

July 2024



The Church of England
Diocese of Ely

IME2

Curate Training Handbook

*An Overview of
Curacy in the Ely
Diocese:
Training and
Review Process*

Foreword from the Bishop of Huntingdon



Congratulations!

I hope and trust you are excited as you embark on life as an ordained person and as a curate.

Whatever your precise theological understanding of ordination, people will see you differently and they are right: you are assuming a public office and what you do and how you conduct yourself is no longer a personal matter but is representative of the Church. Don't let that scare you but embrace it - and be mindful of it.

I love the rather old-fashioned term of 'having a living' when you become an incumbent. Regardless of whether you will be an incumbent, whether you will be self-supporting or in chaplaincy or in any of the other myriad forms of ordained ministry, 'having a living' speaks to me of a way of life where duty, commitment, sacrifice and wellbeing come together in your life within the community to which you are sent.

But first being a curate! It's a wonderful opportunity of learning and doing without carrying full responsibility. Do enjoy this time: you are, to be precise, the Assistant Curate, for it is your Training Incumbent who is the Curate (in old speak) who has the cure of souls.

The relationship with your Training Incumbent is key, and for some of you it may be easier than for others: that's human life. It is well worth investing time in the learning agreement so that you are both clear about expectations and commitments. And if things develop differently, don't hesitate to update that learning agreement, so that you are both clear of being on the same page. Should difficulties arise, both you and your Training Incumbent are well advised to be proactive early on and speak with one another. Our IME2 Officer, Rev Steve Rothwell, is the first port of call to talk things through when a third person is helpful.

The church has been described as the school for disciples. May you be richly blessed in your parish/benefice as your school for the diaconate and for priesthood.

I pray for you.

And may the light of the glorious gospel of Christ
shine in your hearts and fill your lives
with his joy and peace.

A handwritten signature in black ink, appearing to read 'A. Regan'.

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Ordinal for Deacons and Priests

Deacons are called to work with the Bishop and the priests with whom they serve as heralds of Christ's kingdom. They are to proclaim the gospel in word and deed, as agents of God's purposes of love. They are to serve the community in which they are set, bringing to the Church the needs and hopes of all the people. They are to work with their fellow members in searching out the poor and weak, the sick and lonely and those who are oppressed and powerless, reaching into the forgotten corners of the world, that the love of God may be made visible. Deacons share in the pastoral ministry of the Church and in leading God's people in worship. They preach the word and bring the needs of the world before the Church in intercession. They accompany those searching for faith and bring them to baptism. They assist in administering the sacraments; they distribute communion and minister to the sick and housebound. Deacons are to seek nourishment from the Scriptures, they are to study them with God's people. That the whole church may be equipped to live out the Gospel in the world.

Priests are called to be servants and shepherds among the people to whom they are sent. With their Bishop and fellow ministers, they are to proclaim the word of the Lord and to watch for the signs of God's new creation. They are to be messengers, watchmen and stewards of the Lord; they are to teach and to admonish, to feed and provide for his family, to search for his children in the wilderness of this world's temptations, and to guide them through its confusions, that they may be saved through Christ forever. Formed by the word, they are to call their hearers to repentance and to declare in Christ's name the absolution and forgiveness of their sins.

With all God's people, they are to tell the story of God's love. They are to baptize new disciples in the name of the Father, and of the Son, and of the Holy Spirit, and to walk with them in the way of Christ, nurturing them in the faith. They are to unfold the Scriptures, to preach the word in season and out of season, and to declare the mighty acts of God. They are to preside at the Lord's table and lead his people in worship, offering with them a spiritual sacrifice of praise and thanksgiving. They are to bless the people in God's name. They are to resist evil, support the weak, defend the poor, and intercede for all in need. They are to minister to the sick and prepare the dying for their death. Guided by the Spirit, they are to discern and foster the gifts of all God's people, that the whole Church may be built up in unity and faith.

Curacy in The Diocese of Ely

Introduction

Welcome to the Diocese of Ely Curate Training Handbook. You are receiving this handbook because you have accepted the Bishop's offer of a Title Post within the Diocese of Ely – congratulations! We are delighted that you will be serving your curacy with us and very much look forward to having you as a colleague over the coming years.

