

# Handbook for Curacy



**IME Phase 2**  
**in the Diocese of Bath and Wells**  
**[www.bathandwells.org.uk](http://www.bathandwells.org.uk)**

**Flourish House, 2 Cathedral Avenue, Wells. BA5 7DL**

**2023-24 Edition**

## Key Contact Details

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## Spiritual Direction

You will find information on the diocesan website and by following this link.

[How spiritual direction works - Bath and Wells Diocese](#)

Please contact one of the Referrers if you are currently without or wish to change your Spiritual Accompanier. The referrer will have an initial conversation with you to understand your needs before putting in touch with one or two possible contacts. All clergy are expected to have an accompanier to help them reflect on their spiritual journey and development. During your curacy you will be asked how often you meet, but not the details.

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## Self-Supporting Ministers: [Self-supporting Ministry Advisers - Bath and Wells Diocese](#)

Ordained self-supporting Ministers (OSSMs), play an increasingly exciting and key role in today's church. The diocese has appointed three advisors for OSSMs. Throughout curacy both stipendiary and OSSMs will develop their understanding of the role of OSSMs as we share in ministry to serve God in the context in which we serve. Follow the link for more information.

Joy Hawes (Wells) [joy.hawes@bathwells.anglican.org](mailto:joy.hawes@bathwells.anglican.org)

New Advisor – to be appointed soon (Bath)

Simon Taylor (Taunton) [simon.taylor@bathwells.anglican.org](mailto:simon.taylor@bathwells.anglican.org)

## IME Phase 2 Newsletter

You will receive regular updates, reminders & useful links to resources via the IME Phase 2 Newsletter. We are a community of over 100 people of Training Incumbents, Curates, Readers in their first year of ministry and Assistant IME Officers.

**Finally, if you have any questions or need clarification on any of the information contained within this booklet, please be in touch with either Ronnie or Charmain.**

## **A message of support from the Right Reverend Ruth Worsley, Bishop of Taunton.**

One of my responsibilities is the placing and ongoing pastoral support of curates. I meet regularly with Ronnie to ensure I am aware of individual needs of curates and to oversee the development and formation of curates within these important first years of ministry. I am especially keen that those joining the diocese should be made to feel welcome and affirmed during what we know can be an unsettling time not only for curates, but for their families.

There is perhaps a question many of us ask ourselves throughout our ministry and this is especially true of both Curate and Training Incumbent: "Am I equipped?" The Training Team, with my support, will provide opportunities for you all to grow and develop in ministry. They, in turn, will draw on others as part of a wider support team including Spiritual Directors, the Clergy Well-being service, and the Archdeacons. We all understand the importance of working with others. I am especially grateful to the Assistant IME Officers who voluntarily give of their time to walk alongside Curates and Training Incumbents during curacy.

We are delighted that you are with us as you embark on ordained ministry. I want to assure you that both Bishop Michael and I will be praying for you all as you undertake the journey ahead.

A handwritten signature in blue ink, consisting of a small cross symbol followed by a stylized cursive name.

+Ruth Taunton

## **Introduction from Rev Preb Ronnie Crossman Ministry Training Team Leader**

This handbook is designed to help guide Curates, Training Incumbents and Assistant IME officers through the curacy experience. I hope that you will feel part of a supportive network, whether you are a Curate, a TI or an AIMEO. We all share a responsibility to develop our ministry as learners throughout this important phase of ministry. As IME Officer I continue to learn and develop. I value feedback and constructive criticism as to how the curacy experience for all concerned can be improved.

Several factors contribute to an effective IME Phase 2

**One:** A healthy and effective working relationship between TI and Curate.

**Two:** An Assistant IME Officer who is equipped to guide the process of reflection and assessment as well as offering pastoral support to both TI and Curate.

**Three:** Accountability to the national church as we administer an appropriate assessment process ensuring ministers are not only competent in the skills needed for their role but also have developed a rule of life that helps them maintain a healthy balance to enable them to flourish as leaders called and loved by God.

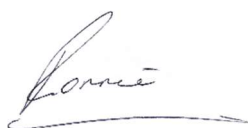
**Four:** Provision of a well-balanced development program in response to the national curriculum, that builds on what has already been learnt through initial training, embraces previous experience and encourages a culture of life-long learning.

**Five:** Creating opportunities within the IME provision that cultivate supportive networks within the IME community and especially between the curates and readers participating in IME Phase 2. Such networks are likely to continue beyond this stage of formation.

Supporting the IME Community is part of my role as Ministry Training Team Leader alongside professional development for clergy and lay church leaders, which from time to time gives opportunity for some overlap within the programs which I hope further cultivates the relationships across our diocese. As a training team we also support the development of lay ministry, seeking to open up more accessible pathways to learning in the coming months.

You will notice that as part of a curate's formation, we want to know regular meetings are taking place with a spiritual director or the equivalent. However, I would like to reassure you that although both the well-being and spiritual direction provision sit within the training team, both services maintain strict confidential practice. We can signpost you to these services or you can access them directly. We would not know you have done so unless you tell us.

I consider my role a privilege as I travel alongside you in this journey.



Rev Preb Ronnie Crossman

### **Diocesan Vision**

The vision of the Diocese of Bath and Wells is that 'in response to God's immense love for us, we seek to be God's people living and telling the story of Jesus'. As a diocese, we are currently refreshing our vision. We shall review and develop the following strands and look forward to seeking ways in which we as an IME community will embrace and encourage this vision for all.

**Valuing what we already have:** Valuing and cherishing the people who are already part of the church family in our context; celebrating and using the assets we have available to us.

**Sharing our faith and worshipping in new and different ways:** When we share our faith and worship together in new and different ways, this often connects with people who wouldn't engage with our traditional offering. Putting in place something different, offers us the scope to grow and become younger and more diverse.

**Growing in faith:** Developing our own faith and the faith of others.

**Sharing in ministry and leadership:** Sharing in ministry and models of leadership together – lay and ordained, across all ages, using the gifts, skills and passions of all so that no one person is overburdened or left out.

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## Appendices

All the documents you will need that are mentioned in this handbook are in a separate document, this will be sent to you by email.

## THE IME PHASE 2 PROGRAMME 2023-24

The tables below contain dates and details of the core sessions for each year group.

