

Handbook for Curacy

IME Phase 2
in the Diocese of Bath and Wells
www.bathandwells.org.uk

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

2024-25 Edition

Key Contact Details

Ministry Training Team Leader and IME Officer

Ronnie Crossman ronnie.crossman@bathwells.anglican.org

Direct line – 01749 685129

You will also be given contact details for your Assistant IME Officer (AIMEO)

The IME Phase 2 Administration Officer

Charmain Gilmour charmain.gilmour@bathwells.anglican.org

Direct line - 01749 588910

Adviser in Counselling & Wellbeing

Sally Walters sally.walters@bathwells.anglican.org

Mobile - 07973 844292

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.

Patricia Hellier (Wells) patricia.hellier@bathwells.anglican.org

New Advisor – to be appointed soon (Taunton)

Sue Lloyd (Bath) sue.lloyd@bathwells.anglican.org

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 appoints 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.

Revd Joy Hawes (Wells) joy.hawes@bathwells.anglican.org

Revd Simon Taylor (Taunton) simon.taylor@bathwells.anglican.org

In vacancy, SSMA for Bath Archdeaconry

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 to new curates from the Right Reverend Michael Beasley, Bishop of Bath and Wells

I am delighted that you are with us as you begin ordained ministry. I want to assure you of my prayers as you undertake the journey ahead. Many of you will be experiencing new churches, new homes, new communities. We very much hope that you are feeling welcomed and affirmed during what we know can be an unsettling time not only for curates, but for their families.

We all understand the importance of working with others. I am especially grateful to Training Incumbents as they share their experience with curates and I hope it is a fruitful time for them and their parishes as well as their curates. I am also grateful to the Assistant IME Officers who voluntarily give of their time to walk alongside Curates and Training Incumbents during curacy.

There is perhaps a question many of us ask ourselves throughout our ministry and this is: “Am I equipped?” It is vital we support new ministers to be excellent enablers of ministry, able to inspire others in their discipleship, mission and ministry and to share in that ministry with others both lay and ordained. The purpose of IME 2 is to ensure that curates leave this phase of development confident to step into new roles of responsibility as spiritual leaders of their communities, ready to share in the ministry that is both yours and mine. This is true of self-supporting ministry as well as those who step into full time stipendiary incumbency.

I commend this period of development to you and encourage you to make full use of all that is on offer through the IME 2 program, not only the core and development training days, but opportunities for placements and other experiences beyond the parish. The team work hard to ensure a rich and varied program.

With every blessing

+Michael Bath and Wells

Introduction from Reverend Prebendary 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.

A new handbook is produced every year, so please do ensure when checking dates, you are looking at your year group.

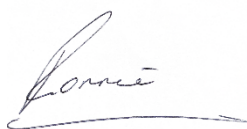
Several factors contribute to an effective IME Phase 2

- A healthy and effective working relationship between TI and Curate.
- 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.
- 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.
- 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.
- 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 the equipping of lay ministry, which from time to time gives opportunity for some overlap within the programs which I hope further cultivates the relationships across our diocese.

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

Vision

Vision directs and underpins all we do. Many secular companies as well as religious and community groups have a vision. Below is the Bath and Wells Diocesan vision and the five marks of mission from the wider Anglican Communion. Use the space below to insert your parish vision or from your ministry context. For OSSMs you may also wish to include the vision from your place of work and to reflect how you are called to minister in this secular environment.

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.

The five Marks of Mission in the Anglican Communion

The mission of the Church is the mission of Christ

1. To proclaim the Good News of the Kingdom
2. To teach, baptise and nurture new believers
3. To respond to human need by loving service
4. To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
5. To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

Insert here the vision statement from your context – parish, benefice, chaplaincy, workplace.

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Templates and Ministry Checklist

In addition to the handbook all the templates needed are provided in a separate word document that can be adapted for use. This includes a comprehensive the checklist of Ministry Skills and Competencies which needs to be filled in as described on page 17 of this handbook and signed by both TI and Curate at each portfolio submission. If you have not received the templates booklet, it is downloadable from the diocesan website [Curates - Bath and Wells Diocese](#) You will also find this handbook and travel expense forms by following the link and scrolling down.

