

# IME Phase 2

## Handbook Appendices

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## The Curacy Agreement Template

Note: please change sections or delete sentences as necessary

**DIOCESE OF BATH & WELLS**  
**Curacy Agreement**  
**between Revd Xxx (curate) and Revd Yyy (incumbent)**

### I. Introduction

This Agreement is not intended to be a legally binding agreement but it ensures that the curate and incumbent have discussed, understood, and accepted the mutual expectations of the training post. It is complementary to, and assumes acceptance of

- Statements of Particulars of Office
- The Clergy Handbook (available on the diocesan website [www.bathwells.anglican.org](http://www.bathwells.anglican.org))
- Guidelines for the Professional Conduct of the Clergy (available on the Church of England website [www.churchofengland.org](http://www.churchofengland.org))

The agreement shall apply for the period of the training post as detailed in the Statement of Particulars of Office. The agreement should be reviewed regularly and at least once a year.

### 2. Focus of Ministry

Xxx's focus of ministry will be within the parish(es) of Zzzz.

For SSM only: insert details of any position which an SSM may hold in their secular employment which bears directly on their ordained status; or add:

Xxx holds no official ministerial position in his/her secular employment which bears directly on his/her ordained status.

### 3. Working Arrangements

For full-time parish curates:

- a) Xxx will work full-time. This will include time for prayer, reading, preparation, personal reading and study, retreats and CMD training.

(Note: it will sometimes be desirable to mention such other time off as is appropriate for a particular curate's circumstances e.g. family responsibilities, or a single person's need for a varied pattern of time off. There is no agreed definition of or policy regarding what is a clergy working week, but the comments of the Society of Mary and Martha report Affirmation and Accountability [2002] on 'Healthy Hours' are helpful: "Consider 50 hours per

week to be a reasonable upper limit, and 38 hours per week a reasonable lower limit, for clergy working hours")

For SSM part-time parish curates:

a) Xxx will be able to give Sundays and ??? days/evenings/hours to parochial work. This will include time for prayer, reading, preparation, personal reading and study, retreats and IME training.

For all curates:

b) Xxx's weekly uninterrupted rest period of 24 hours will normally be ????? and their uninterrupted monthly rest period (incorporating their usual 24 hour period) will be ??? .  
For SSM curates: Xxx's one Sunday a month off from parochial duties will usually be the ?th Sunday of the month.

c) It is expected that after his/her ordination as priest Xxx will provide cover when Yyy is away from the parish.

d) Should a Vacancy arise, the degree to which Xxx might reasonably be expected to bear the ministry load will be discussed and agreed with the Rural Dean, Churchwardens and the IME Phase 2 Officer

Optional additional statements be that:

Since Xxx has family commitments, additional time off may be taken on Saturdays when there are no weddings, meetings or other relevant parish events.

#### **4. Worship**

a) Xxx will usually attend two/one/three services on a Sunday.

b) It is expected that Xxx will not prepare more than one/two new sermon(s) a month for the first year/ six months.

c) It is expected that Xxx will share in the leading of worship at most services at which he/she is present. (The role of the deacon in worship will be acknowledged and used as a constructive way of two ordained ministers sharing the celebration of the Eucharist).

d) It is expected that Xxx will wear robes in accordance with the customary practice of the church(es) and reflecting the current provisions of Canons law.

e) After being ordained as a priest, it is anticipated that Yyy and Xxx will share presidency at the Eucharist on an equal basis (or:.....)

#### **5. Mutual Expectations**

a) Xxx and Yyy have discussed the purpose of ministry in the parish/benefice and how the incumbent sees his/her role in relation to the congregation and community. A note of this discussion has been made and is attached to this agreement. It covers the following points:

- What the incumbent can expect of the curate;

- What the curate can expect of the incumbent;
- What prior experience and particular gifts the curate brings, and whether and how these will be used in the curacy;
- Parameters of authority and confidentiality (in accordance with paragraphs 3.5 – 3.8 of Guidelines for the Professional Conduct of the Clergy)

b) It is agreed that there will be consideration of Xxx's specific training needs relating to their personal development and IME Phase 2, and that a pathway will be agreed through the Annual Training & Development Plan process. It is the joint responsibility of Yyy and Xxx to identify opportunities for training in the parish which will allow the Annual Training & Development Plan to be put into practice.

c) It is the responsibility of the curate to participate in identifying their personal training needs; to co-operate with the incumbent, and other colleagues and lay leaders; to attend and take a full part in training programmes provided by the diocese; and to keep an appropriate record of their development in their portfolio over the period of the training post.

