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Veta Morphus

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For publication and distribution permission please contact:

Veta Youth Ltd

EBC Community Centre,
Corner Rothesay Ave and Dorene St
St Marys SA 5042

Postal Address:
PO Box 1175
Pasadena SA 5042

www.veta.org.au



2024 MINISTRY SUPERVISOR MANUAL (Ministry Placement/Work Placement)



11236NAT - Certificate III in Christian Ministry and Theology
This qualification is delivered through Evolation Learning Pty Ltd - RTO #45219.

Ministry Supervisor Manual 2024 version 2 – 8th January 2024

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1 WELCOME TO VETA YOUTH MINISTRY PLACEMENT (WORK PLACEMENT) SUPERVISION

Dear Ministry Placement Supervisor

We are writing to thank you for accepting the invitation to be a Ministry Placement Supervisor for a Veta Morphus student.

The Ministry Placement component is a significant part of the course. It is one of the most practical opportunities for the students to engage with ministry and put in to practise what they are learning throughout their Veta experience.

Veta Morphus is a Vocational Education Training course designed for Senior Secondary Students that offers academic credit towards a student's Certificate of Education. On successful completion, Veta Morphus students receive the nationally accredited 11236NAT - Certificate III in Christian Ministry and Theology. This qualification is delivered through Evolation Learning Pty Ltd - RTO #45219.

Veta Morphus is designed around six key course experiences. Veta Morphus is a Certificate III course with a total nominal hour value of 500 hours.

Ministry Placement (Major Ministry Placement and Short Term Ministry Placement)

Bible Engagement

Mentoring

Christian Community

Peer Group

Retreats

Veta Morphus students choose two Ministry Placements: a Major Ministry Placement of 40 hours and a Short Term Ministry Placement of 16 hours.

Your role is to oversee the student's work in the Ministry Placement component of the course, ensuring the student is engaged in appropriate tasks and to help them reflect theologically on their ministry. This manual outlines expectations for this role of supervising a student participating in Veta Morphus.

Support is available from Veta Youth.

We are excited that you have joined the Veta family and are participating in the development and transformation of student's lives through this Ministry Placement component.

May God richly bless you as you embark on this Ministry Placement Supervisor journey with your Veta Morphus student.

In Christ,

Peter Eckermann
Veta Youth
Director of Pastoral Care

Laura Weatherall
Veta Youth
Director of Spiritual Formation

Rohan Waters
Veta Youth
Executive Director

2 YEARLY PLAN 2024

The Yearly Plan on the next page will assist you and the student to keep up to date with requirements of the course.

You may find it helpful to keep a copy of these in an easily accessible place.

2.1 All States Yearly Plan

Due to expected course changes, many of the Workshop details are not yet available. This table will be updated once details are confirmed.

TERM	WEEK	WEEK COMMENCING	WORKSHOPS	WORKBOOK RECORD	WHAT'S ON!
1	1		Workshop 1: Induction Week 1	A	Identify Ministry Placements, find Ministry Supervisors and Mentor
1	2		Workshop 2: Induction Week 2	A	
1	3		Workshop 3:	1	Initial Mentor Meeting
1	4		Workshop 4: Planning a Ministry Placement	A	*Retreat 1 – 23-25 Feb (SA Tribe A, VIC, QLD)
1	5		Presentation 1 Development: Biblical Issue	1	*Retreat 1 – 3 Mar (SA Tribe B, NSW)
1	6		Workshop 5:	1	Major Ministry Placement should have started.
1	7		Presentation 1 Delivery: Biblical Issue	1	Mentor II
1	8		Presentation 1 Delivery: Biblical Issue	1	Review Journal Process and ensure up to date so far
1	9		Workshop 6:	A	Mentor III Hours Tracker
1	10		Workshop 7:	1	
	11 - 13		HOLIDAYS or Make up Week		
2	14		Workshop 8:	2	Submit completed Workbook 1 Mentor IV
2	15		Workshop 9:	A	*Retreat 2 – 17-19 May (SA Tribe A)
2	16		Workshop 10:	2	*Retreat 2 – 24-26 May (SA Tribe B, VIC, QLD) Mentor V
2	17		Presentation 2 Development: Cultural Issue	2	Review Journal Process and ensure up to date so far
2	18		Spiritual Practice 1: Peer Group Choice	A	*Retreat 2 – 31 May-2 Jun (NSW)
2	19		Presentation 2 Delivery: Cultural Issue	2	Mentor VI
2	20		Presentation 2 Delivery: Cultural Issue	2	
2	21		Workshop 11:	2	
2	22		Workshop 12:	2	Mentor VII
	23 - 25		HOLIDAYS or Make up Week		
3	26		Workshop 13:	3	Submit completed Workbook 2 Mentor VIII
3	27		Presentation 3 Development: Personal Issue	3	Major Ministry Mid-Year Review
3	28		Spiritual Practice 2: Peer Group Choice	A	*Retreat 3 – 9-10 Aug (SA)
3	29		Presentation 3 Develop/Delivery: Personal Issue	3	*Retreat 3 – 16-18 Aug (QLD)
3	30		Presentation 3 Delivery: Personal Issue	3	Mentor IX
3	31		Workshop 14:	3	*Retreat 3 – 23-25 Aug (VIC, NSW)
3	32		Workshop 15:	3	Review Journals and ensure up to date so far
3	33		Workshop 16:	A	Christian Community Reflections
3	34		Spiritual Practice 3: Celebratory Meal	A	
3	35		Make up Week		Retreat Reflections Hours Tracker Mentor X
	36 - 38		HOLIDAYS or Make up Week		
4	39		Workshop 17: Evaluating Course	A	Submit completed Workbooks 3 and 4
COURSE COMPLETE					
V2 - 8/12/2023					

3 WHAT IS VETA MORPHUS?

Veta Morphus is a course that provides young people with the opportunity to grow in the Christian life, develop skills for employment, and gain academic credit at the same time.

