



# Curate-in-Charge (CinC) Policy

(To be reviewed in 2027)

## Background

The curacy is a formational process, over 3 – 4 years, which draws from multiple areas of opportunities, learning, practice and experience. These areas are formed through a particular training context and Training Incumbent (TI); supervision and feedback; the reflective, educational and knowledge base of the IME 2 programme; short and longer term parish / chaplaincy placements; diocesan events and training; and the collegiate learning community, in particular as part of a formation group.

Within a training context, a Curate is to gain, and further develop, leadership experience through an incrementally increasing oversight role, supported through the supervision and support/advice of a TI. This is often the general process of a curacy prior to a Curate taking up their next position, following completion of their curacy requirements.

The opportunity for a Curate-in-Charge (CinC) position may arise for several reasons. The TI (usually the Vicar, Priest-in-Charge, Rector) is no longer going to be present within the training context, either, permanently, due to taking up a new post / for personal, health reasons or, temporary, due to taking up an interim post or maternity leave. In addition, it may be felt beneficial for a Curate to gain further leadership experience and, therefore, enhance their ministerial portfolio. Whichever the reason, CinC opportunities may provide an increased formational awareness (see Image 1) and an experience of leadership with greater responsibilities (see Image 2). This can be both beneficial and fruitful for the Curate and the training context community.

Image 1

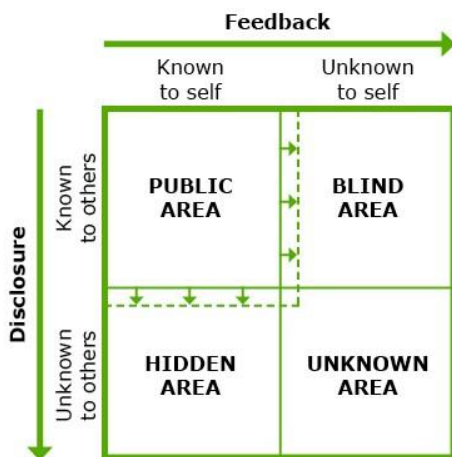
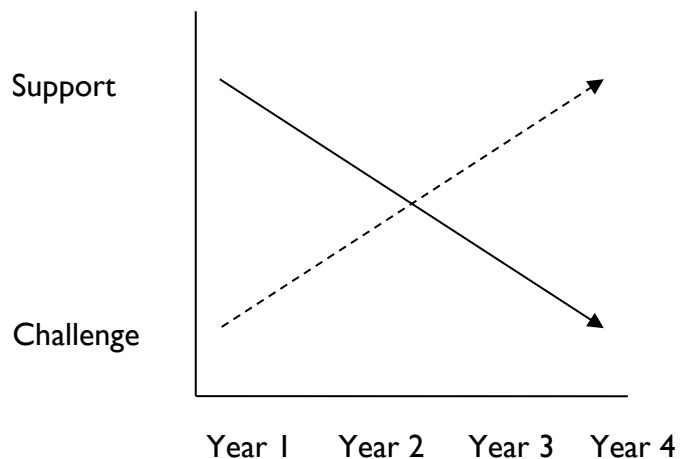


Image 2





## Process

### Becoming Curate-in-Charge within Curacy training context

When a vacancy is approaching, informal conversations involving Archdeacons, M&M Support Team and Bishop's Staff may happen prior to the following formal steps:

**1.** Following the announcement of the Training Incumbent leaving, an initial review, by the Director of Mission & Ministry and Adviser for Curacy, of the Curate includes:

- Is the Curate on an Incumbent Level Responsibility pathway?
- If possible, asking the TI to comment on the Curate's potential to be CinC
- Has the Curate, post-Priesting, demonstrated sufficient ministerial experience, up to date with IME 2, and ready to take on the role of CinC?
- A conversation with the Curate to discuss being CinC

**2.** Recommendation made, and discussed, with Archdeacon and Area Dean to be included as part of the vacancy process conversations.

**3.** Archdeacon to share with relevant Churchwarden(s) that the Curate becoming CinC is being proposed, and do they have any comments to add to this proposal?

