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**IME Phase 2**

**Template booklet**

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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 [Insert Name] (curate) and Revd [Insert Name] (incumbent)**

**I. Introduction**

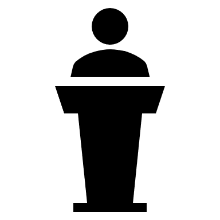
This Agreement is not intended to be a legally binding agreement, but it ensures that the curate and incumbent have discussed, understood, and accepted the mutual expectations of the training post. It is complementary to, and assumes acceptance of

* Statements of Particulars of Office
* Diocesan Guidelines for Clergy   [Diocesan guidelines for clergy - Bath and Wells Diocese](https://www.bathandwells.org.uk/ministry/clergy/diocesan-guidelines-for-clergy/)
* Guidelines for the Professional Conduct of the Clergy [Guidelines for the Professional Conduct of the Clergy | The Church of England](https://www.churchofengland.org/resources/clergy-resources/guidelines-professional-conduct-clergy)

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 to be resubmitted with your annual development plan with each portfolio entry.

**2. Focus of Ministry**

[Curate Name]’s focus of ministry will be within the parish(es) of [Incumbent Name].

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:

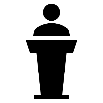
[Curate Name] holds no official ministerial position in his/her secular employment which bears directly on his/her ordained status.

**3. Working Arrangements**

For full-time parish curates:

a)  [Curate Name] will work full-time. This will include time for prayer, reading, preparation, personal reading and study, retreats and IME 2 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”)

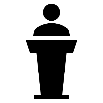


For SSM part-time parish curates:

a)  [Curate Name] will be able to give Sundays and [Please insert] days/evenings/hours to parochial work.  This will include time for prayer, reading, preparation, personal reading and study, retreats and IME 2 training.

For all curates:

b)  [Curate Name]’s weekly uninterrupted rest period of 24 hours will normally be [Please insert] and their uninterrupted monthly rest period (incorporating their usual 24 hour period) will be [Please insert].

For SSM curates: [Curate Name]’s one Sunday a month off from parochial duties will usually be the [Please insert]th Sunday of the month.

c)  It is expected that after his/her ordination as priest [Curate Name] will provide cover when [Incumbent Name] is away from the parish.

d)  Should a Vacancy arise, the degree to which [Curate Name] might reasonably be expected to bear the ministry load will be discussed and agreed with the Area Dean, Churchwardens and the Ministry Training Team Leader

Optional additional statements be that:

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

**4. Worship**

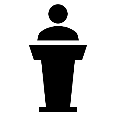
a)  [Curate Name] will usually attend [two/one/three] services on a Sunday.

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

c)  It is expected that [Curate Name] 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 [Curate Name] 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 [Incumbent Name] and [Curate Name] will share presidency at the Eucharist on an equal basis (or: [insert as required].)

Carefully consider the above expectations for SSMs and agree an appropriate pattern. If in doubt please discuss with the AIMEO or MTTL.

**5. Mutual Expectations**

a) [Curate Name] and [Incumbent Name] 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 [Curate Name]’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 [Incumbent Name] and [Curate Name] to identify opportunities for training in the parish and on occasions beyond the parish/benefice 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**

The Ministry Training Team Leader will have explained the respective roles of the Curate, Training Incumbent, AIMEO, and the IME Administrator 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 ministry training team in order to be given relevant information and explanation.

a) [Incumbent Name] and [Curate Name] will meet fortnightly/monthly on ……………………………… (or on average every 4-6 weeks for SSM) for Supervision meetings. *(It is recommended to find a regular time and day. E.g., Monday Mornings after prayer, Thursday at 4pm...).*

b) [Curate Name]/[Incumbent Name] will be responsible (or: [Curate Name] and [Incumbent Name] will share responsibility) for arranging these meetings and agreeing the agenda for supervision meetings, in accordance with the Annual Development Plan.

c) In relation to the topics specified in the Handbook for Curates and Training Incumbents, [Curate Name] will be responsible for preparing material ahead of the supervision meeting, and for ensuring brief notes after the meeting as necessary.

d) In relation to the topics specified in the Handbook for Curates and Training Incumbents, [Incumbent Name] 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 [Curate Name] and [Incumbent Name] to write reflections and/or summaries of the meeting’).