Veta Morphus enables the student to complete the 11236NAT - Certificate III in Christian Ministry and Theology, offered through Evolation Learning Pty Ltd RTO #45219, which may contribute to their Secondary School senior certificate. Veta Morphus is a structured course that promotes the Christian growth of Senior Secondary Students (years 11-12) and which develops in students the critical capacities required for work in ministry settings. This opens the doorway to a variety of employment opportunities.

Veta Morphus is not merely about learning a bunch of facts, or passing, or getting into university – it is an experience of transformation. Beyond just theory, Veta Morphus engages young people in a process of action and reflection – where the truths of the Bible are lived in everyday experience and then formed into their character through deep reflection and Godly relationships.

Veta Morphus places these young people into situations where their hearts, their minds, and their imaginations can be captured by Christ. Then once captured, transformed by the experience of the radical life they are challenged to live.

The purpose of the course is best summed up as stated in Romans 12:2a, *“Do not conform to the pattern of this world but be transformed by the renewing of your mind.”*

Veta Morphus has six key course experiences which are:

- Ministry Placements
- Bible Engagement
- Mentoring
- Christian Community
- Peer Group
- Retreats.

4 MINISTRY PLACEMENT (WORK PLACEMENT) SUPERVISOR ROLE DESCRIPTION

Purpose

- To supervise the student's Ministry Placement
- To fulfil practical requirements of the Ministry Supervisor role
- To promote the Christian growth of students.

Specific Tasks

Promote the Christian growth of students

- Pray for students
- Maintain personal walk with God
- Be attentive to the spiritual health of students and respond appropriately.

Supervise the student's Ministry Placement

- Provide students with opportunity to express, explore and develop their gifts
- Encourage students to test and challenge their personal direction and sense of God's call on their life
- Identify clear role expectations (purpose, specific tasks, time expectations, required skills, accountability)
- Ensure that appropriate safety and accountability measures are maintained (as per the recognised church/denominational standards)
- It is anticipated that, for the Major Ministry Placement, the Ministry Supervisor will meet with the student at least monthly.

Fulfil Practical Requirements of the Ministry Placement Supervisor Role

- Complete the organisation's Induction Process with the student
- Review the student's Ministry Placement Plan
- Ensure student is recording Ministry Placement hours in their Hours Tracker
- Complete Mid-Year and End of Year Reviews (Available in 2024)
- Communicate with student and PGS as required.

Minimum Expectations

- An active member of a recognised Christian community
- Recognised within that community for a significantly mature Christian faith
- Satisfactory 'Working with Children Check' or equivalent screening compliance in accordance with state requirements
- Able to make time commitment required for Ministry Supervisor's role.

Qualifications

While there are no minimum formal qualifications for Ministry Placement Supervisor, the Ministry Placement Supervisor must have at least 12 months on the job experience in a Ministry role.

Before the Ministry Placement Begins

- Ministry Placement Supervisor and student need to complete the Ministry Start Up Process (see Section 14.1)
- The Ministry Placement Supervisor is required to complete the Online Application form and provide a copy of a Working with Children Check (or similar, depending on your State) before the Ministry Placement can begin
- The Ministry Placement Supervisor will make the Organisation aware that a Veta Morphus Student will be doing a Ministry Placement as a part of their Veta Morphus course. It is the responsibility of the Organisation to complete the Online Organisation Approval form. The form includes a helpful checklist as the Ministry Placement begins
- The Ministry Placement Supervisor is to complete an Induction with the student, guided by the Induction questions on the student's Induction Form
- Once the student has completed their Start Up Forms workshop, (including submitting the required documents), they will receive 'Permission to Proceed' with the Ministry Placement from Veta Youth.

Please note: The above forms and process must be completed before the student can begin their Ministry Placement. Any delay may jeopardise the student's ability to complete the course.

5 STUDENT ROLE DESCRIPTION

... I will show you my faith by what I do ... James 2:18b

Definition

Successful completion of the course requires students to undertake practical application of ministry skills and work in an environment that provides for reflection. This is referred to as Ministry Placement or 'Work Placement'.

Purposes

- To help students engage in God's mission to the world
- To provide students with opportunity to express, explore and develop their gifts
- To encourage students to test and challenge their personal direction and sense of God's call on their life
- To provide ministry or workplace experience.