## **6. Supervisory and Working Arrangements**

IME staff will have explained the respective roles of the curate, incumbent, and IME 2 Officer to training incumbents at the induction day for training incumbents, and to curates at the New Deacons Day. If attendance has not been possible at either of these, it is the responsibility of the curate/incumbent to contact the IME Phase 2 Officer in order to be given relevant information and explanation.

a) Yyy and Xxx will meet monthly on a ????? morning/evening for Supervision meetings.

b) Xxx/Yyy will be responsible (or: Xxx and Yyy will share responsibility) for arranging these meetings and agreeing the agenda for supervision meetings, in accordance with the Annual Formation & Development Plan.

c) In relation to the topics specified in the Handbook for Curates and Training Incumbents, Xxx will be responsible for preparing a written reflection or other material ahead of the supervision meeting, and for revising it after the meeting as necessary.

d) In relation to the topics specified in the Handbook for Curates and Training Incumbents, Yyy will be responsible for writing a short reflection on the curate's progression in relation to the topic under consideration.

(Note: it could be agreed that: 'The final 15 minutes of supervision meetings will be used for both Xxx and Yyy to write reflections and/or summaries of the meeting').

e) Yyy will ensure that the Xxx is advised of appropriate diocesan policy and procedures and policies. The curate agrees to observe these requirements.

f) Yyy will give guidance about the nature of work to be carried out and the standards expected.

g) Yyy is responsible for writing reports for the initial, interim and final assessments which are conducted by the IME Phase 2 Officer.

h) Yyy and Xxx will meet weekly/fortnightly (along with other members of the team) on a ????? morning/evening for 'Staff Meeting', including planning, and diary management.

i) Yyy and Xxx will meet to share the Daily Office/Prayer on ???? mornings (along with other members of the parish/team).

## **7. Assessment**

a) Yyy will ensure that Xxx is aware of all procedures relating to Assessment at the End of the Curacy, including procedure for supervision sessions, the keeping of the portfolio, the writing of reports, and the initial, interim and final reviews. Xxx and Yyy will agree deadlines for the completion of tasks and submission of work/written reflections.

b) Yyy will ensure that Xxx is made aware of any inadequacy in his/her progress or standards of work below that generally expected, if necessary confirming this in writing to the curate and arranging any supportive action necessary.

c) Yyy will bring to the attention of Xxx and of the IME 2 Officer any circumstances which might require the learning pathway to be modified or for the training to be extended, suspended or withdrawn.

## **8. Allocation of Time**

Yyy and Xxx will monitor how much time Xxx gives to the various aspects of mission and ministry and will seek to ensure an appropriate balance of time between them. Such aspects of ministry include:

Worship:

- Time spent in attendance
- Conduct of public worship
- Developing, leading and creating liturgy
- Time spent preaching

Spirituality:

- A regular pattern of private prayer and daily worship
- Annual Retreat

Personal study (no less than 15 % of ministerial time; for full-time posts this is equivalent to one day per week):

- Provision of spiritual direction/companionship and time off to receive
- Spiritual reading and reflection

Development and supervision

- In Supervision meetings, with preparation and follow-on work
- In the diocesan IME Phase 2 programme

Team Working:

- Staff and Team meetings
- PCC, Deanery, Deanery Synod and Chapter meetings

Pastoral Responsibilities:

- Supervision and development of Lay ministry
- Conduct of occasional offices
- Engaging in the community and relative institutions
- Developing an area of pastoral ministry

Administration and Finance:

- Time/diary management
- Organising the office
- Correspondence
- Managing parish finance – fees and expenses

- Familiarisation with church law and regulations

**9. Mediation**

In the event of difficulties arising over personal relations or working arrangements which cannot be settled between them either Xxx or Yyy may consult with the IME Phase 2 Officer who may advise personally, or if appropriate, will refer the situation to the Bishop of Taunton.

Less formally, if either has a concern about their role or relationship, they should feel free to discuss it on a confidential basis with the IME 2 Officer.

**10. Duration**

This agreement shall apply for the duration of the curacy. It will be updated as necessary on an annual basis. In the first instance hard copies must be signed by curate, incumbent, the IME 2 Officer and the Bishop of Taunton. Subsequently minor alterations may be agreed by e-mail with the IME 2 Officer (major re-workings, however, would need to be signed afresh).

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
**Curate**

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
**Incumbent**

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
**IME Phase 2 Officer**

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
**Bishop of Taunton**

## Key Skills and Competencies Checklist

NAME

Update MONTH..... YEAR.....

