

THE CHURCH
OF ENGLAND

SUFFOLK

IME Phase 2 Handbook 2022

Curates and Training Supervisors

IME Phase 2 Handbook for Curates and Training Supervisors

Revised July 2022

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Introduction to your Curacy

Welcome to your curacy in the Diocese of St Edmundsbury and Ipswich. We are delighted that you are here, and we pray that these foundation years of ordained ministry will be a time of fruitful learning and great blessing for you, for those close to you, and to those you minister with. There will be many, some completely unknown to you, for whom you will help 'keep the rumour of God alive'.

Most clergy appointments in the Church of England are subject to the Common Tenure legislation which came into force in January 2011 (www.common tenure.org). As an Assistant Curate in a title post, you have 'qualified common tenure', as your curacy is a fixed-term post for training purposes under Regulation 29. This applies to both stipendiary and self-supporting curates. This means that:

- your curacy is primarily for training and formation, in the context of parish ministry
- you cannot stay in this post indefinitely
- you must participate in training, reviews and assessments as required by the diocese in order to fulfil the training expectations of IME2 (the second phase of Initial Ministerial Education), and thus demonstrate that you have successfully completed your title post.

In addition to your Licence received at ordination, you should receive a Letter of Appointment from the Bishop, and a Statement of Particulars. These documents outline the parameters of your appointment and any specific requirements on you for the period of the curacy. The Statement of Particulars also outlines the basic expectations which you may have of the diocese and the Church of England while you serve in this post.

If you are a full-time stipendiary candidate your title post is for a minimum of 36 months and a maximum of 48 months from the date of ordination as deacon. If you are a part time or SSM candidate your title post is for a minimum of 36 months to 48 months which can be extended to a maximum of 72 months from the date of ordination as deacon.

Stipendiary and other deployable curates may not apply for a full Common Tenure post until they have a letter from the Bishop confirming they have satisfactorily completed the training requirements of IME2. This will follow the final assessment about halfway through the third year.

Our role is to co-ordinate the various partnerships that underlie your training and formation in IME2. We are available to advise, help and support both Training Supervisors and curates in their work together.

The IME2 team

The Revd Charlotte Cook	charlotte.cook@cofesuffolk.org
The Revd Sharron Coburn	sharron.coburn@cofesuffolk.org
The Revd Chris Eyden	chris.eyden@cofesuffolk.org
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IME2 Study / Training Days – all year groups

IME2 training comprises of six components:

1. Parish context
2. Additional placements
3. IME2 training days
4. Cohort meetings
5. Bishops' evenings
6. Submission of assessments

IME2: training days

A maximum of six IME2 training days will be offered in each July – May period. Curates are required to attend all training days. All those in IME2 training are expected to participate fully in the IME2 programme including all cohort days and Bishops' evenings. If you are unable to attend a training session you need to email Lesley Steed (IME2 Administrator) at lesley.steed@cofesuffolk.org. If attendance is not possible for a particular curate on the date specified, then alternative training and evidence for that key learning outcome will be required.

Curate training is formed over three stages. Stage 1 is your diaconal year. In Stage 2 you will be continuing to develop your portfolio. Stage 3 is the last year of your curacy and transition into your next post.

A structured reflection on each learning event, using the Ministry Journal template or equivalent, should be completed for each event attended and will form part of the curate's Ministry Portfolio.

The dates for the forthcoming year are listed below. Locations and timings to be emailed out closer to the training event. All training sessions are to be attended.

Date	Time	Stage	Topic	Venue
2022 dates				
5 July	9.30am – 1.30pm	1	Deacons' induction to the Diocesan Vision and Strategy	SNC
3 September	9.30am – 4.00pm	1	Baptisms and funerals	AH
5 September	7.00 – 9.00pm	3	Parish administration	Z
17 September	9.30am – 4.00pm	2	Discipleship across generations	AH
10 October	7.00 – 9.00pm	3	Canon law	Z
15 October	9.30am – 4.00pm	1	Generating a healthy culture	tbc
5 November	9.30am – 4.00pm	3	Moving on	tbc
7 November	7.00 – 9.00pm	2	Identifying and leading others into mission	Z
December	tbc	All	Christmas party	tbc
2023 dates				
7 January	9.30am – 4.00pm	1	Self-care	PbW
9 January	7.00 – 9.00pm	2	Placements and reflection	Z
16 January	7.00 – 9.00pm	3	Advanced mental health first aid	Z
6 March	7.00 – 9.00pm	3	Healing and deliverance	Z
11 March	9.30am – 4.00pm	1	Weddings	tbc
13 March	7.00 – 9.00pm	2	Stewardship	Z
6 May	9.30am – 4.00pm	2	Conflict and difficult conversations	tbc
20 May	9.30am – 4.00pm	1	Presiding and anointing	SEC
27 May	9.30am – 4.00pm	3	Sustaining yourself in ministry	PbW
12 June	7.00 – 9.00pm	2	Discerning and nurturing the vocations of others	Z
29 June – 1 July		1 plus new deacons	Pre-ordination retreat	SEC
July/August	tbc	All	Summer Party	tbc

AH Abbey House, Angel Hill, Bury St Edmunds IP33 1LS
 PbW The Place by the Water, The Rectory, Church Lane, Shottisham IP12 3HG
 SEC St Edmundsbury Cathedral, Bury St Edmunds IP33 1LS
 SNC St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ
 Z Zoom

Cohort mentor groups

Each cohort group meets together every month for supportive fellowship, prayer and shared theological reflection on the experience of parish ministry. These dates are negotiated with each cohort mentor.

Bishops' formation evenings

All clergy in their diaconal year are expected to participate in the Bishops' formation evenings which are held once a month, and all clergy in their priests year are also expected to participate in the Bishops' formation evenings which are held once a term. All meetings are from 6.30-8.30pm at the Bishop's House, 4 Park Road, Ipswich IP1 3ST.

Deacons

2022 Dates	Topic
8 September	Leadership
6 October	Why is it difficult to believe?
3 November	Multifaith world
1 December	Suffering and evil

2023 Dates	Topic
5 January	Theological thinking
2 February	Eucharist
2 March	Priesthood 1: Christ's mine and ours
6 April 11.00am	Chrim Eucharist and renewal of ordination vows - Cathedral
20 April	Teams
11 May	Priesthood 2: What are priests for?
8 June	Evangelism & Discipleship
15 June	Summer Party at Park Road in evening, time tbc
28 June – 1 July	Pre-ordination retreat and ordinations

Priests

All meetings are from 6.30-8.30pm at the Bishop's House, 4 Park Road, Ipswich IP1 3ST.

24 November 2022 • 19 January 2023 • 18 May 2023

IME2 Assessment Schedule

Assessment in IME2 is internal, although it may be moderated by colleagues from a partner diocese. Our arrangements for IME2 remain in transition with slightly differing arrangements for all three year groups.

The process is designed to be complete within 33 months for stipendiary curates, to enable them to move to an incumbent-level post between 36 and 48 months after ordination. If you are a part time or SSM candidate your title post is for a minimum of 36 months to 48 months which can be extended to a maximum of 72 months from the date of ordination as deacon. For part time and SSM curates, the final assessment is more flexible, and if necessary may be made towards the end of the fourth year, in consultation with a member of the IME2 team.

The assessment process requires submission, by the dates specified in the table below, of a summary review statement of ministry to date, and a reflective practice portfolio. These assessment deadlines are set for stipendiary candidates. There is flexibility for SSM candidates to meet the deadlines in a time frame arranged by them and a member of the IME2 team.

The Ministry Division Formation Criteria for Ordained Ministry constitute the framework for assessment. Assessment is on the basis of references and reviews, a portfolio of work submitted by the curate, and interviews with the IME2 team and Sponsoring Bishop.

The programme for diaconal, interim and final assessments and reviews will be as follows:

	Stage	Details	Timeframe	Submit by	Feedback
1	Stage 1 Yr 1	First quarter initial assessment by telephone, Zoom or a visit (TS & a member of the IME2 team)	October of diaconal year	31 October	Given as part of the conversation
2	Stage 1 Yr1	First quarter initial assessment by telephone, Zoom or a visit (curate & a member of the IME2 team)			
3	Stage 1 Year 1	Diaconal year assessment visit (curate and a member of the IME2 team)	January/ February		
3	Stage 1 Yr 1	Diaconal year reflective practice assignment (see p.12)		1 March	Given at the diaconal year assessment visit

4	Stage 1 Yr 1	Diaconal year assessment report (completed by TS)			
6	Stage 1 Yr 1	Pre-ordination conversation with the Bishop	May-June	May-June	Summary is sent to the Bishop
7	Stage 2 October	Pre-interim portfolio conversation with a member of the vocations team	October	October	Given as part of the conversation
8	Stage 2	Interim portfolio assessment (see p.13)		31 March for stipendiary	
9	Stage 2	Curacy interim assessment report (completed by TS and IME2 cohort mentor)		By agreement for SSM	
10	Yr2	Follow up meeting for the curacy interim assessment (completed by curate, TS and a member of the vocations team).		By 31st May for stipendiary By agreement for SSM	
11	Yr 3	Pre-transition portfolio and long placement conversation	Stage 3 By 30 September		
12	Yr 3	Submit Curacy Transition portfolio (see p.15)		30 November for stipendiary	Feedback given after the diocesan curacy transition panel
13	Yr 3	Curacy Transition reports (completed by TS and designated lay parish representatives, and external lay reference)		By agreement for SSM	

14	Yr 3	Diocesan Curacy Transition Panel		Panel for stipendiary January/ February. For SSM by agreement.	
	Stage 3	Bishop		February onwards for stipendiary	

Curacy support

During ministry training there is a system of support and encouragement for curates and training supervisors. This consists of support through the IME2 team and through the wider diocesan structures. Each curate should attend chapter where they are able, and dates are available from your area/rural dean.