Time Commitment

Major Ministry Placement: 40 hours

Short Term Ministry Placement: 16 hours

Considerations

When planning their Major and Short Term Ministry Placements, students need to be able to do the following in their Ministry Placement:

- Engage with other people in this ministry
- Take the next step(s) for their growth in this particular ministry i.e., don't just do the same thing they have been doing for years
- Be able to mentor others involved in this ministry
- Actions/Activities that they can move toward that will force them out of their comfort zone and to rely more on God
- Require the student to take specific responsibility for a substantial part of the ministry **involving a group of at least five people**. The level of engagement will depend upon the student's personal capacity, with an expectation that the student is extending themselves
- Meet the criteria listed in the Major and Short Term Ministry reviews in their Online Workbook A.

Students are to use this opportunity to not just do what is comfortable, but to extend their ministry in ways that they would not normally engage.

6 SPECIFIC MINISTRY PLACEMENT (WORK PLACEMENT) TASKS

6.1 Major Ministry Placement (Minimum 40 hours)

All Veta Morphus students must engage in a Major Ministry Placement. This may be an ongoing role in a leadership team, or a personal ministry, usually on a weekly or fortnightly basis for at least six months.

This activity must:

- Take a minimum of **40** hours of active service
- Grow and develop the student and allow reflection on how this ministry fits in with the mission of God
- Require the student to take specific responsibility for a substantial part of the ministry
 - The level of engagement will depend upon the student's personal capacity, with an expectation that the student is extending themselves.
- Involve the student in all aspects of planning, preparation, implementation, and evaluation
- Utilise a broad range of gifts and skills requiring effort and creativity by the student
 - The student should challenge themselves to go beyond their current level of ministry experience and not merely repeating what they have done before.
- Require the student to record their Ministry Placement hours in their Hours Tracker. The Hours Tracker is uploaded with each Workbook (1,2,3 & A as they become due)
- Students are expected to fulfil all obligations associated with any ministry role/s they adopt. Participating in meetings, training activities, events and taking on responsibilities appropriate to their gifts, experience and skills is expected.

Ideas for Major Ministry Placement might include:

- Being on the planning team for a major event
- Leading a regular small group
- Participating in the leadership of youth or children's ministry or worship ministry
- Running a prayer group/outreach activity at school
- Leading a community care or justice ministry
- Leading an Alpha Youth group*
- Leading a Mustard Group*
- Serving in a Camping Ministry*.

The students are not limited to these examples.

*Contact peter@veta.au to discuss further details of these Ministry Placements.

6.2 Short Term Ministry Placement (Minimum 16 hours)

All Veta Morphus students must also engage in a Short Term Ministry Placement which involves a minimum of 16 hours (including any training leading up to the ministry experience and debrief at the conclusion).

This activity must:

- Run across a minimum of two days including one night
- Take a minimum of **16** hours of active service. Hours spent sleeping cannot be counted as part of the Ministry Placement
- Grow and develop the student and allow reflection on how this ministry fits in with the mission of God
- Involve the student in all aspects of planning, preparation, implementation, and evaluation
- Involve living with a group of people in the community
- Utilise a broad range of gifts and skills requiring effort and creativity by the student
- The student should challenge themselves to go beyond their current level of ministry experience and not merely repeat what they have done before
- Require the student to record their Short Term Ministry Placement hours in their Hours Tracker. The Hours Tracker is uploaded with each Workbook (1,2,3 & A as they become due.) The Hours Tracker is done on completion of the Short Term Ministry Placement
- Students are expected to fulfil all obligations associated with any ministry role/s they adopt. Participating in meetings, training activities, events and taking on responsibilities appropriate to their gifts, experience and skills is expected.

Ideas for your Short Term Ministry Placement might include:

- Leading on a camp
- Touring with a band
- Participating in beach mission
- Running a holiday program
- Leading on a school camp
- Leadership of a group while at an event
- Leading a Life Essentials Alpha Youth Group.

Students are not limited to these examples.

6.3 Variances to Ministry Placement Component

Many students take the opportunity to participate in Mission or Service Projects as a part of their Veta Morphus experience. These can accumulate many hours (sometimes 100 hours+) of ministry time in preparation, training, travel, service, and debriefing. These types of Ministry Placement experiences obviously satisfy the specific Short Term Ministry Placement requirement of living in community and include an overnight component. In these circumstances, the Ministry Placement can be recognised as the Major Ministry Placement contributing 40 hours to the Ministry Placement total hours. In conjunction with this, a second Ministry Placement which contributes 16 hours to the Ministry Placement hours is required and this should follow the guidelines outlined for the Major Ministry Placement. The contributing hours must be active participation, i.e., cannot include sleep time.

If the student chooses a variance to Ministry Placement, it must be confirmed and approved by the Peer Group Supervisor in conjunction with Veta Youth.

7 CHRISTIAN MINISTRY

THEOLOGY PRACTICE

'For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.' Ephesians 2:10

Just as Jesus came not to be served, but to serve, we are to do likewise. And it is important to keep in mind that, unlike the values of our society, we don't do good works to gain the praise and reward of others, to feel better about ourselves, or even so God would love us more. Christ already loves us so much that he was willing to give everything for us and, in fact, died for us while we were still sinners (Romans 5:8). Our motive for good works is to reflect Jesus Christ, to discover and demonstrate to ourselves and others what we were created by God for, and to receive, the fulfilment in life we were intended to have by our existence.

