

# Curacy Template booklet

**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 7DF**

**June 2026**

## Introduction

This booklet is circulated in word format to enable you to insert the information needed. It is not intended to be printed and written on. You are encouraged to separate out the documents to be submitted.

Signing the documents. Please insert the names and dates. Then by sending the documentation via email and copying in TI /Curate/ AIMEO this will be accepted as an electronic signature.

Submissions should be sent to the IME2 Administrator: [hannah.smith@bathwells.anglican.org](mailto:hannah.smith@bathwells.anglican.org)

copying in the IME2 Officer: Ronnie Crossman.

If you have difficulties using the booklet in this way please contact the training team for guidance.

You have also be given a document with the training dates and when certain pieces of evidence are to be submitted. Part of the skill of ministry is being able to plan and organise both your time and working within the timetable of others you are working with. You will find it necessary to work back from the submission dates to ensure documents are completed and handed in within the given timescale. The dates are carefully planned to ensure documentation can then be reviewed and handed on to the Bishop and Archdeacons who conduct interviews at key points in your curacy.

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## CONTENTS

Curacy Agreement .....	3
Dual Track additional agreement.....	14
Core skills Ministry Checklist .....	16-22
Development Plan .....	23-26
Statement of review of Curacy Agreement & Development Plan .....	26
The Supervision Record .....	27
Evidence of Spiritual Direction.....	28
Curate Reports .....	29-30
Training Incumbent Reports .....	31-32
Placements.....	33-36
Template for School Placement.....	34
Template for Extended Placement .....	35-36
Travel expenses.....	37-43

## The Curacy Agreement:

Please note that the full agreement pages 3-11 must be completed.  
Please ensure you carefully read the guidance notes between each section. You do not have to separate boxes from notes. (Unless you really want to). To be submitted by 31<sup>st</sup> August each year.

Curates and Training Incumbents are asked to discuss this document carefully and adapt it for your context. Please contact the Ministry Training Team Leader if you need clarification. After receiving the agreement, the Ministry Training Team Leader may be in contact to clarify details before signing and returning the agreement for your records. The section on 12-13 is for your records, you may choose to send this in to accompany the agreement. A copy may be requested by the MTTL, if greater clarification is required.

For curates on a dual track curacy and have a second ministerial context please complete the additional section at the end of this document.

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

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

The agreement shall apply for the period of the training post as detailed in the Statement of Particulars of Office. The agreement should be reviewed regularly resubmitted with your annual development plan.

<b>Name of Curate in training</b>		
<i>Please tick the relevant box below.</i>		
Incumbent	Associate	Distinctive Deacon
<i>Please tick the relevant box below</i>		
Stipendiary	OSSM	Locally Deployed
<b>Name of Training Incumbent</b>		
<b>Name of Benefice</b>		
<b>Additional ministerial contexts such as chaplaincies.</b>		
<i>OSSMs, may also choose to include their place of secular employment or other contexts in which they dedicate significant time.</i>		

## Working Arrangements

### For curates receiving a full stipend

Diocesan guidelines state that full-time stipendiary clergy are expected to work across a six-day, week with a maximum upper limit of around 50 hours per week and a minimum of 38 hours. One full period of 24 hours should be taken for rest, plus a minimum of two evenings. According to canon law, these rest periods may not be taken on

- A Sunday
- Any of the Principal Feasts of The Church of England as set out in The Canons and Common Worship
- Ash Wednesday
- Good Friday

Full-time curates are expected to work every Sunday unless on leave. When planning a working week clergy should, where it is possible, work only two out of three 'sessions' in a day (am/pm/evening). Where, on several occasions during a week an individual has worked all three sessions they should consider taking the whole or part of a second day off during that week. It is important to discuss patterns of working appropriate for a particular curate's circumstances e.g. family responsibilities, or a single person's need for a varied pattern of time off. For curates with school aged children, it is important to allow for adequate time to ensure a good balance of family life and availability to support school activities as a parent.

Curates are also expected to spend one day (or the equivalent) per week dedicated to study. This includes IME2 training days, writing theological reflections, preparing for supervision sessions, and completing additional documentation in support of ministerial development. Study time is not time for sermon preparation or other preparation such as study groups or children's activities. Adequate time for preparation is part of the working week. Study time does not include supervision sessions or meetings with your AIMEO, this is also part of a curates working week.

### For curates receiving a part stipend

The proportion of paid parish commitment and paid time dedicated to study is an equivalent proportion. Depending on individual circumstances some curates receiving a part stipend may dedicate additional time very much in a similar way to an OSSM. Others may also be employed in a secular or paid chaplaincy role. It is essential to discuss clear expectations and boundaries from the outset and to agree in advance how these are monitored and managed. It is crucial that curates in this position also take time for rest that is equivalent to a 24 hour period in every week.

### For self-supporting curates

The time a self-supporting curate has available to them to dedicate to parish commitments and to study will vary significantly between curate to curate. It is essential to discuss clear expectations and boundaries from the outset and to agree in advance how these are monitored and managed. It is crucial that curates in this position also take time for rest that is equivalent to a 24 hour period in every week.

**Using the above guidelines, record on the table below the agreed pattern of parish commitment, study and rest. Note down any agreed times when the curate is not available for parish duties due to family or secular work commitments. This table can be adapted to fit individual circumstances. Please download the electronic copy and expand the boxes.**

<b>Expectations of working, study and rest.</b>	
For part-time stipendiary and OSSM curates please state which weekdays/Saturdays /half days/evenings are to be spent in the benefice.	
For part-time stipendiary and OSSM curates please state how many Sundays per month you will be engaged in leading worship and preaching.	
For part-time stipendiary and OSSM curates please state how study time is to be managed.	
For full time stipendiary curates please state any agreed times of day when you are unavailable to the benefice.	
For full time stipendiary curates please state your agreed rest day.	
For full time stipendiary curates please state your usual study day or agreed times for study.	
For all curates please state how the above will be monitored and how and when any interim changes will be agreed and implemented. The agreement is reviewed and submitted by 31 <sup>st</sup> August each year.	