Supervision

In any working relationship there are points of tension, and so we recommend regular supervision and ongoing conversations between curates, training supervisors and the IME2 team to engage throughout curacy. Supervision should take place regularly, at least twice a month.

If there are particular stresses during the course of a curacy which make the working relationship challenging for whatever reason, Chris Eyden will work with you to come to a resolution of the situation and he will advise the necessary processes.

Study

The Ministry Division framework for IME2 assumes that 15% of working time will be set aside for continuing study and learning. This is understood to constitute 39 days annually for stipendiary curates, including IME2 cohort days, core study days, and residential training events (usually 19 days in total) but not including IME2 ministry placements. This will include dedicated reading, structured reflection on the experience and practice of ministry, preparing and writing assignments, IME2 events etc. In weeks where there is no IME2 or similar event, a whole day should be set aside. The curate should be able to account for how this time has been used in supervision.

As general guide, a stipendiary curate is expected to take responsibility for about 10 days of self-directed learning annually, allowing a further ten days of study / reflective learning at the direction of the Training Supervisor. We therefore require that each curate has the equivalent of a study day each week.

Finance

Each parish/ benefice pays the full expenses of their curates including any expenses relating to IME2.

Each curate can access the clergy support library, and other forms of support through the Clergy Support Trust: www.clergysupport.org.uk

Additional support

For any other information regarding support from the diocesan staff, or access to the clergy wellbeing support through the diocese including counselling, please visit the diocesan website: www.cofesuffolk.org

National Ministry Team guidelines: expectations for first year of full-time curacy or the first two years for SSM curates

This list is for direction and guidance, to complement the Formation Criteria (see pp 10 - 11).

Vocation / Personality and Character

- Evidence of growing into new role and identity
- Evidence of integrating this with previous or concurrent work experience
- Evidence of reflection on the dynamic between private and public in new role
- Evidence of appropriate working rhythms, including time off
- Evidence of creative support networks
- Understanding and application of personal safety guidelines

Spirituality and Prayer

- Regular use of the Daily Offices or equivalent resource for prayer and scriptural meditation
- An annual retreat (NB ordination retreats are built in to first year)
- Meeting a spiritual director or equivalent
- Encountering / using different prayer traditions in context of ministry

Relationships

- Understanding of confidentiality
- Personal ministry to colleagues
- Counselling / listening skills and awareness of own limitations

Ministry in the Church of England: Conduct of Worship

- Liturgical participation and leadership of Morning / Evening Prayer, Eucharist and other forms of public worship in their church
- Active part in the liturgy of baptism and the preparation of candidates (at least three)
- Funerals – church, crematorium (at least three)
- A high standard of reading, speaking and singing in church
- Leading intercessions (on a regular basis)
- Practical awareness of traditions other than own (vestments, incense, North End celebration, non-liturgical worship)
- Choreography of worship
- Publishing banns of marriage
- Church Registers
- Awareness of local context, in particular social profile

Ministry in the Church of England: Preaching

- Parish Eucharist
- All age worship / Youth Services
- Preparation of visual / audio aids
- Funerals
- Public speaking in other contexts
- To non-regular churchgoers

Ministry in the Church of England: Pastoral and Educational

- Awareness of current issues in society e.g. racial, gender, sexuality
- Baptism preparation
- Confirmation / youth group
- Funeral visiting
- Teaching about prayer
- Leading Bible study / home group
- Visiting the sick at home and in hospital
- Working with volunteers and pastoral management
- Counselling / listening skills and awareness of own limitations
- Encountering the mentally ill / homeless

Ministry in the Church of England: Parish Organisation Skills

- Effective management of paper / digital communication and information
- Effective management of own time
- Procedures for handling fees and expenses

Mission and Evangelism

- Awareness of local context, social profile and geography
- Developed theology, understanding and practice of mission
- Ability to present the gospel to those of little or no church background
- Experience of evangelistic / nurture groups e.g. Alpha, Emmaus
- Practical knowledge of how adults learn
- Awareness of national church structures
- Awareness of world-wide Church
- Application of theology to work situation
- Involvement in local deanery

IME2 Priest qualities and evidence – summary table

See [After Ordination | The Church of England](#) for full information

Priest	Christ	Church	World	Self
Love for God <i>The candidate...</i>	Is reliant on God - Father, Son and Holy Spirit - and lives out an infectious, life-transforming faith	Is rooted in Scripture, the worship of the Church and the living traditions of faith	Whole-heartedly, generously and attractively engages with God's world	Is prayerful and studies the Bible
Call to Ministry <i>The candidate...</i>	Responds to the call of Christ to be a disciple	Understands the distinctive nature of ordained priestly ministry	Is committed to being a public and representative person	Articulates an inner sense of call grounded in priestly service
Love for People <i>The candidate...</i>	Welcomes Christ in others, listens, values and respects; cares for those in poverty and the marginalised	Builds relationships which are collaborative and enabling	Shows God's compassion for the world	Has empathy and is aware of how others receive them
Wisdom <i>The candidate...</i>	Is inquisitive, curious and open to new and lifelong learning	Shows leadership that enables thriving and healthy churches, handles conflict, and can lead in mission	Is robust and courageous and prepared to take risks	Is a mature and integrated person of stability and integrity
Fruitfulness <i>The candidate...</i>	Embraces the different and enables others to be witnesses and servants	Shows the capacity to exercise sacramental, liturgical and an effective and enabling teaching ministry	Shares faith in Christ and can accompany others in their faith	Has resilience and stamina
Potential <i>The candidate has potential to...</i>	Grow in faith and be open to navigating the future in the company of Christ and guided by the Holy Spirit	Manage change, and see the big picture	See where God is working in the world and respond with missionary imagination	Be adaptable and agile
Trustworthiness <i>The candidate...</i>	Follows Christ in every part of their life	Leads maturely which promotes safe and harmonious Christian communities	Lives out their life as a representative of God's people	Has a high-degree of self awareness

IME2 Priest PIONEER qualities and evidence – summary table

See [After Ordination | The Church of England](#) for full information

Pioneer	New Contextual Christian Community <i>Church & World are inextricably linked therefore these domains should be held together across a permeable line</i>			
	Christ	Church	World	Self
Love for God <i>The candidate...</i>	Is reliant on God - Father, Son and Holy Spirit - and lives out an infectious, life-transforming faith Pioneer Foundation: Jesus Centred	Is rooted in Scripture, the worship of the Church and the living traditions of faith	Whole-heartedly, generously and attractively engages with God's world giving it close attention. Pioneer Practice: Persist	Is prayerful and studies the Bible Pioneer Foundation: Prayerful
Call to Ministry <i>The candidate...</i>	Responds to the call of Christ to be a disciple Pioneer Foundation: Responsive Obedience	Understands the distinctive nature of Pioneer ministry	Is committed to being a public and representative person	Articulates an inner sense of call grounded in service that is distinctly pioneer shaped. Pioneer Foundation: Calling
Love for People <i>The candidate...</i>	Welcomes Christ in others, listens, values and respects; cares for those in poverty and the marginalised	Builds relationships which are collaborative and enabling Pioneer Quality: Hospitable	Shows God's compassion for the world through a ministerial identity deeply rooted in the world. Pioneer Foundation: Bi-Cultural Identify	Has empathy and is aware of how others receive them
Wisdom <i>The candidate...</i>	Is inquisitive, curious and open to new learning Pioneer Quality: Discerning	Shows leadership that can grow thriving and healthy new Contextual Christian Communities, handles conflict and can lead in mission. Pioneer Practice: Co-Create	Is robust and courageous and prepared to take risks Pioneer Practice: Persist	Is a mature and integrated person of stability and integrity
Fruitfulness <i>The candidate...</i>	Embraces the different and enables others to be witnesses and servants Pioneer Quality: Self-Giving	Shows the capacity to exercise sacramental, liturgical and an effective and enabling teaching ministry	Shares faith in Christ and can accompany others in their faith Pioneer Practice: Experiment	Has resilience and stamina Pioneer Quality: Resilient
Potential <i>The candidate has potential to...</i>	Grow in faith and be open to navigating the future in the company of Christ and guided by the Holy Spirit	Manage change and see the big picture by engaging in playful imagination, open to the unknown. Pioneer Quality: Playful	See where God is working in the world and respond with missionary imagination Pioneer Practice: Experiment	Be adaptable and agile Pioneer Practice: Adapt
Trustworthiness <i>The candidate...</i>	Follows Christ in every part of their life	Leads maturely which promotes safe and harmonious Christian communities	Lives out their life as a representative of God's people	Has a high-degree of self awareness

