

# Your Curacy in the Diocese of Winchester



'God who has called you is faithful'



DIOCESE of  
WINCHESTER

2023

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**IME 2 Handbook**  
**Diocese of Winchester**

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## 1 WELCOME TO IME2

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### Welcome from Chris Hill

#### IME2 Officer for the Diocese of Winchester

Hello and congratulations on your recent ordination!

I really enjoyed starting to get to know you recently at the pre-ordination retreat and being part of your ordination services. I am very much looking forward to working with you all and continuing to get to know you over your curacies.

You will, I imagine, have rejoiced as you came to the end of your ordination training (Initial Ministerial Education Phase 1 or IME1) at college and the thought of this continuing into 'IME2' will perhaps fill you with dread. This booklet seeks to be a helpful resource to you, offering clarity of expectations and to set out all you'll need to do as you explore this next stage, and travel through your curacy.

A Curacy is all about training and ministerial formation; helping you to be the person and the minister that God calls you to be. This happens primarily in two ways: firstly, in a local ministry context, serving as an ordained minister, doing the things you have been training for, getting stuck in and having a go. This is about your 'being and doing' in the life and ministry of a Deacon/Priest today. The second way is by continually reflecting on this 'being and doing', both formally and informally, to build on your previous experience, gifts, abilities and learning to sustain you in your continuing life of ministry.

Your primary training relationship will be with your Training Incumbent. They have been entrusted by the Bishop with the oversight of your formation on a day-to-day basis. Over the next four years, you will spend a significant amount of time with your Training Incumbent, learning the ropes, understanding your ministry context, working with them in helping to fulfil the local vision and in supervision (an intentional time of theological reflective practice).

My role, along with others in the School of Mission and wider Diocese, is to support you and your training incumbent, to help you to learn and grow in your vocation and to be responsible for developing, delivering and overseeing your IME2 training and assessment.

Across the Diocese of Winchester our vision is to seek to make disciples, to reimagine church, to be agents for social transformation whilst being mutually generous. We are blessed to have an extraordinary wealth of people who are called to serve across our diocese, and we thank God for you as you begin your ordained ministry here.

I, together with Bishops Debbie and David, Archdeacons Richard and Jean, and all the staff of the School of Mission, hope and pray that these coming years will be times of blessing and joy for you and those you serve.

Please know that I am always happy to hear from you, and if you are unsure of anything, please ask!



**Rev'd Chris Hill**  
IME2 and CMD Officer

## 2 FROM THE ORDINAL

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**Deacons** are called to work with the Bishop and the priests with whom they serve as heralds of Christ's kingdom. They are to proclaim the gospel in word and deed, as agents of God's purposes of love. They are to serve the community in which they are set, bringing to the Church the needs and hopes of all the people. They are to work with their fellow members in searching out the poor and weak, the sick and lonely and those who are oppressed and powerless, reaching into the forgotten corners of the world, that the love of God may be made visible.

Deacons share in the pastoral ministry of the Church and in leading God's people in worship. They preach the word and bring the needs of the world before the Church in intercession. They accompany those searching for faith and bring them to baptism. They assist in administering the sacraments; they distribute communion and minister to the sick and housebound.

Deacons are to seek nourishment from the Scriptures; they are to study them with God's people, that the whole Church may be equipped to live out the gospel in the world. They are to be faithful in prayer, expectant and watchful for the signs of God's presence, as he reveals his kingdom among us.

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**Priests** are called to be servants and shepherds among the people to whom they are sent. With their Bishop and fellow ministers, they are to proclaim the word of the Lord and to watch for the signs of God's new creation. They are to be messengers, watchmen and stewards of the Lord; they are to teach and to admonish, to feed and provide for his family, to search for his children in the wilderness of this world's temptations, and to guide them through its confusions, that they may be saved through Christ for ever. Formed by the word, they are to call their hearers to repentance and to declare in Christ's name the absolution and forgiveness of their sins.

With all God's people, they are to tell the story of God's love. They are to baptize new disciples in the name of the Father, and of the Son, and of the Holy Spirit, and to walk with them in the way of Christ, nurturing them in the faith. They are to unfold the Scriptures, to preach the word in season and out of season, and to declare the mighty acts of God. They are to preside at the Lord's table and lead his people in worship, offering with them a spiritual sacrifice of praise and thanksgiving. They are to bless the people in God's name. They are to resist evil, support the weak, defend the poor, and intercede for all in need. They are to minister to the sick and prepare the dying for their death. Guided by the Spirit, they are to discern and foster the gifts of all God's people, that the whole Church may be built up in unity and faith.

