**CURACY LEARNING AND MINISTRY AGREEMENT [TEMPLATE]**

***Please remember to delete the italicised notes in boxes and irrelevant information in square brackets as you fill out this template.***

**Introduction**

This Learning and Ministry Agreement is not intended to be a legally binding document but a basis to ensure the Curate and their supervisors have discussed, understood and accepted the expectations of the training post. It is to be read in conjunction with the Curate’s Statement of Particulars, the Diocesan Clergy Handbook and related guidelines for ministers and the Guidelines for the Professional Conduct of Clergy (2015). The agreement is between:

The **learner (referred to below as Curate)**

[the Reverend or other title] [name], as Assistant Curate of [parish],

and the **supervisors**

the Training Incumbent [the Reverend or other title] [name], as the incumbent of [parish/benefice],

[the Pioneer Mentor, [the Reverend or other title] [name],]

and the Diocesan supervisor, Revd Dr Grant Bayliss, Head of IME 2.

**Duration**

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.

**Focus of Ministry**

[Incumbent / Assistant / Distinctive Deacon / OLM / Pioneer]

**Regular Ministry Hours**

[Full-time / 0.75 FTE / 0.5 FTE Stipendiary]

[SSM offering XXX hours/days per week in parish context] [alongside XXX as MSE in workplace / other context].

*Where appropriate, SSMs should note work or other commitments which may affect their ministry hours, especially at short notice, such as being ‘on call’ and agree how best to handle any competing expectations.*

*Pioneers should note how time will be split between their different contexts.*

The Training Incumbent and Curate agree to work together to identify opportunities for training in the parish/ministry context in accordance with diocesan guidelines and to fulfil their ordination vows.

The Curate will actively take responsibility for identifying their personal training needs; co-operating with their supervisors; attending training events provided by the Diocese; keeping an appropriate record of their development according to diocesan guidelines; and participating in the annual review process.

**Mutual Expectations**

The Curate commits to:

The TI commits to:

[The Pioneer Mentor commits to:]

*Discuss the purpose of ministry in the parish/benefice and how the Training Incumbent sees their role in relation to the congregation and community. Ensure you cover:*

*What the Training Incumbent can expect of the Curate:*

*What the Curate can expect of the Training Incumbent:*

*Parameters of authority and confidentiality (eg. what will be delegated to the Curate? where are the boundaries of responsibility? how will confidentiality be handled?)*

**Specific Training Needs**

*Please note any specific training needs, making particular note of recommendations from the IME 1 report, vocations team or area bishop.*

*Please also include any other learning or working adjustments (eg. due to dyslexia)*

**Supervisory Arrangements**

*Outline arrangements under the following suggested headings.*

* Aims - What are our understandings of the purpose of supervision? What hopes and fears? How do our perceptions fit diocesan expectations?
* Practicalities – How often? How long? Where? How will the room be arranged? Will notes be taken and by whom? (typically at least fortnightly to begin with for full-time curates)
* Structure – Who sets the agenda? What pattern? What tools? What preparation expected?
* Boundaries - What are the criteria for assessment? To whom is this confidential? What records will be kept? Might there be any conflicts of interest? How will critical and constructive feedback be offered appropriately by both TI and Curate? What about major concerns? How cancel or rearrange?
* Review – How and when will the supervisions themselves be reviewed?

**Allocation of Ministry Time**

*Outline time commitments under the following suggested headings (do add any others that are relevant in your context).*

*Include details of any relevant quality standards, tasks, roles or other related expectations.*

*Pioneers should show the allocation within each context and suggest how this will usually shift towards greater focus on the pioneering context over time.*

*Worship*

* Time spent in attendance (expectations about robes or clerical dress)
* Conduct of public worship
* Developing, leading and creating liturgy
* Time spent preaching (usually no more than two new sermons per month in the first year, except for experienced preachers)

*Spirituality and Personal Discipleship*

* Pattern of regular private prayer and daily worship
* Provision of spiritual direction/companionship and time off to receive this (usually at least every three-four months for maintaining an established relationship)
* Annual Retreat (5 days for full-time posts in addition to annual leave allowance; pro-rata for part-time posts)
* Spiritual reading and reflection (sometimes there may be opportunities to share this within the ministry team)