## **Holidays**

### **All holidays must be agreed in advance with your Training Incumbent.**

Holidays may not be taken on principal feast days: e.g. Ash Wednesday, Good Friday, Easter Day, Pentecost Sunday, Christmas Day, without express permission of their Archdeacon.

In addition, curates are not permitted to be on leave or away on other parish duties during the week before their ordination and are expected to attend pre-ordination and pre-priesting retreats and of course, their ordination.

Curates are not expected to take leave at times that coincide with core IME2 Training days without first discussing and obtaining permission from the MTTL.

Please ensure curates and TIs have an intentional conversation about mutual expectations of taking leave at the same or at different times and how cover is arranged during periods of leave. Following ordination as a priest, a full or part-time stipendiary curate is expected to provide cover as this regarded as a useful experience. It is recommended that Curates and TIs use the table below to record when leave is planned.

The holiday year runs from January to December. In the first six months beyond ordination you will therefore be entitled to half of the usual allowance.

Full-time stipendiary curates receive 36 days of paid leave per annum of which six are Sundays. This is six weeks per year. You are encouraged to take two weeks together during the summer. One week after soon Christmas, one week soon after Easter. This leaves a further two weeks or 12 days.

Part-time stipendiary curates are entitled to a paid leave pro rata. i.e. if you receive a 50% stipend you will receive 18 paid holidays per year.

**Self-supporting curates and part-time stipendiary curates**

Please ensure you take the equivalent time away from parish duties. You too are expected to take a minimum of six Sundays away from the parish, this means not being present at services on those Sundays. Training Incumbents will need to be mindful of the demands of your secular work. Please discuss carefully how your time away from secular work and parish duties can coincide. You must take a real break.

Please discuss Holidays and record the dates here coming back to this throughout the year

Holiday period	Curate	TI
Summer Holiday		
Post Christmas		
Post Easter		
Additional week (or days)		
Additional week (or days)		

**Additional guidance notes:** What counts as leave? What is a retreat? and What is a work-related time away? This is a surprisingly tricky area. The following notes will hopefully assist the conversation between TIs and Curates, if further guidance is needed, please contact the MTTL.

Stipendiary curates do not use annual leave for an annual retreat. However, pre-ordination and pre-priesting retreats are your retreat so any additional retreat will be counted as annual leave.

If you are taking a group to a Christian Conference or are part of the diocesan leadership team, such as Taize, Spring Harvest, New Wine, Greenbelt then this does not count as annual leave. If however, you are going with family and friends and therefore not on duty, then this is annual leave.

An annual retreat is a short time away (3-5 days as guidance) on either a guided retreat or time alone to spiritually reflect.

**Expectations on leading worship and exercising ministry.**

It is of course not possible to go into detail on every aspect of ministry but the table below is designed to offer some guidance. Curates in their first year of ministry will need longer for preparation and planning and adequate time to reflect. As above. Please adapt and change for your local context. Please also take into consideration other places and contexts for ministry, such as an

OSSM in a work context. Use the second column to note down what this looks like in your context and agree parameters.

<b>Expectations of leading worship and exercising ministry</b>	
<b>Expectations</b>	<b>Please state here further detail or agreed differences.</b>
<b>Preaching and Leading Sunday Worship</b>	
For part-time stipendiary and OSSM curates. You will be expected to lead or preach on no more than one Sunday per month. In addition you may be assisting in leading parts of the service on additional Sundays.	
For full-time stipendiary curates you will be expected to preach once a month and to lead once a month. You will be expected to attend every Sunday and lead parts of a service. In some benefices you may be expected to preach the same sermon in more than one church, but the recommendation is no more than two services per Sunday in your first year.	
<b>Pastoral Offices.</b>	
<p><b>Funerals:</b> It is expected that every curate will have observed at least one funeral by Christmas in their first year.</p> <p>Stipendiary Curates (full and part time) will have assisted at a funeral by Christmas and most will be ready to take responsibility for a funeral early in the New year. By the start of their second year of curacy they will be sharing equally in this ministry with their TIs and be ready to engage with more complex pastoral situations.</p> <p>OSSMs will be expected to have led a funeral solo by Easter and be confident to lead a solo funeral by the start of their second year.</p>	
<b>Baptisms</b>	
It is not expected that deacons in their first year of curacy will lead baptisms. However, all will have assisted at a baptism by the beginning of their second year. All curates will have led a baptism by Easter of their second year.	
<b>Weddings:</b> Curates do not conduct weddings in their first year of curacy. They will be expected to have observed and assisted at a wedding if possible. It is expected that all curates will be confident in all aspects of marriage law and will have conducted at least one wedding by the end of their second year.	