**Curates, please ensure you place these dates into your diaries immediately and ensure your Training Incumbents are aware that you will not be in the parish that day.** We appreciate that those in secular employment may have to navigate other work commitments to attend. Do please be in touch if you are experiencing difficulty. In addition to the core sessions, you will find the Development Days. You are expected to attend these sessions over the course of your curacy. Further details are given on page 8. The full development program will also be circulated in a separate booklet.

Please note that all sessions take place at Flourish House and start with coffee at 9.45am and finish at 4pm unless the programme states otherwise. Prompt arrival at Flourish House is appreciated.

### YEAR 1 CORE SESSIONS

Wednesday 12 July 2023	Introduction to the Diocese Induction Day <b>9.30am start</b>
Wednesday 13 September 2023	A day with TI & AIMEO ½ day Supervision The Handbook & Process ½ day Theological Reflections
Wednesday 18 October 2023	Working Effectively Together A day with your TI
Monday 6 November 2023	Toolkit 1 <ul style="list-style-type: none"> <li>• Attentive Listening.</li> <li>• Time management &amp; prioritising.</li> <li>• Teaching &amp; Preaching:</li> <li>• Pacing &amp; Resourcing</li> </ul>
Saturday 9 December 2023	Resourcing Self ½ day Looking after yourself in ministry ½ day Good Spiritual Habits
<b>2024</b>	
Saturday 13 January 2024	Pastoral Offices Death Dying & Funerals
Monday 12 & Friday 16 February	Voice Workshops A half-day session, as already selected by Curates
Tuesday 19 March 2024	Pastoral Offices ½ Baptisms ½ Marriage
Tuesday 14 May 2024	The Eucharist and a Catch-up
Tuesday 4 June 2024	Deliverance Ministry & Sacramental Confession

**YEAR 2  
CORE SESSIONS**

Wednesday 27 September 2023	Tool Kit 2 <ul style="list-style-type: none"> <li>• Building Community and valuing the gifts of others.</li> <li>• Effective delegation.</li> <li>• Mentoring &amp; Facilitation.</li> <li>• Evaluating Risk.</li> </ul>
Tuesday 17 October 2023	Deliverance Ministry and Sacramental Confession
Tuesday 14 November 2023	Legal Responsibilities with the Registrar
Tuesday 16 April 2024 1.30-4.00pm	Review of School Placement

**YEAR 3  
CORE SESSIONS**

Wednesday 19 July 2023 <b>Repeated on 23 November 2023</b>	Toolkit 3: <ul style="list-style-type: none"> <li>• Listening to &amp; working with the parish vision</li> <li>• Skills of facilitation.</li> <li>• Managing and adapting to change</li> </ul>
Wednesday 6 September 2023	“Under and Exercising Authority”. Styles of Leadership; oversight and discerning.
Tuesday 10 October 2023	<b>AM</b> Next Steps The appointment process (With Archdeacons)  <b>PM</b> Transitions, First Responsibility & Inhabiting Leadership
Thursday 29 February 2024	Reflection and Review of Curacy within a quiet day

**READERS IN THEIR FIRST YEAR POST LICENSING  
WILL ALSO JOIN CURATES ON THE FOLLOWING DAYS**

Wednesday 18 October:	Working Effectively Together A day with your Supervisor or Training Incumbent
Friday 10 November:	Preaching in Context
Saturday 9 December:	Looking after yourself in Ministry
Saturday 13 January 2024:	Death, Dying and Funerals

## DEVELOPMENT DAYS

The sessions below are offered each year in a rolling programme.

You can choose when to attend to fit in with your own commitments and that of the parish.

Please ensure you spread them out throughout your three year curacy.

Year One: Attend 3 or 4 sessions.

Year Two: Attend 4 – 6 sessions.

Year Three: Attend 3 or 4 sessions.

Stipendiary Curates are expected to attend all sessions during their curacy. Self-Supporting Ministers will need to be realistic with paid work commitments, with an expectation of attending 6-9 sessions in total. There is a separate booklet describing what is offered on the days so please refer to it for more information and how to book. Please note that some sessions are open to all clergy as part of the main Learning and Development Program. Please also see the learning and development program for additional days you may wish to attend with your TI or other members of your parish ministry team.

**Please Note Booking is essential on the rare occasion we need to contact you to cancel/postpone a session due to unforeseen circumstances. We do not want you to have a wasted journey. See the Separate Booklet for instructions.**

<b>2023</b>	
Tuesday 19 September Rural setting	Thriving Rural Ministry
Friday 10 November	Differing contexts demanding different styles of preaching.
Wednesday 29 November	Chaplaincy Ministry and the Local Church
<b>2024</b>	
Tuesday 23 January	Making Peace with Conflict
Tuesday 20 February	Growing Faith & Everyday Faith - Go Team
Saturday 9 March	The distinctive nature of Self-Supporting Ministry & Shared Local Leadership
Saturday 20 April	Liturgy: Creativity, Freedom, authorized texts and rules
Thursday 25 April	Ministry beyond walls Working in partnership with community groups.
Sunday 12 May	Culture of Pioneering and Mission in the Diocese and Context
Thursday 23 May	The challenge of Carbon NetZero and responding to climate change in Eco Church
Thursday 6 June	An afternoon at the Cathedral
Thursday 20 June	Communication: Telling our Stories



## **Roles in the IME Phase 2 Community**

### **The Training Team Leader**

IME Phase 2 is a community of around 100 people made up of Curates, Readers in their first year post licensing, Training Incumbents, Assistant IME Officers (AIMEOs), and an administration officer (for one day a week.) who keeps us all connected. The role of the Training Team Leader is to ensure we achieve a balanced program of learning, an appropriate assessment procedure, accurate reporting to our Bishops, guidance and support to Training Incumbents and AIMEOs and to welcome and support curates at training events throughout the year. The Training Team Leader is also best placed to signpost to other sources of support when greater need is identified.

### **The IME Phase 2 Administrator**

The administrator ensures the smooth running of the core skills and development program, by liaising with speakers, managing the bookings, circulating additional information, and ensuring rooms are set up on the day. The administrator also supports the assessment process by uploading key documents into electronic portfolios and where necessary alerting the Team Leader of delays and problems. They ensure online meetings and in person meetings of TIs and AIMEOs are well managed. In addition, the administrator is responsible for processing travel claims and other expenses as necessary. They oversee the regular IME Newsletter in collaboration with other training team members. Please be aware that all this is achieved in the equivalent to just one day a week, so you may not always receive an immediate response.

