

Continuing Ministerial Development Policy

Leicester Diocese School for Ministry. January 2011.

Introduction:

The fundamental purpose of Continuing Ministerial Development (CMD) is to equip and develop the Church's ministers in order that they may stimulate and enable the whole Church to participate more fully in the mission of God in the world. The on-going purpose of Continuing Ministerial Development is to strengthen and deepen a lifelong learning culture within the diocese. We place high importance on all who minister within the diocese continually reflecting and learning throughout their ministry, and we recognise that Continuing Ministerial Development is one of the places in which theological reflection may be encouraged, and lead to new shared insights and practice. As both lay and ordained ministers we are called to disciple and develop others, so too, we should be willing to develop ourselves, through learning, reflecting and following Christ.

Continuing Ministerial Development focuses not just on learning and training but takes seriously the flourishing of the whole person in their ministerial context. Whilst the underlying regulations within this document relate to clergy, Continuing Ministerial Development for all licensed or commissioned ministries within the Diocese. Wherever possible Continuing Ministerial Development is organised collaboratively, integrating the education and training of both lay and ordained.

1. Strategic Context for 2011-14

- 1a. The continuing development of the Diocesan Vision 'Shaped by God', and the role of Mission Partnerships.
- 1b. The 2020 deployment deanery planning and implementation exercise.
- 1c. The development of vocations including lay ministries.

2. Expectations

2a. Expectations of the Diocese, through the School for Ministry within the Mission and Ministry Department.

We will support learning and development within ministry.

We will provide cost-effective, high quality learning interventions and opportunities.

We will advise and consult in connecting with other provision that can be best delivered elsewhere.

We will provide in-house courses and events free at point of delivery.

We will provide ministerial development appropriate to both the ministry and ministry stage of the individual.

For clergy, we will fulfil the expectations of Ministerial Development, as found in the Ecclesiastical Offices (Terms of Service) Regulations 2009.

2b. Expectations of the licensed ministers within the Diocese.

Each licensed minister will form and develop a 'Ministry Development Plan'.

The individual may, where appropriate, contribute to the cost of training and development external to the diocese.

The individual will encourage, and request, appropriate support and resourcing from the parish / ministry location.

Clergy will fulfil the expectations of Ministerial Development, as found in the Ecclesiastical Offices (Terms of Service) Regulations 2009.¹

Clergy will engage in Ministry development, of approximately 5 days through the year (pro-rata).

All clergy are expected to attend designated Bishop's study days and Clergy Conferences.

All clergy are expected to undertake a 3 day retreat per year.

All clergy in the first 3 years of ministry are expected to undertake the Diocesan ICME 4-7 programme.

2c. In addition, clergy and office holders are required by law to keep abreast of changing legal and public responsibilities and wider legislation. The Mission and Ministry Dept will facilitate such training, in co-operation with the responsible Diocesan department.

3. Ministry Development Plans.

A Ministry Development Plan is a simple, but effective means of identifying what is needed to implement a previously identified ministerial development goal. It essentially asks three questions.

What is needed for the development of this ministry?

What resources are required?

Why is this the best use of resources?

¹ Under the Clergy Terms of Service legislation the diocesan bishop has an obligation to use reasonable endeavours to ensure that office holders in the diocese are afforded opportunities to participate in CME and each office holder has an obligation to participate in appropriate CME.

Each licensed minister is expected to develop a 'Ministry Development Plan'. For Clergy /and Readers this will become an integral and required part of the Ministerial Development Review. As such Ministry Development Plans will become the norm. For other ministries, they are strongly recommended as part of the annual review of the working agreement, established between the individual and the Parish. A simple pro-forma is provided in Appendix A.

There are several ways in which an individual's ministerial development needs can be identified.

- A) By the individual themselves
- B) By a Ministerial Review, or Working Agreement review.
- C) From the individual's own network of support, in the parish, the PCC, chapter, cell group, mentor, work consultant, etc.
- D) By the wider structure and support network within the Diocese
- E) By consultation with the Director of Mission & Ministry, or the Head of the School for Ministry.

Given that it is difficult to see blind spots in one's own ministry, individuals are encouraged to consider ways of collecting feedback on different dimensions of their ministerial practice to help in identifying training needs.

4. Resourcing.

4a Financial support.