THE IME PHASE 2 PROGRAMME 2024-25

The tables below contain dates for the different year groups – please ensure you are looking at your year group. You will find listed core sessions for each year group and a quick reference to other development days.

Curates, please ensure you place these dates into your diaries immediately. 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. 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 9 detailing different expectations between stipendiary and self-supporting ministers. The full development program will also be circulated in a separate booklet. And is downloadable from the link above.

Please note that all curate 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. Whilst we do our best to secure programme dates, there may be the odd occasion where a date will need to change; if this should happen we will attempt to give plenty of notice.

YEAR 1 DEACONS: CORE SESSIONS

2024	
Monday 8 July 2024	Introduction to the Diocese Induction Day 9.30am start
Thursday 12 September 2024	A day with TI & AIMEO Supervision, The Handbook, Process & Theological Reflections
Saturday 19 October 2024	Resourcing Self Looking after yourself in ministry & Good Spiritual Habits
Tuesday 5 November 2024	Working Effectively Together A day with your TI
2025	
Thursday 9 January 2025	Pastoral Offices Death, Dying & Funerals
Monday 3 February 2025	Toolkit 1 <ul style="list-style-type: none"> • Attentive Listening. • Time management & prioritising. • Teaching & Preaching • Pacing & Resourcing
Monday 24 February 2025	Voice Workshops
Tuesday 18 March 2025	Pastoral Offices: Baptisms & Marriage
Thursday 15 May 2025	The Eucharist and a Catch-up
Tuesday 10 June 2025	Deliverance Ministry & Sacramental Confession
Monday 16 June 2025	Clergy Day with all clergy

YEAR 2 (those recently priested): CORE SESSIONS

2024	
Tuesday 24 September 2024	Toolkit 2 <ul style="list-style-type: none"> • Building Community and valuing the gifts of others. • Effective delegation. • Mentoring & Facilitation. • Evaluating Risk.
Wednesday 13 November 2024	Legal Responsibilities with the Registrar
2025	
Tuesday 22 April 2025 TBC	Education Placement Review 1.30-4.00pm
Monday 2 June 2025	Toolkit 3 <ul style="list-style-type: none"> • Listening to & working with parish vision • Skills of facilitation • Managing and adapting to change
Monday 16 June 2025	Clergy Day with all clergy

YEAR 3 (those due to be signed off this year): CORE SESSIONS

2024	
Monday 9 September 2024	“Under and Exercising Authority”. Styles of Leadership; oversight and discerning.
Thursday 3 October 2024 NB All curates are welcome to the whole day, but the morning session is geared more towards those looking for a stipendiary role. OSSMs may prefer to come for lunch and the afternoon session.	AM Next Steps: The appointment process (With Archdeacons) Lunch provided. PM Transitions, First Responsibility & Inhabiting Leadership An afternoon with those at different stages of development post curacy, OSSMs and Stipendiary, associate and incumbents
2025	
Thursday 27 February 2025	Reflection and Review of Curacy within a quiet day
Monday 16 June 2025	Clergy Day for all Clergy

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

2024	
Friday 24 October	Sharing in Ministry – Readers with Supervisors 10am – 2pm
Saturday 16 November 2024	Preaching in Context
2025	
Thursday 9 January 2025	Death, Dying and Funerals
Saturday 15 th March 2025	Shared Local Ministry

DEVELOPMENT DAYS

Please ensure you use the link to book onto these sessions.

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.

The suggestion is to spread them out along the lines of

Year One: Attend 2 - 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 – the ***IME Phase 2 Development Days Programme 2024/25***, describing what is offered on the days. Please refer to it for more information. Discuss the most relevant days to you with your TI / AIMEO

Download the program from the website. Use the link on the website to book.

<https://www.bathandwells.org.uk/ministry/curates/curates>.