### 3 INTRODUCTION TO IME2 IN THE DIOCESE OF WINCHESTER

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In the Diocese of Winchester, curacy licenses are now four years in length, and the whole of your license period is seen as IME Phase 2. Over this four year period, the Phase 2 training programme will provide input on various topics and give space to reflect on the ministries you are part of. For the first three years, whether you are training for Assistant or Primary Leadership, you will travel together as a group, seeking to be a learning community, sharing from one another's experiences, past and current, learning from each other's wisdom and knowledge and supporting each other as a cohort of colleagues and fellow ministers. The fourth year, as your next move starts to become close, will have elements of training that are more specific and focused to your role.

Mission and ministry can offer times of real joy, delight and wonder. You will find this in the interactions you are part of, the services you lead and as you see God working by his Spirit through you (and sometimes despite you) in the world today. The truth is, it can also be challenging, frustrating and at times painful. As a curate you will not be exempt from this side and there may be times that the unique nature of a curacy will be the reason of this challenge or frustration. We recognize both these truths, and so over your curacy the IME2 pathway seeks to be a context for encouragement, fun and laughter as we support and learn from one another.

It is hoped that you will see from this booklet and your experience over the coming months that IME2 is not a process to be done to you, rather it offers a framework and structure for your development and growth as the minister you are called to be. It will be your responsibility to make choices and decisions, in conversation and partnership with your Training Incumbent, with support from the IME2 Officer, to influence the training experience you require. If your experience feels different to this, you are asked to talk to the IME2 Officer as a priority.

#### IME2 Culture:

We hope that the IME2 pathway will be a place of great care and support for one another. A time of learning and a time of fun and of developing as the minister you are called to be. To help this we value:

#### Prayer and fellowship:

Corporate worship each training day and a good amount of time for refreshments and lunch (**please bring a packed lunch unless informed otherwise**) ensure that IME2 training days take place in the context of prayer, fellowship and time for personal reflection. You will be asked to be part of this, offering to lead worship or help with hospitality on a rota basis.

#### Confidentiality:

Within IME2, and especially on IME training days, confidentiality is essential to enable sufficient trust to be offered so things can be explored with honesty and depth that will enable authenticity and growth.

### **Timing:**

We ask all participants to respect each other through prompt arrival for timetabled sessions. Please inform the IME2 officer if you are expecting to be late, noting that ministry should make way for IME2 training.

### **Feedback:**

We invite regular feedback through online forms after the training sessions, but also welcome informal feedback at any time.

### **Self-Care:**

Please ensure you care for yourself by addressing your needs during and after the programme. If you find aspects of any training event are raising issues or difficulties for you, please speak to the IME2 Officer or any training event leader, who will listen in confidence and do their best to help. (It may be that there are further training needs or more complex issues which you will want to raise with your Training Incumbent or another trusted person.)

### **Issues:**

If you are dissatisfied with aspects of the IME programme or with the conduct of another participant, please raise this with the IME2 Officer in the first instance. If you are not satisfied with any response, you may of course talk to your archdeacon or suffragan Bishop.

### **The Purpose of IME2 is:**

- to enable you to become the ordained minister that God is calling you to become in the Church of England
- to provide the best possible training and support, fostering good patterns and practices, and helping you to inform and develop your understanding of mission and ministry
- to assist in the development of your skills and competencies for undertaking a post of primary responsibility or an assistant clergy post (under the formation framework)
- to encourage you in ongoing reflection, to relate your parochial, contextual experience to the whole of your ministerial formation,
- to encourage you to take risks, try things, and to broaden possible horizons for ministry in a safe and supportive space
- to nurture reflective, flexible and collaborative Deacons and Priests for ministry for now and for the years to come.

The experience and skill of your training incumbent is crucial in enabling these purposes. They will have good knowledge of your training context, an understanding of the expectations of IME2 and are committed to help build in the necessary progression and development opportunities to your curacy. It will be important therefore for you to regularly communicate your hopes and needs and to review the curacy together both formally (through reports that are to be submitted), and informally.

## Moodle

Our Moodle platform can be accessed here: <https://winchester.learn.anglican.org/>. You have been enrolled onto Moodle, and will have received details to log in via an automated email. Please log in, and ensure it is **updated with the best, current email address for you and add a headshot of yourself to your profile.**

Within Moodle you will find 2 sections under 'my courses':

**2023 Cohort:** all documents referred to in this booklet will be found on Moodle and are to be downloaded. This is also the place to submit your any documents and theological reflections. Only curates have access to Moodle; training incumbents have had documents supplied via a shared folder.

**2023 Cohort IME2 Training Days:** this lists the training days, where you will find any pre-resources and forum discussions if applicable. This will also be the place any material used on the day will be uploaded.

