

Tips for Writing Goals in TFE (Smart Goals)

TFE is a learning experience that is undergirded with **three to four goals** that will serve to support your experience. These goals help you in making decisions throughout the year, and you will work throughout the year so that they may be accomplished by year's end. In addition to the goals, you will also need to develop objectives/tasks that can be accomplished during the year to support the goals. As a lifelong-learner you will always have new things that you desire to learn and we believe this process will provide a model that you can adapt for ministry in the years to come.

Using the model of Smart Goals from *Experiencing Ministry Supervision* by Pyle and Seals (pp 60-62), your goals should be specific, measurable, attainable, relevant and trackable.

S: Specific and observable behavior

M: Measurable how many, how long, how much

A: Attainable with the resources available i.e. books, money, time

R: Relevant to your vocational goal, or personal growth

T: Trackable by dates, process, etc.

A goal then is a future target or end result. The objectives/tasks are the steps that you take to achieve the goal. For your Serving Learning Covenant you need **at least one** goal from each of the following areas: *

Cognitive: Something you need to 'know'

Skills: Something you need to learn how to do

Personal: Something that will enable a change in you personally

*Additional goals can be a duplicate of any of the areas.

In Addition to your Learning Goals, you may also have a Job/Position Description from the ministry site that calls for additional responsibilities. These can be attached to your Covenant, but do not replace the Learning Goals.

Some of the goals in the past have reflected on:

- Developing leadership skills
- Understanding how to minister in a new context (rural, urban, etc.)
- Gaining confidence and effectiveness in preaching
- Overcoming resistance to bereavement ministry as I face my own losses
- Building conflict-management skills
- Facing my theological biases
- Developing a pattern for spiritual growth
- Learning how to balance the commitments in my life

Reminder: Goals should be typed and attached to the Covenant. Be sure to make clear your goals, tasks, and results.

Sample of Goals for the Serving Learning Covenant

Seminarian Learning Goals

These are very specific learning goals that you commit to working on during the year. Attach separate job description, if applicable.

| S.M.A.R.T Goals | “Tasks” (Steps to achieve goals) | “Resources” (What is needed to reach my goals?) |
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| To discern if pastoral ministry is my calling through a process of dialogue, reflection, and reading | To spend intentional time in prayer, to see about meeting with a spiritual director who will help me probe my skills and gifts, to dialogue with other clergy, to reading books about call | Spiritual director, clergy relationships, books |
| To increase my exposure to different populations in the church | Specific activities to be defined in conjunction with my supervisor | Opportunities to develop programs, lead Bible Study, etc. |
| To understand the function of different aspects of worship such as invocation, offering, invitation, baptism, communion, etc. as well as how to lead these aspects in the service of worship. | Participate in the various aspects of worship, read about the theological methodology of a worship service, and discuss these aspects in supervision | Supervision, reading, opportunity to practice, feedback |
| To increase my comfort level with preaching in formal worship services of the church | Preach at least four times throughout the course of the year in worship services | Constructive feedback and encouragement |