This handbook aims to answer some of the immediate questions as well as providing you with a general introduction to the Curacy itself. If you seek any clarification or have any further questions then please do not hesitate to contact one of the team, contact details can be found on the Ely Diocese website at <https://www.elydiocese.org/parish-support/mission-and-ministry/>

To keep up to date on events including the Bishop's Study Days, please sign up to the Mission and Ministry mailing at <https://www.elydiocese.org/subscribe-to-the-ministry-newsletter.php>

This handbook is available electronically on the Ely Diocese website on the IME2 page: <https://www.elydiocese.org/church-roles/parish-clergy/clergy-training/>

From College to Curacy - The Practicalities

Once you have celebrated the agreement of your Curacy your mind is bound to turn to the practicalities. We try to keep the paperwork to a minimal at this stage so you are not distracted from your studies, but the following timetable should help you keep in touch with what happens when. The practicalities will be slightly different for those entering a stipendiary Curacy and those beginning a non-stipendiary Curacy, but the following should be useful.

Housing – If you are moving into a stipendiary Curacy, the Diocesan Property Department will contact you as soon as your Title Post is confirmed to ensure the appropriate housing is provided.

Paperwork – In the new year you will receive a variety of forms from different departments within the Diocese triggered by the details of your appointment on our system. Please return them as promptly as possible to ensure a smooth transition. If you are moving into a Stipendiary Curacy our Senior Administrator will be in touch with all the details to enable you to make removal arrangements. Removal expenses are paid by the Diocese once a quote has been agreed.

Vestments – You will receive a grant in May to assist you in purchasing vestments and clerical shirts. Your Training Incumbent will be able to advise which vestments you may require for your Benefice/ Parish and the Bishop's Office will be in touch to provide you with the details of the vestments required for your ordination.

Moving – The norm is for stipendiary Curates to move into their new house early- mid June. It is important to keep in touch with the Property Department to confirm this date, and to forward any correspondence from the local authority and water/sewerage company. The Diocese will pay Council Tax and water/sewerage bills for the property, but you will be responsible for all other bills. Once you have your new contact details; phone number; email address please remember to inform the Bishop's Office to ensure your up-to-date details are circulated for communications. If a problem arises with the accommodation don't be afraid to contact the Property Department, they are always happy to help!

The Ordination – The Bishop's Office and the Vocations Team will be in touch after Easter to let you know the details of the Ordination and Retreat. The retreat usually begins on the Wednesday before the Ordination itself.

Introduction to your curacy – A couple of weeks after the Ordination Service newly ordained curates and their Training Incumbents will attend a meeting with the Curate Training Officer that will introduce the detail of the Curacy Programme and will cover the contents of this handbook including all the requirements at the end of each year's assessment. The date for this is included in your appointment letter from the Bishop. The length of Curacy is 3 years. Pioneer and Self-Supporting Curacies can be extended beyond the 3 years.

The transition from Training Institute to Curacy is a significant one and you are bound to feel a little disorientated en-route. It can be helpful to ask to receive any copies of parish magazines or newsletters from your new Parish/Benefice to gain a sense of the context you will be moving into.

The Ministry Mailing provides important information, you can sign up on the Diocesan website : <https://www.elydiocese.org/subscribe-to-the-ministry-newsletter.php>

If you would like some assistance from the Diocesan Spiritual Advisor in finding a new spiritual director then please do contact spiritual.direction@elydiocese.org and they will be happy to help.

The ordination retreat is a key opportunity to get to know your fellow Curates and you will build on these relationships over the years as you meet for events and training days. As you settle into ordained ministry you will soon establish new patterns of being that allow you to find a life-giving balance between ministry, time with family and friends, and a commitment to your own journey as a disciple.

IME2

During your curacy we aim to provide you with an overall discernment process for the first years in ordained ministry to help point the way forward for future ministry.

The training will provide you with a peer group within which to explore the experiences of ministry; provide you with skills necessary to grow into the public ministry if a priest and to continue to develop and flourish in this changing role.