The Ministry Placement component in Veta Morphus is about providing intentional Christian ministry opportunities for students to serve and discover their gifts and God's leadings for their lives through focused activity. The Ministry Placement isn't about saying, 'Christians need to do good works for their salvation', and it isn't about just doing community service or social activism for its own end. We come to know God better and grow in our relationship with him through doing God's work together with him. So, part of the Ministry Placement involves the student reflecting theologically about their ministry and its place in the wider context of what other believers are doing.

The Ministry Placement Supervisor is to ensure the student engages in appropriate activity in the relevant Ministry Placement, support the student so they are adequately equipped for the Ministry Placement, oversee their efforts and progress, and facilitate reflections of their ministry efforts and experiences.

PLEASE NOTE: "**Intentional Christian Ministry**" means:

- **Intentional:** Have a clearly articulated purpose and involve focused activity
- **Christian:** Serving the purposes of Christ as revealed in the Bible, as well as being endorsed by your local Christian community
- **Ministry:** Acts of service that demonstrate integrity to the way of Jesus in word and deed, spirit and action.

8 COURSE REQUIREMENTS

The Ministry Placement Supervisor is to ensure the student engages in an appropriate activity in the relevant Ministry Placement, support the student so they are adequately equipped for the placement, oversee their efforts and progress, and facilitate reflections of their ministry efforts and experiences. The ministry that you are overseeing for the student will fall into one of the following categories:

- Major Ministry Placement (minimum of 40 hours)
- Short Term Ministry Placement (minimum of 16 hours).

8.1 Induction Process

An induction process MUST take place prior to the start of the Ministry Placement. It is essential that this process includes the following as the student will need to 'check-off' discussing these issues on the Induction Form as part of their course requirements:

- Workplace Health and Safety
- Organisational policies and procedures
- Organisational structure
- Opportunities for ongoing training and development
- Resources available to assist with the Ministry Placement
- Child safety and care requirements
- Reporting of abuse.

If any of these issues are not formally part of the Organisation where the Ministry Placement is happening, the Ministry Placement Supervisor and Student can still discuss what this might mean in practise and if there is a need for any action.

The Induction Process will need to occur before the Ministry Placement begins.

Major Ministry Placement Induction **MUST** be completed and submitted no later than the end of Term 1.

Short Term Ministry Placement Induction **MUST** be completed and submitted by the end of Term 2.

Veta Youth recognises that the level of development and detail of Organisations hosting Ministry Placements will vary. The Induction Process is not designed to embarrass an Organisation. If the Induction Process provides a catalyst for development of an Organisation's policies, we hope this would be welcomed. Veta Youth's expectation is that the student will receive appropriate supervision and is serving in a healthy and safe placement environment.

In the event that a student is doing a Ministry Placement where no formal organisational structure exists, please contact Veta Youth to discuss safety and risk management issues.

'His master replied, "Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!"'

Matthew 25:23

8.2 Ministry Induction Declaration

This form will be required to be completed as part of an Induction Meeting for the student about your organisation. Even if your organisation doesn't normally have an Induction Process in place, you will need to have discussed with the student the key points listed in this form.

It is essential that the following are all discussed as part of this Induction Process.

The student and I have discussed:

The potential outcomes listed on the Review Sheets, and pathways to achieving them. (Copy included in Ministry Supervisor Manual)

Yes

Appropriate rules for group behaviour as well as potential breaches of behaviour by the student or other participants in the ministry, and possible ways to address them.

Yes

Workplace health and safety issues, including risk management, and have addressed the issues arising.

Yes

Any difficult situation that may arise, including discrimination, bullying, harassment, conflict etc.

Yes

Duty of care in relation to child protection and mandatory reporting policy and practice in the ministry placement setting.

Yes

Privacy, confidentiality and disclosure and their responsibility to these policies and practices.

Yes

Student has been inducted into the organisation where the Ministry Placement is taking place.

Yes

After the Induction meeting, complete this Declaration. Students submit this form in their Ministry Start Up Forms Workshop.

Please note: All parts of this form must be fully completed including both names and signatures. Students who submit this form without this, will be asked to ensure it is all completed and resubmit the form.

Declaration*

I (Student name) _____ agree to follow the policies/procedures discussed in my Induction.

Student Signature: _____ Date: / /

I (Ministry Supervisor) _____ agree that I have completed an induction with this student and can confirm that all of the above items were discussed and agreed upon.

Ministry Supervisor Signature: _____ Date: / /

Is this the Student's Major Ministry Induction or Short Term Ministry Induction?

*Separate Inductions must take place for Major and Short Term Ministry even if the Ministry Supervisor is the same person. *Content of this form may change in accordance with course requirements.*

9 PERSONAL PREPARATION FOR THE ROLE OF MINISTRY PLACEMENT SUPERVISOR

9.1 Preparation

Once again, we would like to thank you for taking on the role of Ministry Placement Supervisor for a Veta Morphus student.

As you prepare for your role, it is important that you take the time to examine your own spiritual journey and practice in relation to the ministry. Your current relationship with God and the experience of your spiritual life are your primary resources as you serve a student participating in a Ministry Placement under your supervision. The following questions are designed to help you in your preparation. Please take the time to prayerfully reflect on them before you meet with your student. You may find it helpful to write down your responses in a journal (you can then look back over this as you journey through the year). You do not need to share these answers with others, but they have been useful to others in ministry oversight.

