularly to provide feedback, address development needs and formal training.
- METRO Trainers must attend the MTS Recruiting Conference as well as attend METRO Training Days. This allows the Trainer to understand and support their Trainees, and also benefit from the lessons of other trainers.
- The METRO Trainer must be somebody who models godliness in ministry and life to their Trainee. They must be a person who provides guidance, encouragement and feedback to their apprentice in all circumstances.
- METRO Trainers are people of godly character who have been identified as having experience and skills in church-based Gospel ministry. They should be passionate about sharing their wisdom and experience in training the next generation of Gospel workers. They need to be able to invest approximately one day each week in coaching their trainee in the areas of being, thinking and serving like Jesus. METRO trainers are to be gospel centred in their ministry and committed to training their trainees in a manner consistent with the PCV's Reformed heritage.
- The METRO Trainer needs to provide a workplace with fair employment conditions, ensuring that the METRO Trainee and the Church comply with Fair Work Australia and the Australian Taxation Office rulings.

I _____ have read and understand my responsibilities as a METRO Trainer and will adhere to these during the two years training a ministry apprentice.

Signature: _____ Date: _____

Commissioning Service Run Sheet & Pledge

This document is intended to make planning and running a Commissioning Service as easy as possible. You should adapt this service template to best suit your church.

Sample Service Outline & Run Sheet

ITEM	ESTIMATED TIME
1. Welcome and Prayer	5 minutes
2. Song(s)	5 –10 minutes
3. Bible Reading	5 minutes
4. Talk	15 –30 minutes
5. Interview with the Apprentice	10 minutes
6. Commissioning & Pledges	10 –15 minutes
7. Prayer for the Apprentice	5 –10 minutes
8. Song(s)	5–10 minutes
9. Supper	

Sample Commissioning and Pledge

SENIOR MINISTER	TRAINEE
In beginning this new ministry, have you sought the wisdom of God through his word, prayer, careful thought and the godly counsel of wise brothers and sisters in Christ?	I Have
Do you firmly believe that you are to partake in this ministry, under God, for the building up of God's kingdom, to serve His people, that God might be glorified?	I Do
Will you instruct and train others to proclaim Christ, to teach his word and to be his servants, for the glory of God?	I Will
Will you seek God's strength and enabling by his Spirit through his Word and people as you go about this task?	I Will
Will you teach the Scriptures, seeking always to be faithful to the truth and to be continually prayerful in acknowledgement that this is God's work and we can do nothing without him	I Will
Will you carry out your ministry understanding that you are a servant of God and his people, that you are a student of God's word before a teacher of it, and that you are a partner with God's churches?	I Will
Will you care for those entrusted to you with the love of Christ as your model and motivation?	I Will
Will you strive to live according to God's word and to be an example to those you are ministering to?	I Will

Congregational Response (Spoken Corporately)

As a fellowship of God's people, we believe that under God you are to serve in this Gospel task and to partake in this ministry. We commission you for this work, trusting that God will mightily use you for his Kingdom. We promise to partner you in this ministry through our prayers, encouragement and the support of your needs. Continue on in the enabling of God's Spirit, with your eyes firmly fixed on Christ. And may the peace of God equip you with everything good for doing his will, and may he work in you what is pleasing to him.

METRO Trainee Qualitative Assessment Survey

This survey will be sent out to the Trainee via email every six months. It will be completed and submitted to the Convenor of the METRO Committee. It is expected that the METRO Trainee will discuss their answers to the Qualitative Assessment Survey with their METRO Trainer also.

Sample Qualitative Assessment Survey

Below is a sample of the survey you will receive.

Trainee Name	
Trainer Name	
Home Church	

How frequently are you meeting with your METRO Trainer?	
---	--

How would you rate the quality of the meetings with the trainer?					
	1	2	3	4	5
Time Available	Rushed & Short			As Much Time As Needed	
	1	2	3	4	5
Insightful Feedback	Poor & Limited			Helpful & Detailed	
	1	2	3	4	5
Dealing With Specific Development Needs	Unaware of Needs			Thoughtful About Needs	

How would you rate your growth as a METRO Trainee in the Three Strands? 1 = No Growth, 5 = Tremendous Growth					
Being Like Jesus	1	2	3	4	5
Thinking Like Jesus	1	2	3	4	5
Serving Like Jesus	1	2	3	4	5
How would you rate your satisfaction with your METRO Traineeship? 1 = Not Satisfied, 5 = Extremely Satisfied					
	1	2	3	4	5

Please summarise (briefly) how you believe the Traineeship is proceeding?
 Is it meeting your expectations? (optional)

Are there any issues with your training that should be raised and addressed at this time?
 (optional)

Have you and your trainer reviewed your apprenticeship in the last 6 months?	Yes	No
--	-----	----

Have Ministry Development Plans been developed?	Yes	No
---	-----	----

How would you rate the plans your trainer has prepared?					
	1	2	3	4	5

METRO Trainer Qualitative Assessment Survey

This survey has been provided to help you assess the progress of your trainee. You do NOT have to complete this form, but you might want to use it:

- for your own records to help your future planning and training
- to give feedback to the METRO Committee
- to give feedback to your trainee
- as a discussion guide as you meet with your trainee for their six monthly review and reflection (which we would recommend).

Sample Qualitative Assessment Survey

Below is a sample of the survey you will receive.

TRAINER & TRAINER DETAILS	
Name of Trainer (s)	
Name of Trainee	
Name of Church	
Traineeship Assessment: 6, 12, 18, 24 months (please circle one)	
Date	

TRAINEESHIP
How do you as a Trainer believe the Traineeship is proceeding?
Looking back over the past six months, what have been some of the encouragements and disappointments of the traineeship?

Are there any issues with your trainee that should be raised and addressed at this time?

How would you rate your satisfaction with how your trainee's traineeship is progressing?
1 = Not Satisfied, 5 = Extremely Satisfied

1

2

3

4

5

Has your trainee achieved the goals set for the last semester? Yes/No.

Reviewing your trainee's weekly timetable, how is their current balance of ministry, family, rest, preparation, etc.?

TRAINEE

What do you think are your trainee's current strengths? [in brief]

What do you think are your trainee's current weaknesses? [in brief]

How would you rate the quality of the meetings with your trainee?						
Not at all beneficial	1	2	3	4	5	Extremely beneficial
What are the reasons for this?						
How would you rate the growth of your trainee in the three strands? 1 = No Growth, 5 = Tremendous Growth						
Being like Jesus	1	2	3	4	5	
Thinking like Jesus	1	2	3	4	5	
Serving like Jesus	1	2	3	4	5	
Any comments?						
How is your trainee progressing in the following areas? 1 = No Growth, 5 = Tremendous Growth						
Bible reading and prayer	1	2	3	4	5	
Bible Study	1	2	3	4	5	
Thinking Theologically	1	2	3	4	5	
Relationships in Ministry	1	2	3	4	5	
Evangelism and Mission	1	2	3	4	5	
Teaching the Bible	1	2	3	4	5	
Training others in Ministry	1	2	3	4	5	
Leadership	1	2	3	4	5	

LOOKING FORWARD

What are your Trainee's future plans at this point in their traineeship?

Would you recommend your trainee pursue further training to be equipped to serve in full time, church based gospel ministry at this time. Yes, Wait, No. Give reasons for your answer. (For final assessment only)