IME2 is not an optional extra, but a core aspect of your curacy. You are expected to make attendance at IME2 days and tutor groups a priority.

The morning sessions usually start promptly at 10am and finish by 1pm, this includes time to network with colleagues. Evening sessions usually run from 7pm to 9pm.

Although there are national guidelines for IME each Diocese inhabits these differently. In Ely we do not have an accredited IME programme, as we wish to ensure that you have the chance to make the most of everything your context can provide. We have a varied programme that is designed to complement the formation and learning that takes place in your Parish/Benefice. The programme is regularly reviewed and the feedback from Curates is essential in informing this programme. We find participants value the dynamic of reflecting on key areas of Mission and Ministry with input from those who are specialists in their field.

The IME2 programme takes precedence over Parish/Benefice commitments, so do make sure you have added all the dates into your diary as you get the new programme each year.

In addition to being part of your Year Group you will also find yourself part of a smaller Peer Group. These groups meet every 4-6 weeks and are often organised by geographic proximity. These groups are an opportunity for you to take responsibility for your own learning and formation and each group develops differently discerning areas to reflect upon.

Life within the Diocese

Although much of your time will be spent in local context you are part of the wider Diocese and Church of England. Ely diocese is a friendly welcoming environment, and you should soon feel very much at home in it. You will be expected to join your clergy colleagues each Maundy Thursday for the Chrism Eucharist at the Cathedral – a wonderful celebration of ministry, renewal, and recommitment. You will also join with colleagues at Bishops Study Days which take place around the Diocese 3 times a year.

The IME team's aim is to enable you to continue to grow into the vocation to which God is calling, engaging with key areas of formation and learning as you journey. The team will meet regularly with you and your Training Incumbent throughout your curacy to ensure all is well.

Ministry within the Parish/Benefice

The Parish and Benefice in which you spend your curacy will form the context in which you will develop in your early years of ordained ministry, and it has been carefully chosen for you as an environment in which there are plenty of opportunities for you to embrace many new skills and experiences. You will find it a safe and affirming environment in which you can try new things and engage with a breadth of ministry and mission.

The key person in this experience will be your Training Incumbent. All Training Incumbents have attended up to date supervision skills. You will work closely together as you grow into being a reflective practitioner, meeting regularly for supervision. During your first IME2 Day in July the process of drawing up your Work and Learning Agreement with your Training Incumbent will be fully explained. This will provide the opportunity to discuss practicalities such as days off, annual leave, and retreats as well as exploring the hopes and expectations you both have for the coming years. Towards the end of your first year your Training Incumbent will be asked to write to the Bishop as part of the discernment process for ordination into the priesthood, they will comment on your sense of vocation and the growth and formation they have witnessed during your year as deacon.

Whilst your Training Incumbent will be your focal point the entire congregation and wider community will have a role in your training. You will also be part of the Deanery, where you will be invited to attend meetings of clergy Chapter and Deanery Synod. Later in your Curacy (in the 3rd year) you will be encouraged to explore a short placement to further broaden your experience.

The IME2 Year Group

Your Year Group will become a key network for you. You will share the experiences of the retreat and Ordination and journey through all the joys and challenges of Curacy together. You will participate together in the IME2 programme which can be found detailed through the appendices which are available to download on our website. The programme will complement the experiences you will engage in in your local context by providing you with a peer group to reflect with. It also allows you to broaden your experience by bringing it into dialogue with that of others.

Formation and Learning

The House of Bishops have produced several '*Formation and Learning Outcomes*' with which you will engage during your Curacy. You will find within them an affirmation of all that you would wish to grow into. There are slightly different expectations within these Outcomes depending on whether you are preparing for ministry as Incumbent, Associate, or Pioneer. We will discuss these at the first IME2 Day and the documents detailing them can be found on the IME2 page of our website.