**Not Completed** - Training and /or experience required.

**Partial completion** - Limited opportunities and experience

**Completed** - Prior Training and /or previous experience / or during curacy

		Status
<b>Preaching in a variety of contexts</b>	Parish Eucharist	
	All-age worship	
	Civic occasions	
	Short homilies	
	Longer sermons	
	Baptisms/Weddings/Funerals	
	Youth sermons	
<b>Effective teaching in a changing context</b>	Using IT effectively	
	Adult learning styles	
	Learning preferences	
	Public speaking at meetings	
<b>Safeguarding and disability awareness</b>	Understands diocesan policy	
	Knows where to seek help	
	Disability/ accessibility issues	
	People with special needs	
<b>Mission and evangelism</b>	Awareness of local context	
	Local expressions of mission eg Food Banks	
	Awareness & understanding of Fresh Expressions	
	Opportunities in Church & non-Church school	
	School assemblies - Primary	
	Secondary	
	Awareness of resources eg Pilgrim, Alpha etc.	
<b>Discipleship</b>	Supporting lay people in church life	
	Supporting lay people in secular life	
	Supporting children's work e.g Sunday school	
	Supporting young people	
	Confirmation preparation	
	Working with volunteers	

<b>Spiritual discipline</b> Understanding the value of and experiencing of:	A Daily Office	
	Quiet Time	
	Spiritual Director/Soul Friend	
	Retreats	
	Different styles of prayer	
	Knowledge of diocesan and other cycles of prayer	
	Personality and preferences in spirituality	
	Different types of spirituality	
<b>Conduct of worship</b>	Requirements of Canon law for worship	
	1662 Holy Communion	
	1662 Morning or Evening Prayer, said & sung	
	Common Worship Holy Communion	
	Common Worship Services of the Word	
	Common Worship Initiation Rites	
<b>Worship Resources</b>	Common Worship Pastoral services	
	Worship not following a prescribed form	
	All-age worship	
	Use of visual liturgy	
	Appropriate use of power point	
	Use of sound systems	
	Planning special services	
	Choosing music and liaising with musicians	
	Reading, speaking and singing in church	
	Leading intercessions	
	Preparing communion vessels	
	Practical knowledge of specific traditions eg incense	
	Choreography of worship	
	Liaison with flower arrangers	
<b>Ability to reflect on and develop</b>	Reflect on person, role and work	
	Reflect on life journey	
	Appropriate rhythm of life including time off and retreats	
	Creative support networks	
	Hobbies and non-church interests	
	Support for family	
	Work/life balance	
<b>Ability to reflect on and develop</b>	Appropriate attitudes to all people	
	Appropriate response to those in authority	
	Self-awareness of own strengths and weaknesses	
	Proper support of own family	



<b>Human sexuality</b>	Awareness of sexual dynamics in working relationships	
	Living within the guidelines in Issues in Human Sexuality	
	Understanding the Bishop's Guidelines re: Civil Partnerships	
<b>Team-working</b>	Develop understanding of partnership in mission	
	Exercise a leadership role/awareness of own leadership style	
	Develop understanding of conflict management	
	Develop understanding of what makes teams go wrong	
	Have awareness of Belbin/MBTI/Enneagram as self-awareness tools	
<b>Leadership</b>	Develop leadership skills in home group	
	Develop skills in leading Bible study	
	Develop skills in change management	
<b>Links with wider church</b>	Awareness of diocesan resources and strategy for mission	
	Ecumenical understanding	
	Awareness of national church structures	
	Awareness of worldwide church	
	Awareness of Anglican Communion	
	Awareness of diocesan Zambia link	
	Awareness of interfaith dialogue	
<b>Chaplaincy</b>	Community development	
	Prison	
	School	
	Hospital and Hospice	
	Industrial and commercial	
<b>Church in Community</b>	Town centre and civic	
	Tourism and heritage	
	Rural ministry	
	Suburban/urban ministry	
	Inner city ministry	
	Use of church buildings eg Food bank, PO's	
<b>Vocation</b>	Is your sense of vocation still realistic, obedient and informed?	
	Do you demonstrate signs of a living vocation?	
	Is this still the right place at the right time?	
	Understanding of nature of confidentiality	