- What are the purposes of the ministry?
- Thinking about each statement you made about the purposes of the ministry, what are the intentional specific ways this particular ministry works to achieve the purposes?
- How does this ministry reflect the Mission of God?
- What gifts, talents and skills are required in this ministry?
- What gifts, talents and skills are developed/revealed in this ministry?
- How have you seen God work in and through this ministry?
- How have you grown personally through this ministry?
- How can the student grow through this ministry and how will you notice any growth?
- What have you noticed in people involved in this, or other similar ministries, that are stumbling blocks to their relationship with God or for the ministry? How can you help the student avoid them?
- Why is your belief in Christ important to who you are and your life?

9.2 Safety and Care Issues

Veta Youth recognises that children have the right to feel safe and be safe at all times. * We have the privilege of working with young people and are committed to developing a culture of safety and encouragement in which young people are protected from abuse, free from neglect, valued and cared for.

Safe environments begin with safe leaders, whether in a paid or volunteer position. All Ministry Supervisors must provide a copy of a Working with Children Check or equivalent, according to your state requirements.

*Veta Youth abide by the Child Protection Requirements of each state in which we operate. Please find a copy of our Child Safe Policy and Code of Conduct on our website <https://veta.org.au/pgs-and-students/#policies>.

The following issues should be considered in creating a safe environment:

- Ministry Placement MUST NOT BEGIN until the Ministry Supervisor has provided a copy of their Working with Children Check, or equivalent screening document has been provided to the student and this has been uploaded into Canvas by the student. Across Australia, it is a criminal offence to work with a child without providing the appropriate WWCC, or equivalent
- No Ministry Placement Supervisor meetings should be in secluded places, locked rooms, or places likely to cause suspicion
- Parents or caregivers must be aware of the arranged meeting times
- Be aware of what is appropriate physical contact
- Ministry Placement Supervisors should not intentionally expose or encourage students to media, environments or behaviour that is unsuitable for children or young people, or is generally recognised as inappropriate for Christian growth
- Ministry Placement Supervisors are required to report disclosures, allegations, or belief regarding abuse to their state child abuse report line.

9.3 Safe Boundaries for Ministry Placement Supervisor

Veta Youth requires those working with Veta Morpheus students to respect privacy and ethical responsibilities in regards to confidentiality. Confidentiality however is not secrecy. If issues are disclosed where there is reason to believe a student is being harmed, has been harmed, or is harming others, Veta Youth requires you to report these to the relevant reporting body. Where possible, students should be advised that information has been reported. Please consult the Child Protection Agency list (which follows) to find your relevant state reporting body.

9.4 Reporting child abuse and neglect

If you believe a child is in immediate danger, call the Police on 000.

State and territory departments responsible for protecting children

Please note that you do not need to be absolutely certain that abuse or neglect of a child has occurred to call these authorities. If you suspect a child is at risk of harm, you may call the authority to discuss your concerns and they will decide whether an investigation is required.

Reporting Authority	
Australian Capital Territory	
Child and Youth Protection Services	General Public Ph: 1300 556 729 (24 hours) Reporting child abuse and neglect Email: childprotection@act.gov.au
New South Wales	
Department of Community and Justice	Child Protection Helpline Ph: 13 21 11 (24 hours)
Northern Territory	
Territory Families, Housing and Communities	NT Child Abuse Hotline Ph: 1800 700 250 (24 hours)
Queensland	
Department of Children, Youth, Justice and Multicultural Affairs	Report to your nearest Child Safety Service Centre https://www.cyjma.qld.gov.au/contact-us/department-contacts/child-family-contacts/child-safety-service-centres/regional-intake-services Child Safety After Hours Service Centre Ph: 1800 177 135 (24 hours)
South Australia	
Department for Child Protection	Child Abuse Report Line Ph: 13 14 78 (24 hours)
Tasmania	
	Child Safety Services: 1800 000 123 (24 hours)
Victoria	
Department of Families, Fairness and Housing	For a list of regional and metropolitan phone numbers: https://services.dffh.vic.gov.au/child-protection-contacts After hours child protection emergency service Ph: 13 12 78
Western Australia	
Department of Communities, Child Protection and Family Support	Central Intake Team Ph: 1800 273 889 or After Hours Crisis Care: 1800 199 008 or text on 0477131 114 If you are a mandatory reporter Ph: 1800 708 704 or online at Mandatory Reporting (communities.wa.gov.au)

Information Source: <https://aifs.gov.au/cfca/publications/reporting-abuse-and-neglect>

9.5 Prayer

Please pray with and for the student. Prayer points may be raised, and it may be appropriate for a prayer to be said right then and there, but please don't restrict your prayers for them just at these times.

(1 Thessalonians 5:17). Encourage the student to pray without ceasing, both for others as well as themselves and the Ministry they are involved in.

9.6 Comments on Conversations with Young People

Questioning of established authority and truth

Society very much encourages young people to be sceptical and questioning towards established authorities and truth (including biblical truth). Don't be surprised if they question what you say and what they are reading or hearing from the Bible. As a Ministry Supervisor you may find opportunity to encourage young people to bring their honest questions and struggles to the Bible. You don't need to have all the answers, nor do you always have to be right (especially if you might be wrong!).