Whilst there are many skills to learn and experiences to engage in during this formative time of curacy the most important aspect of the journey is developing into becoming a reflective practitioner; this will enable you to be part of a church community that is confident in sharing faith and leadership with others. The ordination service speaks of "the faith the church is called to proclaim afresh in each generation". We do not know what the church or the world will look like in the future, but we do know that we can commit ourselves to forming ministers who are equipped to engage practically and theologically with the situations and contexts that they may find themselves in.

The character of a reflective practitioner will be nurtured within you through regular times of supervision with your Training Incumbent, through the IME2 Programme and Tutor Group, and through the writing of Theological Reflections exploring experiences within your Curacy itself.

Supervision

The supervision of a curate is a structured process which enables the work, learning and support of the curate, and which helps to create and sustain a good working and training relationship between a TI and curate.

All curacies are times of learning and transformation, as Curates adapt to a completely new way of life, often in a new location, and regular Supervision with the TI is vital in the curate's formation, development and ministerial practice. The first meetings between a TI and curate are likely to highlight similarities and differences with different styles of learning and communication. It is important to establish time for understanding their own and each other's disposition and ways of working and communicating, to help lay a foundation for learning and Supervision. Supervision sessions should be distinct from diary planning or any wider staff meeting.

The frequency and duration of supervision sessions is agreed between the Curate and TI, and noted in the Working and Learning Agreement. How the time is spent in supervision is the shared responsibility of Curate and TI, but it is intended to provide a context in which all areas of the curacy can be explored and reviewed. For this to be effective, there will

need to be a shared commitment to maintaining regular sessions, and to providing a bounded space which is safe enough to share difficult experiences, to reflect on things which have not gone well as much as things which are sources of celebration, and to air disagreements and differences in the Curate / TI relationship. It is a space for encouragement, affirmation and challenge, requiring honesty, openness and attentive listening. Supervision is also the space in which preparation is done for informal assessment and formal reports.

For full-time stipendiary curates, you might expect to meet once a week for an hour or so. For part-time or self-supporting ministers we suggest meeting about every two weeks, where possible. As the curacy develops you may feel the need to adjust these frequencies.

The TI in Supervision

Supervision is a key aspect of the curacy. It is a dedicated, uninterrupted time when TI and curate are able to explore issues or concerns in more depth.

The Structure of Supervision Sessions

There are many ways of structuring Supervision sessions. It can be helpful by preparing to discuss a specific subject or event, and to capture key points in a brief document. You may put your own document together, including date of supervision, key points of discussion, theological reflection, action points coming out of it, self-reflection, areas of growth and development which have emerged. You may want to use the suggested 'Preparing for a Supervision Discussion' document which can be found on the IME2 page of the website.

If things are not working out...

It is quite normal for difficulties of one kind or another to arise during curacy. Clear expectations, along with regular meetings, are key to providing opportunities for issues to be discussed. Matters of concern should be raised gently and humbly but also clearly. Avoid blame or general complaints, acknowledge that you find something difficult and suggest what would be better next time. If serious issues or difficulties persist then the following serves as a guide to the process that is typically followed:

1. Contact the Curate Training Officer to discuss your concern. Although conversations are informal the Curate Training Officer may wish to consult with the Deputy Director of Ministry or Archdeacon, so that issues can be properly addressed.
2. Meet with the Curate Training Officer. A meeting often enables matters to be clarified and a way forward to be identified.
3. Meet with all parties. The Curate Training Officer, or someone else, might facilitate a conversation between, for example, the curate and Training Incumbent to address the concern

4. The Archdeacon and/or the Deputy Director of Ministry will be advised and they determine the next steps.

In addition to the above, curates and Training Incumbents can consult Guidelines for the Professional Conduct of the Clergy (revised 2015), which can be downloaded from the Church of England Website: <https://www.churchofengland.org/resources/clergy-resources/guidelines-professional-conduct-clergy/guidelines>

Learning Journal

Please keep a copy of all your assessment forms, guidance notes and reflections through your curacy. It is also good to keep examples of your role in worship with your own reflections about that event.

For example:

- Sermon notes and feedback.
- Creative worship in school
- Pastoral encounters
- Training attended – both formal and informal

Your personal reflections theologically, emotionally, spiritually are most valuable to give insight into your formation over the three years.