e) [Incumbent Name] will ensure that the [Curate Name] is advised of appropriate parish and diocesan policy and procedures. The curate agrees to observe these requirements.

f) [Incumbent Name] will give guidance about the nature of work to be carried out and the standards expected.

g) [Incumbent Name] is responsible for writing reports for the initial and final portfolios.  Which are monitored by MTTL. A template is provided in the template booklet.

h) [Incumbent Name] and [Curate Name] will meet weekly/fortnightly (along with other members of the team) on a [Please insert] morning/evening for ‘Staff Meeting’, including planning, and diary management.

i) [Incumbent Name] and [Curate Name] will meet to share the Daily Office/Prayer on ………………….  (along with other members of the parish/team). Enter frequency, times, days etc according to existing custom or agreed between [Incumbent Name] and [Curate Name].

**7. Assessment**

a) [Incumbent Name] will ensure that [Curate Name] is aware of all procedures relating to the submission of each portfolio deadline.  [Curate Name] and [Incumbent Name] will agree dates to discuss reports and other relevant content in order for all paperwork to be submitted by the deadlines given by the MTTL/Administrator.

b) [Incumbent Name] will follow guidelines for feedback discussed at TI training and support sessions, to ensure that [Curate Name] is made aware of any inadequacy in his/her progress or standards of work. If necessary, confirming this in writing to the curate and arranging any supportive action necessary.

c) [Incumbent Name] will bring to the attention of [Curate Name] and of the MTTL 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**

[Incumbent Name] and [Curate Name] will monitor how much time [Curate Name] gives to the various aspects of mission and ministry and will seek to ensure an appropriate balance of time between them. [Incumbent Name] will endeavour to model good practice.

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

Wellbeing

* Awareness of the need for time for family/friends/self to maintain a healthy balance

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 [Curate Name] or [Incumbent Name] may consult with the MTTL who may advise personally, or if appropriate, will refer the situation to a member of Bishops Staff.

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 AIMEO or MTTL

**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 copies must be signed (either by hard copy and scanned or electronically) by curate, incumbent, and the MTTL Subsequently minor alterations may be agreed by e-mail with the MTTL (major re-workings, however, would need to be signed afresh).

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

**Curate**

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

**Incumbent**

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

**MTTL**

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**Key Skills and Competencies Checklist**

**NAME of curate­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please use this as a “living document” and update on a regular basis submitting with each portfolio entry.**

Not Completed - Training and /or experience required.  
Partial completion - Limited opportunities and experience

Completed - opportunities to experience and develop competency in this area as an

ordained person have been achieved.

Using the traffic light system given, (Or the RAG rating: Red, Amber, Green) progress can be monitored throughout curacy. It will be a useful guide when reviewing the annual development plan. Although it is anticipated that most curates will gain experience and a level of competency in most areas, it is not expected that curates will have an opportunity to experience all areas. Previous experiences can and should be taken into account, although both curate and TI need to be mindful and reflect on differences and expectations from an ordained perspective. The boxes can expand to accommodate notes, eg how further training/experience will be obtained beyond the immediate curacy context.