For Clergy and Pioneer Ministers, a nominal sum of £160 per year is available for ministerial development. Whilst there is no 'set amount' for Readers, Pastoral Assistants, and Evangelists, Spiritual Directors, and other Lay Ministries, there is an encouragement to apply for resources (financial and otherwise) that are available through the School for Ministry.

It may be possible to roll-over this nominal sum to a subsequent year, if agreed in advance with the Head of School for Ministry. However, the CMD budget is limited, and only able to offer financial assistance toward the cost of courses and projects, rather than pay for everything. It is expected that applicants will make every effort to apply for grants to which they may be entitled, not least because this allows more funds to be available to help those who may not be thus provided for. Applicants will be asked to indicate what assistance they have secured from other providers when applying for funds. Applicants should also be willing to make some personal contribution towards their training, and similarly parishes and other ministry locations should seriously consider providing help where the training is directly beneficial to their place of ministry. In general, this contribution may be covered through the reimbursement of travel expenses, or by matching the diocesan grant.

Financial support will not be given retrospectively. All applications for funding should be submitted before the development activity is undertaken.

4b. Exceptions.

The following do not qualify for financial support, unless specifically agreed, although they may constitute an element of the Ministry Development Plan.

Diocesan Network / Support events (LiFE, Chapter, Mission Partnership Conveners Days, Reader / PA / Evangelists AGMs).

Cell groups

Spiritual Direction

Books

Subscriptions (for example, Praxis subscription is not funded, but attendance at a Praxis training event may be, if in accordance with the Ministry Development Plan).

Library membership.

Festival Conferences. (Greenbelt / New Wine / Spring Harvest etc).

4c. Retreats.

Taking into account the guidance contained within the Ecclesiastical Offices (Terms of Service) Regulations 2009, we expect that Clergy within the Diocese undertake a 3 day retreat, once a year. Applications for financial support for a retreat are treated no differently from other requests, and similar expectations of support from Parish / Individual / Diocese are relevant.

A conversation before booking a retreat is recommended, and financial support will not be given retrospectively.

4d. Formal Study.

In the case of on-going training or study, applications for funding must be made for each year of study, with no automatic assumption that because a previous grant was made another will be made available.

5. Sabbaticals / Study Leave

5a. Eligibility

Stipendiary clergy who have been ordained at least ten years are eligible. A sabbatical is understood to incorporate a period of extended study related to the ministry of the individual. Sabbaticals will normally be for a period of three months. Prior service in a similar ministry in another diocese or Church will normally be recognised. For those exploring the possibility of a second sabbatical, these are normally granted only after a period of at least seven years has elapsed since the

last sabbatical. A sabbatical will not usually be granted during the first two years of a new appointment or within two years of retirement. It may, on occasion, be possible to grant a shorter period of 'study leave' in order to work on a particular project. Such study leave needs to be discussed first with the relevant Archdeacon and is not eligible for a sabbatical grant.

5b. Application

Due to the growing pressure on sabbatical funding, and the decrease in clergy numbers, there are restrictions on the number of Sabbaticals available in anyone year. (Current status, as of 2011 is that there is some funding for 8 sabbaticals available, per year). Sabbaticals must be applied for in the 9 months preceding the requested sabbatical period. Application forms are available from the School for Ministry, and a preliminary conversation is recommended. Applications will be considered by the Head of School for Ministry and The Director of Mission and Ministry, in consultation with the Archdeacons, in the April and November of each year. Applicants who are unsuccessful in their application may re-apply.

6. Feedback.

As per best practice, evidence of learning and development within an event is required. This will be through an online report. The completion of such a report will not only show evidence of learning, but will also act as a source of knowledge for others considering that, or similar learning events.

7. Method of Application.

All applications must be made using the standard forms (See Appendix B) available electronically on request from Church House, or from the Diocesan web site.

The policy developed in this document is derived from several sources. Firstly previous practice in the diocese, the Church of England report 'Mind the Gap': Integrating Continual Ministerial Education for the Church's Ministers (Archbishops Council 2001); Affirmation and Accountability (Society of Mary and Martha 2002), The diocesan report 'Shaped by God' (2005). The policy refers to regulation 19 of the Ecclesiastical Offices (Terms of Service) Regulations 2009, which sets out advice in relation to arrangements for CMD and development in diocese.