<p>Curates may need to approach neighbouring parishes to gain this experience in discussion with and in agreement with their Training Incumbent.</p> <p>Distinctive Deacons may also conduct weddings at the discretion and with agreement of the incumbent of the parish.</p>	
<p><b>Governance &amp; PCC</b></p>	
<p>All curates are expected to attend PCC meetings. It is expected that stipendiary curates on an incumbent track will be encouraged to take responsibility for a PCC in one church of a multi-parish benefice or an area of PCC business in a single parish benefice from the beginning of their second year of curacy.</p>	
<p><b>Community Engagement</b></p>	
<p>This will look different in each context. Consider an appropriate amount of time to be spent engaging with the wider community. This may include schools, uniformed organisations, care homes, other chaplaincies, parish council support etc.</p> <p>OSSMs are likely to have opportunity through their secular work and other responsibilities. This is very much part of your lived out experience of ministry.</p>	
<p>Please also consult the ministerial check list for a range of experiences curates are expected to engage with during curacy. The Annual Develop Plan records how key areas will form a focus in each year.</p>	
<p>For all curates please state how the above will be monitored and how and when any interim changes will be agreed and implemented. The agreement is reviewed and submitted by 31<sup>st</sup> August each year.</p>	

**Other expectations to note and agree:**

It is expected that curates will wear robes in accordance with the customary practice of the church(es) and reflecting the current provisions of Canons law.

After being ordained as a priest, it is anticipated that all stipendiary curates will share presidency at the Eucharist with Incumbent and other ordained colleagues on an equal basis.

It is expected that an OSSM once priested will preside on average once a month.

**General Expectations relating to parish duties.**

The Incumbent will ensure that the curate is advised of appropriate parish and diocesan policy and procedures. The curate agrees to observe these requirements.

The Incumbent will give guidance about the nature of work to be carried out and the standards expected.

It is expected that after their ordination as priest the curate will provide cover when the incumbent is away from the parish. This may be part of a wider team and working closely with Churchwardens.

Should a vacancy arise, the degree to which the curate might reasonably be expected to bear the ministry load will be discussed and agreed with the Area Dean, Churchwardens and the Ministry Training Team Leader

## Supervision

It is expected that all curates meet their incumbent for regular supervision at a regular time. This means a minimum of every 4-6 weeks for self-supporting and part-time stipendiary curates and every 2-4 weeks for full-time stipendiary curates. Refer to guidance notes in the Handbook as to what is meant by supervision and how this is different from team and planning meetings.

### Supervision will take place

Day of the week	
Time of the day	
Or perhaps something like “after morning prayer on a ……….”	
Frequency	
Location	
Note opposite how any unexpected change to the above will be communicated and managed.	

## Team Meetings and Planning

It is expected that full-time stipendiary curates on an incumbent track will take part in all team and planning meetings appropriate to their areas of responsibility. This is likely to increase in second and third year of curacy. These may include Church Wardens Meetings. Rota planning. Safeguarding Check in. PCC Standing committees. Etc. Part-time Stipendiary Curates and OSSMs need to discuss with their TI an appropriate balance. However please note that any curate on an incumbent track, whether stipendiary or not needs to have significant exposure to such meetings. Therefore, consideration needs to be given as to how timings of meetings are planned to fit with a curates secular work life.

Nature of meeting	When meeting takes place or frequency of meeting	How often the curate will attend	The role the curate will play. E.g Team Member, Observer, Facilitator

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### **Expectations of Prayer and Daily Office**

Incumbent and Curate are expected to pray together regularly and with other members of the wider leadership team such as Lay Worship Assistants, Readers, Lay Pastoral Assistants, Local Ministers, retired priests, safeguarding officers, Home Groups Leaders, churchwardens etc.

It is recognised that in some contexts, the curate and TI will say morning and evening prayer together every day. In other contexts, there will be a weekly prayer meeting for those who can attend. In most contexts some sort of combination of the above. All those in ministry are expected to spend time in daily prayer and often this means saying the daily office.

Please note here the expectations of the TI and Curate praying together and with others

Curates are invited to note here their pattern of private prayer. (Completion of this box is not obligatory, but may assist in finding a balance between private and public prayer)

### **Expectations around obtaining Evidence of Development and Formation.**

- a) The Training Incumbent will ensure that the Curate is aware of all procedures relating to the expectations of assessment. TI and Curate will ensure dates are planned in advance to discuss paperwork in advance of submission dates.
- b) The Training Incumbent is responsible for writing TI reports and to ensure they are discussed with the curate and signed by the submission dates detailed in the assessment timetable
- c) The curate is responsible for writing their curate reports and to ensure they are discussed with the Training Incumbent and signed by the submission dates detailed in the assessment timetable
- d) The Curate is responsible for evidence to be submitted on time and in the expected format.

ensuring paperwork is signed and submitted in accordance with the Assessment Timetable.

- e) Giving helpful and constructive feedback is an important skill. Incumbents develop this skill with fellow TI colleagues during training sessions. Feedback is a source of encouragement and a tool to ensure that the Curate is made aware of any inadequacy in their progress or standards of work. Feedback is to be given at an appropriate time and place giving adequate space for discussion. The TI will arrange any supportive action if necessary, ensuring this is written down for clarification.
- f) The Training Incumbent will bring to the attention of the Curate and of the MTTL any circumstances which might require the learning pathway to be modified or for the training to be extended, suspended or withdrawn.

### **Mediation**

Less formally, if the TI or curate has a concern about their role or working relationship, they should feel free to discuss it confidentially with the AIMEO or MTTL. In the event of difficulties which cannot be settled less formally at a local level, the TI or Curate, may consult further with the AIMEO or the MTTL. They may arrange a meeting between the curate and TI to assist in resolving the situation. If the situation cannot be resolved the MTTL may refer the situation to a member of Bishops Staff. If the problem has arisen as a result of a breakdown of relationship between the MTTL and either TI and/ or Curate the AIMEO may consult directly with the Archdeacon.