### **The Role of the Assistant IME Phase 2 Officer**

The Assistant IME Phase 2 Officers (AIME Officer) support the curacy. Their appointment is made in agreement with the Bishop responsible for IME. AIMEOs meet regularly with the Training Team Leader to address expectations and concerns about the curacy process. The AIMEO offers clarification on process for both TI and Curates. They will meet with their curate, to discuss how the curacy is developing and to reflect on the theological reflections and reports. This is to ensure the 360° approach all clergy are encouraged to adopt as we reflect on our ministerial development. They will also offer an impartial listening ear and pastoral support. The key relationship in curacy is between the Training Incumbent and the Curate. AIMEOs are encouraged to facilitate at least one three-way meeting per year with TI and Curate to hear how the curacy is progressing.

### **The Role of the Training Incumbent**

Training Incumbents (TIs) play the most significant role during the crucial stage of formation for a curate in IME Phase 2. TIs have been chosen by the bishops and their senior staff because they are people who:

- will be committed to giving dedicated time to a curate to assist the curate's ministerial formation, and to fulfilling all his/her parts in diocesan curacy processes;
- will be committed to working in partnership with the Training Team Leader, AIME Officer and other diocesan staff as necessary;

- is committed to welcoming, growing and supporting collegiate ministry with ordained and licensed colleagues and with other lay members of the church; attends Chapter and Deanery Synod regularly;
- is committed to their own continued personal development, and growth in love and holiness and learning; undertakes CMD themselves; and participates in Ministry Development Review.

The role of the Training Incumbent is complex and demanding. It calls for gifts of sensitivity and generosity and the skill to identify and foster all the gifts and interests that their colleague brings. Both incumbent and curate should be able to look beyond the needs of the immediate situation to the development of the curate's ministry throughout life.

Curacy is not simply about the acquisition of skills; it is deeply important that it is a time for continued development of one's character and self-awareness as a minister of the gospel.

Agreement to become a Training Incumbent is, in fact, agreement to take on a significant training and assessment responsibility on behalf of the diocese and of the whole church. In particular they will have responsibility, with the curate, for formulating and working with the Curacy Agreement and Annual Development Plan. They will also work with the curate to discern their growth and development in the Qualities for Ministry, completing the Annual Report.

### **Role of the supervisor in a dual track curacy**

Some curacies are set up as "dual track" to include a chaplaincy or a pioneer role. In addition to the TI, someone is appointed as a supervisor offering support and guidance in the second context. At the beginning of curacy, a working agreement is carefully worked out between the TI, Supervisor and curate giving clarity as to what is expected on the dual track. This is reviewed annually. Experiences from both contexts contribute to the overall curacy experience. For example, opportunities to develop skills and competencies are equally valid in both contexts. The supervisor meets regularly with the curate to reflect on the experience and how ongoing development is maintained. They are asked to contribute a short report to be submitted alongside the TI report.

### **The Role of the Parish in Training**

PCCs are asked to consider the following in advance of the arrival of a curate.

#### **Introduction**

The two to three years following ordination are a crucial time in a person's life and ministry. The parishes to which curates are licensed share with the incumbent in the great privilege of helping someone in their formation and development through this significant period. These guidelines seek to ensure that a parish's expectations are in line with those of the bishops of the diocese, and the Church of England's Ministry Division, and indeed with the incumbent and curate themselves.

## **Expectations**

A parish and its PCC must recognise that they are not being given a curate merely as an extra pair of hands to assist a busy incumbent. Rather they have been identified as a suitable training parish with a suitable incumbent who will enable the curate's training and ministerial formation to continue. The PCC is asked to beware that during the first few months of the curacy the incumbent will need to make a significant time commitment to working with the curate in supervision meetings and other aspects of training.

Your parish/benefice will have been identified as a suitable placement for a curate because:

- It can offer a suitably wide range of ministerial opportunities.
- It is willing to support the curate through the transition from being lay to being ordained; and space to develop ministerial competence.
- It is willing to pay the curate's working expenses in full including:
  - Travel costs, including half the costs of travelling to IME training days
  - Telephone
  - Postage, stationery and other office expenses
  - Hospitality
  - Books/journals

The benefice also recognises the importance of the need for study at this important stage of development. Curates in full time ministry are expected to devote one full day to study. It is important not to overload a curate as they need longer to prepare in the early stages of ministry whilst experience is gained. It is essential that parishes value the learning program of IME Phase 2 as a priority for curates. The training days offer important input, shared learning and are a source of mutual support for curates. Dates are circulated well in advance to assist in parish planning with the hope that significant clashes with parish activities are avoided. However, except in exceptional circumstances an IME core day will take priority. (A potential absence must be discussed well in advance with the Ministry Training Team Leader)

By sharing and contributing to the curacy experience, it is anticipated that not only the curate, but the whole church community will grow and develop in ministry. It is often a fruitful and significant period within the life of a parish and a valuable investment of time.

## **The Role of the Curate in Training**

In agreeing to ordain and license a curate in the parish, the bishop expects that all curates – stipendiary or not – will be committed to:

- sharing in the mission of the gospel through your context.
- prayerful discernment of their own and other people's gifts, strengths, and weaknesses.
- growing in self-awareness as individuals and as Christian ministers.
- an openness to appreciate the contribution of and ability to work with Christians of other traditions and people of different views from their own.
- sharing responsibility for their own learning and development.
- receiving, offering and responding to feedback from colleagues and church members.
- Diocesan requirements for IME Phase 2.
- the policies and practice of leadership in the context.
- working towards the desired aims and outcomes set out in this handbook.

**Agreement to receive ordination and serve as a curate involves agreement to set out on a ministry based on continuous learning.**

During the time of the curacy, it is expected that curates seek personal growth in a wide variety of areas, including:

- (a) experience and confidence in the variety of specific roles of the ordained minister, including liturgical, pastoral, teaching and evangelistic roles in relation to both adults and children.
- (b) competence in preaching through increasingly frequent and regular practice, with the assistance of others, including laity, in reflecting on the experience.
- (c) practical experience and reflection on mission and evangelism in the local area.
- (d) growing competence in the role of leader as well as community member, including the clear ability to work with others to seek the common good.
- (e) development of a spiritual discipline of private and shared prayer.
- (f) continued systematic reading of and reflection on the Scriptures; and continued study of spirituality and theology.
- (g) the ability to handle the expectation of the role of the ordained minister and to seek out and develop appropriate support networks including reflective practice groups, prayer cells and chapters.
- (h) meeting regularly (every 6-8 weeks) with a Spiritual Director. The annual report includes a record of the number of occasions (with dates) on which curates have met with their Spiritual Director in that year. See the appendices for a form to record these sessions. Curates without a current Spiritual Director are asked to contact the Ministry Team for assistance.