## Communicating Through Moodle

As above it is extremely important that Moodle is updated with your best email address - especially if you have now been given a 'church' address. Moodle will inform you when any documents are provided for IME2 training sessions, any forum activity and we use it for communicating with you as a cohort. It may be that emails from Moodle first go into your junk mailbox, so **please set them as safe or 'not junk'**.

## The Formation Framework (Curacies 2023 onwards)

Curates ordained from 2023 will be assessed under the Formation Framework. This introduces seven qualities: Love for God, Call to Ministry, Love for People, Wisdom, Fruitfulness, Potential and Trustworthiness. In addition, each of these qualities are viewed under four 'lenses' - of Christ, the Church, the World and Self. The next page provides a 'Top Level' grid which gives a statement for each quality in relation to its lens (28 in total). It is this top-level grid that you will see and interact with most regularly throughout the curacy period, and beyond.

Alongside the top-level grid, the national ministry team has produced a much fuller document which lists more detailed examples of the types of evidence looked for in inhabiting each quality. This more detailed document should be referred to and broadly understood.

This can be found on Moodle and in the shared folder for TI's. It is also available on the national church website here: <https://www.churchofengland.org/resources/diocesan-resources/ministry/after-ordination>

All grids supplied in this handbook as examples are for a priest; if you are Distinctive Deacon or ordained Pioneer Minister, please ensure you are referring to the grid and detailed document you have been provided for your designation.



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

The following pages will give you an overview of the shape of your curacy over the coming four years. Together with the IME2 programme, you will now be in a position to know the dates of the key aspects of your IME2 training and understand the various aspects you can expect.

### Yearly Areas of Focus

These provide a shape to your curacy as a whole, and enable you to frame each year with key themes for starting out and continuing ministry in today's church. The themes will give a lens to the thinking and the IME2 training programme as well as ministry in the parish. Each year will include a 'project' for you to work on, with the aim of helping to embed learning in practical ways. The following are brief introductions to each year, with full information provided at other times in the programme.

#### Year One: Culture, Story and Background

IME2 training will provide skills and tools as well as space to reflect upon issues such as privilege and difference, socio-economic data and being a reflective practitioner. The curate will be asked to take time to research their context and towards the end of the first year present some of their understanding and findings to a PCC/ leadership team.

#### Year Two: Ministry in the Parish

IME2 sessions will provide a range of training sessions to develop curates' thinking in key aspects of parish and priestly ministry. Over the year, they will be asked to identify an area of interest from one of the following: Environment, Social Justice, Mission and Discipleship with Young People, and Welcome and Diversity. The curate will then work with others to further aspects of this area in their benefice.

#### Year Three: Exploring other contexts and Generosity

There are two practical outworkings here. Firstly, curates will be required to undertake a placement in another context (Chaplaincy, different tradition, different socioeconomic culture etc). The length of placement will differ between assistant and primary leaders. Secondly, they will be asked to prepare and deliver a preach around generosity in a different church setting, following training.

#### Year Four: Preparing for next post

The focus of IME2 training sessions will become more specific to enable all to be ready for their next post, Assistant or Primary. Primary leaders who go on to their first incumbency will form a learning community with whom to travel the first year(+) of this role. A similar offering will be open to assistant leaders.

### Your Context

You are licensed to a benefice and this is the area you will be ministering in over your curacy. It is important to recognise that the make-up of the benefice will likely look very different across the cohort. Some will be in a multi-parish benefice; meaning that they're licenced to more than one community with worshipping communicants in various church buildings across the benefice, and others will be licensed to one parish benefice, perhaps in an urban area.

Each ministry context will provide a different curacy experience. This is to be expected, and the designation you have been sponsored for ordination under (Primary or Assistant leadership) will also give different shape and focus. There will however also be some things that all will be expected to experience - obvious activities such as baptisms, weddings and funerals. Some are easier to define such as leading services, preaching, being involved in meetings and community activities. Others are less easy to define - such as sharing your faith, helping others to grow in theirs and being alongside people in moments of vulnerability or joy.

It is important not to compare with one another (as hard as that may be) as some contexts will naturally give some experiences faster or more regularly than others. If at any time you are feeling like your context isn't giving you enough, do not worry; that is expected and there are opportunities for placements or helping others nearby on a one-off basis.

### Chaplaincy Contexts

Alongside your benefice role, some may have a chaplaincy role as part of their curacy. This is different to undertaking a chaplaincy placement. Practice will likely vary, and this will be agreed with the IME2 Officer at the beginning of the curacy, but it is likely that annual reports will include input from parish and chaplaincy supervisors, which might best be through meeting all together.

### Wider Involvement Outside your Context

**A curate is not “an extra pair of hands” and few contexts can provide all the experiences needed, and so training incumbents and curates are encouraged to seek out opportunities at deanery and diocesan level as appropriate.**

One particular opportunity offered by curacy is to be involved outside the training benefice in the wider life of the Diocese. You are a member of Deanery Chapter and Synod, and may also choose to serve on Diocesan Synod.