Blind acceptance of new 'truth' - science and life experience

Paradoxically, society also encourages a lot of people to just believe in new truths – science and interpretations of life experiences. Be gentle. Feel free to question them also – particularly about how they know something is 'true'. A lot of information is available now through internet websites or 'new findings' that can be unreliable. We live in an information-saturated world that continually strives to provide consumers with 'newer' new information or things, so we will not settle for what we already have.

What the heart loves, the will chooses, and the mind justifies

Although an age-old principle (this is one of the major principles of the Reformation), we need to be reminded of it as it will blind us and our students to God's truth. In the first chapter of the first letter to Timothy, Paul talks of leadership that misleads our sinful state, and the reality of people who shipwreck their faith. Don't get caught up in minor or meaningless quarrels – focus on what will build a sincere faith in your student. Remember your sinful state – be clear of what is sound doctrine. Be humble, don't take the moral high ground, and be grace-full always.

And in the end:

'The young can't think like the old, but the old should never forget what it was like to be young.'

10 COURSE COMPLETION LETTER TO STUDENT

To aid in closure to the course, we would like you to consider writing a letter to the student reflecting on the ministry experience you have shared together. This doesn't mean your friendship/ministry relationship has to end if you both wish to continue, but it is a significant marker for this part of the student's Christian journey. This is a personal, confidential letter to the student.

Please remember that, because of the journey you have been privileged to share with them throughout the year, this letter will be held in high regard. Don't say anything in it that could undo the progress made. Don't make any promises you won't or may not be able to keep. Please read over it a few times to make sure everything you say in it means what you wish it to say.

You might wish to include in your letter the following:

- Express your appreciation for the trust they have invested in you by choosing you as their Ministry Supervisor and sharing their life throughout your time together
- Describe three areas where you saw significant growth in them throughout the year – being specific about the growth you saw
- Gently highlight one or two areas where they could benefit from further growth, noting any progress made
- Share one memory of your time together
- Share one thing that you personally learnt, benefited from, or felt greatly encouraged by from your time together
- Share some encouraging Bible passages
- Encourage them to continue their journey and to invest in the growth of those around them.

11 BIBLE ENGAGEMENT PLAN

On the next page is the Veta Morphus Bible reading plan for 2024. The term weeks may vary from state to state and school to school.

This Bible Engagement Plan will take the student on a journey! This journey is from Genesis to Revelation, from the beginning to eternity, of God's plan for the world. The plan will take them through three major themes: the covenant, the Messiah and the new heaven and new earth. We pray that they come to love Jesus more and see God's wonderful plan unfold.

As the student begins Veta Morphus, they will receive a NIV Study Bible to enable their Bible Engagement and other Bible study and research.

At Veta Youth we believe that one of the ways we get to know God is through reading and reflecting on the Bible. This is why Bible Engagement is such an important part of Veta Morphus, and the Christian life. Doing Bible Engagement is not just a task to 'get done' but an opportunity to get to know God more.

As the student begins Veta Morphus, starting in Workbook 1, they will read the three (3) weekly Bible readings listed in the Bible Reading Plan. In Workbook 1 they will be required to complete one journal per week.

They can **choose** which Scripture passage they will focus on for their journal each week.

In the first five (5) weeks, the priority will be on developing a good practice of journaling using the SOAP method.

In Workbook 2 and 3, they will be required to read the three (3) weekly readings and complete two (2) journals of their choice each week.

Week	Law & History	Wisdom & Prophets	New Testament	Complete
1	Genesis 1-3	Psalm 2	Matthew 1	
2	Genesis 9	Psalm 8	Matthew 4	
3	Genesis 15; 17; 18:1-15	Psalm 16	Matthew 5-7	
4	Genesis 22:1-19	Psalm 22	Matthew 8	
5	Genesis 25:19-26:6	Psalm 41	Matthew 13	
6	Genesis 28:10-22	Psalm 68	Matthew 18-20:16	
7	Exodus 6:1-11	Psalm 69	Matthew 21:28-22:14	
8	Exodus 11-14	Psalm 89	Matthew 25	
9	Exodus 16	Psalm 109	Matthew 26:17-30	
Make up weeks and holidays				
1	Exodus 19-20	Psalm 110	Mark [^]	
2	Exodus 24	Psalm 118	Luke 2; 24	
3	Exodus 33-34	Isaiah 6-7; 9:1-7	John 1:1-18; 3	
4	Numbers 20:1-13	Isaiah 11	John 4-5	
5	Numbers 32:1-13	Isaiah 40-42	John 6:25-71	
6	Deuteronomy 18:14-22	Isaiah 52-53	John 7:25-52; 12:37-50	
7	Deuteronomy 28-29	Isaiah 54-56:8	Acts 14-15	
8	Deuteronomy 32:48-52	Isaiah 65	Acts 17	
9	Joshua 1; 24	Jeremiah 31; 33	Acts 28	
Make up weeks and holidays				
1	Judges 2:6-3:6	Ezekiel 2-3:15	Romans 7-8	
2	1 Samuel 1; 3	Ezekiel 36	Romans 9; 11; 15	
3	1 Samuel 7:15-8:22	Hosea 1-2; 11	1 Corinthians 15	
4	1 Samuel 15-16:1-13	Hosea 6; 8	2 Corinthians 3	
5	2 Samuel 2:1-7; 5:1-5; 7:1-17	Joel 2	Galatians 3	
6	1 Kings 6:1; 8:1-21	Micah 4-5	Ephesians 3	
7	1 Kings 8:22-9:9	Jonah 1-4	Hebrews 8-9	
8	1 Kings 12	Nahum 1	Hebrews 11-12	
9	2 Kings 17:7-23	Zechariah 8; 9:9-13; 10	2 Peter 3	
10	2 Kings 24-25	Malachi 1-4	Revelation 11:15-19; 21-22	