**4.** Archdeacon to report proposed recommendation for Curate to become CinC to a Bishop's Staff meeting.

**5.** If agreed, the appointment is communicated to relevant parties, including HR, to confirm the commencement of the CinC role. In addition, details are noted in the following PCC minutes.

**6.** If possible, during the transition period, the Curate meets with the departing TI to have a thorough and helpful handover process as possible.

**7.** The Adviser for Curacy, during the transition period, finds a suitable Training Incumbent as support for the CinC, and meets with TI and CinC to discuss support and boundaries during the vacancy.

**8.** The Curate and TI write a Terms of Reference, in conjunction with the current curacy Learning Agreement, for the role of CinC (see Appendix A) to be signed both by Adviser for Curacy and a Parish Representative. Consideration of whether a new or amended license of a Statement of Particulars is needed.

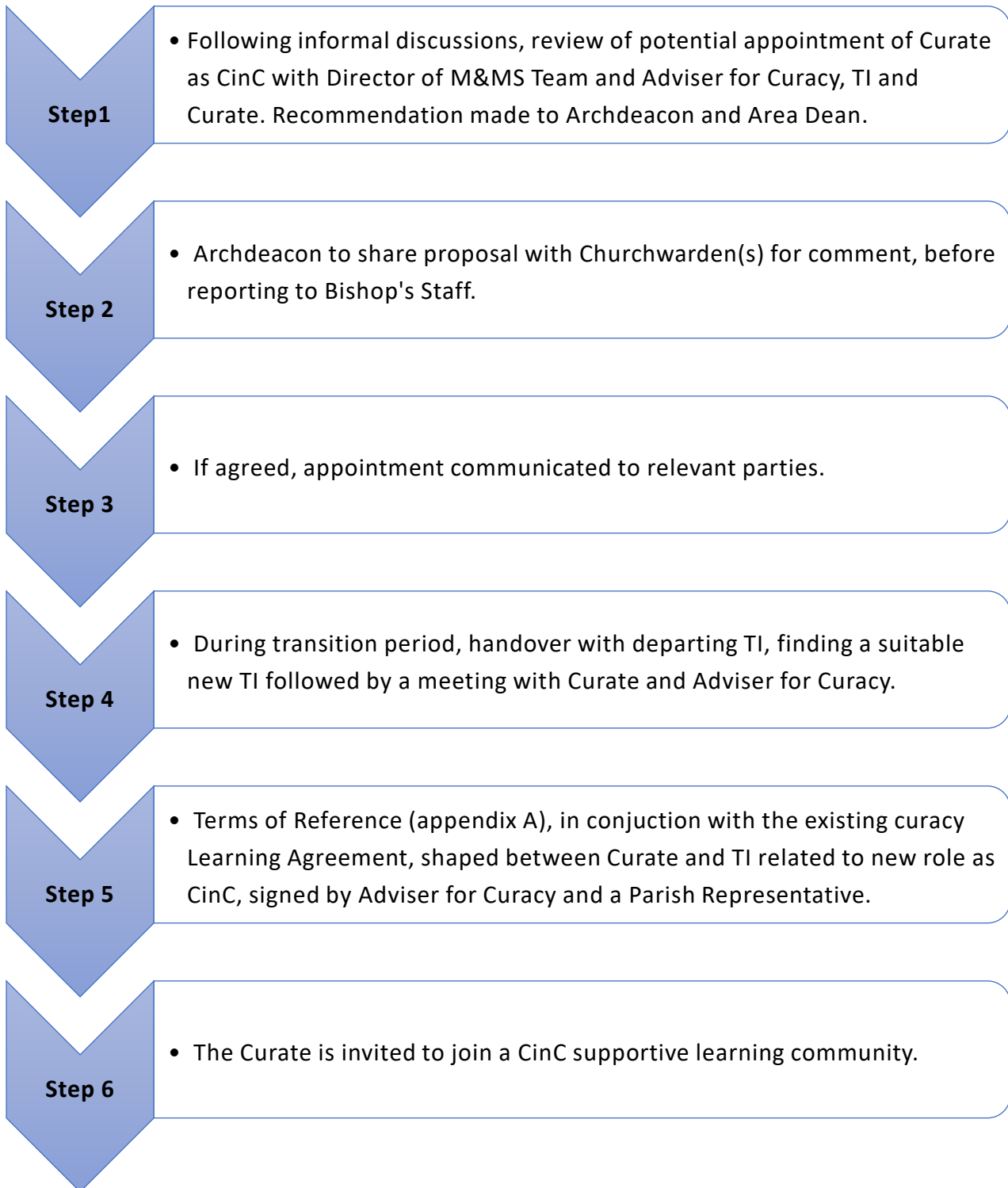
**9.** The Curate is invited to join a CinC supportive learning community with colleagues from across the diocese.