If colours don’t work for you, you may prefer to use numbers –

**1**  indicates very little experience and more needs to be done.

**2** indicates some experience but still limited, and not yet secure in this area.

**3**  indicates that experiences in the area have been possible and a degree of

competency has been achieved.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | Developmental Notes. | | RAG/No. | |
| **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** | Understands diocesan policy | |  | |  | |
| Is familiar with the parish Dashboard system | |  | |  | |
| Is aware of the responsibilities of an Incumbent.  *NB. It is important for those who are on an associate track to also be aware of the responsibilities on an Incumbent.* | |  | |  | |
| Has up to date Leadership Training and knows when this is to be renewed. | |  | |  | |
| Knows where and how to seek help | |  | |  | |
| Is familiar with the Clergy Code of Conduct. | |  | |  | |
|  | | | | | | |
| **Inclusion** | Is aware of responsibilities for churches under the Equality act 2010 | |  | |  | |
| Has completed training on unconscious bias | |  | |  | |
| Is familiar with current teaching and practice within the C of E in around Human Sexuality and gender issues. And has discussed with TI current practice within the benefice around prayers for same sex partnerships. | |  | |  | |
| Is conscious of socio-economic difference | |  | |  | |
| Demonstrates awareness of accommodating those with sensory loss. (Visual Needs, Hearing Loss etc) | |  | |  | |
| Shows awareness of those with mobility needs and how to accommodate them | |  | |  | |
| Shows awareness of those living with Dementia | |  | |  | |
| Is aware of the breadth of experience of those living with neurodivergence | |  | |  | |
| Communication Skills take into consideration those living with dyslexia | |  | |  | |
| Knows where to gain information and support for those living with Mental Health Issues | |  | |  | |
| Is aware of the demands placed on carers. | |  | |  | |
|  | | | | | | |
| **Mission and evangelism** | Awareness of the particular opportunities within the local context | |  | |  | |
| Is aware of the potential for working in partnership with other organisations eg Food Banks, Youth Organisations | |  | |  | |
| Awareness, understanding and potential to develop Fresh Expressions & New Worshipping Communities | |  | |  | |
| Opportunities to engage with students and families through Church & Community schools | |  | |  | |
| Awareness of and the potential to use evangelistic tools and programs such as Pilgrim, Alpha etc. | |  | |  | |
|  | | | | |  | |
| **Discipleship** | Supporting and developing gifts and skills of lay people in church life | |  | |  | |
| Resourcing lay people as they seek to live out faith in their day to day life | |  | |  | |
| Supporting and enabling the work to encourage faith amongst children & young people | |  | |  | |
| Baptism & Confirmation preparation | |  | |  | |
| Recognising and enabling the gifts and skills of others | |  | |  | |
| Working effectively with volunteers | |  | |  | |
|  | | | | | | |
| **Spiritual discipline**  Understands the value and has experience 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 and**  **use of resources** | 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 | |  | |  | |
| Common Worship Pastoral services | |  | |  | |
| Worship not following a prescribed form. | |  | |  | |
| All-age worship | |  | |  | |
| Use of visual liturgy and online resources | |  | |  | |
| 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 | |  | |  | |
| Create support networks | |  | |  | |
| Hobbies and non-church interests | |  | |  | |
| Support for family & friends | |  | |  | |
| 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 | |  | |  | |
| Has awareness of one or more of the following, Belbin/MBTI/Enneagram/Farleigh-Gilmore as self-awareness tools | |  | |  | |
|  | | | | | | |
| **Leadership** | Develop leadership skills in home group (or other small groups) | |  | |  | |
| Develop skills in leading Bible study | |  | |  | |
| Understanding of working with and developing parish vision | |  | |  | |
| Develop skills in change management and succession planning. | |  | |  | |
| As a leader, works collaboratively with lay and ordained | |  | |  | |
| Awareness of oversight leadership | |  | |  | |
| Safeguarding responsibilities and leadership | |  | |  | |
|  | | | | | | |
| **Links with wider church** | Awareness of diocesan vision | |  | |  | |
| Awareness of deanery vision | |  | |  | |
| 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, Credit Union, Community Space, Luncheon Clubs etc | |  | |  | |
|  | | | | | | |
| **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 Funeral Directors | |  | |  | |
| Anointing and praying with the dying | |  | |  | |
| Bereavement visiting and planning funerals | |  | |  | |
| 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 | |  | |  |
| Effective use of social media | |  | |  |
| 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 | |  | |  |

**Discussed between TI and Curate prior to each portfolio submission.**

Please sign below that curate and TI have discussed this document.

Please remember this is a document that will be used throughout curacy. The curate will gain experience and grow in confidence in different areas at different times and we would expect to see a lot of red and amber in the first submission. It is the responsibility of the curate to raise with the TI where more experience in certain areas is needed. The TI will work with the curate to source opportunities for a broad range of experience across the curacy.

It is anticipated that curates at the end of curacy applying for an incumbent role will, by the final submission have experienced or at least gained an understanding of all areas and will be confident in most. A curate on an associate track, and SSM may not have had an opportunity and will not be expected to have gained experience in all areas, but will have an awareness and understand the importance of all. To discuss this further please contact the AIMEO or MTTL.