Although your learning journal is for your own personal use you should be prepared to share some of its contents with your Training Incumbent, Director of Ministry, Curate Training Officer and Archdeacon as appropriate.

Resources for Ministry & Supervision

A curacy should give the experience of living, praying and working as a Christian, a deacon and priest; and the opportunity to grow as a minister and as a person. The joy and challenges of ministry should be experienced, enjoyed and reflected on to shape the minister as a person in a new, exciting and demanding role. Please see the C of E website for a list of books that you may find helpful to consult as you seek to enrich your understanding of vocation and spirituality:

https://www.churchofengland.org/sites/default/files/2017-10/reading_list.pdf

A key aspect of your training will be meeting with your Training Incumbent for regular supervision sessions. By the end of your curacy it is hoped that you will be better equipped to go on and become adept at supervision yourself, as you grow in leadership and

collaborative ministry with others. We recommend the following books on supervision skills:

Pastoral Supervision: A Handbook New Edition Jane Leach & Michael Paterson, (2015, Hymns A &M)

Enriching Ministry: Pastoral supervision in Practice Michael Paterson & Jessica Rose, (SCM, 2014)

Living in the Gaze of God: Supervision and Ministerial Flourishing Helen D. Cameron, (SCM, 2018)

A Charge to Keep I Have: Reflective Supervision and the Renewal of Christian Leadership. Jane Leach, (Higher Education & Ministry, 2020)

Review and Assessment

As your curacy begins you are advised to keep up to date by referring to the diocesan website for details of the assessment process:

<https://www.elydiocese.org/church-roles/parish-clergy/clergy-training/>

You will receive guidance from the Mission and Ministry Operational Support Team, and from the Curate Training Officer as to how and when to begin the end of year assessment for each of your 3 years of curacy. The overall assessment schedule for each year will follow this pattern:

1st Year: An end of deacon's year *Formation, Review and Reflection form* and written theological reflection

2nd Year: End of year 2 *Formation, Review and Reflection form*; a brief CV form to be completed for archdeacons and a written theological reflection.

At the end of the second year of curacy, all curates will meet with their archdeacon. The aims of this are to ensure that the curate starts to get to know the senior diocesan staff, and to be known. It can be a time of considering what the next step could be, and whether this is likely to be in the diocese or elsewhere. Hopefully, any issues existing with the curacy will have already been addressed elsewhere, so it is not intended that this meeting would be a problem-solving time, but one for looking forward.

3rd Year: The end of curacy assessment form along with three references are presented to the Curate Training Officer and the Director of Mission and Ministry, in time for the signing-off meeting which is held in January of the final year. Curates should not expect to start a new role before Easter of the final year. The assessment process is to determine whether or not the curate has met the agreed national standard for an incumbent or assistant minister.

The Bishop is informed of the outcome of the assessments

- The Bishop writes to the Curate informing him/her whether they have met the agreed standards for assistant minister or incumbent
- Before making an appointment to either assistant or incumbent post, the Bishop should have regard to the outcome of the assessment
- If, exceptionally, the Bishop is minded not to act in line with the outcome of the assessment a full note should be made of the reasons for the decision and any subsequent actions e.g., provision of additional training
- If the candidate is not satisfied with the process of the assessment, there is right to appeal. The Bishop should set up a review process to see if there is a prima facie case

for a further assessment to be carried out. Both the review process and a further assessment should be carried out by competent people who have not been involved in the case up to this point. The outcome of the further assessment is final.

- After the assessment the Bishop should write to the curate concerned, to indicate that the curate has / has not completed the curacy satisfactorily in the light of the standards required by the Church of England and to confirm that the curate is / is not ready to seek a post with permanent common tenure

End of Curacy Arrangements

As a Diocese, we expect all curates to complete the IME2 training by Easter of their third year of Curacy. All stipendiary curates are expected to have secured their first post by October of their third year of curacy.

We recognise the importance of the sponsoring Bishop retaining connection with clergy as they move from curacy to the next phase in their ministry. The signing-off process is an important stage in that journey.