### **Duration of this agreement**

This agreement shall apply for the duration of the curacy. It will be updated as necessary on an annual basis and resubmitted by the 31<sup>st</sup> August. In the first instance copies must be signed (either by hard copy and scanned or electronically) by curate, incumbent, and the MTTL. Subsequently minor alterations may be agreed by e-mail with the MTTL (major re-workings, however, would need to be signed afresh).

Should a vacancy arise, the degree to which the curate might reasonably be expected to bear the ministry load will be discussed and agreed with the Area Dean, Churchwardens and the Ministry Training Team Leader.

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

**Curate**

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

**Incumbent**

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

**MTTL**

## Mutual Expectations

The following are discussed between the Training Incumbent and Curate and a record of the conversation should be retained by both. Mutual expectations should be discussed with the AIMEO. A copy may be requested by the MTTL if difficulties in curacy arise.

Name of Training Incumbent	
Name of Curate	
Benefice	
Name of AIMEO	

- A) TI and Curate have discussed the purpose of ministry in the parish/benefice and how the incumbent sees his/her role in relation to the congregation and community. A note of this discussion has been made.

It covers the following points:

- What the incumbent can expect of the curate;
  - What the curate can expect of the incumbent;
  - What prior experience and particular gifts the curate brings, and whether and how these will be used in the curacy;
  - Parameters of authority and confidentiality (in accordance with paragraphs 3.5 – 3.8 of Guidelines for the Professional Conduct of the Clergy)
- B) It is agreed that there will be consideration of the curate's specific training needs relating to their personal development and IME Phase 2, and that a pathway will be agreed through the Annual Training & Development Plan process. It is the joint responsibility of Incumbent and Curate to identify opportunities for training in the parish and on occasions beyond the parish/benefice which will allow the Annual Training & Development Plan to be put into practice.
- C) It is the responsibility of the curate to participate in identifying their personal training needs; to co-operate with the incumbent, and other colleagues and lay leaders; to attend and take a full part in training programmes provided by the diocese; and to keep an appropriate record of their development in their portfolio over the period of the training post.

## Allocation of Time

The training incumbent and curate will monitor how much time is given to the various aspects of mission and ministry and will discuss this mutual expectation seeking to ensure an appropriate balance. The Training Incumbent will endeavour to model good practice.

Ensure the following is adapted to ensure it works for your context.

## Such aspects of ministry include:

### Worship:

- Time spent in attendance
- Conduct of public worship
- Developing, leading and creating liturgy
- Time spent preaching

### Spirituality:

- A regular pattern of private prayer and daily worship
- Annual Retreat

### Personal study and spiritual development

- Provision of spiritual direction/companionship and time off to receive
- Spiritual reading and reflection

### Wellbeing

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

### Development and supervision

- In Supervision meetings, with preparation and follow-on work
- In the diocesan IME Phase 2 programme

### Team Working:

- Staff and Team meetings
- PCC, Deanery, Deanery Synod and Chapter meetings

### Pastoral Responsibilities:

- Supervision and development of Lay ministry
- Conduct of occasional offices
- Engaging in the community and relative institutions
- Developing an area of pastoral ministry

### Administration and Finance:

- Time/diary management
- Organising the office
- Correspondence
- Managing parish finance – fees and expenses
- Managing volunteers or paid staff

Recruitment of volunteers and staff in accordance with safer recruitment practice.  
Familiarisation with church law and regulations

## Dual Track Curacy Agreement

A dual track curacy is agreed at the time a curacy is set up in agreement with the sponsoring Bishop, Vocations Team Leader and Ministry Training Team Leader. This is not to be confused with an arrangement after the commencement of a curacy where it is agreed a curate spends time in a different context as a placement.

It is important to remember that there is only one Training Incumbent. The person who is responsible for the second context is the named supervisor.

This agreement is to be signed by both curate and supervisor and returned to The Ministry Training Team Leader before the start of curacy or before the commencement of this part of the curacy. Contact details at the end of this document.

Name of Context .....

Name of Curate .....

### Name and contact details of Supervisor

Name..... Position .....

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

Start date: .....

### Expected days and times of working

.....  
.....

Agreed expenses incurred will be met by (enter how expenses will be claimed)  
(Please note the curate will not be able to receive expenses for a normal commute to and from this context.)

Record here expectations around planning meetings and supervision sessions

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

The supervisor will be asked to contribute to pre-priesting and final reports by writing a 500 word reference covering

- Engagement with people
- Understanding of context and contribution to ministry
- Adaptability and resilience

The report will be shared with the curate, signed and dated to be submitted to the Ministry Training Team Leader.

In the case of difficulties arising in this context the curate or supervisor may consult with either the Ministry Training Team Leader or the Diocesan Chaplaincy Advisor

**Signed by Curate**.....

**Date**.....

**Signed by Supervisor** .....

**Date** .....

### Key contacts

**Ministry Training Team Leader:** Ronnie Crossman.

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## Core Skills Ministry Checklist

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

Curates are expected to use this self-assessment tool as a “living document” which means you can update it on a regular basis throughout curacy. Ministry is complex and it is not possible to include everything on a list. You may well feel daunted by what is included. Take your time. It is to be discussed with your Training Incumbent and your AIMEO as a useful reference to be used alongside your Annual Development Plan. The table below shows the submission dates and the expectations to assist in tracking ongoing development. Each submission must be agreed and signed by the TI and Curate. It is then sent to the MTTL and shared with the AIMEO.