*Structured Learning and Reflection*

* Designated IME 2 study time (No less than 15 % of ministerial time each week, for full-time posts this is the equivalent of one day per week)
* Choice of agreed IME learning track – Standard Track / BA / PGDip / Self-directed Study / Other
* 6 MDG meetings per year with [Group Animator] (notified by IME 2 Administrator in early summer)
* Planned Core training topics for learning track (by year) – see IME 2 Core programme or discuss with Head of IME 2
* Planned Optional/Free Choice days (minimum 9 over curacy for incumbent-focus, 6 for assistant-focus; try not to choose more than 3 in Y1) – see IME 2 Optional Days programme
* Other areas identified by TEI final report or Annual MDF assessment

*Team Working*

* Frequency of attendance and role at Staff and Team meetings
* Frequency of attendance at PCC, Deanery, Deanery Synod and Chapter meetings

*Pastoral Responsibilities*

* Supervision and development of lay ministry among the congregations
* Conduct of occasional offices (weddings should typically be reserved until after priesting)
* Developing an area of pastoral ministry (include any related training needs in the earlier section)

*Mission and Evangelism*

* Involvement in an area of mission and/or evangelism (include any related training needs in the earlier section)
* Helping train others in mission and evangelism
* Engaging in the community and wider institutions

*Administration and Finance*

* Time/diary management
* Office workspace arrangements and expectations about meeting parishioners (at home / in church etc)
* Correspondence/Email expectations
* Managing parish finance – fees and expenses
* Familiarisation with church law and regulations
* Awareness of parish safeguarding officer and familiarity with local policy

**Time off and Annual Leave**

* Weekly day off for full-time curates. Arrangements for how alternative time off will be decided, if necessary work is undertaken on this day. (Please also consider whether a single day off per week allows the Curate to meet their commitments to family and friends over the course of the year or whether perhaps a 48-hour period once a month may be needed. This is particularly important for single curates).
* Clear and timely arrangements for agreeing cover during periods when the incumbent is unavailable.
* Arrangements for agreeing annual leave (6 weeks for full-time curates, pro rata for part-time/SSM) with the incumbent (eg. length of notice, how time off after Christmas and Easter will be allocated fairly among ministry team). SSM curates should be clear on expectations around Sundays off through the year and ensure an appropriate balance between ministry and other vocational commitments to family, work etc.

**Reimbursement of Expenses [and Upkeep of Parish Housing]**

*Outline what may be considered a reasonable expense to be reimbursed by the PCC and how the Curate should make claims or seek authorisation for particular expenses. Please refer to the minimum expenses laid out in the Curate’s Statement of Particulars and the HMRC guidelines on which expenses are taxable.*

*Where the Curate resides in a parish property, outline clearly how any problems should be reported and to whom.*

**[Other Partnerships or Commitments to Relevant Sponsoring Bodies]**

*Include any relevant detail as appropriate or else delete this heading.*

**Commitment**

In this learning and ministry agreement, we commit ourselves to striving for a productive, trustful and honest working relationship, aiming for readiness for [a first post of incumbent status / an associate minister post / ongoing OLM ministry in the benefice / a pioneer minister post].

The supervisors will ensure that the Curate is aware of the requirements for progression including the procedures for supervision sessions, reviews of progress and the methods of assessment and in particular: the assessment for priesting or entry into the second year of the diaconate; and the final assessment, which will be subject to assessment against an agreed national standard. In the event of any significant concerns about progress or standards of work below that generally expected, the supervisors will alert the Curate as early as possible, confirm this in writing to all parties and arrange any supportive action necessary.

In the event of a grievance, all parties will use the Diocese’s informal and formal procedures for mediation and complaint (currently outlined in the curates’ ‘When Things Go Wrong’ policy and the diocesan ‘Dignity at Work’ policy).

We reached agreement on our roles and responsibilities as Curate and supervisors in accordance with the above summary.

**……………………………………… Curate**

**……………………………………… Incumbent**

**[……………………………………… Pioneer Mentor]**

**……………………………………… Head of IME 2**

**Date:**

**This agreement should be completed within the first 3 months   
of the Curate’s licensing in the training post.**

Once signed, a copy of this agreement should be kept for reference by each party.