

Ministry Reflection Reports

adapted from Transforming the Rough Places, The Ministry of Supervision by Kenneth Pohly

The Ministry Reflection Report is a written description of an event or situation in ministry which invites reflection upon our practice of ministry. It serves as “live” case study material for group reflection. The reflection reports should be written in a format that follows certain stages to facilitate conversation in the Mentor-Covenant Group.

1. Choosing the event or situation
 - a. Think about the many events and situations which have had a significant impact on your ministry.
 - b. From the many, select one that has current concern for you and in which you have a strong investment of emotional, mental, and/or spiritual energy.
 - c. Both positive and negative experiences in ministry make appropriate cases. It’s best not always to be the hero, nor always the fool, in selecting events for these reports—and sometimes very fruitful reflections can come from the most seemingly mundane situations.

2. Preparing to write
 - a. Recall as much as you can of the details involved in the event or situation; “feel” your way into it as fully as possible. Make some notes in the five categories in order to make sure you have it accurately in mind: Information, Evaluation, Analysis, Theological Reflection, Commitment.

3. Writing the Ministry Reflection Report
Please include elements in all five areas of reflection listed here; you do not need to answer every one of the suggested questions!
 - a. **Information:** Describe the event or situation in a way that a reader can get a mental picture of it.
What happened? Who was involved? What was your role? How did you and others respond? What was the result?
 - b. **Evaluation:** Relate the effects of the event or situation on you and other persons involved.
What emotions did you experience? How did the other people react? How has it affected you personally? How has it affected you professionally? What are the key issues for you?
 - c. **Analysis:** Sketch your interpretation of the event or situation as an occasion for ministry. What made it “ministry”? What made it positive or negative? What factor or forces were at work to influence it? What personal knowledge or experience does it challenge? What options are possible as a continuing ministering response?
 - d. **Theological Reflection:** Name the theological meanings found in the event or situation and in your response to it.
What personal beliefs and/or convictions are evidenced in or challenged by it? How did or could your religious experience shape your ministering response? What biblical, historical, and/or cultural insights relate to it? What “truth” informs you? What ultimate concerns do you have concerning it?
 - e. **Commitment:** Outline the implications growing out of the event or situation for your future ministry.
How is this like what you might experience again in the future? What ongoing impact will this situation have in your setting? What have you learned from it? How can its benefits be continued or its hazards be avoided? What ongoing ministering response do you intend to make?