IME2 Distinctive Deacon qualities and evidence – summary table

See [After Ordination | The Church of England](#) for full information

Distinctive Deacon	Christ	Church	World	Self
Love for God <i>The candidate...</i>	Is reliant on God and lives out an infectious, life-transforming world-focussed faith	Is rooted in scripture, the worship of the Church and the living traditions of faith	Whole heartedly, generously and attractively engages with God's world	Is prayerful and studies the Bible
Call to Ministry <i>The candidate...</i>	Responds to the call of Christ to be a disciple	Understands the distinctive nature of ordained diaconal ministry	Is committed to being a public and representative person of the Church in the forgotten corners of the world	Articulates an inner sense of call grounded in diaconal service
Love for People <i>The candidate...</i>	Welcomes Christ in others, listens, values and respects and has a special care for those in poverty and the marginalised	Builds relationships which are collaborative and enabling	Shows God's compassion and care in the world in multifaceted contexts and with social agencies	Has empathy and is aware of how others receive them
Wisdom <i>The candidate...</i>	Is inquisitive, curious and open to new and lifelong learning that connects church and world	Shows instinctively collaborative leadership that enables healthy churches to be bridge-builders in their communities	Is robust and courageous and prepared to take risks in reflecting the world to the Church and the Church to the world	Is a mature and integrated person of stability and integrity
Fruitfulness <i>The candidate...</i>	Embraces the different and animates others to be witnesses and servants	Shows the capacity to exercise diaconal sacramental and liturgical ministry and effective and enabling teaching ministry	Is a storyteller of God's love and agent of God's kingdom of justice	Has resilience and stamina
Potential <i>The candidate has potential to...</i>	Grow in faith and to be open to navigating the future in the company of Christ	See the big picture in their context and within it, enable a Christian community to serve	See where God is working in the world and to read the signs of the times	Be adaptable and agile
Trustworthiness <i>The candidate...</i>	Follows Christ in every part of their life	Leads maturely which promotes safe and harmonious Christian communities	Lives out their life as a representative of God's people	Has a high-degree of self awareness

Stage 1 Reflective Practice Assignment Diaconal Ministry: Theory and Practice

(The timescale for submission of this assignment for Self-Supporting Ministers, especially those in full-time secular employment, may require some flexibility, as agreed with a member of the IME2 team.)

Stipendiary curates should follow the submission timeline found on p.5.

Respond to the following THREE questions:

1. What have been the main features of my experience of ordained ministry in the last 6-9 months?
2. How is my ministerial thinking and practice changing in the light of this experience of ordained ministry?
3. What links or conflicts can I discern between my sense of vocation and my conduct of ministry so far?

Curates may choose to submit their review in various ways:

- Short written statements answering each of the above questions – minimum 500 to maximum 1,000 words each.
- A short video (e.g. filmed on a smart-phone) that addresses each question. This could be filmed 'out and about', with the deacon speaking from the places their ministry particularly seemed to connect with. Minimum five to maximum 10 minutes per question.
- A series of photos of people and places the deacon's ministry particularly connects with, with detailed explanatory captions.
- Rough notes, drawing or doodling that can form the basis of an hour-long interactive conversation with assessors. The conversation will address the three questions above, but will also address:
 - Links to any thoughts, feelings and experiences they have had in the past.
 - Thoughts about what they might do next as a result of their ministry and reflection.

NB for photos or videos containing images of people: consent needs to be obtained in writing from adults, but their names should not be included. Photos of children or vulnerable adults MUST NOT be included.

PLEASE NOTE that the review should be submitted to the IME2 administrator as one attachment to a single email, with the file name following this format:

First name Surname **IME2 Diaconal Review**

Stage 2: Interim Assessment portfolio

(The timescale for submission of this assignment for Self-Supporting Ministers, especially those in full-time secular employment, may require some flexibility, as agreed with a member of the IME2 team.)

Stipendiary curates should follow the submission timeline found on p.6.

The interim is largely comprised of evidence collated from existing examples of ministry, or notes from supervision, or training journal notes which should be kept up to date as a normal element of curacy training.

The assessment is on the basis of a broad portfolio of work drawn from the curacy so far, linked to the Formation Criteria for IME2. It is expected that curates should spend **15%** of their work time on structured reflection, reading, training and writing, and allowance for this time must be made in their working agreement. The assessment will hopefully confirm that curates are on track to complete the training requirements of the curacy within the specified period, and / or help to flag up any specific action needed.

For the curate's interim assessment, a portfolio should be submitted to the IME2 administrator Lesley Steed not later than two weeks before the curate's appointment with a member of the IME2 team, together with the following documents:

1. Training supervisor's interim assessment report.
2. A reference from a lay person with canonical responsibility within the curate's parish / benefice (e.g. church warden).
3. Ministry checklist grid (updated for Stage 2, signed by TS and curate).
4. Three entries from the curate's Ministry event journal.
5. Three of the curate's supervision records since ordination.
6. Three entries from the curate's Ministry training journal.
7. An assignment on a particular aspect of the curate's experience reflecting on their priestly ministry. This assignment may be in any of the forms described on the bottom of page 12.
8. The full text, and / or PowerPoint paper file together with a video and sound recording of a sermon which the curate has preached, together with a brief commentary on the context and a rationale for the choices and decisions made in preparing the sermon.
9. The text of an address given at a funeral. This should include a brief commentary outlining context and rationale of no more than 300 words or equivalent.
10. An honest critical reflection on the curate's pattern of prayer and devotion, describing how it sustains and resources the curate for ministry (200-300 words per question):
 - A. How has the work of ministry impacted the practice of prayer?

- B. How has the curate's practice and experience of prayer developed since ordination?
- C. How would the curate like or need to develop their spiritual discipline for future ministry?

Notes:

Items 1 and 2: we will contact the referees directly with a proforma.

Item 9 (and elsewhere as appropriate): names and other details of people referred to should be anonymised.

PLEASE NOTE that the assessment portfolio should be submitted to the IME2 administrator as one attachment to a single email, with the file name following this format:

First name Surname **IME2 Interim Assessment Portfolio**

Stage 3 Ministry Portfolio: Final Assessment and Review

(NB. The timescale for submission of this assignment for Self-Supporting Ministers, especially those in full-time secular employment, may require some flexibility, as agreed with a member of the IME2 team.)

Stipendiary curates should follow the submission timeline found on p.6.

Those in their third year of curacy should arrange for a meeting with their Training Supervisor and a member of the IME2 team in the first half of October (bringing their full ministry portfolio), and for a private meeting with the Bishop in November. The DDO will write a report, and collate the various assessments, essays and other evidence, to be presented to a Curacy Transition Panel (CTP) in the second half of October; this will review the submissions and make a recommendation to the Bishop. If considered ready to proceed, the curate should meet with the Bishop in November as previously arranged for a signing-off interview. The CTP may feel that more evidence is necessary, specifying the requirements and the time scale; this may necessitate postponing the signing-off interview with the Bishop.

Following the signing-off interview, the Sponsoring Bishop writes a letter stating whether he is satisfied the curate have completed the formational requirements for Initial Ministerial Education; or to inform the curate of what still needs to be done.

The curate's Portfolio for final assessment will include the following:

1. A Reflective Practice Assignment. An honest reflection on the following for sustaining ministry: Study, Prayer, Working with others, Self-care, Making disciples. (1000-1500 words, or a 7-10 minute video, or equivalent).
2. Final report from Training Supervisor.
3. Final report from lay parish representative(s) from the congregation.
4. Reference from lay person from outside agency, e.g. school, funeral director, care home.
5. A report and reflection on the curate's long placement, identifying particularly learning and formation through the placement.
6. Three additional entries from the curate's Ministry event journal.
7. Three additional entries of the curate's supervision records.
8. Three additional entries from the curate's Ministry training journal.
9. The text of an address given at a wedding. This should include a brief commentary outlining context and rationale of no more than 300 words or equivalent.
10. A reflection on your missional initiative. (1000-1500 words a 7-10 minute video, or equivalent).
11. Ministry checklist grid (updated for Year Three, signed by TS and curate).

Notes:

Items 2, 3 and 4: we will contact the referees directly with a proforma. Please identify and consult with an external referee, then provide the IME2 administrator with the necessary contact details.

Items 8, 9 (B) (and elsewhere as appropriate): names and other details of people referred to should be anonymised.

PLEASE NOTE that the assessment portfolio should be submitted to the IME2 administrator as one attachment to a single email, with the file name following this format:

First name Surname **IME2 Final Assessment Portfolio**

Ministry Placements during Curacy

(NB. The timescale for submission of this assignment for Self-Supporting Ministers, especially those in full-time secular employment, may require some flexibility, as agreed with a member of the IME2 team.)

All curates have the opportunity to undertake two placements during their curacy in consultation with the IME2 team:

1. The clinical context short placement.
2. A long placement which takes the form of either the cathedral placement or another primary ministry placement.

Clinical Context Short Placement (Stage 1)

This could be formed of either a week placement, or a day / afternoon a week for up to two months. This could be in any medical setting in Suffolk.