Some sessions are open to all clergy, readers and lay leaders as part of the main Equipping for Ministry program. You may also access the Equipping for Ministry program for additional days you may wish to attend with your TI or other members of your parish ministry team, lay and ordained.

Please note that booking the Development Days is essential. On rare occasions we may need to contact you to cancel/postpone a session due to unforeseen circumstances. We do not want you to have a wasted journey.

It is likely we shall offer additional days as opportunities arise and updates will be circulated.

Development Days Program

2024	
Saturday 14 September 2024	Thriving Rural Ministry
Tuesday 15 October 2024	Chaplaincy Ministry and the Local Church
Saturday 16 November 2024	Preaching in Context
2025	
Tuesday 21 January 2025	Making Peace with Conflict
Tuesday 11 February 2025	Growing Faith & Everyday Faith - Go Team
Saturday 15 March 2025	The distinctive nature of Self-Supporting Ministry & Shared Local Leadership
Tuesday 29 April 2025	Liturgy: Creativity, Freedom, authorized texts and rules
Thursday 8 May 2025	Ministry beyond walls Working in partnership with community groups.
Sunday 11 May 2025	Culture of Pioneering and Mission in the Diocese and Context
Thursday 22 May 2025	The challenge of Carbon NetZero and responding to climate change in Eco Church
Thursday 5 June 2025	An afternoon at the Cathedral
Thursday 19 th June 2025	Communication: Telling our Stories

Other opportunities for lay and ordained ministers are available through the main [Equipping for Ministry](#) program throughout the year. Curates are welcome to attend these events but are asked to discuss this with your TI to ensure you achieve a good balance between study and parish experience. Priority for curates at this stage of ministry has to be given to the opportunities provided in the IME2 program. However, both TIs and Curates can familiarise themselves with the program and encourage others in their wider ministry teams.

In addition to the diocesan run courses we also signpost to other leadership courses outside of the diocese. Curates on incumbent track will be encouraged to engage in an additional short course or conference during their curacy, as appropriate to their context and potential for future leadership setting. This is more likely in the second and third year of curacy. Information will be circulated as opportunities arise.

DATES FOR AIMEO's AND TRAINING INCUMBENTS
For online meetings zoom links will be sent with reminders.

2024	
Tuesday 10 September 2024 12.30-3.30pm at Flourish House	Training Incumbents Year 3 The final year of curacy. Opportunities for leadership. Completion of final reports. <i>Lunch provided.</i>
Wednesday 11 September 2024 1pm via Zoom	Regular online meeting for all AIMEOs
Thursday 12 September 2024 10am-4pm at Flourish House	Training Incumbents and AIMEOS for Year 1 with their curates. <i>Lunch provided.</i>
Monday 23 September 2024 7pm via Zoom Or Wednesday 25 September 2024 1pm via Zoom	Training Incumbents for Year 2 Online meetings to share training and development ideas of how best to support curates at this stage of development in their leadership and experience. <i>Both times available please choose to fit best with your parish and family commitments.</i>
Wednesday 16 October 2024 12-2.30pm at Flourish House	Opportunity for all AIMEO's to share ideas and offer mutual support over a simple sandwich lunch.
Tuesday 5 November 2024 at Flourish House	Training Incumbents for Year 1 with their curates: Working Effectively Together.
Wednesday 13th November 2024 12.30-2pm via Zoom	Regular online meeting for all AIMEOs
Wednesday 11th December 2024 12.30-2pm via Zoom	Regular online meeting for all AIMEOs
2025	
Thursday 30th January 2025 12.30pm-2pm via Zoom	Regular online meeting for all AIMEOs
Tuesday 4 March 2025 12.00-2.30pm At Flourish House	Training Incumbents for Year 2 An opportunity to meet in person to share ideas about the second phase of curacy. Developing leadership opportunities for curates, creating other opportunities to widen experience including placements. <i>Lunch provided.</i>
Monday 17 March 2025 7.00-8.30pm via Zoom Or Wednesday 19 March 2025 2.00-3.30pm via Zoom	Training Incumbents and AIMEOs for Year 1 Online meeting to discuss the development of leadership, and mission opportunities in the remainder of curacy to support evidence-based report writing for both TI and Curate. <i>Both times available please choose to fit best with your parish and family commitments.</i>
Tuesday 1st April 2025 12.30-2.00pm via Zoom	Regular online meeting for all AIMEOs
Monday 12 May 2025 12.00-2.30pm at Flourish House	Training Incumbents for YEAR 3 curates (post sign off) Thank you and reflecting on curacy experience. Plus how best to support curates still looking for a post after curacy. <i>Lunch provided.</i>
Wednesday 21st May 12.30pm-2.00pm via Zoom	Regular online meeting for all AIMEOs