As a Diocese, we recognise that relationships will need to develop between different people (including the Deputy Director of Mission and Ministry) as people move to the new phase in their ministerial journey and we want to ensure that the building of new relationships is facilitated by the process. We recognise that times of transition can be difficult to navigate but we aim to make this a smooth process.

In final year of curacy:

Date	Action	What this means
January	Bishop signs off curates	This process enables curates to begin to look for their first incumbency. Curates are not expected to move to take up their first post until after Easter.
January-October	Curates welcome to apply for their next post	New posts can be explored. Whilst an offer can be accepted, the curate will not be available to take up the position until after Easter (on completion of IME2)
Easter (March/April)	IME2 is formally completed, letter sent to each individual by the Curate Training Officer confirming completion	Curates can now take up their new positions if they have been offered or continue to look for their next post.

Ministry Skills and Task List

This is included as an extra resource for considering the breadth and range of ministry covered. Not everything on this list is necessary; it is here as a tool which may prove helpful but shouldn't be seen as an exclusive list.

Personal Development

Spirituality and prayer life: Daily Office, quiet time, prayer styles, spiritual director.

Reflection on role and work

Awareness of own learning style

Awareness of need for good administrative skills

Continuing theological reflection/making connections to daily life and work of laity

Development of appropriate working rhythm, including time off, retreats etc

Awareness of sexual dynamics in working relationships

Understanding of confidentiality

Conduct of Worship

Requirements of Canon Law regarding worship

Familiarity with newly authorised services

1662 Holy Communion

1662 Morning or Evening prayer (sung)

CW Communion: orders 1 & 2

Morning & Evening prayer

Baptisms and weddings

Blessing after civil marriage

Funerals

Holy week

All-age worship

Writing and planning special services

Reading, speaking & singing in church

Leading intercessions

Choosing music & liaison with musicians

Preparing the communion vessels

Practical awareness of traditions other than own (e.g. use of vestment, incense)

Preaching

Parish Eucharist

All-age worship

Youth services etc

Preparation of audio/visual aids

Weddings and Funerals

To non-regular churchgoers (e.g. Civic occasions)

Mission and Evangelism

Awareness of local context, in particular the social profile
Developing theology, understanding and practice of mission
Knowledge/experience of new mission ideas
Ability to present the Gospel message to those with little or no church background
Experience of using one of the evangelism resources, e.g. Alpha, Emmaus etc
Fresh Expressions – reading/experience

Pastoral and Education

Knowledge of how adults learn
Confirmation preparation – adults and children
Awareness of current issues in society,
e.g. race, gender, sexuality etc.
Baptism preparation/follow up
Marriage preparation
Marriage requests e.g. from divorced people or cohabitants
Banns; wedding blessings
Special licences/Archbishop's licence
Funeral visiting
Teaching about prayer
Home Group leadership
Bible study leadership
Pastoral visiting
Visiting the sick at home/hospital
Ministry to the sick and dying in hospital or at home
Healing services
Ministry in an institutional setting e.g. prison, old people's home
Working with volunteers
Counselling/listening skills and awareness of own limitations

Parish Organisation Skills

Preparation for & chairing of meetings
Legalities of lay officers
PCC & APCM paper/email management
Time management
Presentation skills & parish publicity
The keeping of records
Church registers
Churchyards and DAC & Faculties
Legalities of worship including interfaith & ecumenical worship
Simple accounting & budgeting

Managing parish finances fees & expenses
Long term planning & development
Goal/objective vision setting and evaluation
Writing magazine articles
Working with the media
Legal requirements for youth workers including Child Protection
Personal safety awareness

Working with Children and Youth

School Assemblies	Sunday school
Communion before confirmation	Involvement in a church youth group
Confirmation - children & young people	Children's work
Youth work	

Additional Skills

Emergency baptism in hospital
Local incident emergency plans
Blessing of objects, homes & people
Encountering the mentally ill
Anointing the sick
Thanksgiving for birth of a child
The churching of women
Death of babies - including stillbirth, abortion, miscarriage
Sudden death e.g. accident, suicide, major incident
Ministry of Reconciliation
Ministry of Deliverance

