

Learning Agreement for a Curate Training Post (SSM)

1 Introduction

- i. This Learning Agreement is made between:
 - a. the Curate (name)
 - b. the Incumbent (name) of the Benefice of benefice name, and
 - c. the Ministerial and Spiritual Development Officer (name)
- ii. The Agreement shall apply for the period of the Curacy (being curate name's Title Post with Incumbent's name in the Benefice/Parish of name) and is to be read subject to the Curate's Statement of Particulars of Office which is set out in Appendix A.
- iii. The Agreement is intended to help all the parties to discuss, understand and accept the expectations of the training post
- iv. The Agreement has been completed within the first three months of the start of the Curacy and it will be reviewed regularly and not less than every six months from the date of this Agreement.

2 General Expectations

The Curate and the Incumbent:

- i. have discussed their expectations of each other and of the Curacy: a note of this discussion is set out in the Appendix B [using the Diocese of Hereford's Guidelines for the drawing up of the Agreement]
- ii. having assessed the Curate's training and personal development needs in general will seek to identify opportunities for meeting them both in the parish and where appropriate beyond.

3 Training Programme

- i. The Curate will:
 - a. follow a training programme as part of their Curacy, devised and overseen by the MSD Officer and set out in the Appendix C
 - b. identify personal training needs and goals in the light of the milestones set out in the Church of England's Formation Criteria, agree them with the Incumbent and devise a learning pathway

- c. attend diocesan course sessions run as part of the training programme
 - d. carefully maintain a Portfolio (in the manner set out in the diocesan guidelines), being a record of their Curacy and personal development and make it available for inspection by the Incumbent and MSD Officer
 - e. notify the Incumbent and MSD Officer of any circumstances which might require the learning pathway to be modified or for the training to be extended, suspended or withdrawn.
- ii. The Incumbent and MSD Officer will:
- a. help the Curate devise a learning pathway enabling them to fulfil the Formation Criteria
 - b. ensure that the Curate understands the requirements for progression along the learning pathway including supervision, progress reviews and assessment
 - c. agree with the Curate deadlines for the completion of tasks and submission of work required by the training programme
 - d. prepare reports for the Bishop about the Curate and their progress in the Curacy, agreed wherever possible with the Curate, and seen by the Curate in advance of it being sent to the Bishop
 - e. ensure that the Curate is made aware of any inadequacy in their progress or standards of work, confirm this in writing to the Curate and arrange any supportive action necessary.

4 Supervision

- i. The Incumbent and the Curate will meet together on a regular basis, at least once per week for full-time stipendiary curates and at least twelve times per year for self-supporting ministers, for formal supervision of the Curate by the Incumbent.
- ii. The Incumbent will:
 - a. initiate the holding of the meetings and will agree an agenda if appropriate with the Curate
 - b. give guidance about the nature of work to be carried out by the Curate and the standards expected.

- iii. The Curate will:
 - a. raise issues to be shared, discussed and evaluated
 - b. make a record of supervision meetings: matters discussed and for action, to be placed in the Portfolio.

5 Commitment

We the parties to this Agreement commit ourselves to a productive trustful and honest working relationship, aiming to ensure that by the end of the Curacy the Curate has satisfied the Formation Criteria for ministry in the Church of England.

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Curate

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Training Incumbent

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Ministerial & Spiritual Development Officer

Date

Once signed, a copy of this agreement should be kept for reference by each party. A copy will be sent to the Bishop of Hereford.

APPENDICES Attached

A: Curate’s Statement of Particulars of Office

B: Note of Discussions on mutual expectations between TI and Curate at the beginning of the curacy

C: IME2 Training Programme