Roles in the IME Phase 2 Community

Initial Ministry Education Phase 2 officer (IME2 Officer)

The IME phase 2 formation of curates is one part of the overall responsibility held by the Diocesan Ministry Training & Support 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 administrative support from the Training team. 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 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 over 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 member of Bishops Staff 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. They meet regularly with the Training Team Leader to share general observations from curacies and on occasions may raise specific concerns confidentially should the need arise. TIs and Curates are encouraged to make good use of the AIMEO, but may, of course be in direct contact with the Training Team Leader (IME2 Officer) if the need arises.

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 process.
- will be committed to working in partnership with the Training Team Leader, AIME Officer and other diocesan staff as necessary.
- is committed to enabling and developing ministry with ordained and licensed colleagues and with other lay members of the church.
- Attends Chapter and Deanery Synod regularly
- Is familiar with, engages with and makes full use of diocesan support services.
- Is committed in enabling the development of leadership and mission opportunity.
- 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. 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 whilst completing the Annual Report.

No one curacy is identical, and the TI needs to be wise about expectations and working closely with the curate to manage those expectations, whether with stipendiary or OSSM, and the pace at which an individual takes on leadership and responsibility within the curacy.

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, a supervisor is appointed 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, highlighting what has gone well and where they have identified further areas for development.

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 curates training and ministerial formation to continue. The PCC is asked to be aware 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 in the templates booklet. 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 page for further details on page 22-5. The timetable of curacy assessment on page 29/30 shows when reflections are due in.

Stipendiary Curates are expected to submit six reflections during their curacy, the final one is a reflection on a significant project that shows evidence of missional engagement and leadership.



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.

It is essential, especially for curates on the incumbent pathway that opportunities to exercise leadership, to develop the discipleship and ministry of others and for a missional piece of work are included. The framework for the Annual Development Plan is found in the template booklet

5. Keys Skills and Competencies

The Checklist is to be found in the templates booklet. It 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. 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.

It is essential to read full guidance on page 25-6 for further information about both longer and schools placements and the time timetable for proposals.

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 29 of this handbook.



SSOMs are asked to look carefully at the timetable on page 30 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 or Bishop's Staff Interviews.

Curates meet individually with either the Bishop or an Archdeacon 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 in the template booklet and on the Diocesan website: [Curates - Bath and Wells Diocese](#).

Parish expenses

Along with a contribution towards IME2 travel, curates will need to submit other parish expenses such as contribution to phone, hospitality stationary etc to their parish. Most parishes adopt the practice of a TI signing off expense claims, rather than a curate apply directly to the treasurer, but practice will differ from parish to parish. TIs will offer guidance. In addition, the following link to the Church of England website may provide helpful guidance as to what can be claimed, according to HMRC. [Contents \(churchofengland.org\)](#)

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. Further study is not normally undertaken during the first year of curacy.

IMPORTANT PLEASE READ THIS

Should difficulties arise that a Training Incumbent and curate are not able to work through please discuss further 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. Below are qualities expected for a priest.

Priest	Christ	Church	World	Self
Love for God	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
Call to Ministry	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
Love for People	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
Wisdom	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
Fruitfulness	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
Potential	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
Trustworthiness	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

The qualities listed here are for those called into the ministry of a Distinctive Deacon, which although similar to the above are not identical. The emphasis is perhaps a little more towards community engagement and a serving ministry beyond the church walls. We have a small but significant number of distinctive deacons within our diocese and the IME2 community.