**10.** A debrief with CinC and Adviser for Curacy at the end of their time for learning.



## Process (overview)

Becoming Curate-in-Charge within Curacy training context





## Process

### Becoming Curate-in-Charge in a different parish / context

When a vacancy is approaching, informal conversations involving Archdeacons, M&M Support Team and Bishop's Staff may happen prior to the following formal steps:

**1.** A vacancy or opportunity for a CinC initially reviewed, by the Director of Mission & Ministry and Adviser for Curacy, of a potential Curate includes:

- Is the Curate on an Incumbent Level Responsibility pathway?
- Asking TI or similar to comment on the Curate's potential to be CinC
- Has the Curate, post-Priesting, demonstrated sufficient ministerial experience, up to date with IME 2, and ready to take on the role of CinC?
- Has the Curate been signed-off their curacy and would this opportunity be beneficial for their preparation for first appointment of responsibility?
- A conversation with the Curate to discuss being CinC

**2.** Recommendation made, and discussed, with Archdeacon and Area Dean to be included, if relevant, as part of the vacancy process conversations.

**3.** Curate to meet with parish representative(s) to be given a familiarisation tour of parish and context, followed by a meeting with Churchwarden(s) and Area Dean to discuss potential leadership placement.

**4.** If agreement, Archdeacon to report proposed recommendation for Curate to become CinC to a Bishop's Staff meeting.

**5.** If agreed, the appointment is communicated to relevant parties, including HR, to confirm the commencement of the CinC role. In addition, details are noted in the following PCC minutes.

**6.** If possible, during the transition period, the Curate meets with relevant parish representative(s) to be given as much helpful information as possible in preparation for taking on the role of CinC.

**7.** The Adviser for Curacy, during the transition period, finds a suitable Supervisor as support for the CinC, and meets with Supervisor and CinC to discuss support and boundaries.

**8.** The Curate and Supervisor write a Terms of Reference for the role of CinC (see Appendix B) to be signed both by Adviser for Curacy and a Parish Representative. Consideration of whether a new or amended license of a Statement of Particulars is needed.