## The Framework for Curacy.

TIs, Curates and AIMEOs are asked to be aware of the slightly different expectations for full time stipendiary curates, and those who are self-supporting (Self-Supporting Ordained Ministers) who are often also juggling full or part time work, or other life commitments.

Where different expectations occur for SSOMs these are highlighted by this symbol:



## The Core Components

### 1. Curacy Agreement.

To ensure clear expectations from the outset of curacy, curate and incumbent write a Curacy Agreement. This complements the curate's Statement of Particulars provided under common tenure. The agreement should be completed and submitted to the Ministry Team by September. It is to be reviewed annually. You will find a template and full instruction for completion on page 2 of the appendices document. The electronic version offers flexibility, whilst keeping to the core requirements.

### 2. Supervision Meetings

Regular meetings between curate and incumbent are essential to discuss the activities of the parish, division of responsibility, development of ideas etc. In a larger benefice regular meetings may be held with a larger ministry team, and it is expected that the curate will become a key member of this team. In addition, regular supervision forms a key part to the formation of ministry. This is different from the staff meetings above and is closer to a coaching session. They may address an aspect of practical ministry as well as looking, throughout curacy, at the qualities for ministry. Formal supervision forms the basis for theological reflections. Stipendiary curates are expected to meet with their TI for formal supervision at least once a month, although it is expected this is more frequent in the first year of curacy.



SSOM are expected to aim to meet once a quarter.

Further details are given in section five of the handbook and are covered in the first IME session with TIs, Curates and AIMEOs.

### 3. Theological Reflections

Theological Reflections provide an opportunity to reflect more deeply about an experience of ministry that form the perspective of one of the Qualities for Ministry. They may be a written piece of work or take a more creative approach. See section five for further details on page 21. The timetable of curacy assessment on page 24 shows when reflections are due in. Stipendiary Curates are expected to submit six reflections during their curacy.



SSOM are expected to submit four reflections during their curacy, as a minimum but can do more.

#### **4. Annual Development Plan**

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. For example, experience of and training in the conduct of funerals may come in the first period, while familiarity with church management and budgeting may come later on. The Annual Development Plan allows objectives to be set for the coming year, and for these to be reviewed in an annual review which the curate and training incumbent will undertake. In preparing the Annual Development Plan the incumbent and curate will take note of the expectations of the Church of England as set out in the Qualities approved by the House of Bishops.

The framework for the Annual Development Plan is found on page 14 of the appendices.

#### **5. Keys Skills and Competencies**

The Checklist given on page 7 of the appendices acts as a useful framework to ensure a broad range of experience. 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.



SSOM are unlikely to have time to cover all areas. TIs and Curates should carefully select and prioritise wherever possible.

#### **6. IME Phase 2 programme**

Participation in the diocesan IME Phase 2 programme is expected and required by the bishops of the diocese. Incumbents and curates should seek to avoid clashes with parish commitment. Full Participation is expected for full-time stipendiary curates. There are core training days each year in the IME Phase 2 programme for both stipendiary and SSOM curates.



SSOMs for whom work commitments make this difficult, are asked to discuss this with the Training Team Leader.

Curates are asked to discuss further development days with their TI and to book attendance accordingly. See separate development program. On those few occasions for which apologies for absence have to be given, they should be made both to the Training Team Leader and to the IME Administrator, who needs to know numbers for each day.

These days normally take place at Flourish House, Wells starting at 9.45am. Some will be arranged in other contexts. It is expected that you will attend the full day.

#### **7. Placements**

The primary context of development and learning during curacy is the parish to which a curate is licensed. For those on dual track curacy this is alongside another context. In order to give a broad sense of ministry within the Anglican Church the Bishop expects all curates to undertake a long placement in a different ministerial context of around 2-4 weeks and a placement in a church school of one week. Those already with considerable school experience are invited to consider a different context such as a placement within higher education or a chaplaincy-based role.



For SSOMs the longer placement will need to work around paid work, and follow a similar pattern of usual parish commitment. Opportunities may therefore be more limited. Curates should discuss this with TI, as well as either the AIMEO or Ministry Training Team Leader. For similar reasons SSOMs are not required to undertake a school placement, however those who wish to explore this opportunity are encouraged to do so.

The length of the placement is between 2-4 weeks. See page 22 for further information.

### **8. Assessment during curacy.**

Throughout their curacy the curate needs to maintain and add to their Portfolio. The Portfolio will need to be submitted electronically to the AIME Officer, the Ministry Team Leader and the IME Administrator meeting the deadlines specified in the curacy timetable so that progress may be assessed. Management of this process is the responsibility of the curate and provides evidence of organizational abilities and collaborative working. The full timetable is given on page 26 of this handbook.



SSOMs are asked to look carefully at the timetable on page 27 as expectations differ. Curates often form a helpful WhatsApp group. However please ensure you refer back to the relevant timetable to check what you have to submit at a given moment, as it may not be the same as your stipendiary colleagues.

### **9. Mutual support and development for TIs and AIMEOs**

Regular meetings either in person or on zoom are held throughout the year for TIs and AIMEOs. These are essential for ensuring continuity of assessment processes. Meetings vary, sometimes for particular year groups, sometimes just for TIs and sometimes just for AIMEOs. They are valued by the Ministry Training Team Leader and are seen as an essential part of a fruitful curacy experience. Meetings often address concerns by mutual support and shared learning. Attendance is to be encouraged. Meeting dates are circulated well in advance keeping cancellations and alterations to a minimum. Reminders are given in the IME Community Newsletter.

### **10. Bishop Interviews.**

Curates meet individually with the Bishop, prior to ordination, at the end of the first year of curacy and finally towards the end of curacy in anticipation of “sign off.” Prior to interviews the Bishop receives copies of the relevant portfolio. Dates are circulated as soon as they are available from the Bishops Office.

### **IME Phase 2 Travel Expenses**

#### **Travel to and from an IME Training Day**

The cost of travel to an IME day is split between the diocese and your training parish. You should complete the form ‘Claim for Travelling Expenses to and from IME Events’ claiming half your mileage from the diocese. Please claim the rest from your parish. All other expenses for other events you may attend are covered by your parish.