<i>Distinctive Deacon</i>	<i>Christ</i>	<i>Church</i>	<i>World</i>	<i>Self</i>
<i>Love for God</i>	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
<i>Call to Ministry</i>	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
<i>Love for people</i>	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
<i>Wisdom</i>	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
<i>Fruitfulness</i>	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
<i>Potential</i>	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
<i>Trustworthiness</i>	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 for curates to settle into their new home if they 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. None of the above are to be mistaken for formal supervision, even though they are of course important.

Formal 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. These supervision sessions form a key part of the curacy and need to be recorded on the template given in the template booklet as an ongoing source of evidence for growth and development.

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 is there to assist. The learning journal is an effective tool in supervision. See page 24.

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 the experience of 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 keeping to a designated time frame for each session and not over-running. It is for the incumbent to keep the sessions to time.

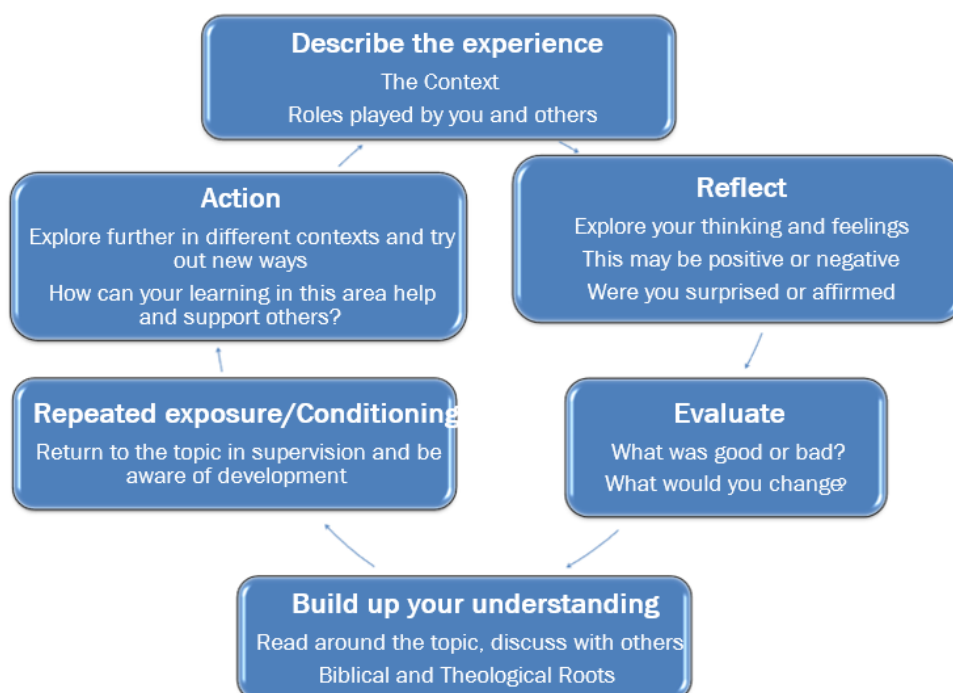


For OSSMs, formal supervision meetings should be at least once a quarter.

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 during IME Phase 2 that will be sustaining throughout the whole of ministry.

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. A template for recording supervision sessions is given in the template booklet. 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. One of the most well-known reflective models is perhaps the Gibbs Reflective Cycle



Theological Reflections

Theological Reflections are linked to the Qualities for ministry. The expectation is that a written reflection is about 2-3,000 words long and focuses on one of the qualities for ministry. They 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. It is anticipated and encouraged that curates will bring a real situation from their lived experience of curacy into a supervision session that addresses one of the qualities of ministry. Reflecting on this situation and the reading around the subject area all assists in writing a well thought out theological reflection. Training on theological reflection is one of the core days in the first year of the curacy to which we encourage TIs and AMEOs to attend.

