# Ministry Report Format

**Outline for Writing Ministry Reports**

A ministry report is a written description of an event or situation in ministry that is prepared to invite reflection upon the practice of ministry. **The report should be 2-3 double-spaced pages**, with three pages being the **maximum** allowed.

1.      Choose an event that has a significant impact on your ministry or has involved a large amount of spiritual, mental, or emotional energy. It can be a positive or negative experience.

2.      Recall as many of the details of the event as possible including your feelings.

3.      Write your report using the five areas below to guide your reflection:

***Contextualization:***

* Describe the demographic context of your ministry setting, e.g., membership (or similar information for non-parish internships), age, gender, ethnicity, social class, educational levels, location (e.g., urban, rural, suburban), staffing pattern.

***Orientation/Disorientation:***

* 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?
* How do current historical, political, social, economic, institutions and movements influence your perception of what took place?
* In what ways did you experience vulnerability or courage? 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?

***Reorientation:***

* In what ways does the gospel engage the situation you have described? Where do you see Christian faithfulness being lived out? Where might your understanding of scripture/theology conflict with the situation/events/behaviors you described?
* How does God reveal Godself in this situation? What brings new life, hope?
* Which of your personal beliefs and/or convictions are reflected in or challenged by the event? Do your actions reflect your core beliefs? If so, how? If not, why not?

***Pastoral Imagination:***

* What have you learned from the event that may impact your current or future ministry?   How can its benefits be continued or its hazards be avoided? Are there actions you need to take in response to your insights?
* During this event or in later reflection on it, how did you draw from your knowledge and learning from other classes you have taken at UPSem?

***Questions for Peers:***

Include at least two questions you would like to discuss with your peers.