IME Phase 2

Handbook

Appendices

**Page 2 The Curacy Agreement Template**

**Page 7 Key Skills and Competencies Checklist**

**Page 12 The Annual Development Plan – Preparatory work**

**Page 13 Annual Development Plan Review – Preparatory work**

**Page 14 Annual Development Plan**

**Page 15 Annual Development Plan Review**

**Page 16 The Supervision Record**

**Page 17 Travel Forms**



**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 directlyon 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 |
| **Preaching in a variety of contexts** | Parish Eucharist |  |
| All-age worship |  |
| Civic occasions  |  |
| Short homilies |  |
| Longer sermons |  |
| Baptisms/Weddings/Funerals |  |
| Youth sermons |  |
|  |
| **Effective teaching in a changing context** | Using IT effectively |  |
| Adult learning styles |  |
| Learning preferences  |  |
| Public speaking at meetings  |  |
|  |
| **Safeguarding and disability awareness** | Understands diocesan policy |  |
| Knows where to seek help |  |
| Disability/ accessibility issues  |  |
| People with special needs |  |
|  |
| **Mission and evangelism** | 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. |  |
|  |
| **Discipleship** | 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 |  |
|  |
| **Spiritual discipline**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 |  |
|  |
| **Conduct of worship** | 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 |  |
|  |
| **Worship Resources** | 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 |  |
|  |
| **Ability to reflect on and develop**  | 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 |  |
|  |
| **Ability to reflect on and develop**  | Appropriate attitudes to all people |  |
| Appropriate response to those in authority |  |
| Self-awareness of own strengths and weaknesses |  |
| Proper support of own family  |  |
|  |
| **Human sexuality** | Awareness of sexual dynamics in working relationships |  |
| Living within the guidelines in Issues in Human Sexuality |  |
| Understanding the Bishop’s Guidelines re: Civil Partnerships |  |
|  |
| **Team-working**  | 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 |  |
|  |
| **Leadership** | Develop leadership skills in home group  |  |
| Develop skills in leading Bible study |  |
| Develop skills in change management |  |
|  |
| **Links with wider church** | 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 |  |
|  |
| **Chaplaincy**  | Community development |  |
| Prison |  |
| School |  |
| Hospital and Hospice |  |
| Industrial and commercial |  |
|  |
| **Church in Community**  | Town centre and civic |  |
| Tourism and heritage |  |
| Rural ministry |  |
| Suburban/urban ministry |  |
| Inner city ministry |  |
| Use of church buildings eg Food bank, PO’s |  |
|  |
| **Vocation**  | 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 |  |
|  |
| **Baptism**  | 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 |  |
|  |
| **Marriage**  | 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 |  |
|  |
| **Funerals** | 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 |  |
|  |
| **Pastoral ministry** | 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 |  |
|  |

|  |  |  |
| --- | --- | --- |
| **Parish Organisational Skills** | 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 preparatorywork, 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:

Summary of Annual Development Plan for Years 2 and 3



**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**  

|  |
| --- |
| Date of Supervisory Meeting …………………………………..Notes of the MeetingTraining incumbent’s comment:  |
| Date of Supervisory Meeting …………………………………..Notes of the Meeting Training incumbent’s comment |
| Date of Supervisory Meeting …………………………………..Notes of the Meeting Training incumbent’s comment |
| Date of Supervisory Meeting …………………………………..Notes of the Meeting Training incumbent’s comment |

Dept No: 04TRA1

 Account No: 6421UA/TIMECommute

**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 |  |
| **Claim for Half** | £ |

**Rates as at 1st 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 …………………….. |



 Dept No: 04TRAI

 Account No: 6421UA/TIMEBorder

**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 1st 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.

1. Please indicate if you are bringing passengers with you as this will reflect on your mileage for any particular journey.
2. 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.
3. Only use this form to claim travelling expenses.
4. Photocopy your original for your Parish Treasurer to claim the other half of your expenses.
5. **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.
6. For Boundary payments You may claim **one journey** from your home and back to the Parish Boundary per day from the diocese.