Areas of Expertise

Schools - primary and secondary e.g. school governor
Mental health issues
Working with those with a disability
Work amongst deaf people
Community development
Supporting laity in church life
Supporting laity in secular life - work and community involvement
Interfaith dialogue
Effective teaching of the Christian faith. within a changing culture
Equal opportunities
Media skills
Chaplaincy work - industrial, hospital, etc.
Tourism and use of church buildings
Rural ministry

Urban and inner-city ministry
Suburban ministry
Spiritual direction/counselling

Ministry and Leadership

Knowledge of own leadership style and ability to work in other ways
Work with lay/other clergy in developing ministry/mission
Collaborative leadership - knowledge and experience
Work with SSM/stipendiary
Work with lay ministry
Work with a ministry team
Working with volunteers
Dealing with conflict
Work with sector ministries

Links with the Wider Church

Awareness of diocesan resources + policy
Involvement in local deanery chapter. Links with other local churches and Christian councils, L.E.Ps
Awareness of national church structures
Awareness of worldwide Church

Where to get help and support

Bishop's Advisor for Disability: Sue Nelms (disability.advisor@elydiocese.org)

Bishop's Advisor UKME: Richard Darmody (UKME.advisor@elydiocese.org)

Bishops Advisor for Self-Supporting Ordained Ministry: Amanda O'Neill
(ssom.advisor@elydiocese.org)

Bishop's Advisor for Wellbeing: Philip Howson (wellbeing.advisor@elydiocese.org)

Bishop's Advisor for Conflict Resolution and Resilience (resilience.advisor@elydiocese.org)

Additional Coaching/Journey Partners: Peter Leech (peter.leech@elydiocese.org)

Wider places of support:

Resources on the Church of England Website

Committee for Minority Ethnic Anglican Concerns [Race and ethnicity | The Church of England](#)

Go-Sign!: [Go! Sign – Outreaching to the Deaf Christians community \(gosign.org.uk\)](http://gosign.org.uk)

The Torch Trust: [Torch Trust | Home](#)

Through the Roof: [Home - Through the Roof](#)

Churches for All: [Churches for All | Enabling churches where disabled people belong](#)

Summary of Curacy Timetable

Documents listed can be found on the IME2 page of the website

1. First IME2 Group Meeting with Training Incumbent, post ordination
Handbook explained to Curates
Contents of Handbook and appendices:
Supervising a Curate – Grove Booklet
A Pattern for Living: Working and Learning Agreement Form
IME Training programme
IME Criteria and Assessment process
Information on Learning Journal
2. [First year review in April, end of 1st year](#)
Written theological reflection (2,500 words max), title:
'Give an interpretive account of a significant pastoral situation or encounter in which you have been involved during your curacy. Critically disclose, analyse and evaluate the context and your theological response'
3. End of Deacon's Year 'Formation, Review and Reflection form' to be completed
4. Enhanced leadership – Autumn 2nd year Curacy
5. Recommendation to the Bishop from TI for Priesting
6. Meeting with Bishop of Huntingdon
7. Ordination retreat and Priesting
8. [Interim Review in May, end of 2nd year](#)
Written theological reflection (2,500 words max), title:
Either
'Choose one episode of ministry in your experience as a curate in your training parish or workplace as an SSOM. Describe the event, your response and reflect theologically on your learning. In particular, how has this developed / contributed to your understanding of priestly ministry.'
Or
'Select and critically analyse a recent national or global event or situation and reflect upon how this has impacted your ministry in context. You should seek to interpret and evaluate theologically and demonstrate an awareness of the theological traditions that inform your thinking and ministerial practice.'
End of Year 2 'Formation, Review and Reflection form' to be completed
9. Meeting with Archdeacon

10. Final Assessment – End of Curacy

Curate and TI complete assessment form.

Curate collects three references from congregation/parish/community members.

Curate, Training Incumbent, Bishop of Huntingdon and Curate Training Officer attend signing-off meeting in January.

11. Bishop writes to Curate and TI confirming signing-off