This checklist is a useful tool to inform the Development Plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | First Submission | Second | Third | Final |
| Date Agreed |  |  |  |  |
| Signed Curate |  |  |  |  |
| Signed TI |  |  |  |  |

**The Annual Development Plan – Preparatory work**

The purpose of the Annual Development Plan is to enable the incumbent and curate to map out a phased programme of experiences over the duration of the curacy. This is done in the light of the Qualities for Ministry (found in the handbook) and the Key Skills and Competencies Checklist. It will be possible to reflect on, articulate and record answers to questions such as:

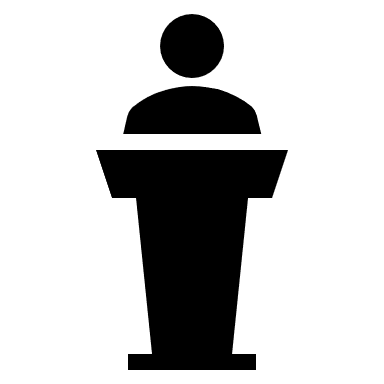
What experiences of mission, ministry and leadership is it essential that the curate gains in Year 1? Where and how will these experiences be gained?

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

What areas of mission, ministry and leadership 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 OSSM 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 page 16. When this form is separated from the 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 Development 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, ministry and leadership has the curate gained 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

Build on the above for years 2 and 3

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**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. |  |  |  |
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| 8. |  |  |  |

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

**This completed Annual Development Plan**

**should be submitted with each portfolio and sent to both AIMEO & MTTL.**



**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 AIMEO and the MTTL. Copies should also be kept by both signatories.**

|  |
| --- |
| Date of Supervisory Meeting …………………………………..  Notes of the Meeting  Training incumbent’s comment: |
| Date of Supervisory Meeting …………………………………..  Notes of the Meeting  Training incumbent’s comment: |
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**The Supervision Record**

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**Record of Meetings with your Spiritual Director**

|  |
| --- |
| Date of Meeting with Spiritual Director |
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**CURATE REPORT**

**Training Incumbent’s name**

**Curate’s name**

**Parish/Benefice**

Please reflect on your development within curacy by writing around 200 -300 words under each of the qualities, seven sections in total. Use real examples to demonstrate how you inhabited each quality in relation to Christ, The Church, The World and Self. Comment on where you have become increasingly aware of your personal strengths and your passion for particular areas of ministry. Indicate areas that you feel need further development. Draw from your theological reflections and your supervision sessions with your TI. Limiting yourself to a word count will help you focus your thoughts. As well as writing your report, allow time for reflection with your AIMEO and a discussion with your TI, before submission.

**There are seven qualities being looked for in a priest.**

These are;

1. Call to ministry
2. Love for God
3. Love for people
4. Wisdom
5. Fruitfulness
6. Potential
7. Trustworthiness

**Demonstrated in each of the four domains**

Each of these qualities can be seen in our relationship to

1. Christ
2. the Church
3. the world
4. Self

Please use the table of qualities found in the curacy handbook and write a brief statement of how each quality is demonstrated in the four different domains.

1. Call to ministry
2. Love for God
3. Love for people
4. Wisdom
5. Fruitfulness
6. Potential
7. Trustworthiness

**Conclusion**

Please conclude with a statement that you feel summarises your development

Training Incumbent Signature………………………… Curate’s Signature……………………………..

Date………………………. Date……………………….

**Training Incumbent Report** Text

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**Training Incumbent’s name**

**Curate’s name**

**Parish/Benefice**

**There are seven qualities being looked for in a priest.**

These are;

1. Call to ministry
2. Love for God
3. Love for people
4. Wisdom
5. Fruitfulness
6. Potential
7. Trustworthiness

**Demonstrated in each of the four domains**

Each of these qualities can be seen in our relationship to

1. Christ
2. the Church
3. the world
4. Self

Please use the table of qualities found in the curacy handbook and write a brief statement of how each quality is demonstrated by the curate in the four different domains.

**Under each quality please indicate which might best describes current formation**

* The curate inhabits the quality very well across all four domains and demonstrates areas where excellence is seen.
* The curate inhabits the quality well across all four domains. Including areas where you would describe the curate as good.
* The curate is competent but there are identifiable areas which need attention. Typically, a good deal of the indicative evidence will be seen but there are some gaps and weaknesses.
* The curate shows weakness in some aspects of inhabiting the quality. Please ensure evidence is given
* The curate does not inhabit the quality in sufficient depth to move to the next stage of ministry. Please note, concerns would usually have been raised before the written report is received.

1. Call to ministry
2. Love for God
3. Love for people
4. Wisdom
5. Fruitfulness
6. Potential
7. Trustworthiness

**Summative judgement** (see below)

Please summarise your comments above indicating suitability of the curate to transition to the next stage of ministry and areas for further development.