As your curacy progresses other parishes, especially if in vacancy, in your deanery or further afield, may ask you to help with Occasional Offices. You may be asked to preach or you may also be asked to cover a sickness or holiday.

Any such involvement would of course be negotiated carefully with you and your training incumbent, but this is a great part of your training and a way of preparing you for ministry beyond the title post.

### Placements

Curates are to undertake a placement outside of their benefice designed to broaden missional and ministerial experience and formation. It is expected that curates sponsored for Stipendiary Primary Leadership will normally undertake a block placement in their third year of 2-3 weeks, and those sponsored for SSM Primary or Assistant Leadership should agree with the IME2 officer and TI as to how this will look for them.

Placements help give a wider perspective as the end of curacy draws nearer; they can be a way of gaining experience not available in the title benefice or they can be an opportunity to explore a form of ministry that might be appropriate for the first post of responsibility.

Practically, in planning your placement you are encouraged to:

- Talk to your incumbent about what kind of placement might be good for you to undertake, and write it into your Curacy Development Plan.
- Talk to the IME2 Officer who will give advice as required, assist in links and approve the placements.
- A short report on each placement will be expected (no more than one or two sides of A4), ideally demonstrating links with the Formation Framework. The report should cover why you chose this particular placement, what were your learning objectives, what actually happened and what were in fact the main learning outcomes.

Placements are very varied, but might comprise:

- Benefice Placement – the curate could profit from a time in a different benefice, of a different church tradition, in a different sociological context or offering a particular form of ministry.
- Non-benefice Placement – the opportunity to spend time within a non-parochial mission context, such as a hospital, university or armed forces chaplaincy, a para-church mission agency, a fresh expression of church or even a diocesan department.
- Overseas Placement – see below for more details on this.
- Workplace Placement – if appropriate, a curate could spend time in an appropriate secular setting, such as an agricultural, industrial, commercial or civic setting, experiencing an environment in which lay Christians work out their vocation and ministry.

### Overseas Visits and Placements

An overseas visit/placement will allow you to reflect upon ministry and mission in a different cultural environment which could challenge and enhance your formation. (The IME budget does not include any provision to help fund overseas placements, but there are some grant-making bodies that might be able to help.)

There are important factors to consider with any overseas visit:

- Whenever you, as an ordained person, visit overseas in any kind of official capacity – ie because of your role – you do so as a representative of the Diocese of Winchester, for whom the Bishop has responsibility and care. It is therefore crucial that we are aware of what you are planning, as we need to ensure that all the proper formalities are observed, and it is quite possible that we are aware of local dynamics that might help you or even mean that a visit at a given time is inadvisable.
- Still more importantly, every visit is part of your ministerial development in this official period of training, and we will therefore need to work with you and equip you to shape your visit so that the learning is as full as possible. For these reasons, please inform the IME2 Officer as soon as you begin to think about an overseas visit of whatever kind. Roles

## The Role of the Curate:

Your curacy is a time to fulfil a number of things, all with the focus of continued formation. You do this in many ways including:

### As Minister

- Those who are ordained are called to a life of mission and ministry grounded in their relationship with God in the context of the mission and ministry of the whole people of God.
- Ministers are called to be servants and encouraged to be sacrificial and humble.
- They are called to grow in holiness and understanding of the things of God so that they may play their part, and enable others, to bring healing and reconciliation to the world.
- Ministers are called to live in such a way that their way of life is an example for the Church and the world at large.
- Above all, their ministry is to be characterised by a Gospel which is 'good news' for themselves, and those among whom they minister.
- A high level of professional conduct is expected of all ordained ministers and this is set out in the *Guidelines for the Professional Conduct of the Clergy* (available for download). Professional means not only how ministers conduct themselves in role, but also how they live out their profession and calling in the whole of their lives.

### In Ministry

- The responsibilities and privileges of ordained ministry are set out in the Ordinal. They bring both joys and challenges to those who are ordained and those closest to them.
- It is a time of change as new roles and responsibilities are taken up and may also be a time of relocation and adjustment to different material circumstances.
- It is a time of developing a range of gifts, skills and tools through practical experience and theological reflection to equip them for a unique and growing ministry into the future.
- Ministerial formation is part of the wider pilgrimage of the people of God and the missionary task of the whole Church, not just an individual or a parochial activity.

### In Training

- In your first three years, new ministers are in a period of 'ministry under supervision' and 'ministry in transition'. A curacy is a training post.
- The environment of ministerial formation should provide both the challenge to explore the path of discipleship and a supportive and loving framework for the minister.
- Ministerial formation seeks to provide an environment for learning and exploration and encourages an attitude of reflective practice that will be a continuing characteristic of ministry in the years ahead.
- Given the range of experience, gifts and circumstances amongst those who come to ordination, flexibility in the programme of ministerial formation is vital.