The Cathedral Placement (Stage 2)

1. The Cathedral offers curates the opportunity of a two to six week placement to experience both the front- and back-stage of the Cathedral's life and ministry. Stipendiary curates are expected to undertake a substantial placement at the Cathedral, but all curates who are able should be encouraged to make use of this opportunity.
2. For stipendiary curates the Cathedral placement will generally take place during the second half of the curate's second year.
3. This is considered to be a full-time placement; the shape of each day's commitment, however, may change according to the season, and will be determined with the placement supervisor/s.
4. The Cathedral supervisor will provide a brief summary assessment of the curate's participation in the placement, and the curate should capture key moments using the Ministry Journal.

The Primary Ministry Placement (Stage 2)

1. As an integral part of IME Phase 2, curates undertake a placement of two to six weeks during the second half of their curacy, generally for stipendiary curates during the summer term stage 2. SSM curates have greater flexibility. Curates who have been relocated to a new benefice during curacy, have taken on significant additional responsibility, or are in vacancy do not undertake an additional placement, except by special agreement with their Training Supervisor and the IME2 team, as this serves the purpose of the placement.
2. The main purpose of the placement at this point in IME2 is to provide an opportunity to experience and reflect upon an aspect of ministry, which is either new or complementary to that provided by the training parish/benefice, in the role of ordained minister. The placement is normally supervised by the Incumbent of the benefice where it takes place, or the person with equivalent authority in a non-parochial placement.

3. Placements will normally be within the diocese and within a reasonable daily travel distance from home.
4. The placement is a full-time (or full-time pro rata) learning experience, and the curate will be effectively absent from their own benefice during the placement. The curate should, however, keep open normal lines of communication with the Training Supervisor.
5. A placement must be relevant to developing the curate's experience of ministry beyond that of the present context. For many people, the placement will be looking towards the first few years of an incumbency, but it can also be a chance to gain experience of some different or specialised form of ministry to which the curate feels that they may be drawn. Given the type of incumbent posts that are likely to be available to the curate in this diocese and elsewhere, we strongly recommend as the default placement setting a multi-parish benefice which includes rural ministry, if the curate has not experienced this before. Other opportunities might include:
 - Hospital chaplaincy
 - Ministry experience in the global church
 - A particular area of diocesan work
 - Industrial chaplaincy
 - Prison chaplaincy
 - An inner city or housing estate parish
6. The procedure for setting up a placement is as follows:
 - Discussion with the Training Supervisor and/or the IME2 team about the appropriate timing for the placement, your ideas in the context of the training plan, and the possibilities that exist within reasonable travelling distance.
 - Before making any kind of contact with a potential supervisor, please report to the IME2 team the results of such discussion.
 - When authorised by the IME2 team your proposed supervisor should be approached by the curate and the details of the placement negotiated. When agreed, the curate should notify both the Training Supervisor and the IME2 team.
7. Ministers in other employment, or with other significant responsibilities, may need to consider creative application of these guidelines, eg a 'long thin' placement serving an equivalent purpose.
8. Ministers who envisage remaining long-term in their present context may wish to approach the placement differently. Rather than seeking experience of a different context of ministry, it may be beneficial to experience how others approach ministry in similar contexts: for example, if one's own context is a rural multi-parish benefice or a large gathered congregation, to experience how others tackle the issues and challenges in a similar context.
9. The placement is intended to encourage theological reflection and study of a particular aspect of ministry. For this reason, the curate should record experiences and reflections in a brief portfolio (2000-3000 words), submitted as part of the final-year appraisal.

Ministry Experience Check List for Training Supervisors and Curates

This check list refers to specific areas of skill and experience which are relevant to ministry and which generally should be seen to have been covered by the end of the first three years of ordained ministry (with a mature awareness of personal strengths and weaknesses). Some of these areas may have been part of the curate's former life experience or may have been included in College or Course. Not all are relevant to every situation, for example, the Formation Criteria may well be different for SSM and nationally deployable clergy.

It is suggested that this list is used as a tool shortly after the beginning of a curate's ordained ministry (not least so that the training partners are aware of strengths and experience to date) and will further be required to help to complete curate reviews.

1. Personal Development	Level of experience gained to date		Priority and timing for development
	Low	High	
Spirituality and prayer life: Spiritual Director
Daily Office, Quiet Time:
Continuing Biblical studies
Ongoing theological reflection/ making connections
Reflection on life journey
Reflection on diaconal/priestly role
Time management and working rhythm: retreats, recreation
Development of creative support networks
Making relationships
Awareness of gender dynamics in working relationships, between colleagues and parishioners
Understanding of partnership in ministry
Understanding of confidentiality
Appropriate leadership
Management of personal finances

2. Conduct of Worship	Level of experience gained to date		Priority and timing for development
	Low	High	
Requirements of Canon Law regarding worship
Use of Book of Common Prayer
Holy Communion
Morning and Evening Prayer
Use of Common Worship
Holy Communion
a. traditional language
b. modern language
Morning and Evening Prayer
Service of the Word
Baptisms
Weddings: modern
traditional
Blessing after civil marriage
Funerals
Seasonal Worship
Healing Services
All-age Worship
Familiarity with newly authorised liturgies
Worship appropriate for 'Fresh Expressions of Church'
Writing and planning special services
Reading, speaking and singing in church
Preparing and leading intercessions

	Level of experience gained to date		Priority and timing for development
	Low	High	
Preparing church and books for worship
Preparing the communion vessels
Practical awareness of traditions other than own (e.g. use of vestments, incense, 'North End', etc.)
Choreography of worship
Use of technology in worship

3. Preaching

	Level of experience gained to date		Priority and timing for development
	Low	High	
Parish Eucharist
All-age worship
Service of the Word
Preparation and use of audio/visual aids
Baptisms
Weddings
Funerals
Civic occasions

4. Mission and Evangelism

	Level of experience gained to date		Priority and timing for development
	Low	High	
Awareness of the local context and social profile
Developed theology, understanding and practice of mission

	Level of experience gained to date		Priority and timing for development
	Low	High	
Ability to present the Gospel to those with little or no church background
Experience of using some of the evangelism resources (e.g., Alpha, Emmaus, etc)

5. Pastoral and Educational

	Level of experience gained to date		Priority and timing for development
	Low	High	
Knowledge of how adults learn
Teaching:			
Biblical topics
Prayer
Work with younger children
Work with teenagers
Preparation for Christian Initiation Baptisms:			
alone
with a team
Confirmation:			
Young people
Adults
Communion before confirmation
Marriage:			
requests & legalities
preparation
remarriage

	Level of experience gained to date		Priority and timing for development
	Low	High	
Funeral visiting
Pastoral visiting
Ministry to the old, the sick & the dying:			
at home
in hospital
Anointing the sick and dying
Confession and absolution in formal and informal situations
Working with volunteers
Awareness of current issues in society (e.g. sexuality, racism etc.)
Listening skills and awareness of own limitations

6. Parish Organisation Skills	Level of experience gained to date		Priority and timing for development
	Low	High	
Preparation for & charring meetings
Legalities of lay officers, PCC & APCM
Presentation skills and parish publicity
Understanding of parish finance, incl. fees, expenses and parish share
Church registers
Churches, churchyards, DAC, Faculties
Legalities of worship, including interfaith and ecumenical worship
Writing magazine articles

	Level of experience gained to date		Priority and timing for development
	Low	High	
Record keeping and budgeting
Information technology
Legal requirements for employees eg youth workers
Personal safety awareness
Safeguarding awareness

7. Additional Skills

	Level of experience gained to date		Priority and timing for development
	Low	High	
Emergency baptism
Local incident & emergency plans
Blessing homes, objects
Encountering the mentally ill
Infant death - including stillbirth, miscarriage, abortion
Dealing with conflict

8. Particular Areas of Expertise

	Level of experience gained to date		Priority and timing for development
	Low	High	
School assemblies, etc: primary
secondary
School governance
Community involvement
Media skills
Tourism and use of church buildings
Spiritual direction

9. Links with the Church beyond the Parish	Level of experience gained to date		Priority and timing for development
	Low	High	
Awareness of diocesan resources and structures
Chapter meetings and synods
Awareness of national Church structures
Understanding of The Anglican Communion
Ecumenism; national & local

This checklist is adapted from a list in 'Beginning Public Ministry' (Ministry Division, 1998). The approach embodied by the Formation Criteria is based primarily on 'dispositions' and character rather than checklists of experience gained during curacy. However, Training Supervisors and curates may find this a helpful tool to complement the Formation Criteria.

IME2 Working Agreement & Learning Plan

Curate:

Cohort (year of ordination to diaconate):

Training Supervisor:

Benefice:

.....

