



THE CHURCH
OF ENGLAND

Diocese of St Edmundsbury
and Ipswich

Continuing Ministerial Development Handbook

**Growing in God**

August 2017

Dear Colleagues,

Ordained and lay ministers are key resources in the mission and ministry of our Diocese. One of the most important ways of valuing you is through Continuing Ministerial Development, whose overall aim is to help you to become more confident in the exercise of your calling.

As you will see from these pages, the Diocese provides a rich variety of resources. Some of these are important at particular stages of ministry, while others benefit us when we face new demands and challenges.

This handbook comes to you as an individual, but our ministries belong within the whole body of Christ, and are often exercised in partnership with others, both within and beyond the church community. I encourage you to look for opportunities to learn collaboratively, and to share what you learn more widely.

I'm always happy to discuss CMD with individuals, ministry teams and chapters. My contact details are at the back of this booklet.

With all good wishes

A handwritten signature in black ink that reads "Dave Gardner". The signature is written in a cursive style with a large, stylized "D" and "G".

The Revd Canon Dave Gardner
Director of Mission

Theology for Vocation, Discipleship and Ministry

This statement was written by the Ministry, Education and Training Team as one of its first tasks when it was created in October 2012.

At the heart of Christian faith is good news:

God who calls creation into being
and breathes life into it by his Spirit
engages with all that is

in a love that overflows with generous hospitality and transforming goodness.

According to this faith,

the Creator's essential holiness is forever seeking expression
in an all-embracing communion

between God and creation, among its diverse peoples
and across the whole created order.

This Spirit-given communion is sustained in the rhythm of activity and rest,
through which the creation returns praise to its Creator.

The call of God comes particularly to humankind.

Formed in God's image from the stuff of creation,
animated by God's Spirit,

human beings are made for intimacy with God

and charged with the responsibility of mediating the Creator's loving care.

This human vocation confers dignity, value and meaning.

It is a joyful gift that finds fulfilment

by participating in the Creator's costly self-giving.

Within the human family

God pledges himself to a particular people,

and calls them to embody holiness

in communities of overflowing worship, generous hospitality
and transforming justice.

As a servant people animated by God's Spirit,

their vocation is to guide and enlighten the whole human family

in the ways of the Creator.

This is a costly calling

that mirrors something of the Creator's sacrificial generosity.

From this people Jesus is born,

a new initiative of God's Spirit

that sees him fulfilling both the human vocation and his people's calling.

The Spirit-endowed relationship he enjoys with God

as a Son with his Father

is sustained by attentive prayer,

and defines the holiness of God
as the desire for all-embracing communion.

Throughout his ministry he enacts God's loving reign over creation,
and brings a new spirit that renews humankind from within.
He shows a particular concern for those who are powerless and marginalised,
and challenges others, especially the powerful, to do the same.
His aspirations and achievements anticipate the destiny of all things
as a world alive with the praise of its Creator
in the return of overflowing love, generous hospitality
and transforming goodness.

Jesus invites others to share his vocation.

He gathers together a community of disciples
as the core of a renewed human family.

He teaches them to live by his own rhythms
of activity and rest,

attentive prayer, generous hospitality and loving service.

He enlightens their understanding of the purposes of God set out
in their Scriptures.

He sends them into the wider world

to bear witness to his vision of God's loving reign in word and deed.

He encourages them to live as a hospitable community,
telling others of the call they have received

and welcoming the signs of the working of God's Spirit
wherever they are found.

Jesus has no illusions about the cost of God's call
for himself or any who embrace it.

His entire offering of his life as God's servant

opens up the all-embracing communion for which all things are made,
and issues in a fresh release of God's creative Spirit

that enables all who believe in him

to share his vocation and bear witness to his vision
of God's loving reign over creation.

The community of disciples that we now know as 'church'
is a microcosm of God's call to all humankind.

As the body of Christ animated by the breath of God

'church' is equipped to order its life so that it can serve Jesus' vision.

This is to participate in the mission of God,

the calling of all who are baptised into Christ,

that the world might be alive with the praise of its Creator,
in the return of overflowing love, generous hospitality

and transforming goodness.

CMD Aims and Objectives

The purpose of CMD is to equip and build up ministers, so that they may be able to develop their gifts, learning and theological understanding throughout their lives, and foster their sense of vocation. This makes them better able to encourage those around them, so that the community to which they have been called may participate fully in God's mission in the world.

CMD promotes the development of ministers

- as human beings in their own personal, spiritual and vocational growth
- as those who serve in a particular role and local context
- as ministers in the Church of England and the Church of God.

CMD is a partnership between

- the minister
- CMD Advisers and others who have responsibility for delivering CMD (both within the diocesan and regional structures and outside them)
- Bishops and others responsible for the care and oversight of ministers (such as Archdeacons, Rural Deans, Wardens of Readers and LLMs, the Bishops' Ministry Officer and reviewers)
- those with and among whom the minister serves.

Most ministerial development takes place informally within the round of ministerial activities and in meetings of ministry teams, chapters, Readers' meetings and support groups. More formal, intentional learning occurs through events and courses, organised locally, at deanery or diocesan level, or delivered by a variety of organisations and institutions.