	Understanding of collegial loyalty	
<b>Baptism</b>	Develop awareness of good preparation and knowledge of resources available	
	Develop skills in baptism follow-up	
	Are aware of Emergency baptism in hospital	
	Are aware of Thanksgiving for birth of a child	
<b>Marriage</b>	Awareness of marriage law – banns, licences marriage measure	
	Parish and Diocesan policy on divorcees, co-habitants and same-sex marriage requests	
	Marriage preparation courses	
	Blessing after civil marriage	
	Civil partnership guidelines	
	Awareness of interfaith dialogue	
<b>Funerals</b>	Develop awareness of role of undertakers	
	Anointing and praying with the dying	
	Funeral visiting	
	Death of babies including stillbirth, abortion and miscarriage	
	Sudden death eg accident, suicide, major incident	
	Understanding of stages of bereavement	
<b>Pastoral ministry</b>	Pastoral visiting	
	Teaching about prayer	
	Visiting the sick at home	
	Ministry in institutional settings such as sheltered housing, care homes etc	
	Visiting the sick in hospitals or hospices including understanding role of chaplain	
	Working with/developing lay pastors	
	Healing and wholeness awareness	
	Experience of healing services	
	Understanding of mental health issues	
	Understanding of people with disabilities	
	Understanding of working with the deaf community, including knowledge of deaf chaplain	
	Counselling and listening skills and awareness of own limitations	
	Develop understanding of confession and absolution in formal and informal settings	

<b>Parish Organisational Skills</b>	Preparation for and chairing meetings	
	Legalities of lay officers, PCC and APCM	
	Legalities of Organists	
	Legalities of employment of youth workers and other lay workers	
	Making appointments, HR and finance issues	
	IT skills	
	Presentation skills and parish publicity	
	Writing magazine articles	
	Working with the media	
	Legal obligations of Registers and record keeping	
	Church yards, DAC and Faculties	
	Managing parish finances, fees and expenses	
	Simple accounting and budgeting	
	Legalities of worship	
	Legalities of interfaith and ecumenical worship	
	Personal safety awareness	
	Time management	
	Goal setting and evaluation	
	Long term planning and development	
	Awareness of diocesan resources available to help	

## **Key Skills and Competencies Checklist**

### **The Annual Development Plan – Preparatory work**

In the light of the Qualities for ministry above, and the Key Skills and Competencies Checklist, it will be possible to reflect on, articulate and record answers to questions such as:

What experiences of mission and ministry is it essential that the curate gains in Year 1? Where and how will these experiences be gained?

What experiences of mission and ministry need to be gained during the curacy, but can wait until Year 2 onwards?

What areas of mission and ministry will need to be on-going throughout the curacy?

What are the available resources which will enable growth and achievement in each area? Over what timescale will this be addressed? What will be the means of evaluation of progress?

What prior experience or expertise does the curate bring? Where there is a prior expertise, is there a need for reflection on how this is different in an ordained role?

In the case of SSM curates, are there areas of ministry which it will be less essential for the curate to gain for their envisaged future ministry?

From this preparatory work, it will be possible to use the form on the next page, or some equivalent. When this form is separated from this handbook it may be easier to work in landscape.

## Annual Development Plan Review – Preparatory work

At the end of each year of the curacy it will be important to review progress on the previous year's Annual Training Plan. The process described here, or something similar, should be followed.

It is suggested that curate and incumbent initially respond to the following individually, and then meet to discuss what they have written.

1. What experiences of mission and ministry have there been for the curate over the last year?
2. Which of these have gone well and been positive for the curate?
3. Which have gone less well and been less positive?
4. What has been challenging and stretching for the curate?
5. How has the curate developed as a person and as a deacon/priest?
6. What particular gifts, strengths, and enthusiasms has the curate displayed?
7. What areas of weakness or further development can be identified?
8. How well has the curate worked in collaborative or team settings?
9. In what ways is the working relationship between curate and incumbent a good one? In which ways less so? How could it be improved?
10. Has the curate developed an appropriate pattern of prayer and a spiritual discipline?
11. How have boundaries been established and maintained, and time balanced, between parish and home (and, where appropriate, the workplace)?
12. Has the Curacy Agreement proved realistic? Does it need updating?
13. Which IME Phase 2 and/or other training has been particularly valuable? And which less so?
14. What priorities would you like to agree for the coming year?
15. What other comments do you wish to make?

Date:

## Annual Development Plan

Please copy or print this form, deleting the paragraphs below as necessary)

Name: .....

Parish: .....Year.....

We are agreed that in addition to the Diocesan programmes of training, the particular areas of Training that will be covered in parish training this year are:

**Incumbent** ..... **Curate** ..... **Date**  
.....

Ministry/Mission Experience	Resources Available	Timescale	Means of Evaluation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

(Note: electronically this page may work better if changed to landscape)

This completed Annual Development Plan should be sent to the AIME Phase 2 Officer by the end of August each year.