	<b>Expectations of Associate Track</b>	<b>Expectations of Incumbent Track</b>
<b>Year One</b> End of November	Scoring mostly “0”s and a few “1”s	Those full or part-time stipendiary will be scoring a number of “1”s by this time
End of April	Scoring mostly “1”s but with a number of “0”s remaining	Mostly “1”s with a number of “2”s in areas such as leading worship, taking funerals.
<b>Year Two</b> End of June	By now most curates will have a number of areas they are confident in without direct supervision	By now curates on an incumbent track will begin to demonstrate the ability to support and equip others. Recorded as “3”s
<b>Year Three</b> End of December	It is expected that associate ministers can carry out most tasks without direct supervision “2”s	It is expected that those on an incumbent track are confident in their ability to enable and support others. Mostly “3”s

By the end of curacy, it is expected that curates will gain experience and will feel confident in most areas. It is not expected that curates will have an opportunity to experience all areas. Experiences gained in different contexts and prior to ordination 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. By the final submission curates with an incumbent focus will be expected to be able to perform the majority of tasks independently and to be confident enough and to demonstrate an ability to enable others. Those with an associate focus will be able to perform tasks without supervision.

The boxes can expand to accommodate notes, e.g. how further training/experience will be obtained and if this can be achieved by looking for opportunities other than the curacy context. Using the rating system below record your current level of experience and confidence.

- 0** indicates no experience - if a 0 is recorded at the end of year one a note is made as to the steps needed to address this
- 1** Some experience but not yet able to confidently carry out this task without supervision
- 2** indicates confidence and an ability to carry out this task without supervision
- 3** indicates an ability to equip and enable others to carry out this task

		Developmental Notes.	Rating
<b>Preaching in a variety of contexts</b>	Preaching during Sunday worship		
	Adaptable to engage with children and young people		
	Baptisms/Weddings/Funerals		
	Preaching at civic events such as Remembrance service showing an ability to engage with large numbers of non-churchgoers. Demonstrates versatility		
	Is able to offer constructive feedback to others		
<b>Safeguarding</b>	Understands parish and diocesan policy and procedures and can explain it to others.		
	Is familiar with the parish Dashboard system and the role of the Parish Safeguarding Officer		
	Familiar with safer recruitment, different expectations of basic and enhanced DBS and understands appropriate levels of safeguarding training.		
	Knows when their own DBS and Training is up for renewal.		
<b>Inclusion</b>	Is aware of responsibilities for churches under the Equality Act 2010 and the range of protected characteristics.		
	Demonstrates an awareness of the need to embrace difference and actively shows the ability to accommodate the needs of others		
	Is aware of the demands placed on carers.		
	Is familiar with current teaching and practice within the C of E in around Human Sexuality and gender issues. And has discussed with TI current practice within the benefice around prayers for same sex partnerships.		
<b>Mission and evangelism</b>	Awareness of the particular opportunities within the local context and demonstrates an awareness of how to find out.		
	Is aware of the potential for working in partnership with other organisations eg Food Banks, Youth Organisations. And seeks to develop these opportunities with others.		
	Awareness, understanding and potential to develop Fresh Expressions & New Worshipping Communities		
	Opportunities to engage with students and families through Church & Community schools		
	Awareness of and the potential to use evangelistic tools and programs such as Pilgrim, Alpha etc.		

<b>Discipleship</b>	Supports and develops gifts and skills of lay people in church life		
	Encourages effective working practices with volunteers		
	Notices and creates opportunities to explore the gifts and skills of others and demonstrates confidence and willingness to engage in an initial discernment conversation		
	Supports and enables the work to encourage faith amongst children & young people		
	Notices and creates opportunities for small next steps in the journey of discipleship		
	Leads and resources baptism & confirmation preparation		
<b>Spirituality</b>	Has a well-developed pattern of prayer and spiritual life		
	Is confident to pray with others and actively offer a ministry of prayer		
	Embraces a range of Christian prayer and spirituality and demonstrates adaptability of approach.		
<b>Leading worship and use of resources</b>	Demonstrates an awareness of the requirements of Canon law		
	Is experienced at leading worship in a variety of settings using different forms of liturgy from 1662 common prayer and the variety of liturgical rites found within common worship.		
	Is familiar with liturgy and resources for all "Life Events"		
	Demonstrates an ability to create liturgy using a variety of resources and is able to support and guide Lay Worship Assistants and others in this task.		
	Shows adaptability and confidence when leading worship for example adapting approach to embrace all-age worship		
	Demonstrates the ability to work well with others such as musicians fellow worship leaders, preachers, church wardens, sound technicians, to ensure an atmosphere conducive to worship.		
<b>Reflective Practice and the development of healthy and fruitful practice.</b>	Actively engages with reflective process in supervision and written work showing an ability to adapt and change practice as a result of this reflection.		
	Enables others to reflect on their spiritual and discipleship journey		
	Reflects on effective working relationship with others: Lay and Ordained, volunteers		

	and paid staff, those for whom they are responsible and those to whom they are accountable.		
	Has an appropriate rhythm of life including time for rest, hobbies family and friends.		
<b>Human sexuality</b>			
	Awareness of sexual dynamics in working relationships		
	Living within the guidelines in Issues in Human Sexuality		
	Understanding the Bishop's Guidelines re: Civil Partnerships		
<b>Team-working and differing styles</b>			
	Exercises an effective leadership role in the light of a well-developed awareness of own leadership style		
	Has an awareness of what contributes to managing difference and an understanding of conflict management		
	Has an awareness of what contributes to a well-functioning team and when teams go wrong		
	Has an awareness that not everyone is the same and different people learn and develop in different ways. Has a well-developed sense of emotional intelligence.		
	Has awareness of one or more of the following, Belbin/MBTI/Enneagram/Farleigh-Gilmore as self-awareness tools		
<b>Leadership</b>			
	Is aware of their own current leadership style and shows an ability to adapt and change according to context.		
	Has a well-developed sense of their own strengths and weaknesses, works to those strengths, looks for ways to address and manage weaker areas.		
	A willingness to work with the existing parish vision and diocesan strategy		
	As a leader, works collaboratively with lay and ordained.		
	Demonstrates an understanding of and skills in managing change and works towards actively works towards succession planning.		
	<b>For those on an incumbent track:</b> An awareness of the skills and gifts needed for those in oversight leadership and embraces opportunity to develop those skills		