The Bishop expects that clergy, licensed lay ministers and lay elders will set aside regular time for study, retreat and professional development in ministry, and undertake at least one significant piece of CMD each year. This will involve in varying degrees:

- building relationships with God, in the Church, and in the wider community;
- engaging in dialogue with scripture and tradition and developing the skills of critical theological reflection;
- understanding the society in which we live and responding imaginatively and practically to the key issues of our time;

- continuing to develop a range of skills, interests and expertise relevant to present and future ministry.

Reflection on continuing professional development forms a significant element of annual Ministerial Development Review for all ministers. You can find out more about this on the Diocesan website under the 'For Ministers' menu.

CMD Allowances

All who are engaged in authorised ministry may claim money towards conferences, courses, retreats and training events from their personal triennial allowance. Attendance at any course or event advertised in the diocesan eNews can be supported from the allowance, as can other events or courses with the approval of the CMD Adviser.

The allowance for this triennium (2016-2019) is £675 for licensed clergy, Readers and LLMs. For Lay Elders, and for clergy, LLMs and Readers with permission to officiate, the triennial allowance is £150.

The allowance can all be spent in one year or on a number of events over the course of the three years. Money may not be carried over from one three-year period to the next. Only in exceptional circumstances will grants be made retrospectively, so please apply in good time before the event.

Payments are normally made directly to the training institution or conference organiser, not to the minister him- or herself. Travelling expenses are the responsibility of the parish, benefice or chaplaincy, and grants are not given for the purchase of books or periodicals.

Application forms are available from the CMD Administrator and can be downloaded from the diocesan website: www.cofesuffolk.org → For Ministers → IME2 and CMD. Please note that all payments are by BACS and account details of the payee are required.

Regional Training Partnership Courses

The diocese belongs to the Eastern Regional Training Partnership, which includes the Methodist Church, the United Reformed Church and the other five Anglican dioceses in the region (Norwich, Peterborough, Ely, St Albans and Chelmsford). Clergy in posts of incumbent status are expected to attend the regional Incumbency Skills conference (after licensing to their first post of responsibility) and the New Posts conference (6 - 15 months after moving to a new post). Invitations are also issued as appropriate to other regional conferences on managing change and on preparing for retirement, as well as to the training for new Rural Deans.

Our diocese collaborates with the diocese of Norwich in mounting two substantial biennial courses:

- the *Spirit of Ministry Conference* (was the *Clergy Leadership Programme*), for those in full-time ministry after about six years in orders: this consists of two residential weeks and two projects
- *Celebrating Wisdom*, for those in full-time ministry aged 50 – 55 with at least 15 years in orders: this consists of a residential week, an action learning group and a follow-up day.

The costs of these regional courses are not deducted from triennial allowances.

Ministry Consultants

Trained Ministry Consultants are available to work with individuals and ministry teams, to assist them as they reflect on their ministry and consider how it might grow and develop. Consultancy is designed to support healthy ministry rather than provide therapy or resolve crises.

Ministry consultants work with individuals

- who are new in post
- who want to reflect on their ministry at any stage
- whose ministry is undergoing transition
- who want to work at the management of their roles and tasks
- who face challenging situations;

and work also with ministry teams

- that are in process of formation or re-formation
- that are in transition
- that are seeking review of their practice
- that are asking for specific training.

These are the main features of ministry consultancy:

- Ministry consultancy is complementary to other aspects of the support and encouragement provided by the diocese (e.g. the ministry of Bishops, Archdeacons and Rural Deans, professional development groups, episcopal review and MDR, spiritual accompaniment). Consultancy is, however, completely separate from these other systems – no information will be passed on to others by the consultant.
- Ministry consultants offer a critical friendship: working with the minister to provide support, but also to offer apposite questions and suggestions about the person's ministry. The aim is to offer focused active listening which creates a safe environment in which a minister can consider the direction of their ministry.
- The scheme is based on consent: the request for a ministry consultant comes from the minister (although perhaps at the suggestion of others). There will need to be mutual agreement between ministry consultant and minister that they can work together.
- Ministry consultancy is confidential: what is discussed between minister and consultant will not be shared with anyone else (except in the rare instance of someone being at risk of harm).
- Ministry consultancy is not time-limited, though a working agreement should be regularly reviewed, and it can be ended at any time.
- Ministry consultancy is a peer process: ministry consultants are recruited from among the clergy, LLMs and lay people of the Diocese.
- Ministry consultants are given appropriate training, ongoing support and supervision in order to develop their listening and consultancy skills.

Ministry Consultancy is overseen by the Bishops' Ministry Officer, to whom all initial enquiries or requests should be addressed. Contact details are at the back of this handbook.

Accredited Courses and Study Leave

Clergy, Readers and other ministers are encouraged to apply for further courses or higher degrees accredited by universities, and the CMD Adviser will assist with advice, information and references. There is no longer provision for extra diocesan funding towards fees for accredited courses, but the CMD office has information about trusts which may be able to assist.