### 3.6 The Annual Development Plan Review

1. Over the last year ministerial experience has been gained of:

2. We are satisfied with the Curacy Agreement Yes/No

If "No": We wish to make the following changes:

3. Other Comments

Signed:

Curate.....

Incumbent.....

Date.....

Once completed this Summary of Annual Development Plan Review should be sent to the AIME Phase 2 Officer. Copies should also be kept by both signatories.

## The Supervision Record

<p>Date of Supervisory Meeting .....</p> <p>Notes of the Meeting</p> <p>Training incumbent's comment:</p>
<p>Date of Supervisory Meeting .....</p> <p>Notes of the Meeting</p> <p>Training incumbent's comment</p>
<p>Date of Supervisory Meeting .....</p> <p>Notes of the Meeting</p> <p>Training incumbent's comment</p>
<p>Date of Supervisory Meeting .....</p> <p>Notes of the Meeting</p> <p>Training incumbent's comment</p>



## Record of Meetings with your Spiritual Director

Date of Meeting with Spiritual Director
Date of Meeting with Spiritual Director
Date of Meeting with Spiritual Director
Date of Meeting with Spiritual Director
Date of Meeting with Spiritual Director
Date of Meeting with Spiritual Director
Date of Meeting with Spiritual Director
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Date of Meeting with Spiritual Director
Date of Meeting with Spiritual Director
Date of Meeting with Spiritual Director

## **Long Placement Reflection**

Please write a maximum 500 words on your placement, evaluating and showing the development and learning that has taken place

**THE BATH & WELLS DIOCESAN BOARD OF FINANCE**  
**IME PHASE 2**  
**CLAIM FOR TRAVELLING EXPENSES TO AND FROM IME EVENTS**  
**(to be submitted Quarterly or Half-yearly before 31 December)**

Name .....

Address .....

*Please see notes below*

Date	Destination	Total Mileage	No of Passengers	Purpose of Visit	Date	Destination	Total Mileage	No of Passengers	Purpose of Visit

Total Mileage	
<b>Claim for Half</b>	£

**Rates as at 1<sup>st</sup> February 2016**

a) Inland Revenue mileage rate for full cost including depreciation of car (tax free)      45.0p per mile .....

(The above rates apply to the first 10,000 business miles in the tax year)

Signature ..... Date .....

BACS Details – Sort Code..... Account Number.....

**For Office Use only**

Countersignature of approval by Director of IME Phase 2 .....

Authorised for payment by DBF .....

Cheque to be	a) Mailed/BACS	£ .....	Batch No .....
	Invoice No .....		

**THE BATH & WELLS DIOCESAN BOARD OF FINANCE**

**IME PHASE 2**

**CLAIM FOR TRAVELLING EXPENSES**

**MILEAGE TO & FROM THE PARISH BOUNDARIES ONLY**

**(to be submitted Quarterly or Half-yearly before 31 December)**

Name .....

Address  
 .....  
 .....

Please see notes below

Date	Destination	Total Mileage	No of Passengers	Purpose of Visit	Date	Destination	Total Mileage	No of Passengers	Purpose of Visit

Total Mileage	
Claim	£

(Rates as at 1<sup>st</sup> February 2016)

a) Inland Revenue mileage rate for full cost including depreciation of car (tax free) 45.0p per mile .....

Signature ..... Date .....

BACS Details – Sort Code..... Account Number.....

**For Office Use only**

Countersignature of approval by Director of IME Phase 2 .....

Authorised for payment by DBF .....

Cheque to be	a) Mailed/BACS	£ .....	Batch No .....
	b) Passed to Min Dev		Invoice No .....

## NOTES

1. It is very important, and in your interest, that information you provide on your travel claim form is accurate, since these forms are subject to inspection by the Inland Revenue.
2. Please indicate if you are bringing passengers with you as this will reflect on your mileage for any particular journey.
3. You may only claim for travel to and from residential conferences. If, during the conference, you leave and return to the conference venue for any reason, this would not be a legitimate claim for additional mileage unless it has been agreed by the Director of IME Phase 2.
4. Only use this form to claim travelling expenses.
5. Photocopy your original for your Parish Treasurer to claim the other half of your expenses.
6. **Claims should be submitted quarterly or half-yearly and no later.** All claims **MUST be submitted before 31 December in the current year.** All claims that are received after 31 December will have to be paid in full by the Parish as the IME Phase 2 account will be closed.
7. For Boundary payments You may claim **one journey** from your home and back to the Parish Boundary per day from the diocese.