#### **Parish Boundary Payment**

If you are entitled to claim for Parish Boundary Payment, you may claim for one return trip per day, from your home to the parish boundary. These should be listed by day with the reason for the trip (please do use a separate sheet if this helps; we will need a copy of this).

Please submit your diocesan travel on the appropriate form either monthly or quarterly to the administrator. The final claim must be submitted by 31 December or you risk missing the end of year payments and the central fund may not be able to pay them.

Both forms can be found on page 26/27 of the appendices and on the Diocesan website:

[Curates - Bath and Wells Diocese.](#)

### **Further study**

The diocese has an 'Advanced Study Grants' fund, to which application may be made towards the cost of further study such as an MA: successful applicants generally receive up to a third of the course fees which at the moment is up to a maximum of £650.

Should you wish to undertake further study you will need to discuss this with the Training Team Leader in the first instance, usually beyond the first year of curacy.

### **Difficulties**

Should difficulties arise that you are not able to work through with your Training Incumbent you should discuss it with your AIME Officer who will listen and advise.

The Training Team Leader and AIME Officer are here to support both curate and training incumbent, please make contact early on – it is always much easier to help sort a small problem than it is when it has been left to grow into a large problem.



## Qualities for Ordained Ministry: IME Phase 2

Ministry division has identified seven qualities to be found in an ordained minister in the Church of England. Each of these qualities is demonstrated in terms of our relationship with Christ, The Church, the World and Self.

Whilst the qualities are the same for a Deacon/Distinctive Deacon, there are some subtle differences in the way some of them are demonstrated by a deacon (2<sup>nd</sup> table below).

<b>Priest</b>	<b>Christ</b>	<b>Church</b>	<b>World</b>	<b>Self</b>
<b>Love for God</b>	Is reliant on God – Father, Son and Holy Spirit - and lives out an infectious, life-transforming faith	Is rooted in scripture, the worship of the Church and the living traditions of faith	Whole-heartedly, generously and attractively engages with God’s world	Is prayerful and studies the Bible
<b>Call to Ministry</b>	Responds to the call of Christ to be a disciple	Understands the distinctive nature of ordained priestly ministry	Is committed to being a public and representative person	Articulates an inner sense of call grounded in priestly service
<b>Love for People</b>	Welcomes Christ in others, listens, values and respects; cares for those in poverty and the marginalised	Builds relationships which are collaborative and enabling	Shows God’s compassion for the world	Has empathy and is aware of how others receive them
<b>Wisdom</b>	Is inquisitive, curious and open to new learning	Shows Leadership that enables thriving and healthy churches, handles conflict, and can lead in mission	Is robust and courageous and prepared to take risks	Is a mature and integrated person of stability and integrity
<b>Fruitfulness</b>	Embraces the different and enables others to be witnesses and servants	Shows the capacity to exercise sacramental, liturgical and effective and enabling teaching ministry	Shares faith in Christ and can accompany others in their faith	Has resilience and stamina
<b>Potential</b>	Grow in faith and be open to navigating the future in the company of Christ	Manage change, and see the big picture	See where God is working in the world and respond with missionary imagination	Be adaptable and agile
<b>Trustworthiness</b>	Follows Christ in every part of their life	Leads maturely which promotes safe and harmonious Christian communities	Lives out their life as a representative of God’s people	Has a high-degree of self-awareness

**“But you are a chosen race, a royal priesthood, a holy nation, God’s own people, in order that you may proclaim the mighty acts of him who called you out of darkness into his marvellous light.”**

**1 Peter 2.9**

<b><i>Distinctive Deacon</i></b>	<b><i>Christ</i></b>	<b><i>Church</i></b>	<b><i>World</i></b>	<b><i>Self</i></b>
<b><i>Love for God</i></b>	Is reliant on God marked by an infectious, life-transforming, world-focused faith	is rooted in scripture, the worship of the church and the living traditions of faith	Wholeheartedly, generously and attractively engages with God's world	is prayerful and studies the Bible
<b><i>Call to Ministry</i></b>	Responds to the call of Christ to be a disciple	understands the distinctive nature of ordained diaconal ministry	is committed to being a public and representative person in Church and in the forgotten corners of the world	articulates an inner sense of call grounded in service
<b><i>Love for people</i></b>	welcomes Christ in others, listens, values, respects, cares for those in poverty and the marginalised	builds relationships which are collaborative and enabling	shows gods compassion for the world in multi-faceted contexts	has empathy and is aware of how others receive them
<b><i>Wisdom</i></b>	is inquisitive, curious and open to new learning	Has instinctively collaborative leadership that enables healthy churches to be bridge-builders in their communities	is robust and courageous in reflecting the world to the Church and the Church in the world	has stamina, integrity, maturity
<b><i>Fruitfulness</i></b>	embraces the different and animates to be witnesses and servants	exercises diaconal liturgical, effective and enabling teaching ministry	Is a storyteller of God's love and agent of God's kingdom of justice	has resilience and stamina in a liminal ministry
<b><i>Potential</i></b>	grow in faith, be open to navigating the future in the company of Christ	Enables a Christian community to serve their context and to take risks	See and interpret where God is working in the world and reads the signs of the times	be adaptable and agile
<b><i>Trustworthiness</i></b>	Follows Christ in every part of their life	Leads maturely which promotes safe and harmonious Christian communities	Lives out their life as a representative of God's people	Has a high degree of self-awareness

**“The gifts God gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ.”  
Ephesians 4:11-12**

## The First Three Months

### Routines and processes

In the first three months, time is given to enable you settle into your new home if you have moved;

- To have a rest;
- to get to know context;
- To build relationships particularly with your TI and key members of the community.



Even if your context of ministry has not changed, this is a time to make deeper links in the area where you will develop your new vocation.

### Supervision and Reflective Practice

Curates attend a core training session at the beginning of the first year of curacy to establish good patterns of supervision, reflective practice and the requirements of theological reflections. Training Incumbents and AIMEOs are encouraged to attend these sessions wherever possible to build up good working practice. The following notes also offer basic guidance.

#### **Supervision sessions.**

*What they might be and what they are not.*

Depending on the parish setting a curate may be part of a wider staff team. They will therefore be part of regular team meetings and planning meetings, alongside both ordained and lay team members, where tasks may be assigned. Even where no obvious team exists curates and TIs may have meetings with others to address the day to day running of the parish. It is expected that Curates will be key players in these meetings, often taking responsibility for aspects of the business as the curacy progresses.