[^]For this week, you will need to complete your journal entry on Mark. We encourage you to read the book of Mark in one sitting from beginning to end. Choose a time that will allow you to read all 16 chapters. If you listen to the audio Bible, it will take you 1 hour and 29 minutes. The YouTube Video (Link following) is for your use if you would like a dramatised audio version of Mark's Gospel. (<https://www.youtube.com/watch?v=WThbVlxYf1c>)

12 MINISTRY PLACEMENT REVIEWS

12.1 Review Notes to the Ministry Placement Supervisor

The Major Ministry Mid-Year review is to be completed halfway through the Ministry Placement, while the Short Term Ministry End of Ministry and Major Ministry End of Year Reviews at the end, with the student present.

The following should help to give you some guidance in completing the Review(s):

Consistent – means the student consistently demonstrates this criterion

Developing – means the student has demonstrated this criterion on at least two occasions

Requires Work – means the student has not demonstrated this criterion on more than one occasion.

For those areas where you have ticked "Requires Work", please discuss with the student ways to improve in that area over the coming weeks.

Ask the student to take notes based on the review. The student themselves may have suggestions on how they can improve.

For the student to be competent in their course they will need to achieve a level of at least "Developing" by the End of Year Review.

Where the student does not normally take part in an activity that leads to the demonstration of a particular criterion, assist them to find a way to be able to demonstrate the Criterion.

12.2 Ministry Placement Review Sheet 2024

Student Name:			
Circle applicable placement: Major Mid-Year/Major End of Year/Short Term Placement			
Criterion	Requires Work	Developing	Consistent
1. Student completed allocated ministry tasks			
2. Student understood their role within the Ministry Placement			
3. Student demonstrated an understanding of the principles of teamwork and contributed to the team			
4. Student participated in planning, delivery, and review processes of their ministry			
5. Student demonstrated appropriate duty of care and conduct with all team members and participants			
6. Student understood the need for adaptability, commitment and motivation needed to achieve their personal and organisational goals			
7. Student encouraged the participation of others in a group setting			
8. Student was open, actively sought to have ministry tasks evaluated and asked for feedback with the guidance of relevant leadership			
9. Student was prepared to take risks beyond their comfort zone			
10. Student demonstrated initiative and self-motivation required to achieve their SMART goals			
11. Student used and developed their gifts and strengths			
12. Student demonstrated appropriate communication and interpersonal skills within their ministry role			
13. Student recognised difficult or unplanned circumstance(s) as an opportunity for growth and development			
14. Student modelled a Christ-like behaviour and provided encouragement to the faith of others			
15. Student sought to grow in their relationship with God within their Ministry Placement			
16. Student completed any required paperwork reporting for the organisation to the standard required e.g. sign in/out registers, rosters etc.			
Further comments, suggestions, encouragement, or recommendations by the Ministry Supervisor:			
Ministry Supervisor Name:			
Signature (Ministry Supervisor)		Date	

13 MINISTRY PLACEMENT SUPERVISOR INVITATION LETTER

Student Name:

Tel:

Mob:

Address:

Email:

Dear

I am writing to ask you to prayerfully consider being my Veta Morphus Ministry Placement Supervisor for the year in the capacity outlined in this letter.

I am currently enrolled in a Veta Youth course. Veta Morphus is a Vocational Education Training course designed for Senior Secondary Students that offers academic credit towards a student's certificate of education. On successful completion, Veta Morphus students receive the nationally accredited 11236NAT - Certificate III in Christian Ministry and Theology. This qualification is provided through Evolution Learning Pty Ltd - RTO #45219.

The course has the following key experiences:

- Ministry Placements
- Bible Engagement
- Mentoring
- Christian Community
- Peer Group
- Retreats.

The Ministry Placement requires me to be engaged in the following activities:

Major Ministry Placement: 40 hours

Short Term Ministry Placement: 16 hours

Your role is to oversee my work in the Ministry Placement component of the course, ensure I am engaged in appropriate tasks and help me reflect theologically on the ministry.

Within the Ministry Supervisor Manual supplied with this letter, is a detailed role description. Support is available from my Peer Group Supervisor and Veta Youth. A copy of the Manual can also be found at <https://veta.au/pgs-and-students/#ministry-supervisors-manual>.

If you are willing to accept this invitation, I ask that you take this Manual along with the following letter from Veta Youth and Ministry Placement Application form to your organisation to approve your role and the organisation's responsibility regarding my Ministry Placement.

I look forward to hearing from you soon.

For further information on this role, please contact my Peer Group Supervisor:

Name:

Phone (School/Church):

Mobile:

Postal Address:

Email:

Thank you for considering my request.

Yours truly,

14 APPOINTMENT OF MINISTRY PLACEMENT SUPERVISOR

The Ministry Placement Start Up process (described below) is designed to provide an 'official' start to the Ministry Placement, to protect and to minimise risks for both the Student and the Ministry Supervisor and the organisations involved. Completing these forms ensures that Veta Ministry Placements are conducted under the authority of a suitable organisation, and that appropriate child safety and risk management arrangements are in place.