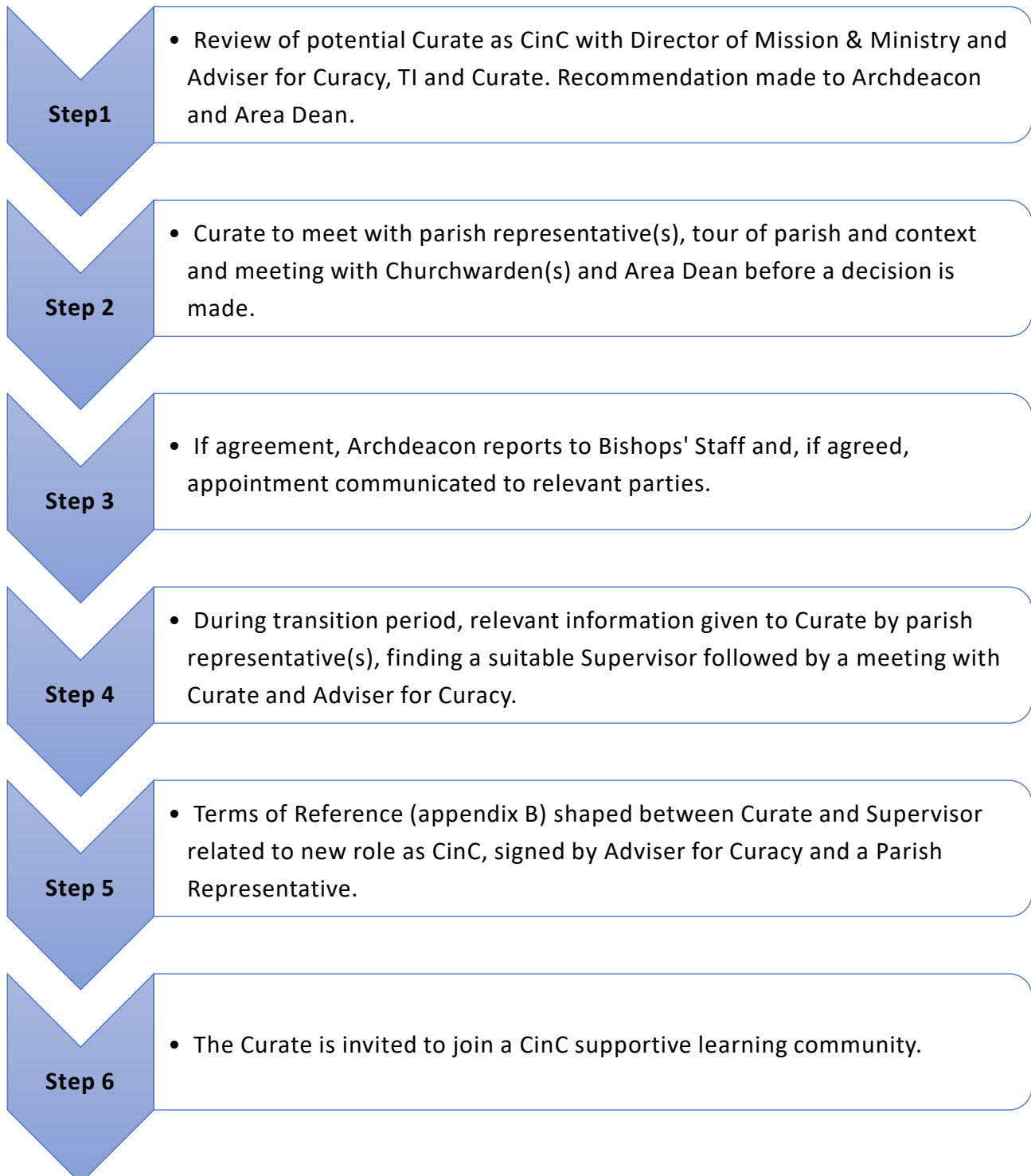


9. The Curate is invited to join a CinC supportive learning community with colleagues from across the diocese.

10. A debrief with CinC and Adviser for Curacy at the end of their time for learning.

### Process (overview)

Becoming Curate-in-Charge in a different parish / context





## Responsibility & Boundaries

The Terms of Reference (ToR) written by the Curate and either Training Incumbent or Supervisor provides an important process of clarity around expectations, responsibilities and boundaries. The ToR enables important communication to all relevant parties of the following:

- During a vacancy, overall responsibility for the parish / context is with the Churchwarden(s) and Area Dean, not with the Curate-in-Charge.
- Timescale of role as CinC, related to arrival of a new Incumbent or the Curate leaves or the Archdeacon / Bishop makes new arrangements.
- Clarity for the Curate of their particular ministerial priorities, where they are focussing their time.
- Boundaries in terms of the Curate's wellbeing to enable thriving.
- Opportunities to exercise greater responsibility while remaining within the legal responsibilities that the Churchwarden(s) and Area Dean have.

The meeting between Curate, Adviser for Curacy and either Training Incumbent or Supervisor provides an opportunity to discuss the following important areas:

- Transition into a new role and its impact (particularly if taking on the role of CinC in a different parish / context).
- Moving into a different leadership paradigm.
- What support may be needed that has not been needed previously.
- Any concerns or questions.