Final Reflection in year 3

It is expected that for those on the incumbent track, the final theological reflection in year 3 before sign off will show evidence of how leadership has developed. A template for this final reflection is given in the template booklet. It will show a piece of work from its inception to its fruition and plans for succession and likely to reflect on the qualities of wisdom and fruitfulness. Forward planning for this is essential to ensure curates are given opportunity over a period of time to take the lead on a project and see it through.

Learning journal – a recommended personal tool.

The journal is a working document primarily for the curate, but discretion should be used in recording any sensitive material. Best practice is to avoid using full names of parishioners. The journal is an effective tool for supervision and may be discussed with the TI, but is not submitted, unless a curate chooses to share an entry. It is not submitted as part of the portfolio. It 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 will help to structure 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 down anything that comes to mind. If doing this every day seems too much, then try once a week. It need not be full sentences. Pictures may work well, occasionally 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.

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. Create a little space to stand back a little from the situation under review, whilst at the same time keeping well rooted in the experience of it. Jot down the key facts. As you reflect it will be easier to discern both its critical and felt nature without becoming too clinical about the experience that is being explored.

In summary of the practice of supervision and theological reflection, 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.
- Time and energy is given to ensuring leadership opportunities

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 a new housing estate
 - 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. You may find this is more beneficial carried out one day a week over six months. This must be discussed and agreed with the Ministry Training Team Leader in advance. Chaplaincies in some contexts may involve a lot of setting up and further safeguarding or security checks so please plan well in advance.
- If may be possible to explore ministry in a different country. There are no diocesan funds for this, but curates may be able to access grants from other organisations.

Arrangements for longer Placement

Each placement needs to be tailored to the needs of the individual and is **two to four** weeks. If you wish to undertake a longer placement this will need to be discussed in a three-way conversation with TI and IME2 officer in advance of the proposal being submitted. The IME2 officer may also consult with an Archdeacon.



All curates are expected to undertake a placement including OSSMs, working on a similar time commitment to their parish commitment. This means if you work Sundays and one week day in the parish this would be the same expectation for each week of the placement. Occasionally OSSMs have chosen to arrange a longer placement, taking time out of their secular employment but this is not expected.

The proposal

Proposals for the long placement should be submitted no later than May of the second year. Placements usually 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.
 - This is often in the form of a 500 word reflection on how their learning objectives have been addressed.

Placement Agreement

It is also important to complete the placement agreement found in the template booklet. It is the curate's responsibility to complete this agreement with their placement supervisor, and to share it with their TI and send it to the Ministry Team before the placement commences. 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.

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. Immersion in a school for a week is by far the best approach to gain an understanding of the rhythm and life of a school. It is recommended that curates arrange time with key staff members such as a headteacher, SENCO, chair of governors, administration staff. Many schools have a school pupil council, and some have pupil chaplains, so arrange dedicated time to speak to the students in these roles. Try and arrange to speak to parents, grandparents and guardians. You might even be able to organise post "drop-off" coffee – some schools do this on a regular basis and find it a really useful way to engage in an informal setting. If you are not a governor at the school, ask to attend a governors meeting to observe. Ensure you look at the Ofsted and SIAMs reports, usually available on school websites.

Curates are asked to submit the School Placement proposal and agreement found in the template booklet by 31st December of the second year.

Curates are asked to submit a school placement report of around 500 words reflecting on the Christian Distinctiveness of the school, before the school review session. 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 week-long 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. The proposal needs to be submitted by curates as above by the 31st December of the second year and usually carried out within the same time frame. Just after Easter in the second year of curacy members of the School Development team meet with curates to discuss the placements and the agenda of school, family and church partnership.

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.

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 and the ability 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 their learning, personal growth, and ministerial development and formation. The portfolio will be a record that the curate is demonstrating engagement with ministry and learning. The Portfolio is kept electronically by the Training Team and added to throughout curacy.

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 to look forward towards sign-off. Any areas of significant concern are discussed and raised with the Training Team Leader.

