

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
- Diocesan Guidelines for Clergy [Diocesan guidelines for clergy - Bath and Wells Diocese](#)
- Guidelines for the Professional Conduct of the Clergy [Guidelines for the Professional Conduct of the Clergy | The Church of England](#)

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

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 Area Dean, Churchwardens and the Ministry Training Team Leader

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:.....)

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

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

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) Yyy and Xxx will meet fortnightly/monthly on  (less frequent for SSOM) for Supervision meetings. *(It is recommended to find a regular time and day. Eg Monday Mornings after prayer, Thursday at 4pm.....)*

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 Development Plan.

c) In relation to the topics specified in the Handbook for Curates and Training Incumbents, Xxx 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, 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 parish and diocesan policy and procedures. 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 and final portfolios. Which are monitored by MTTL. A template is provided in the appendices

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 (along with other members of the parish/team). Enter frequency, times, days etc according to existing custom or agreed between Yyy and Xxx.

7. Assessment

a) Yyy will ensure that Xxx is aware of all procedures relating to the submission of each portfolio deadline. Xxx and Yyy 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) Yyy will follow guidelines for feedback discussed at TI training and support sessions, to ensure that Xxx 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) Yyy will bring to the attention of Xxx 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

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. Yyy 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 Xxx or Yyy may consult with the MTTL 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 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, the MTTL and the Bishop of Taunton. 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

Signed _____ Dated _____

Bishop of Taunton

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

Using the traffic light system given, 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.

		Developmental Notes.	Traffic Light
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		
	Is up to date with safeguarding training		
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		
	Collective Worship - 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		
	Supporting young people		
	Confirmation preparation		
	Recognising and enabling the gifts and skills of others		
	Working effectively 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		
	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		
	Have awareness of Belbin/MBTI/Enneagram 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, 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 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.

	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 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 SSOM 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 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 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 AIMEO and MTTL by the end of August each year.

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

The Supervision Record

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:
Date of Supervisory Meeting
Notes of the Meeting
Training incumbent's comment:

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

First Year CURATE REPORT

Training Incumbent's name

Curate's name

Parish/Benefice

Please reflect on your development throughout your first year of 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

- a. Christ
- b. the Church
- c. the world
- d. Self

Please use the table on page 17/18 of 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 throughout this first year of curacy.

Training Incumbent Signature.....

Curate's Signature.....

Date.....

Date.....

Please note: final year templates are almost identical and will be emailed separately.

Training Incumbent Report

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

- a) Christ
- b) the Church
- c) the world
- d) Self

Please use the table on page 17/18 of 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 be 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.

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

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

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

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

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

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.