<b>Links with wider church</b>	Can talk confidently about the place of the Church of England as part of the worldwide Anglican Communion.		
	Shows an awareness of other denominations in the local area and of the covenants and agreements between different denominations nationally and globally.		
	Is aware of the diocesan Zambian link and demonstrates an understanding of similar links within their benefice		
	Seeks to broaden their awareness and understanding of other faiths and seeks to work in partnership within their own communities.		
<b>Chaplaincy</b>			
<b>Chaplaincy</b>	Demonstrates an understanding of chaplaincy and can talk confidently to those who may be drawn to ministry in a chaplaincy context.		
	Is aware of or seeks to create links with local chaplaincies		
<b>Vocation</b>			
<b>Vocation</b>	Reflects on their vocation and is able to demonstrate this as realistic, obedient and informed?		
	Has an awareness of how vocations may be discerned in others.		
	Curacy is a transient journey, even for those who may stay geographically in the same place. As you approach the end of curacy consider how you will discern the call to the next phase of ministry.	It is not necessary to insert a score, but ensure you take time to consider this question as you approach your third year of curacy.	
<b>Baptism</b>			
<b>Baptism</b>	Demonstrates the ability to prepare families and individuals well for baptism. Is confident in leading baptism. Appropriately explores next steps with families and individuals to encourage ongoing engagement and discipleship.		
	Is aware of how emergency baptism may be conducted and by whom.		
	Is aware of alternatives such as thanksgiving for the birth of a child or a dedication.		
<b>Marriage</b>			
<b>Marriage</b>	Demonstrates knowledge of marriage law and is confident at guiding couples through the process.		
	Is aware of how requests from those who have been previously married and those of a same sex-relationship are managed.		
	Has an awareness of how couples of different faith backgrounds may be accommodated.		
	Is aware of a range of resources and approaches to marriage preparation.		

<b>Ministry with the bereaved, and those on end of life care.</b>	Demonstrates effective working relationship with Funeral Directors		
	Is confident to pray with those who are nearing the end of life and to anoint the dying.		
	Demonstrates sensitivity alongside a professional and confident manner with the recently bereaved when planning funerals.		
	Is aware of how additional trauma alongside bereavement adds a complexity and a need for greater reflection with others and for self.  Examples of this will be a sudden death, a violent death or suicide, the death of a child or young person and the death of a baby including still-birth and miscarriage.		
	Exercises appropriate pastoral follow up with bereaved families and is aware of the stages of bereavement from a number of different theories.		
<b>Pastoral ministry</b>			
<b>Pastoral ministry</b>	Demonstrates an awareness of appropriate boundaries when conducting pastoral visits.		
	Is confident to offer prayer as appropriate and demonstrates an awareness of the specific ministry of prayer and healing.		
	Is aware of differing expectations when visiting in a variety of institutions, such as care homes, hospice, hospital. Including an awareness of the role of the chaplain in some places.		
	Has a clear knowledge and awareness around mental health and physical disability.		
	Works with members of the pastoral care team and seeks to help and support those engaged with this ministry.		
	Is aware of the difference between counselling and listening skills and demonstrates a clear awareness of own limitations and appropriate boundaries.		
	Has a well-developed understanding of confession and absolution in formal and informal settings. Knows the guidance around confessions, safeguarding and criminal disclosure.		
<b>Parish Organisational and Management Skills</b>			
<b>Parish Organisational and Management Skills</b>	Demonstrates an awareness and understanding of Church Governance such as PCCs, Church Officers and Charity Law, insurance etc. Including legal obligations around the keeping of records and registers.		
	Demonstrates an ability to effectively prepare for and facilitate (chair) meetings		

	Is able to understand the principles around effective accounting, budgeting, parochial fees and expenses.		
	Legalities of employment of youth workers, administrators, organists etc		
	Is confident in the use computers and a number of applications		
	Demonstrates competence to publicise events, communicate well and raise the profile of church through social media.		
	Is aware of legal obligations connected with Church yards, Church Buildings, DAC and Faculties		
	Takes Personal safety and the safety of others seriously and is aware of the obligations of churches around safe working and public indemnity insurance		

	Signed and dated by Curate	Signed and dated by Incumbent
<b>Year One</b> End of November		
<b>Year One</b> End of April		
<b>Year Two</b> End of June		
<b>Year Three</b> End of December		

## The Annual Development Plan – Preparatory work for Year 1 curates.

The purpose of the Annual Development Plan is to enable the incumbent and curate to map out a phased programme of experiences over the duration of the curacy. This is done in the light of the Qualities for Ministry (found in the handbook) and the Core Skill Ministry Checklist. The following questions will assist you in reflecting on your current experiences and how these can be further developed post ordination throughout your curacy.