## **Appendix A** (draft example for guidance)

St. John's Parish - Curate in Charge  
Terms of Reference

**This ToR is to be read in conjunction with the Curacy Learning Agreement which has already been agreed and signed.**

### **A. General**

1. The Revd Helen Smith will be given the title of Curate-in-Charge of St. John's parish, which sits within the Meridian benefice, from Advent Sunday 2024, during which time she will remain as a curate in training.
2. As Helen continues her training it is expected that she will be signed off as having completed all requirements by June 2025.
3. Helen will continue to work within the parish of St. John's full time during this period.
4. Helen's primary focus will be on the day-to-day leadership and management of St. John's.
5. As a curate in training, Helen will be supervised by her Training Incumbent (Revd Jane Smith) who will meet with her at least monthly to provide oversight of her training and who will be a point of contact for questions and practical support.
6. Helen will remain in her current home in Bristol.
7. Once Helen has satisfactorily completed her training, she will be free to apply for Incumbent posts, and there is no expectation either way as to whether the Curate-in-Charge will become incumbent.
8. This post will come to an end on 30<sup>th</sup> June 2026 at the latest.

### **B. St. John's Responsibilities:**

1. To work with the Parish Safeguarding Officer and others to ensure that all Safeguarding policies are in place and enacted.
2. To take sufficient time off for rest and retreat as per the expectations for clergy in the diocese.
3. To attend all provided IME 2 training.
4. To take Sunday services throughout the year as part of a rota alongside others on the ministry team (with the usual allowances for rest and holidays).



5. To formulate rotas for worship across the group and to liaise with the Area Dean should cover be needed.
6. To meet with the ministry team (usually) weekly for prayer, to allow for planning and practical organisation of worship, and to coordinate and hold each other accountable for pastoral care in the parishes.
7. To be involved in the full life of the church during the week as is practicable and as diary allows.
8. To take a lead in organising annual events for the church such as the lent course and the holiday club.
9. To share in the pastoral work of the parish with the ministry team and others.
10. To coordinate and share in the Occasional Offices with the Parish Administrator and other members of the ministry team.
11. To take a lead, along with others in the ministry team, in ensuring provision for children and young people, and particularly for the four schools in the benefice.
12. To attend PCC meetings, convening and chairing these when needed, and supporting the Vice Chairs to do so where appropriate.
13. To co-supervise the Parish Administrator to ensure smooth running of the office in supporting the parishes.
14. To remain in good contact with the Area Dean both to receive practical support and advice, as well as to ensure (through the office) that the legal duties of the Incumbent which will now rest with the Area Dean and Churchwarden(s) (such as churchyard permissions) are carried out.

Signed: ..... Curate in Charge  
 ..... Training Incumbent  
 ..... Date

Received and agreed by:  
 ..... Adviser for Curacy  
 ..... Date  
 ..... On behalf of St. John's.  
 ..... Date





## **Appendix B** (draft example for guidance)

Holy Trinity Benefice - Curate in Charge  
Terms of Reference

**This ToR supersedes the existing Curacy Learning Agreement.**

### **A. General**

1. The Revd John Smith will be given the title of Curate-in-charge of Holy Trinity Benefice from Sunday 9<sup>th</sup> June 2024, during which time she will remain as a curate in training.
2. John has been signed off his curacy and completed his portfolio.
3. The work at Holy Trinity Benefice will be full-time.
4. This post will come to an end either at the appointment of a new Incumbent, new arrangements made by the Archdeacon and/or Bishop or if John moves onto a new role.

### **B. Areas of Ministerial Focus**

1. Providing a supportive and loving pastoral presence amongst the congregation at Holy Trinity, and to give ongoing expression to this in worship, prayer and whole congregational engagement.
2. To work with the PCC and lay leaders in discerning and articulating priorities for ministry and mission, so that a whole church mission action plan can be owned by all who are part of the life of the Benefice in 12 months time.
3. John will be supervised and supported by Revd Simon Smith.

### **C. Responsibilities**

1. Taking services on Sundays and in midweek.
2. Attend and chair PCC meetings.
3. Meet with Ministry Team and Parish Officers.



4. Be a point of contact for local schools.
5. Share in with the existing team in pastoral work and Occasional offices.
6. John will receive local support from the Area Dean, and work alongside other local ministers.
7. Parochial expenses of office to be paid.
8. John will work with the parish to think about the vision of the parish and its relation to mission and ministry within the Deanery.
9. Attend Deanery Chapter/Synod.

Signed: ..... Curate in Charge

..... Supervisor

..... Date

Received and agreed by:

..... Adviser for Curacy

..... Date

..... On behalf of Holy Trinity Benefice's PCC.

..... Date