- The range of training incumbents and training contexts will give different opportunities and experiences in different places. It may be appropriate to spend some time in another context for the training needs of the curate.

Your vocational journey remains a key part of this, and it is important to recognise the need for continued discernment as your ministry continues.

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

The Training Incumbent (TI) is the key person in the development of your ministry. They are charged by the Bishop with the day-to-day oversight of this phase of your ongoing formation, and have a responsibility to make sure that you (and any family with you) are properly welcomed into the benefice. With their key knowledge and experience in the benefice, TIs will have a mental 'map' of how mission and ministry happens in the benefice, and will be able to bring this to the process of establishing the Ministry Specification and Curacy Development Plan, outlining the areas each curate will get involved in and how progression, development and significant leadership experience will be factored in (following the spiral learning model). You may come with a vast amount of experience but there will still be holes in your knowledge and experience. Your TI is your guide, mentor, coach and confidant(e). Even though the training relationship is a mutual shared learning experience, your incumbent is always the senior partner.

Before a curate begins ministry in a benefice, appropriate discussions and preparations should have been made with the TI, PCC and worshipping members of the benefice to ensure that all understand and are committed to the resourcing and support of training a curate, including the payment in full of proper working expenses.

Whilst the time of your curacy may be seen as a precious gift to the benefice, so also must all members of the benefice take responsibility for your (and your family's) welfare and Christian development. It is important that each curate is formally welcomed to the benefice within worship services and doesn't simply 'appear'. There is also a legal requirement for you to repeat the oaths sworn at the ordination service on your first Sunday in the new benefice.

#### **Purpose:**

The primary purpose of a curate's first four years of ordained ministry is to continue the process of formation for mission and ministry. Therefore the prime responsibility of the TI in respect of the curate is to ensure that adequate training and time for theological reflection are given to support this.

#### **Key Aspects:**

In planning and developing the curate's work and role, it is essential to:

- agree on a regular time for staff meetings (planning, diaries etc);
- agree on a regular *separate*, bounded and protected time for supervision sessions, which is not normally postponed or rescheduled. (As stated above, at the outset supervision sessions should normally happen weekly for full-time curates, probably less often for curates offering

less time in the parish, and perhaps decreasing in frequency as the curacy progresses. Supervision sessions should normally be of about 60-90 mins duration);

- specify any other fixed regular events during the week;
- note in the diary: PCC, chapter and synod meetings and dates of IME days;
- set aside proper time for preparation and study in support of developing ministry, whether this is formal study (such as the BA) or informal;
- agree upon appropriate working expenses and a system for timely payment;
- ensure the PCC gives full support to the work of the curate through prayer and the proper payment of working expenses; and
- ensure that the curate values and develops a shared ownership of the benefice's vision and values.

### Approach:

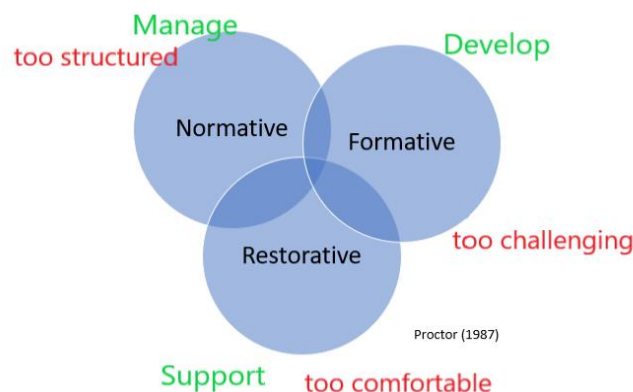
The style of leadership required of a TI in today's Church is one of coaching and mentoring. Whilst the traditional style of learning by copying the TI (master/apprentice model) still has a limited place, particularly in learning very practical ministerial skills, it is recognised that it is vital for each curate and TI to engage together in proper theological reflection, even on very practical ministerial tasks (coupled with careful observation of the strengths and weaknesses, gifts and talents of the curate by the training incumbent). Through prayer, reflection, discussion and practice, each curate is thereby encouraged to develop an appropriate ministry for the Church of England based on their awareness of their God-given gifts and limitations, and enhanced by a life-long commitment to developing the highest standards of performance in all aspects of ministry. Such ministry may or may not end up looking exactly like that exercised by the training incumbent.

### Supervision:

Each curate will spend a significant amount of time with their TI in supervision (theological reflection upon ministry – which is separate from planning and preparation), as well as with others who share in leadership, reflecting on where God is at work and working out the best way to join in.