1. What prior experience or expertise do you bring into curacy?
2. Where there is a prior expertise, is there a need for reflection on how this is different in an ordained role?
3. What experiences of mission, ministry and leadership have you gained so far?
4. How will you gain further experience this year?
5. What areas of experience are likely to be gained later in curacy?
6. What are the available resources which will enable growth and achievement in each area?
7. Over what timescale will this be addressed?
8. How will this be evaluated?
9. What opportunities do you have beyond your church ministry role to live out your calling? What experiences of pastoral ministry and spiritual leadership might you use in your secular role? This question helps us to reflect on our calling as deacons and priests as a disciple of Christ wherever we are and enables us to reflect with our fellow Christians as they too live out their discipleship wherever they are. This question is especially important but not exclusively for part-time stipendiary and self-supporting curates

Using this preparatory work complete the Development Plan to be found on page 25  
The Annual development Plan is to be submitted by 31<sup>st</sup> August.

## Annual Development Plan Review for Year 2 and Year 3 Curates

At the end of each year of the curacy progress is to be reviewed and a new Development Plan Prepared to be submitted by 31<sup>st</sup> August.

It is suggested that curate and incumbent initially make notes on the following and then meet to discuss what they have written. This piece of work is for your preparation and does not need to be formally submitted. However, you are invited to bring anything of significant to the awareness of either your AIMEO or the MTTL.

1. What experiences of mission, ministry and leadership has the curate gained over the last year?
2. Which of these have gone well and been positive for the curate?
3. Which have gone less well and been less positive?
4. What has been challenging and stretching for the curate?
5. Reflecting on the qualities of ministry how has the curate developed in formation as a deacon/priest?
6. What particular gifts, strengths, and enthusiasms has the curate displayed?
7. What areas of weakness or further development can be identified?
8. How well has the curate worked in collaborative or team settings?
9. In what ways has the working relationship between curate and incumbent developed?
10. Reflect on the development of the pattern of prayer, spiritual discipline and rule of life?
11. Reflect on setting and maintaining boundaries between parish responsibilities, home and family life. Self-supporting curates are likely to have additional calls on their time through their secular employment. Some curates will have additional caring responsibilities for children or adult dependents.
12. Has the Curacy Agreement proved realistic? Does it need updating?
13. Which IME Phase 2 and/or other training has been particularly valuable? And which less so?
14. What priorities would you like to agree for the coming year?
15. What other comments do you wish to make?

Date:

## Annual Development Plan

The key areas for development are discussed and agreed by using the questions above and referring to the core skills ministry checklist. This enables the experience of curacy to be in response to the curate's individual formation. TIs and Curates may also consult with either the AIMEO or MTTL to assist in discerning the goals. The development plan is to be submitted by the 31<sup>st</sup> August each year to the MTTL and to be shared with the AIMEO.

Name of Curate: .....

Benefice: ..... Year of Curacy 1 2 3

We are agreed that in addition to the Diocesan programmes of training, the particular areas of development to be focused on in the benefice this year are

Signed

Incumbent:

Date:

Curate:

Date:

<b>Ministry/Mission/Leadership Experience</b>	<b>How the outcome will be evaluated</b>
1.	
2.	
3.	
4.	
5.	
6.	

**The Curacy Agreement and Annual Development Plan is to be reviewed and submitted by 31<sup>st</sup> August each year. Submit the following as a cover note.**

1. We are satisfied with the Curacy Agreement Yes/No

If “No”: We wish to make the following changes:

2. Over the last year ministerial experience has been gained of:

3. Other Comments

Signed:

Curate.....

Incumbent.....

Date.....

<p>Date of Supervisory Meeting .....</p> <p>Notes of the Meeting</p> <p>Training incumbent's comment:</p>
<p>Date of Supervisory Meeting .....</p> <p>Notes of the Meeting</p> <p>Training incumbent's comment:</p>
<p>Date of Supervisory Meeting .....</p> <p>Notes of the Meeting</p> <p>Training incumbent's comment:</p>

**The Supervision Record**

Using this template, or a similar format submit a record of regular supervision

## Evidence of Spiritual Direction

You are asked to submit evidence of regular spiritual direction. This is often shown by meeting with a Spiritual Accompanier every 6-8 weeks during curacy. Someone to help you reflect upon God's call, your prayer life and your rule of life in this crucial time of formation in curacy. We do not require details of these meetings, but we do wish to know this crucial development is taking place outside of your curacy. Please use the table below or submit evidence in another format according to your tradition.

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

## CURATE REPORT

**Training Incumbent's name**

**Curate's name**

**Parish/Benefice**

Please reflect on your development within curacy by writing around 200 -300 words under each of the qualities, seven sections in total. (around 1800-2000 words). Use real examples to demonstrate how you inhabited each quality in relation to Christ, The Church, The World and Self. Comment on where you have become increasingly aware of your personal strengths and your passion for particular areas of ministry. Indicate areas that you feel need further development. Draw from your theological reflections and your supervision sessions with your TI. Limiting yourself to a word count will help you focus your thoughts. As well as writing your report, allow time for reflection with your AIMEO and a discussion with your TI, before submission.

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

These are;

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

### **Demonstrated in each of the four domains**

Each of these qualities can be seen in our relationship to

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

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

1. Call to ministry

2. Love for God

3. Love for people

4. Wisdom

5. Fruitfulness

6. Potential

7. Trustworthiness

**Conclusion**

Please conclude with a statement that you feel summarises your development

Training Incumbent Signature.....  
Date.....

Curate's Signature.....  
Date.....

## Training Incumbent Report

**Training Incumbent's name**

**Curate's name**

**Parish/Benefice**

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

These are;

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

### **Demonstrated in each of the four domains**

Each of these qualities can be seen in our relationship to

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

Please use the table of qualities found in the curacy handbook and write a brief statement of how each quality is demonstrated by the curate in the four different domains. The total length of the report is likely to be around 1800-2000 words.