The incumbent may also have supportive meetings with a curate, or sessions to address training needs. In addition to the above, time is set aside for formal supervision. In general, supervision is the place where the curate brings something that they want to work on, something that they want to get 'inside' the workings of, and in particular, to think through their own role in a situation.

Very often things will come up in these sessions that the curate has found difficult or where they have struggled. It is also good to reflect on things that have gone well. It is usually the curate who brings something to the session that they need to unpack, the incumbent there to assist. The learning journal is an effective tool in supervision. See page 20.

#### **Aims**

- To develop skills in reflective practice in the context of ministry
- To enable reflective learning (for both curate and training incumbent)

- To integrate pre-ordination learning and experience and the new ministry
- To integrate material from post-ordination training days (IME Phase 2) and other training opportunities or academic study, where relevant

Supervision sessions should be held at least once a month for full-time stipendiary curates, throughout the duration of the curacy, although in the first few months it may be advisable to hold them more often. Each session lasting around ninety minutes. Such sessions usually work best by sticking to a designated time frame for each session and not over-running. It is for the incumbent to keep the sessions to time.

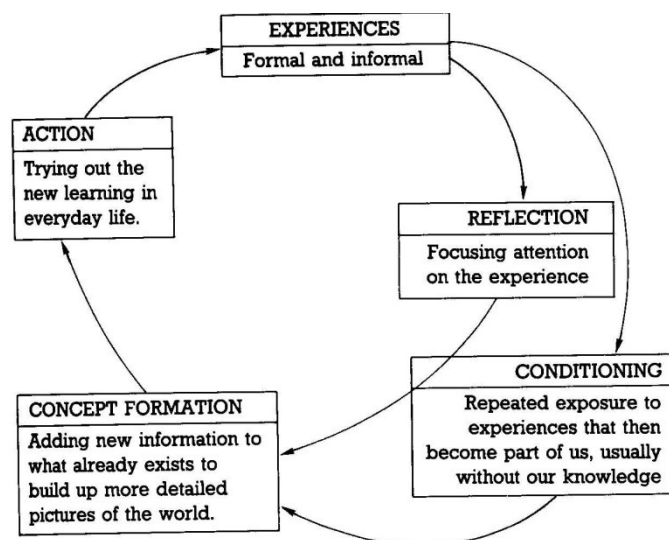


For OSSMs, meetings should be at least once a quarter.

Beginning a new ministry as an ordained person is full of challenge and possibility. With the pre-ordination element of training completed, there is always the danger that in the immediacy of 'doing', opportunities for sustained reflection can be missed. Our hope, and expectation, is that all curates will continue to develop skills in reflective practice which began to be developed during IME Phase 2.

Good practice in supervision includes the regular frequency of meeting, the priority of supervision meetings, agreed agenda of meetings, keeping records and reviewing how supervision is working. The skills involved in good supervision include listening, giving feedback, enabling reflection, giving space for curates to explore their feelings about and responses to challenging incidents in ministry. The qualities that enable good supervision include good self-organisation, self-awareness, being unthreatened by a colleague's abilities and genuine concern for a colleague's well-being. See page 18 of the appendices for a template for recording supervision sessions. These are to be kept up to date and handed into the Ministry Training Team with each portfolio submission.

The action/reflection learning cycle below may be helpful. It is not determinative of how things must be done but is a helpful model for curates and incumbents to think about, especially for those who are more visual in their thinking.



### **Theological Reflection and Supervision.**

Theological Reflections are linked to the Qualities for ministry. The expectation is that a written reflection is about 2-3,000 words long. These should be based on an issue or situation that has formed one of the supervision sessions. They will identify one of the Qualities to focus on so that over the course of the curacy each one will have been covered. Each reflection should show evidence of reading and research around the topic as well as the curates own theological reflections based on their experience to date. Reflections do not always need to be written; alternative forms of presentation may be used. Training on theological reflection is one of the core days in the first year of the curacy.

### **Learning journal – a recommended personal tool.**

The learning journal will help to structure deepening reflection on ministerial experience. Journals usually work best if they become a habit – a very brief 5-minute space prior to Evening Prayer, Compline or some similar time may well work. It is a moment to look over and to unpack the day and jot anything down that comes to mind. If doing this every day just seems too much, then at least once a week.

It need not be full sentences. It need not be all words (at least, not all). Pictures may work better for some people. Others may wish to create an audio blog. The key is that it is an aid to reflect on issues of ministry and life as an ordained minister in the Church of England.

Please be clear, the journal is not the same as a private diary, rather it is a way of integrating the experience of ministry into the rest of work, study, prayer and life in general. It is a means to instil reflective, self-critical habits which enable ongoing, and indeed lifelong, learning which will enrich ministry.

The learning journal entries may cover a whole range of issues, themes and questions. The curate should be looking to make connections between what is being written about in the journal and past experience or learning, and to note how reading and thinking have had some bearing on the situations being described. It is sometimes good to look back over the journal to see if themes come up or to see how thinking or experience has moved.

In order to sustain life-giving and creative ministry, the practice of thinking theologically should be as unselfconscious a part of life as breathing. Whilst at times this exercise might feel artificial, our experience has been that bearing with it, taking time over it and allowing God's Spirit to be at work in it may offer unexpected treasure.

One of the keys to effective journaling is to move from generalized to specific description, whilst guarding against becoming too clinical about the experience that is being explored. However, in an action/reflection praxis there is always the need to stand back a little from the situation under review in order to look at the hard facts, whilst at the same time keeping well rooted in the experience of it. In this way it will be easier to judge both its critical and felt nature.

### **Confidentiality**

The journal is a working document primarily for the curate and discretion should be used in recording any sensitive material. The journal is an effective tool for supervision and may be discussed with the TI. It is not submitted as part of the portfolio.

### **In summary it is expected that:**

- Curate and training incumbent will make a commitment to regular, supervision meetings using written reflections as the basis of the conversation. It is expected that these will be at least monthly for full-time curates, and quarterly for those working part time.
- These meetings may use entries from the learning journal (no more than 750 words) as the focus submitted to the training incumbent in advance using the template in the Appendices pack which is sent by email.
- A record of supervision dates, plus brief notes of the meeting, including comments from both the curate and the training incumbent will be kept using the template in the Appendices and is submitted by the curate as part of their portfolio.