Useful questions to bring to supervision are 'why?' and 'what?' and 'where?'

It is crucial as part of this that you and your TI meet regularly for supervision (which is where much theological reflection will take place, and which is different from planning). As well as using a form of theological reflection, TIs will, in particular, need to be aware of the importance of keeping a balance between the three classic functions of supervision. The diagram below shows an over-emphasis (shown in red) on any of which to the detriment of the others will unbalance supervision.



## The Role of the Benefice and Community

The fact that everybody in the benefice (under the oversight of the incumbent) has a part to play in the curacy should be made clear by the training incumbent. This is particularly so if it is the first time a benefice has received a curate. It should also be explained that your training needs will sometimes compete with demands for ministry in the benefice, but that this training will almost always have to take priority. If the benefice has previously had curates, all members will need to be reminded that you are at the beginning of your training cycle and bring with you different strengths and weaknesses from previous curates. You will never simply step into their shoes.

In addition to the congregation(s) curates will need to get to know the community in which they minister. Knowledge of the community and of different groups within it is an important element in mission and pastoral care, but the most important aspect is getting to know individuals. Each benefice should have policy guidelines concerning pastoral care and visiting to which the curate will need to pay attention. Care needs to be taken that the curate does not become too closely associated with any one particular group but is seen as offering ministry to all. As part of growing in pastoral understanding and in awareness, curates need to:

- get to know the geography, history and culture of the benefice;
- make initial visits to key members of the congregation (Wardens, PCC members, LLMs etc) within the first weeks after ordination;
- take part in any prayer or study or home groups as agreed;
- visit community organisations: social services, probation officers, tenants' groups, etc.

## The Role of a wider Ministry Team

Whilst the training incumbent is the key figure in the training process, other members of a ministerial team have an important and valued role to play in training.

- Everything possible should be done to encourage the curate to experience collaborative ministry in the benefice, sharing ministry and leadership with both other licensed ministers and with laity, and to learn from this experience.
- In this, however, lines of authority and management must be made absolutely clear. In particular, if you are being delegated responsibility for or leadership in a task or area, sufficient authority for that must also be delegated.
- The curate and congregation need to be aware that in all matters the curate is ultimately responsible to the training incumbent. Appropriate boundaries should be agreed between the incumbent and curate so that mutual loyalty and confidentiality are respected and that both can respond suitably to any attempted manipulation by others.
- The whole benefice needs to recognise that it has a vital role in the training of a new minister.
- Individual members of the congregation, or indeed the wider community, may well have experience which could be utilised in training. The training incumbent should bear this in mind when developing specific training programmes.



## The Role of the IME2 Officer

The IME2 Officer will work with the Curate and the TI to enable the best opportunities for continued formational growth.

The IME2 Officer is responsible for ensuring an accessible and high quality IME Phase 2 programme is provided, for supporting TIs with training and for ensuring curates are well equipped to take on and thrive in their next post.

The IME2 Officer is closely involved in the End of Curacy process, providing feedback to reflections and reports and advising the Sponsoring Bishop in the Sign-Off process.

Sometimes, for a number of reasons, curacies don't work. Help and guidance is always available from the IME 2 Officer, and curates and training incumbents are expected to seek help early where issues arise.

## 4 TRAINING EXPECTATIONS

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The IME Phase 2 programme addresses the national Formation Framework against which curacies are formally assessed. The training sessions will vary depending on the topics covered, and the expected aims. You have been given the dates and themes of the first year, and will be given ongoing dates well in advance. For example some of the days will be predominantly passing on information - in various forms and with interactive parts to them. Other days will be more about reflecting together on ministry experience or pre-reading, and a number will be a mixture of both. As a training curate you have a set time (your curacy license) during which to train, learn and develop. Your Statement of Particulars reflects this, asking for you to prioritise all training offered to you, and so we ask that the **IME2 training therefore take priority over any parish ministry.**

**Stipendiary** curates are expected to attend and engage fully with the whole IME2 programme. Please ensure the dates are in your diary. Attendance at these events is expected to take precedence over all other commitments and so please plan well and provide these dates to your TI also.

**SSM curates** will discuss their training needs with the IME2 Officer at the beginning of their curacy. It is hoped they will be able to attend the days indicated by this conversation. A termly evening for SSMs will be offered for conversation, reflection and overview of some training.

Training incumbents must release curates from parish commitments to attend the IME2 programme, and encourage full engagement with this. Any absence should be discussed with the IME 2 Officer at least two weeks prior to the event, with the exception of short-notice emergencies. As well as regular training days, other places of 'formal learning' are:

### **Residentials**

In the first year of curacy there is an overnight stay in January. This is for Curate and TI and provides time and space for learning together as well as talking and considering the curacy and the key TI/ Curate relationship thus far. The Ordination retreat will be at the end of this year.