Stipendiary workers are also entitled to a three-month period of study leave every ten years, subject to the approval of the Bishop and CMD Adviser. This is a period of withdrawal from parish and diocesan life, and comprises three elements:

- rest
- spiritual refreshment
- a project to assist personal and professional development.

The precise relationship between these will depend on individual circumstances, but it should be worked out carefully with the CMD Adviser, leading to a written proposal which must be approved by the Bishop. Recent sabbaticals have included research into local spirituality, courses in philosophy, extended time in monasteries and seminaries, walking pilgrimages, research into new areas of pastoral ministry, completion of degrees and sailing races.

Eligibility

All stipendiary workers who hold the Bishop's licence are eligible for study leave. They should normally have been in ministry for not less than ten years. One would not normally be eligible for further sabbatical leave for the following ten years. Sabbaticals will not normally be granted for those who are within five years of retirement. For pastoral and financial reasons, a maximum of six people per annum are able to take study leave.

Procedure

Because sabbaticals are restricted in number and because extensive forward planning is needed, clergy should normally consult the Bishops' Ministry Officer at least two years in advance of the proposed leave.

Initial permission must then be sought from one of the Bishops and a proposal drafted for the Bishop. Once dates are planned, you should seek the approval of your Archdeacon, who will want to be assured that pastoral and liturgical cover for the parish or benefice can be maintained in your absence. In the case of parish clergy, the support of churchwardens, the PCC, members of local ministry team and the Rural Dean is also essential.

Duration

Study leave normally lasts for three months, though this can be combined with annual holiday. Careful thought needs to be given about entry into and exit from this time. To gain the maximum benefit, you are strongly advised to take a single continuous period of leave rather than spreading it over a number of separate periods.

Supervisor

A supervisor should be found for the study leave. He or she has three broad responsibilities:

- to hold the minister to what he or she has agreed to do during the time
- to provide support and, if appropriate, recommend reading
- to encourage reflection on what has been learnt through the study leave.

Finance

Once episcopal approval has been given, the CMD Budget will provide a grant of up to £400 in response to an itemised application. This does not affect the triennial CMD allowance.

Report

Following the sabbatical, a de-briefing meeting will be held with the Bishops' Ministry Officer, and a short report should be written, detailing what was done, what has been learnt, and whether anything emerged that is important for the wider Church. Copies of the report should be sent to the Bishop, your Archdeacon and the Bishops' Ministry Officer, and summaries may be placed on the diocesan website for the benefit and interest of others.

Initial Ministerial Education Phase 2 (IME2)

This has three broad aims:

- to help newly ordained, licensed or commissioned ministers to reflect on self, role and task, as they begin public ministry, in order to encourage ministerial development, theological and contextual understanding
- to promote understanding of, and good practice in, working with other accredited ministers and lay people
- to encourage new ministers to support one another.

These are achieved in three ways:

- *Sessions for all new ministers* focus on a variety of themes around interpreting the Bible in ministry, mission and leadership. These take place on Saturday mornings, with a residential once a year, on topics such as Ministry Together, Encouraging Spirituality and Occasional Offices.
- *Sessions with Training Incumbents and other members of ministry teams*, who are invited to some of the above meetings. These provide learning for all involved in ministerial leadership. Encouraging the development of ministry through review and supervision are important priorities, and Training Incumbents will be supported through this.
- *Sessions for all new stipendiary ministers* are held on weekdays, with one residential a year focussing on change and conflict. These are designed to equip those preparing for a post of responsibility.

CMD Resources and Enquiries

The CMD Adviser and the CMD Administrator welcome enquiries about professional development in ministry. The CMD office holds extensive information about retreat houses, degree courses and training agencies.

The Diocesan Library at the Cathedral is open four days a week to members. The library has some 5,000 volumes in all theological disciplines, most of which are available for borrowing, as well as a large reference section and current and back numbers of some 20 theological

periodicals. For full details of opening times and membership, see the cathedral website: www.stedscathedral.org/education/libraries.

Finally, a small selection of useful websites:

Anglican Centre in Rome:

www.anglicancentreinrome.org

Arthur Rank Centre (rural theology and ministry):

www.arthurrankcentre.org.uk

Cambridge Theological Federation:

www.theofed.cam.ac.uk

Gladstone's Library, Hawarden, N. Wales (residential library, with regular courses and special rates for clergy):

www.gladstoneslibrary.org/

Heythrop College, London:

www.heythrop.ac.uk

John Truscott (accessible resources on administration, etc.):

www.john-truscott.co.uk

King's College, London:

www.kcl.ac.uk

London Mennonite Centre (mediation and other courses):

www.menno.org

London School of Theology:

www.lst.ac.uk

Sarum College, Salisbury (theological and ministerial courses):

www.sarum.ac.uk

St George's College, Jerusalem:

www.sgcjerusalem.org

Suffolk Inter-Faith Resource:

www.sifre.org.uk

Contacts

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Spirituality resources can be found on the 'For Parishes' menu of the website www.cofesuffolk.org under 'Prayer and Spirituality'.

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