## **Placements During Curacy**

The primary context of development and learning during curacy is the parish to which a curate is licensed. For those on dual track curacy this is alongside another context. In order to give a broad sense of ministry within the Anglican Church the Bishop expects all curates to undertake a long placement in a different ministerial context.

- To give experience of ministry in a different context such as
  - in a rural context if you have always worshipped in a town
  - in a Magnificat parish or further afield in an urban priority area
  - a setting such as Local Ecumenical Partnership
- To give experience of a parish of different ecclesiastical tradition;
  - Consider your own tradition and that of your curacy – what have you not yet experienced?
- To experience ministry other than a parish.
  - You may already have a wide experience of church and would like to experience ministering in a secular context such as a chaplaincy in a university, a school, a prison, a shopping centre, a port.
- If may be possible to explore ministry in a different country, although we are unable to fund this directly.

### **Arrangements for Placements**

Each placement needs to be tailored to the needs of the individual and is two to four weeks. On occasions, such as a placement in a chaplaincy it may be more beneficial to be undertaken on the basis of a day or half-day a week over an extended period. Chaplaincies in some contexts may involve a lot of setting up and further safeguarding or security checks so please plan well in advance.



All curates are expected to undertake a placement including OSSMs, working on a similar basis to their parish commitment. Occasionally OSSMs have chosen to arrange e.g., a week-long placement, taking time out of their secular employment.

Proposals for the long placement should be submitted no later than May of their second year for a placement to take place sometime between July and October. The curate should write a paper (which need not be long – one side of A4 will generally suffice) 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 (often this may be through the commitment to write-up the placement as it comes to an end).

### **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 in the appendices. Please note there are no funds available from the central fund for the placement, our gift is the time given for this.

### **Church School Placement**

Bath and Wells Diocese holds to the view expressed in the Chadwick Report that church schools are at the heart of our mission; therefore, all stipendiary curates will undertake a week-long church school placement, usually between Christmas and Easter of their second year. This may be in their local context or a neighbouring parish within the deanery. Curates are asked to submit a school placement report of around 500 words reflecting on the Christian Distinctiveness of the school. They are to reflect on the Church/School/Household partnership as set out in the Growing Faith resources.



All self-supporting curates who wish to undertake such a placement may do so; however, it is not a requirement for them.

Curates with significant previous or current experience of school may explore an alternative placement in a different educational context such as a university, or an education facility within a different institution. Curates should discuss this with either the Training Team Leader or AIME Officer.

## Assessment of Curacy

Throughout their curacy the curate needs to maintain and add to their Portfolio. The Portfolio will need to be submitted electronically to the AIME Officer, the IME Administrator and Ministry Team Leader on the dates specified in the curacy timetable so that progress may be assessed.

### Your Portfolio

A successfully completed end of curacy portfolio should include the following data and evidence:

- Personal details.
- Bishops' Advisory Panel (BAP) Report (if available).
- Reports from IME Phase 1.
- Signed Copy of Statement of Particulars.
- Signed Curacy Agreement.
- The Annual Development Plan agreed by curate and TI.
- The curate's record of and reflections on Supervision meetings.
- Theological Reflections relating to the Qualities for ministry:
  - Six for full time
  - Four for SSOM.
- Updated copies of the Key Skills and Competencies Checklist.
- Reflections and feedback from any placements undertaken.
- Record of attendance at Diocesan IME Phase 2 training events.
- Record of dates of meetings with Spiritual Director.
- Training Incumbents and curates pre-priesting and sign-off reports.
  - AIMEO report in support of the above
- Any other material which the curate considers relevant and helpful.

The role of assessment is to give written evidence of formation and ministerial development.

There is much more to mission and ministry than technical competence in the exercise of ministerial tasks.

The Qualities for ministry point us towards:

- (a) Formation of Character: we look for grace, love, and spiritual depth.
- (b) The ability to reflect – reflective practice – and self-awareness.
- (c) The ability to relate well to and work well with other people, both when 'alongside' i.e., being a team player, and when 'in charge' i.e., team leader. Collaborative working is essential and is seen as a whole way of being and working.
- (d) Competent exercise of ministerial skills and enabling the skills in others.

It will be vital that there is total openness and transparency in all parochial and diocesan processes and relationships from the outset. Curates and incumbents should both read all the relevant sections of this Handbook carefully and clarify together that they understand and agree the processes to be followed. Certainly, no curate should ever read anything in a report written by an incumbent (especially anything which might be perceived as negative) which had not already been shared with them verbally in a supervision meeting.

All reports should be signed by both parties.



**The Curate** is responsible for compiling evidence of his/her learning, personal growth, and ministerial development and formation in the Portfolio. The portfolio will be a record that the curate is demonstrating engagement with ministry and learning. The Portfolio will need to be available to the Training Team Leader and the AIME Officer at the times specified.

**The Curate and Training Incumbent** will be asked for written reports at pre-priesting and sign off.

The **AIME Officer** is responsible for reading and reviewing the material submitted by the curate and giving appropriate feedback. They are responsible for arranging a three-way meeting with the curate and incumbent in the spring of the second year following priesting, to review the curacy to date, finalise the long placement and look forward towards sign-off.

At the final assessment the AIME Officer will write briefing notes for the bishop which will be submitted with the reports and portfolio. In the interests of consistency and fairness, the Training Team Leader will meet regional colleagues in a moderation meeting to share recommendations, and for accountability. These discussions are held in strict confidence.

Such processes of assessment have been introduced in all dioceses, at the request of the House of Bishops and Ministry Division.