In the following years, there will be a residential weekend in May for both the second and third year curates. It falls on a weekend to ensure SSM as well as stipendiary ministers can participate. These residentials are compulsory for all and it is asked that the curate is relieved of all duties on the Sunday of the weekend residentials to enable full participation.

### The 'Training' Training Incumbent

As well as responsibility for supervision, reflection and pastoral care, the training incumbent will be the main source of training for day to day ministry. It is hoped that the TI will dedicate good time for this to ensure the curate is confident in independent ministry. It will be helpful to talk through the conscious competence learning model:

1. **Unconscious Incompetence** – you don't know what you don't know
2. **Conscious Incompetence** – you know what you don't know
3. **Conscious Competence** – you know that you can do it now
4. **Unconscious Competence** – you can do it without thinking about it

Another simple model is:

1. **Observe** and reflect,
2. **Do together** and reflect,
3. **Be observed**, doing, and reflect
4. **Do independently**, and reflect.

This model may progress quicker or slower depending on the task- as ever the joint reflection here is key.

### Further Study:

Further study for degrees and other qualifications is seen as an additional part of the training programme. It is likely to be seen as unwise for any further study to be undertaken in your first year, but at any stage of your curacy, further study should be discussed with the IME2 Officer in the first instance and then agreed in consultation with your TI. A written proposal will be required, and ultimately it is the Sponsoring Bishop who makes the decision about the programme to be followed. Where further study is approved, then limited grants may be available.

### Other Training:

There may also be some other specific course of training a curate may wish to take on. This should be discussed between the curate, the IME2 officer and your Training Incumbent.

## 5 CURACY ADMIN: STARTING OUT, REPORTING, ASSESSMENT AND ENDING

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At the Start of the Curacy there are a number of documents provided to inform curates of their new roles, and to enable a good foundation from which the curacy can begin and develop well. These are described and explained over the coming pages.

### Statement of Particulars:

As an 'Office Holder' rather than an employee you will be provided with a Statement of Particulars soon after you have been ordained. The Statement of Particulars doesn't tell you what to do, or when to do it; this happens in your locally agreed Ministry Specification. As part of creating the Ministry Specification it could be that the curate shares their Statement of Particulars with the TI, which will be very similar to their own. It would also be helpful for the TI to talk through how they live out their role as an office holder and how they operate within their own SoP.

All the information on clergy terms and conditions of service can be found here:

<https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service>

You are expected to read through your Statement of Particulars thoroughly before signing. The following notes are provided for information only. They are not official guidance and do not take the place of the SoP. You are asked to email the HR department at the Diocesan Office for any advice or questions.

### Notes for SSM Curates:

Curates are Office Holders and are provided with their Statement of Particulars as they take up this office. The number of days/hours per week an SSM curate commits to in order to discharge the duties of their office is to be detailed in their Ministry Specification and provided to the IME2 Officer by 30 September. Chris is happy to respond to a draft before this date.

For information:

**Expenses:** All Curates are entitled to the reimbursement of expenses reasonably incurred in connection with the exercise of your office. Reimbursement is the responsibility of the parochial church council(s) of the parish(es) in which they serve. For further details, see *The Parochial Expenses of the Clergy: a guide to their reimbursement*, published by the Central Stipends Authority, and available on the Church of England website.

**Annual Leave:** The number of annual leave days SSM curates are entitled to is to be agreed locally and detailed in the Ministry Specification as well as any information on when they may or may not be taken, including entitlement to bank holidays (or time off in lieu).

**Sick Leave:** SSM curates are required to use all reasonable efforts to make arrangements for the duties of their office to be performed by another person during any absence because of illness – which may, where appropriate, consist of notifying a responsible person or authority of the absence. Please also notify the IME2 Officer where appropriate.

**Other Leave:** Special Leave may be granted by the Bishop. Other leave is detailed in the curate's Statement of Particulars. Further information can be found:

[www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service](http://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service).

#### **Notes for Stipendiary Curates:**

Curates are Office Holders and are provided with their Statement of Particulars as they take up this office. The office of a Stipendiary Curate is a full-time post. Local agreements and procedures are to be detailed in their Ministry Specification and provided to the IME2 Officer by 30 September. Chris is happy to respond to a draft before this date. For information:

**Expenses:** All Curates are entitled to the reimbursement of expenses reasonably incurred in connection with the exercise of their office. Reimbursement is the responsibility of the parochial church council(s) of the parish(es) in which they serve.

For further details, see *The Parochial Expenses of the Clergy: a guide to their reimbursement*, published by the Central Stipends Authority, and available on the Church of England website.