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

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

1) Call to ministry

2) Love for God

3) Love for people

4) Wisdom

5) Fruitfulness

6) Potential

7) Trustworthiness

**Summative judgement** (see below)

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

Training Incumbent Signature.....  
Date.....

Curate's Signature.....  
Date.....

## School and Extended Placements

**For more information see the curacy handbook**

You are expected to complete two placements during your second year of curacy. These are to be agreed by the beginning of October in your second year.

**The School Placement** is usually for one week, or the equivalent to one week for Self-Supporting Curates. The school placement agreement is to be returned by October in your second year. The placement is to be completed by Easter in your second year. Please see the handbook for further information especially for those who already have considerable experience in a school setting.

**The Extended placement** is an opportunity to explore a different kind of ministry from those you have already experienced as a Christian. The placement takes place at some point after Ascension and has to be completed by the end of September ready to reflect on the experience with your cohort in October. For stipendiary curates the length of the placement is between two to four weeks. Self-supporting curates are asked to dedicate a similar length of time to the placement as you usually commit to the parish. For example, two weekends in a different setting.

Your TI and AIMEO will help you discern what sort of placement will best nurture your development. There is no additional funding for placements other than an agreed contribution to travel within the diocesan boundary. Curates wishing to travel further will need to self-fund or access external grants.

By October in your second year please ensure you have completed and returned your placement agreement.

## **School Placement Agreement (or educational setting)**

Name of Educational Establishment:

Name of Curate:

Details of contact within the educational setting

Name:

Position:

Email:

Phone Number:

Dates of start and end of placement:

If an additional DBS is required by the establishment how will this be arranged?

List any further preparation before the start of the placement?

Any additional information the curate needs to be aware of?  
(e.g. children with allergies, those who are otherwise vulnerable)

### **The purpose of the placement:**

- To explore the culture of the educational establishment and to notice how young people engage with the institution and build relationships
- To explore the relationships between school, church and household.
- To look for the Christian distinctiveness in all aspects of school life.
- To notice wider community engagement and partnership.
- To explore pastoral relationships and chaplaincy roles.
- To listen to young people and hear their voice.

Signed by Curate:

Date:

Signed by School Contact:

Date:



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

Using the space below the curate is asked to write a short paragraph (around 350 words) or provide bullet points to explain the key areas of development they are hoping to explore during the placement.

**Signed by Curate**.....

**Date**.....

**Signed by Supervisor** .....

**Date** .....

*The supervisor is not expected to write a report, but are invited to add here a short paragraph at the end of the placement stating how the above have been met.*

04MTRA 60120 Training

## IME Phase 2

### Claim for travelling expenses to and from IME training events.

To be submitted monthly or quarterly

Name .....

Address .....

Please see notes below

Date	Destination	Total mileage	Number of passengers	Purpose of visit	Date	Destination	Total mileage	Number of passengers	Purpose of visit

Total Mileage	
Claim for Half	£

Inland Revenue mileage rate for full cost including depreciation of car (tax free) is 55p per mile. (This rate applies to the first 10,000 business miles in the tax year.)

Signature ..... Date .....

BACS Details: Sort Code ..... Account Number .....

04MTRA 60120 Boundary

IME Phase 2 Claim for travelling expenses to and from the parish boundaries.

To be submitted monthly or quarterly

Name .....

Address .....

Please see notes below

Date	Destination	Total mileage	Number of passengers	Purpose of visit	Date	Destination	Total mileage	Number of passengers	Purpose of visit

Total Mileage	
Claim Total	£

Inland Revenue mileage rate for full cost including depreciation of car (tax free) is 55p per mile. (This rate applies to the first 10,000 business miles in the tax year.)

Signature ..... Date .....

BACS Details: Sort Code ..... Account Number .....

Notes

1. It is very important, and in your interest, that information you provide on your travel claim form is accurate, since these forms are subject to inspection by the Inland Revenue.
2. Please indicate if you are bringing passengers with you as this will reflect on your mileage for any particular journey.
3. You may only claim for travel to and from residential conferences. If, during the conference, you leave and return to the conference venue for any reason, this would not be a legitimate claim for additional mileage unless it has been agreed by the Director of IME Phase 2.
4. Only use this form to claim travelling expenses.
5. Photocopy your original for your Parish Treasurer to claim the other half of your expenses.
6. Claims should be submitted monthly or quarterly and no later. All claims must be submitted before 31 December in the current year. All claims that are received after 31 December will have to be paid in full by the Parish as the IME Phase 2 account will be closed.

04MTRA 60120 Boundary

IME Phase 2

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

To be submitted monthly or quarterly

Name .....

Address  
.....

Please see notes below

Date	Destination	Bus/Uber/ Bike (Specify)	Purpose of visit	Date	Destination	Bus/Uber/ Bike (Specify)	Purpose of visit

Total Mileage	
Total Claim	£

Signature ..... Date .....

BACS Details: Sort Code ..... Account Number .....

## Notes

7. It is very important, and in your interest, that information you provide on your travel claim form is accurate, since these forms are subject to inspection by the Inland Revenue.
8. Bus or Uber: Please attach an image of your receipt.
9. You may claim one full journey by bus/uber or bicycle.
10. Only use this form to claim travelling expenses by bus, Uber or bicycle (bicycle journeys are reimbursed at a rate of 25p per mile).
11. Claims should be submitted monthly or quarterly and no later. All claims must be submitted before 31 December in the current year. All claims that are received after 31 December will have to be paid in full by the parish as the IME Phase 2 account will be closed.

[www.bathandwells.org.uk](http://www.bathandwells.org.uk)

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

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