## Curacy Assessment Timetable: Stipendiary Ministry, (Full & Part-time)

Year 1 When	What
End of August	Curacy Agreement agreed, signed and submitted to Training Team Leader and AIME Officer Annual Development Plan agreed, signed & submitted
October	Home/Context visit by the AIME Officer
End of November	<b>First Portfolio submission to include:</b> Curacy Agreement and Annual Development Plan Supervision Report Forms Key skills and Competencies Checklist First Theological Reflection
End of April	<b>Second Portfolio submission:</b> Supervision Report Forms Second Theological Reflection Year 1/Pre-priesting report from the TI, Curate & AIMEO Updated Annual Development Review on Year 1 and Plan for Year 2 Updated Key skills and Competencies Checklist List of IME days attended Record of Spiritual Director Meetings Voice Report
May	Meet with the AIME Officer prior to the curate meeting with Bishop of Taunton (leading to decision regarding ordination to the priesthood)
Petertide	Retreat and Ordination to the priesthood
Year 2 When	What
September	Send Updated Curacy Agreement & Annual Development Plan to AIMEO and IME Administrator
During the year	AIME Officer will see the curate in context
End of November	Third Theological Reflection
April/May	Three-way meeting with TI, Curate and AIME Officer
May	Submit Long Placement Proposal
End of June	<b>Third Portfolio submission:</b> Supervision Report Form Fourth and Fifth Theological Reflections Updated Annual Development Review on Year 2 and Plan subsequent learning School placement report Updated Curacy Agreement Updated Key skills and Competencies Checklist List of IME days attended Record of Spiritual Director Meetings
Year 3 When	What
December	<b>Final Portfolio submission:</b> Supervision Report Form Sixth Theological Reflection End of Curacy Report from the TI, Curate & AIMEO Annual Development Review on Year 3 Long Placement report Updated Key skills and Competencies Checklist List of IME days attended Record of Spiritual Director Meetings
January/February	Meet AIME Officer prior to 'Signing off interviews & letter by the Bishop of Taunton



## Curacy Assessment Timetable: Self Supporting Ministry

Year 1	When	What
	End of August	Curacy Agreement and Annual Development Plan agreed, signed and submitted to Training Team Leader and AIME Officer
	October	Home/Context visit by the AIME Officer
	End of November	<b>First Portfolio submission to include:</b> Curacy Agreement and Annual Development Plan Supervision Report Forms Key Skills and Competencies Checklist
	End of April	<b>Second Portfolio submission:</b> Supervision Report Forms First Theological Reflection Year 1/Pre-priesting Report from the TI, Curate & AIMEO Updated Annual Development Review on Year 1 and Plan for Year 2 Key skills and Competencies Checklist List of IME days attended Record of Spiritual Director Meetings Voice Report
	May	Meet with the AIME Officer prior to the curate meeting with Bishop of Taunton (leading to decision regarding ordination to the priesthood)
	Petertide	Retreat and Ordination to the priesthood
Year 2	When	What
	September	Send Updated Curacy Agreement & Annual Development Plan to AIME Phase 2 Officer
	During the year	AIME Officer will see the curate in context
	End of November	Second Theological Reflection
	April/May	Three-way meeting with TI, Curate and AIME Officer
	May	Submit Long Placement Proposal – discuss with your AIME Officer and TI what is possible in your role
	End of June	<b>Third Portfolio submission:</b> Supervision Report Form Third Theological Reflections Updated Annual Development Review on Year 2 and Plan subsequent learning School placement report – if possible, in your role Updated Curacy Agreement Updated Key skills and Competencies Checklist List of IME days attended Record of Spiritual Director Meetings
Year 3	When	What
	December	<b>Final Portfolio submission:</b> Supervision Report Form Fourth Theological Reflection End of Curacy Report from the TI, Curate & AIMEO Annual Development Review on Year 3 Long Placement report Updated Key skills and Competencies Checklist List of IME days attended Record of Spiritual Director Meetings
	January/February	Meet AIME Officer prior to 'Signing off interviews & letter by the Bishop of Taunton

## Guidance for Incumbents' Reports

Training incumbents will need to provide two written reports on their curate. These address the Qualities for Ministry outlined on pages 17 -18. A template for the report is given on page 22 of the appendix.

Within each section should be addressed, as appropriate, issues of the curate's ability and competence, reflective practice and learning, and ability to form and sustain good relationships with others. The report may also refer to levels of competence in specific areas of ministry. With regard to particular areas of ministry, is the curate (a) trustworthy (b) learning; (c) developing; (d) maturing; (e) accomplished; (f) expert/has an expertise? The incumbent will wish to bear in mind prior life-experience and lay ministry experience which many curates bring with them into ordained ministry.

The first report will need to include a recommendation regarding ordination to the priesthood. It also will need to identify any significant developmental work to be done in the coming months. The report at final assessment will need to include a recommendation regarding readiness to proceed to the expected future ministry be that a post of incumbency-level responsibility, an associate ministry post, or other context.

Within reports, as within supervision meetings, when statements are being made either of praise or of feedback for improvement, they should, as far as possible, refer to actions or specific behaviour, and not to the person. It is also the case, however, that such reports need to attempt to address some of the less tangible issues of character, depth of faith, holiness, passion for Christ and the gospel.

These reports will be written as part of an open process, and will, therefore, be seen (and preferably agreed) by the curate. It is, therefore, important, that there has been openness and honesty in the working relationship from the outset, and that this has been evident in supervision/reflection meetings. No curate should ever read anything in a report written by an incumbent which has not already been shared with them verbally in a supervision meeting. The curate writes their own self-assessed report and both reports should be discussed.

These reports will be shared with the AIME Officer. The initial and final reports will also be sent to the Training Team Leader and the Bishop of Taunton. They will be confidential beyond that. Incumbents should retain a copy of each report until the end of the curacy, but they should be deleted and/or shredded at the end of the curacy. The Training Team Leader may be consulted if assistance would be welcomed in writing reports.

## **Guidance for Curates' Reports**

Curates submit two reports one at the end of year one and one towards the end of curacy. They will address the Qualities for ministry being used for selection for ministry in the Church of England. A template is given on page 20 of the appendices.

Curates reflect and give evidence for on their competencies, reflective practice, learning and abilities to form good relationships developed throughout curacy. Reflecting on real experiences to show what they have learnt has enabled them to develop and mature in ministry.

The initial report at the end of the first year will enable the curate to reflect on the experience as a deacon. For those called to the priesthood it will include their readiness for this ministry.

This report will also highlight any areas of development that can be worked on in the remainder of the curacy and the in final report you will reflect on readiness to move on in ministry, whether incumbent focused or associate or one of the other reflections of priesthood within the diocese and will include continued areas of ministerial development.

The reports should be open documents seen and hopefully agreed with the Training Incumbent. Some of the parts of the report may become areas for discussion.

The report will be read by the AIME Officer with comments that may involve discussion. Curates submit reports as part of their portfolio. Reports are also sent to the Bishop prior to interviews.

If you would like assistance with any aspects of your report, please contact your AIME Officer or Training Team Leader.

## **Guidance for AIMEO**

AIMEOs are asked to summarise they key headlines of the reports.

They may further reflect with the curate what has gone particularly well and what may have been more challenging. This brief report is also sent to the IME administrator and MTTL.