Date:

Next Review Date:

This form is in six parts:

1. Expectations
2. Areas relating to SSMS only
3. Particulars of Work
4. Support and Supervision
5. Working Conditions
6. Annual Learning Plan

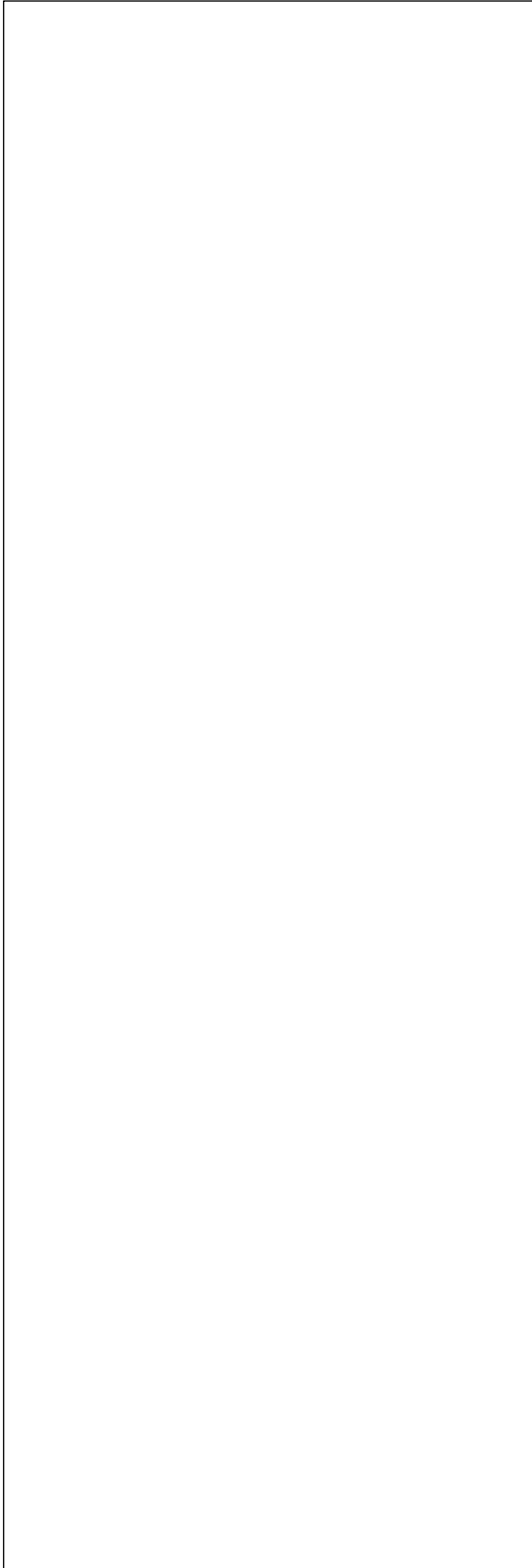
The Working Agreement and Learning Plan needs to be reviewed by the Curate and Training Supervisor and completed EACH YEAR of the curacy. It should then be signed by both parties. A copy should be emailed to Lesley Steed within two weeks of ordination to the diaconate. In identifying priorities for training, careful use should be made of the Ministry Division Formation Criteria for IME. These offer a map of the development that IME needs to enable, and are the basis on which Assessment at the End of Curacy takes place.

1. HOPES and EXPECTATIONS

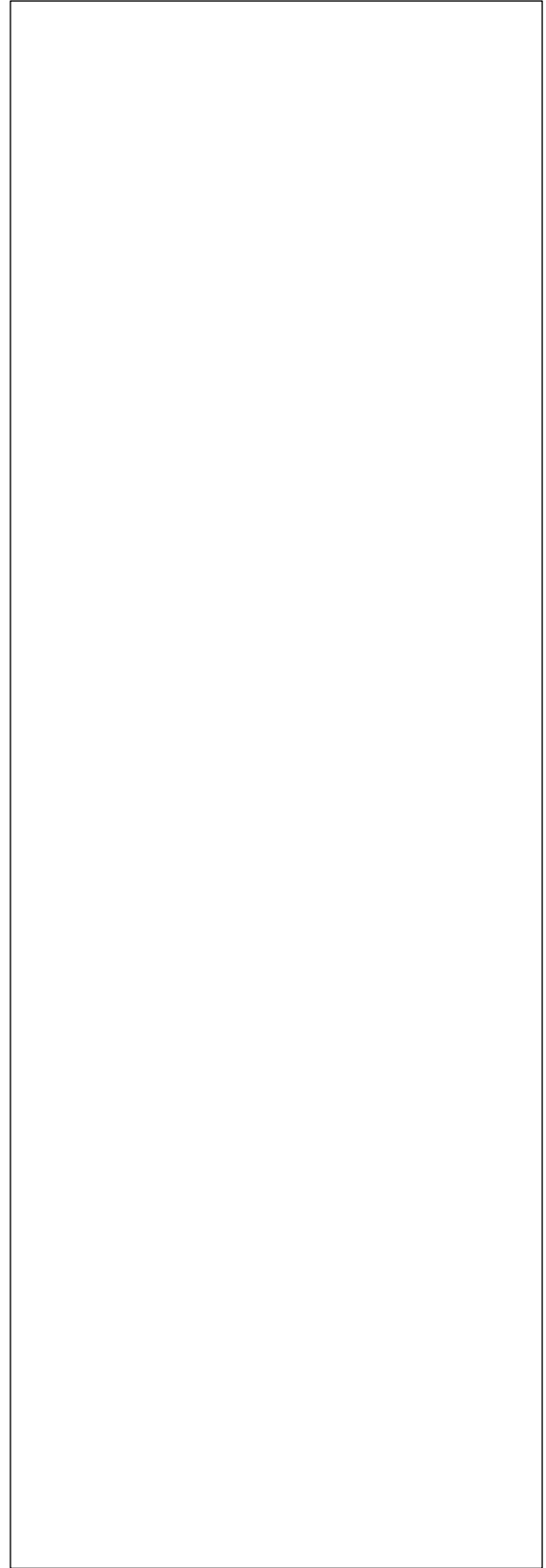
- a) Is this curacy intended to prepare the curate for:
- a continuing supporting role, or
 - a future role of incumbent-level responsibility?

- b) Please each say something about your hopes for the curacy. Please each write your own hopes, then compare and discuss them.

Curate

A large, empty rectangular box with a thin black border, intended for the 'Curate' participant to write their hopes for the curacy.

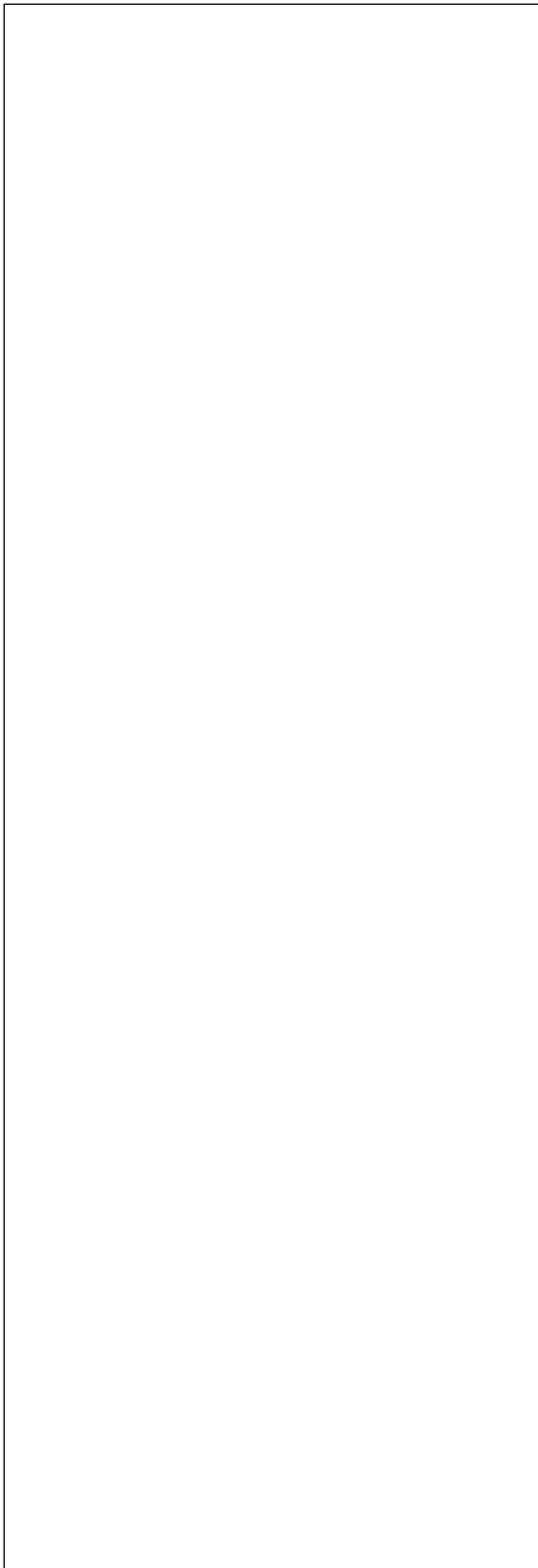
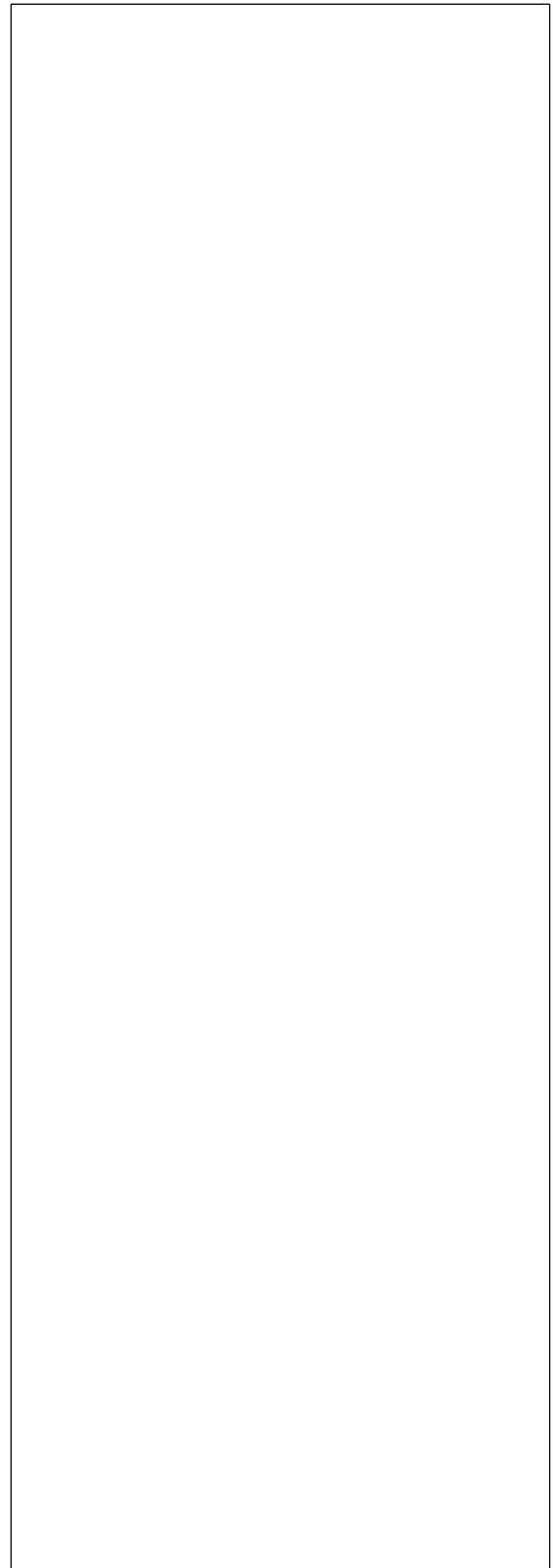
Training Supervisor