Training Incumbent Signature………………………… Curate’s Signature……………………………..

Date………………………. Date……………………….

**Long Placement Proposal**

Proposals for the long placement should discussed with TI, AIMEO and The proposed placement supervisor and submitted by the curate to the MTTL no later than May of their second year for a placement to take place sometime between July and October.

The expectation is one side of A4 setting out

* What development and learning they hope will take place in their placement;
* What processes of conversation and supervision they are hoping for within the placement;
* How they will evaluate and show the development and learning that takes place. This is usually through the commitment to write a reflection on the placement.

**Expenses and time commitment.**

It will always be important, in setting up the placement, that all parties agree who is paying for what, and that there is clarity in this respect. A template for this agreement is provided below. Please note there are no funds available from the central fund for the placement, our gift is the time given for this. Please submit this at least two weeks before commencement of placement.

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**Placement Agreement**

Name of Placement………………………………………………………………………………………………………….

Name of Curate ……………………………………………………………………………………………………………..

Details of supervisor during the placement

Name…………………………………………………..…………… Position …………………………………………….

Email …………………………………………………………………. Phone Number ………………………………..

Dates of start ………………………………………. and end of placement ………………………………….

Expected days and times of working within the placement

…………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………..

Details of accommodation arrangements if applicable

………………………………………………………………………………………………………………………………………..

Travel Arrangements if applicable

………………………………………………………………………………………………………………………………………..

Expenses occurred will be met in full by………………………..………………. (this is to be discussed with sending parish and with placement context and agreed in advance).

Other key details (such as security arrangements in some contexts, if further DBS is needed, equipment needed for the placement etc)

**Signed by Curate……………………………………………… Date……………………..………**

**Signed by Supervisor ……………………………………… Date …………………………….**

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04MTRA 60120 Training

IME Phase 2

Claim for travelling expenses to and from IME training events.

To be submitted monthly or quarterly

Name ………………………………………………………………………………………………………………………………………………

Address ………………………………………………………………………………………………………………………………

Please see notes below

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Destination | Total  mileage | Number of  passengers | Purpose of visit | Date | Destination | Total mileage | Number of passengers | Purpose of visit |
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| Total Mileage |  |
| Claim for Half | £ |

Inland Revenue mileage rate for full cost including depreciation of car (tax free) is 45p per mile. (This rate applies to the first 10,000 business miles in the tax year.)

Signature ………………………………………………… Date ………………………………………………

BACS Details: Sort Code …………………………… Account Number ……………………………

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04MTRA 60120 Boundary

IME Phase 2

Claim for travelling expenses to and from the parish boundaries.

To be submitted monthly or quarterly

Name ………………………………………………………………………………………………………………………………………………

Address ……………………………………………………………………………………………………………………………………………

Please see notes below

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Destination | Total  mileage | Number of  passengers | Purpose of visit | Date | Destination | Total mileage | Number of passengers | Purpose of visit |
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| --- | --- |
| Total Mileage |  |
| Claim Total | £ |

Inland Revenue mileage rate for full cost including depreciation of car (tax free) is 45p per mile. (This rate applies to the first 10,000 business miles in the tax year.)

Signature ………………………………………………… Date ………………………………………………

BACS Details: Sort Code …………………………… Account Number ……………………………

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 monthly or quarterly 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.



04MTRA 60120 Boundary

IME Phase 2

Claim for travelling expenses **non-car** to and from the parish boundaries.

To be submitted monthly or quarterly

Name ………………………………………………………………………………………………………………………………………………

Address ……………………………………………………………………………………………………………………………………………

Please see notes below

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Destination | Bus/Uber/  Bike (Specify) | Purpose of visit | Date | Destination | Bus/Uber/  Bike (Specify) | Purpose of visit |
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| --- | --- |
| Total Mileage |  |
| Total Claim | £ |

Signature ………………………………………………… Date ………………………………………………

BACS Details: Sort Code …………………………… Account Number ……………………………

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. Bus or Uber: Please attach an image of your receipt.
3. You may claim one full journey by bus/uber or bicycle.
4. Only use this form to claim travelling expenses by bus, Uber or bicycle (bicycle journeys are reimbursed at a rate of 25p per mile).
5. Claims should be submitted monthly or quarterly 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.

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**The Bath and Wells Diocesan Board of Finance**

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