14.1 Ministry Start Up Process

Before commencing a Ministry Placement, both the student and the Ministry Supervisor must ensure each of these steps have taken place:

1. The **Ministry Placement Supervisor** must complete an Induction with the student. (Sample copy of the Ministry Induction Declaration is included on page 16 of this Manual)
2. The **Ministry Placement Supervisor** must provide a copy of the state required WWCC, Blue Card or Working with Vulnerable People Card to the student (See next page for specific state details)
3. The **Ministry Placement Supervisor** must complete the online 'Ministry Placement Application Form' at this link <https://veta.au/min-super-apn-2024/>
4. **An authorised representative** of the organisation under which the Ministry Placement is to be conducted must agree to and sign the online 'Ministry Placement Approval' at this link <https://veta.au/minsuper-org-approval-2024/>
5. **The student** must upload the copy of the state required WWCC, Blue Card or Working with Vulnerable People Card (See below page for specific state details) to their Ministry Placement Start Up forms workshop
6. **The student** must receive "Permission to Proceed" prior to the commencement of the Ministry Placement.
('Permission to Proceed' will be given by Veta Youth's Assessor once all these steps have been completed and will appear in the Comments section of the Ministry Start Up workshop.)

Veta Youth requires that Ministry Placement supervisors and authorised representatives complete all online Ministry Placement forms, and students upload all WWCC, Blue Card or Working with Vulnerable People Card by the end of Term 1.

If there is some reason that prevents this from happening prior to the end of Term 1, students are advised to talk with their PGS and/or Veta Youth. As the Ministry Placement Supervisor your cooperation in assisting students to complete this 'Start-Up' process in a timely manner is very much valued and appreciated.

14.2 Working with Children's Check requirements in each state

You are required to provide a copy of the Child Protection Screening Check required in your state, when working with children, to the student for uploading to their Start Up Workshop. Please ensure all screening documents or cards are current. If you do not have the required screening check, or yours is not current, please apply immediately.

You will find the requirements for each state on the following page.

<p>Victorian Ministry Supervisors</p> <p>You are required to provide to the Student(s) a copy of your "Working with Children Check (WWCC) card" or Teacher Registration Card. Just quoting the WWCC card number will not be acceptable.</p>
<p>New South Wales Ministry Supervisors</p> <p>To allow Veta Youth to verify your Ministry Supervisor clearance (WWCC) number online please provide the following details of your Ministry Supervisor:</p> <p>LAST NAME FIRST NAME DATE OF BIRTH WWCC NUMBER</p> <p>You will upload a copy of these details here.</p>
<p>South Australia Ministry Supervisors</p> <p>You are required to upload a copy of your Ministry Supervisor's Working with Children's Check confirmation email. (All pages of the WWCC email must be included). Just quoting the WWCC number will not be acceptable. Your supervisor can apply for a WWCC at this link - https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual.</p> <p>You will upload the WWCC here. Please note that Police Checks or Teacher Registration documents are no longer acceptable in SA.</p>
<p>Western Australia Ministry Supervisors</p> <p>You are required to provide to the Student(s) a copy of your "Working with Children Check (WWC) Card". Just quoting the WWC Card number will not be acceptable. Please note that a Teacher Registration document is no longer acceptable.</p>
<p>Queensland Ministry Supervisors</p> <p>You are required to provide to the Student(s) a copy of your "Blue Card". Just quoting the Blue Card number will not be acceptable.</p> <p>Please note that a Teacher Registration document is no longer acceptable. However you can apply for and provide an Exemption Card.</p>
<p>Tasmania Ministry Supervisors</p> <p>You are required to provide to the Student(s) a copy of your "Working with Vulnerable People" (RWVP) Card. Just quoting the RWVP Card number will not be acceptable. Please note that a Teacher Registration document is no longer acceptable.</p>
<p>ACT Ministry Supervisors</p> <p>You are required to provide to the Student(s) a copy of your "Working With Vulnerable People" card. If you don't already have one, ensure you apply for one.</p>
<p>NT Ministry Supervisors</p> <p>You are required to provide to the Student(s) a copy of your Working With Children (WWC) clearance which is also called an Ochre Card.</p> <p>Please note that an Ochre card is valid for two years from the date of issue.</p>

14.3 Ministry Placement Organisation Approval

Please provide this letter from the Veta Youth Executive Director, to the authorised representative of your organisation who will be completing and signing the online authorisation form

<https://veta.au/minsuper-org-approval-2024/>

To Whom it May Concern

Veta Youth partners with schools and churches around Australia, to deliver a Christian learning experience called Veta Morphus that students complete as part of their Senior High Certificate.

One of our students would like to complete the Ministry Placement component of their course with your organisation and therefore requires the attached 'Ministry Placement Form' to be completed by an authorised representative of the organisation.

By completing this form, you will help us to protect the safety of the student and to minimise risks for the people and the organisations involved.

The student is required to submit the form to us prior to the commencement of his or her placement.

Rohan Waters
Executive Director
Veta Youth.

Should you have any questions or comments, please contact:

Peter Eckermann
Veta Youth Director of Pastoral
Care
E: peter@veta.org.au
M: 0427 780 004