A large, empty rectangular box with a thin black border, intended for the 'Training Supervisor' participant to write their hopes for the curacy.

- c) What are the hopes for the working relationship between the curate and Training Supervisor? Please discuss and agree this using as much space as is needed:

Curate

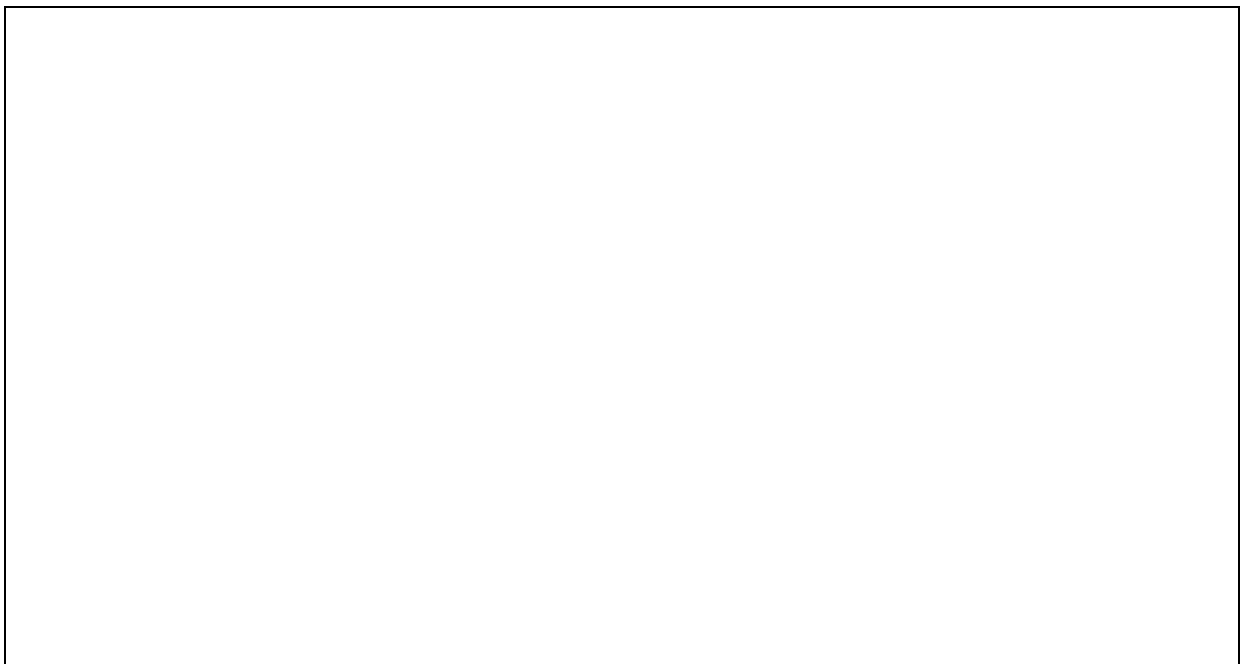
Training Supervisor

A large, empty rectangular box with a thin black border, intended for the Curate to write their response to the question.A large, empty rectangular box with a thin black border, intended for the Training Supervisor to write their response to the question.

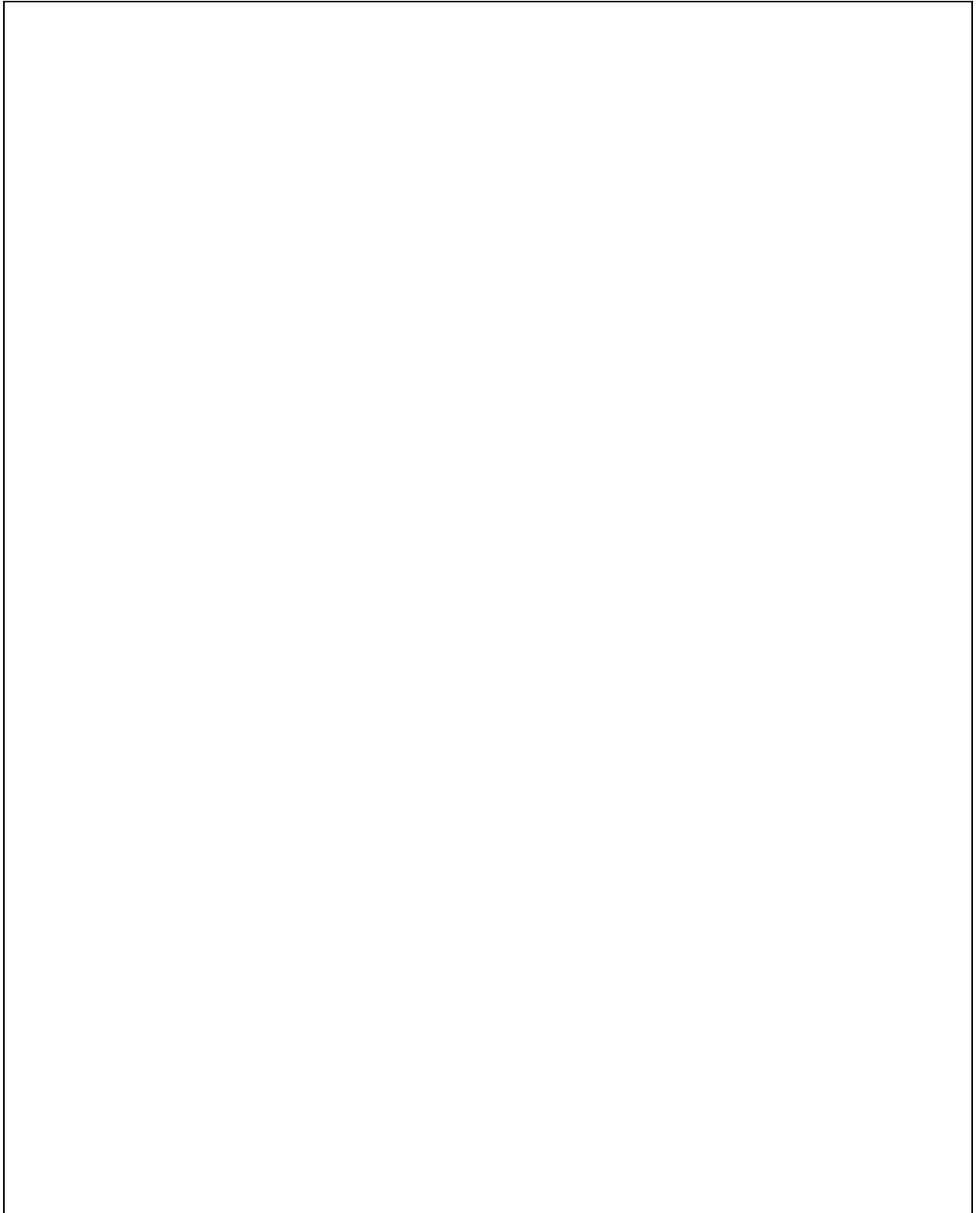
- d) What hopes or plans do the Training Supervisor and PCC already have for the parish, and therefore for patterns of ministry during the coming year? Discuss and agree how might this affect the curate's work and training.