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 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	First Portfolio submission to include: Supervision Report Forms Key skills and Competencies Checklist, signed and dated by curate and TI First Theological Reflection
End of April	Second Portfolio submission: Supervision Report Forms Second Theological Reflection Year 1/Pre-priesting report from the TI, & Curate Updated Annual Development Review on Year 1 and Plan for Year 2 Updated Key skills and Competencies Checklist, signed and dated List of IME days attended. Record of Spiritual Director Meetings. Voice Report
Mid May	Meet with the AIME Officer. AIMEO reviews portfolio and writes briefing notes for Bishop's interview. The interview leads to the decision regarding ordination to the priesthood.
Petertide	Retreat and Ordination to the priesthood (<i>dates will be confirmed as soon as they are finalised and certainly by January 25</i>)
Year 2 When	What
September	Send Updated Curacy Agreement & Annual Development Plan to AIMEO and IME Administrator
Oct/Nov	AIME Officer meets curate in context
November	Third Theological Reflection
December	submit proposal for schools placement
Jan-Easter	Complete Schools Placement & submit report
April/May	Three-way meeting with TI, Curate and AIME Officer
May	Submit Long Placement Proposal
End of June	Third Portfolio submission: Supervision Report Form Fourth and Fifth Theological Reflections Updated Annual Development Review on Year 2 and Plan subsequent learning Updated Curacy Agreement Updated Key skills and Competencies Checklist List of IME days attended Record of Spiritual Director Meetings
July-September	Complete Long Placement in a different context
Year 3 When	What
December	Final Portfolio submission: Supervision Report Form Sixth Theological Reflection End of Curacy Report from the TI, Curate Annual Development Review on Year 3 Long Placement report Updated Key skills and Competencies Checklist, signed & dated by TI and curate List of IME days attended. Record of Spiritual Director Meetings
January	Meet AIME Officer early January. AIMEO to submit final briefing 'Sign off' interviews with Bishop/Archdeacon



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	First Portfolio submission to include: Curacy Agreement and Annual Development Plan Supervision Report Forms Key Skills and Competencies Checklist
End of April	Second Portfolio submission: Supervision Report Forms First Theological Reflection Year 1/Pre-priesting Report from the TI, Curate 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. AIMEO reviews portfolio and writes briefing notes for Bishop's interview. The interview leads to the decision regarding ordination to the priesthood.
Petertide	<i>Retreat and Ordination to the priesthood. Exact arrangements to be confirmed by Jan 25</i>
Year 2 When	What
September	Send Updated Curacy Agreement & Annual Development Plan to AIME Phase 2 Officer & Ministry Team Administrator
Oct/Nov	AIME Officer to visit the curate in context
End of November	Second Theological Reflection. Consider if a schools placement is possible.
<i>Jan-Easter</i>	<i>Complete school placement if possible and submit report.</i>
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	Third Portfolio submission: Supervision Report Form Third Theological Reflection Updated Annual Development Review on Year 2 and Plan subsequent learning Updated Curacy Agreement Updated Key skills and Competencies Checklist, signed and dated by TI & curate List of IME days attended. Record of Spiritual Director Meetings
Year 3 When	What
December	Final Portfolio submission: Supervision Report Form Fourth Theological Reflection End of Curacy Report from the TI, Curate 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	Meet AIME Officer early January. AIMEO to submit final briefing 'Sign off' interviews with Bishop/Archdeacon

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 20-21. A template for the report is provided in the template booklet.

Using the template, TIs reflect on a curate's development by writing around 200 -300 words under each of the qualities, seven sections in total. Under each section TIs are also asked to indicate which of the statements best describes current formation appropriate to transition to the next stage of ministry.

- 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.

Use real examples to demonstrate how the curate inhabits each quality in relation to Christ, The Church, The World and Self. 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. 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's Office. 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 provided in the template booklet.

Using the template, curates reflect on their development by writing no more than 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. Reflecting on real experiences shows how you have applied what you have learnt to real situations in ministry, demonstrating growth and development into mature and wise 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.

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 (and Archdeacon) 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 the 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.