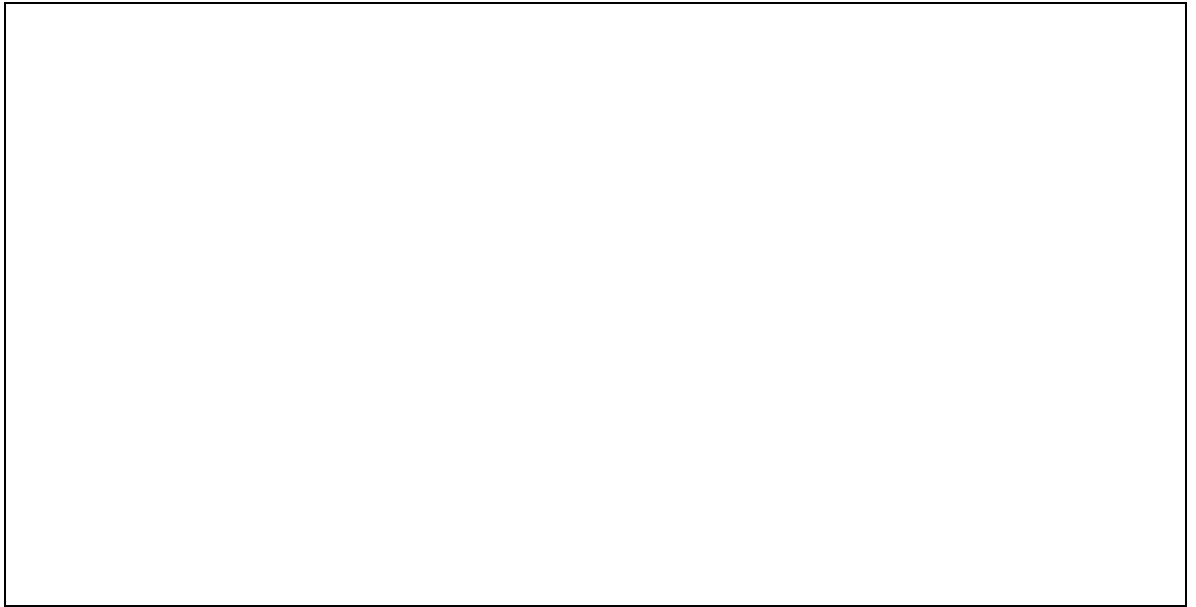
- e) What expectations are there about standards of dress / clerical uniform? What expectations are there about availability (e.g. attendance at parish office hours, use of answerphone, departure time after Sunday services, etc.)?



f) What areas of past experience and expertise will the curate bring into ordained ministry?

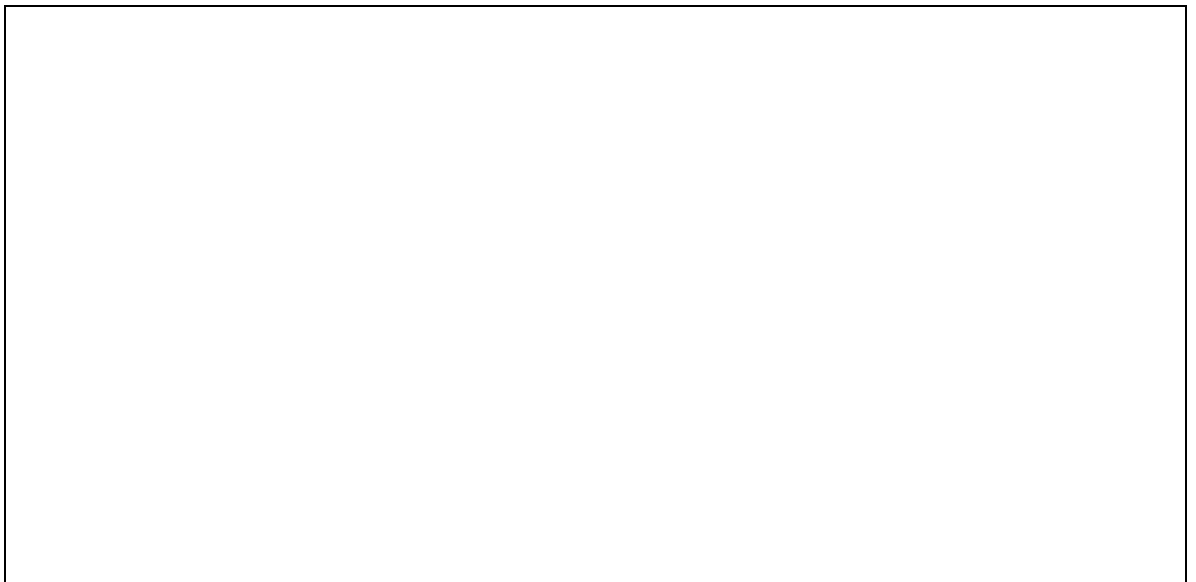
A large, empty rectangular box with a thin black border, intended for the respondent to write their answer to the question above. The box is currently blank.

(g) (1) For married curates: what are the expectations and needs of the curate's spouse / family (where appropriate)? There can also be issues about the family's privacy and/or the possible difficulty of the curate having space to work well at home that need careful discussion.



Or:

(2) For single curates: what needs will the curate have for time with friends, family and other supporters? How will this work with the restrictions of a single rest day (ie. what provisions need to be made to enable the curate to sustain their significant networks)?



2. AREAS RELATING TO SSMs

- a) What is the focus of the curate's ministry: a ministry exercised in a place of secular employment, or a parish focus? If both, where does the emphasis lie? How will this ministry be expressed, affirmed and communicated in the parish?

- b) The curate's secular employment, or retirement, or domestic commitments, and other claims on time need to be understood and communicated within the parish. How is this to be done?

- c) What weekday involvement is expected in the regular ministry of the parish, including Staff meetings, PCC etc.?

3. PARTICULARS OF WORK

a) Attendance and participation:

Worship (please specify how often the curate is expected to attend, lead or preach):

- Daily Offices:
- Sunday services:
- Other services:
- How often will the curate be expected to preach?
(a deacon should not prepare more than two sermons a month)

Occasional Offices:

- Funerals:
- Baptisms:
- Weddings:
(except for particular circumstances with the Bishop's permission, deacons should not officiate at weddings)

Pastoral Work:

- Visiting at home:
- Hospitals:
- Care Homes:
- Other:

Education, Nurture and Outreach:

- Children's Groups:
- Schools:
- Youth Work:
- Home group / prayer group / confirmation group / Emmaus / Alpha:
- Adult Education:

Structures:

- PCC:
- Parish Committees:
- Chapter/Deanery Synod:
- Churches Together/Fraternal:

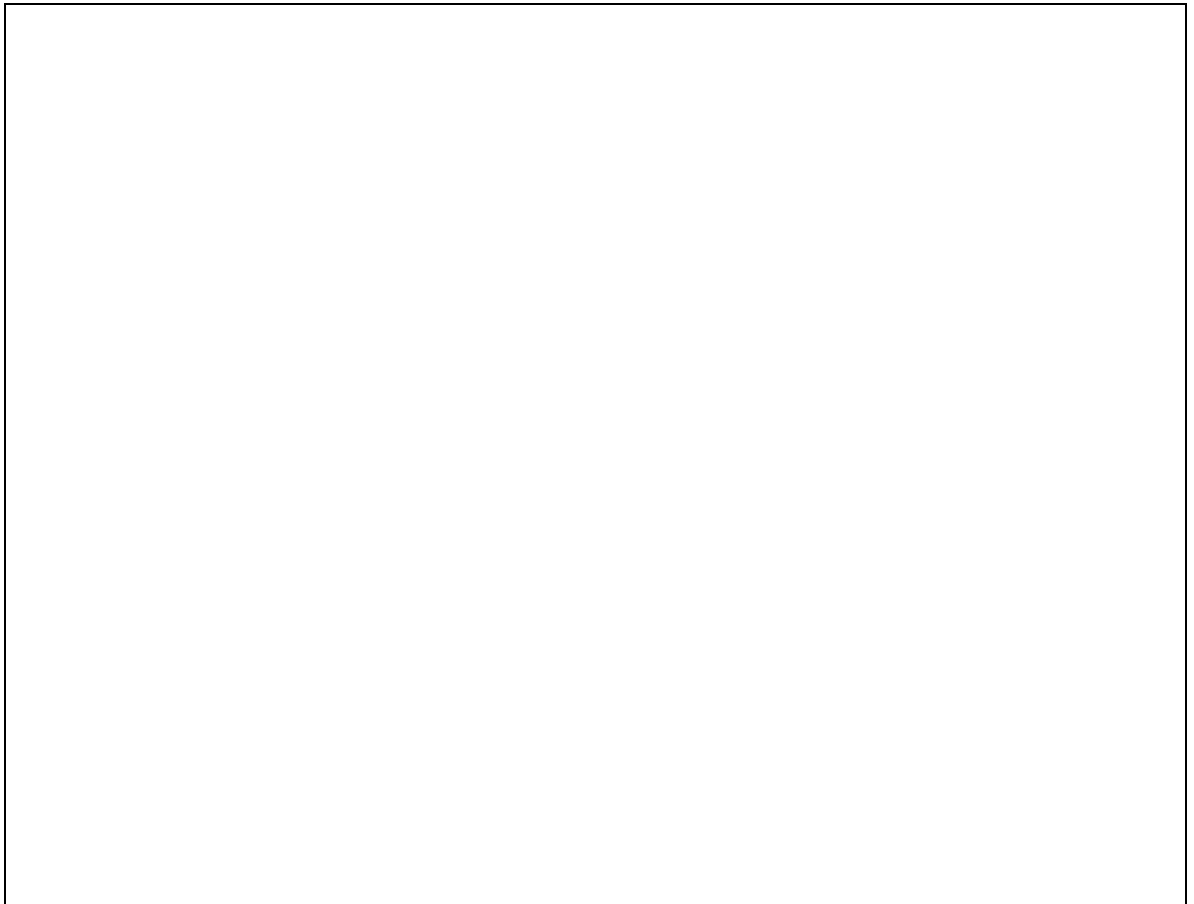
Community involvement:

- Schools:
- Community Groups:
- Other:

b) Areas of special responsibility

Are there any areas where the curate will have special responsibilities this year (which should reflect areas in the Learning Plan)?

The curate should, in the course of the curacy, have experience of significant responsibility for a particular project or area of ministry, including initiating new development and mentoring / supervising others.



4. SUPPORT AND SUPERVISION

a) What are your arrangements for:

Supervision meetings?

These must be for curate and Training Supervisor only, and be distinct from staff meetings. The focus is on the curate's development and formation in ministry. Records are kept by the curate, with Training Supervisor's comments, as part of the Ministry Portfolio. A meeting of 60-120 mins should be planned at least once each month. Please be specific about the dates and venues of your meetings through the year:

Staff meetings?

Will there be work-related meetings for Training Supervisor and curate only?

How often / what will the arrangements be?

Will there be meetings for a wider staff team?

How often / what will the arrangements be?

b) Review of Working Agreement and Learning Plan

Please set a date / timetable to review the Working Agreement and Learning Plan. It makes sense to do this in the light of the review / assessment process each year. Please see Assessment and Review Timetable.

c) Spiritual Director

All curates should have access to a spiritual director. Have arrangements been made, and is the Training Supervisor aware of them?

d) Annual retreat

Curates should have the opportunity for an annual retreat (3-4 nights or equivalent). What are the mutual expectations for this? How will it be funded and what is a reasonable expectation? When could a retreat take place?

e) Other sources of support

The team directing IME2 are there to support curates and their training incumbents. They are also able to advise other forms of support.

There may be other forms of support which are suitable to note here:

5. WORKING CONDITIONS

a) Expenses

Parochial expenses are defined as 'all those running costs which clergy and PCCs agree are necessary for clergy to fulfil the duties of their post'. Please refer to the Statement of Particulars and The Parochial Expenses of the Clergy: A Guide to Their Reimbursement

<https://www.churchofengland.org/clergy-office-holders/remuneration-and-conditions-of-service-committee/the-parochial-expenses-of-the-clergy.aspx>

Please specify the basis and procedure for claims and reimbursement in the following areas:

- Telephone (including mobile, if necessarily used for work purposes):

- Car mileage / other transport:

- Stationery etc.:

- Other:

b) Time off, study, etc.:

Study time and IME2 events

The Ministry Division framework for IME2 assumes that 15% of working time will be set aside for continuing study and learning. This is understood to constitute 39 days annually for stipendiary curates, including IME2 cohort days, core study days, and residential training events (usually 19 days in total) but not including IME2 ministry placements. This will include dedicated reading, structured reflection on the experience and practice of ministry, preparing and writing assignments, IME2 events etc. In weeks where there is no IME2 or similar event, a whole day should be set aside. The curate should be able to account for how this time has been used in supervision.

As general guide, a stipendiary curate is expected to take responsibility for about 10 days of self-directed learning annually, allowing a further ten days of study / reflective learning at the direction of the Training Supervisor. We therefore require that each curate has the equivalent of a study day each week.

What dedicated time will be set aside for continuing study and learning?

Rest Days:

Stipendiary clergy should have a rest day per week (not including IME2 days, study days, retreats or time allowed for spiritual consultation), plus an extra day every calendar month to allow for a two-day break. The SSM's rest day should equally be closely guarded. It is accepted that at certain times of the year, flexibility will be necessary regarding rest days.

The curate's rest day will usually be:

The provision of a rest day must not mean that every moment of the other six days and evenings should be spent working. What is your understanding about the provision of some period of rest within working days, when it is and is not acceptable to call (and how flexibly or firmly this is understood), etc.?

Holidays:

For details of annual holiday entitlement please see your Statement of Particulars. How will holiday time will be arranged between curate and Training Supervisor?

c) House and Garden

Are there any arrangements about House and Garden that need to be specified (including detailing costs and responsibilities to be borne by parish and those by the individual)?

Signature of Curate

Date

Signature of Training Supervisor

Date

Copies of this agreement MUST be sent to the IME2 administrator, Lesley Steed, within two months of ordination to the diaconate in order to ensure compliance with Canon Law. Nonetheless, we ask for the first draft to be submitted to the diocese as soon as possible in order to allow for review before the summer holiday season, ensuring an opportunity for any problems to be addressed before the two month deadline.

6. WHOLE-CURACY LEARNING PLAN

This final section of the working and learning agreement is a triangular agreement between the IME2 team acting on behalf of the Bishop for the care and support of curates and their training supervisors, and the curate and their training supervisor.

This agreement is a commitment to attendance, engagement and support.

a) Overall planning:

Bearing in mind both the various aspects of ministry and the various skills and aptitudes specified in the Ministry Division Formation Criteria for Ordained Ministry, what overall shape is envisaged for training over the first three years of the curacy? What emphases are anticipated in each year? (This may change, but starting with an overall plan is important in order to be clear about an annual plan. This question needs to be considered carefully in Year 1, and revised in Years 2 and 3):

Particular emphases envisaged for Stage 1:

Particular emphases envisaged for Stage 2:

[NB include aspirations for the Cathedral placement]

Particular emphases envisaged for Stage 3:

[NB to include major placement in a different setting or focus of ministry, to be completed by Easter.]

b) Specific training objectives

- What specific training needs / objectives are to be identified this year? Please be as clear and detailed as possible here, and, where possible, cross-reference these objectives with the Agreed Formation Criteria.
- In stage 1, address any ongoing training issues identified in the final report of the curate's Theological Education Institution at the end of their IME1 training.
- In stages 2 and 3, careful review of the previous annual Learning Plan – what anticipated progress was, and what was not, made? – this should inform the current year's Plan.
- In the Working Agreement, section 5, a specific time is allocated for study / training events. How will this be used? (What will be studied? What areas of training will be explored?)

c) IME2 Events

- Please confirm that the Cohort Group dates and Bishops' evening dates are written into the curate's diary (and if on Sunday, that s/he has no evening ministry commitments on those dates):

- Please confirm the IME2 Training Dates which the curate will attend:

- 1:

- 2:

- 3:

- 4:

- 5:

- 6:

Signature of Curate

Date

Signature of Training Supervisor.....

Date

Signature of IME2 team member

Date

Ministry training Journal – Capturing Learning from a Training / Study Event

Journal Entry No:

This form is designed to encourage systematic reflection on learning experiences in order to help integrate learning and practice. Not all the questions will be relevant for every situation.

Date / time:		Place:	
Event / Session		Tutor / leader:	
What were the main learning points of this session / this event:			
What insights, ideas or information were particularly significant?			
What outstanding questions would you like to follow up? How might you do this?			

How does this learning relate to previous understanding or experience?

What aspects of your life / work / ministry does this learning particularly relate to?

What actions might you take, or what might you do differently, as a result of this learning?

Ministry event Journal – Capturing Learning from a Ministry Event

This form is designed to encourage systematic reflection on ministry experiences in order to help integrate learning and practice. Not all the questions will be relevant for every situation.

This template is structured on the model of 'Progressive Theological Reflection' outlined in Judith Thompson, SCM Guide to Theological Reflection (SCM 2008, p 55-56).

Date / time:		Place:	
The event:			
Date / time:		Location:	
Nature of event:			
Describe briefly what happened:			
Describe your own role:			
How did you feel about the event / your role within it?			
What were the main issues / questions which this event raised for you?			
Building a richer understanding of what happened:			
<p>Eg understanding about the context; Understanding from the perspective of others involved or affected; understanding using various disciplines or bodies of knowledge (eg social sciences, psychology)</p>			

Building a theological understanding

What insights from the faith tradition (eg from scripture, theological writing, historic tradition) help to build a theological understanding on what happened? How might God see this event as an observer or participant? What difference does it make to see from a faith perspective?

Now return to the original situation

How do these perspectives change your initial understanding of the situation?

Finally ...

What are the implications for future practice? What specifically might you do differently in a similar situation, and why? Is there anything you need to do now?

Any other questions to note or follow up?

Books / resources to note

Record of supervision

This form is designed for the curate's record of the regular supervision meeting held with the curate. Please feel free to adapt and customise the form to suit your particular needs and preferences. Using the template will help the supervision become more focused and purposeful. The completed record should be copied to the Training Supervisor promptly for comment, and will then become part of the curate's Ministry Portfolio.

Curate		Training Supervisor	
Date of supervision:			
Log of ministry since last meeting			
Curate's reflection / discussion on ministry experience (from Ministry Development Journal)			
Other aspects of the curate's ministry and development, including forward planning			

Record of decisions taken

Actions / agenda for next supervision meeting

Training Supervisor's notes / reflection