**Rest Period:** Stipendiary Curates are entitled to an uninterrupted rest period of 24 hours in each period of seven days. This rest period should not be taken on a Sunday, unless the Sunday comes within Annual Leave, or on a major festival of the Church unless permission has been obtained from your Suffragan Bishop.

**Annual Leave:** Stipendiary Curates are entitled to 36 days' annual leave (days that would normally be considered working days) including a minimum of four Sundays and up to a maximum of six Sundays in each leave year. For annual leave purposes the year runs from 01 January to 31 December each year. In addition, stipendiary curates are entitled to bank holidays (or time off in lieu) generally taken as leave in your diocese.

**Sick Leave:** Stipendiary Curates are required:

- to inform their Suffragan Bishop's Personal Assistant if they are unable to perform the duties of their office because of illness for any period of one day or more;
- to provide a medical certificate for absence of more than 7 days.
- Please also notify the IME2 Officer where appropriate.

All curates are required to use all reasonable efforts to make arrangements for the duties of their office to be performed by another person during any absence because of illness – which may, where appropriate, consist of notifying a responsible person or authority of the absence.

**Other Leave:** Special Leave may be granted by the Bishop, other leave is detailed in the curates Statement of Particulars. Further information can be found:

[www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service](http://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service)

### At the Start of the Curacy

The foundation of your IME2 training is the relationship between you and your TI, which is supported by regular contact with the IME2 Officer. This relationship, and indeed much of your curacy journey, is set in a framework by the *Ministry Specification and Curacy Development Plan* that you and your TI are asked to complete together, through conversation now in the first few months of ordained ministry. Take your time with these documents and look to meet more than once in order to complete them.

### The Ministry Specification:

Describes the overall way in which you work and train in your local context. It asks you to establish clear boundaries (day off, annual leave procedures, Sunday commitments, corporate prayers, further study, work/life balance etc), which will safeguard your ministry for both you and your benefice context. This is subject to, and supplemental to, the Statement of Particulars issued by the Diocese.

Proper attention needs to be given to recreation, time off and to establishing appropriate boundaries between work time and time for family, friends and leisure. The training incumbent should ensure that you give adequate time and attention to your whole life.

It is asked that you submit this to the IME2 Officer for our records by 30 September, and you are invited to email a draft for review and comment in time before this date. A signed copy should be kept by Curate and TI and it needs to be kept under regular review, with any updates sent to us and filed.

### The Qualities Grid (found in Form 1):

At the start of curacy, and then annually, you are asked to talk through the top top-level qualities grid taking time together to be aware of the developing way the curate is inhabiting each quality. As you do so, you are asked to assign colours to each square indicating the outcome of your discussion.

This Ministry Specification and Curacy Development Plan is the result of discussion between:  
..... Curate  
to service in the Church(es) of.....  
in the Benefice of .....  
and the Revd ..... Incumbent  
and covers the years from ..... to .....

**1. ALLOTMENT OF TIME AND PRIORITIES**

a. Incumbent's weekly day off:

b. Agreed day off for curate: *(For this and following sections, please adapt the form if the curate, though sponsored for primary leadership, will not be both full-time and stipendiary in the benefice.)*

c. Other time regularly to be taken as leisure/family time:

d. Time set aside for private prayer:

e. Time given for curate to meet with Spiritual Director:

The colours represent:

**Inhabiting the quality well with excellent evidence.**  
**Inhabiting the quality comfortably with good evidence.**  
**Developing in this quality.**  
**Requires development with some evidence.**  
**Requires development no evidence currently.**

Four blank grids are provided on Moodle in Word for you to work through. Please do so with reference to the previously completed grid.

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

Priest	Christ	Church	World	Self
<b>Love for God</b> The candidate...	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
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<b>Trustworthiness</b> The candidate...	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

Inhabiting the quality well with excellent evidence.
Inhabiting the quality comfortably with good evidence.  
Developing in this quality.
Requires development with some evidence.
Requires development no evidence currently.

It may be that you do not discuss all of the grids all every time. This is fine but a full picture is expected by the final report. Please know that the aim isn't to be 'bright green' in all areas by the end of curacy, rather the aim is for an honest representation of the curate at the time of each report. The qualities are a useful check in for all throughout ministry and a mix of 'developing in' and 'inhabiting well' at the end of curacy recognises the need for all to be involved in continuing development throughout our ministry.

### The Curacy Development Plan (Form 3):

The Curacy Development Plan is to be filled in at least annually and reviewed more regularly. Over the curacy, it draws upon other documents in order to be completed. To begin with, at the start of ministry, the curate and TI are asked to talk through the curate's Final Report from their training institution, which we will provide to the TI near the start of the curacy (the curate will have this already).

In order to complete the development plan at this starting stage, and later you are also asked to review and complete the Core Skills Checklist (more info on the following pages).

Once the Final Report and the Core Skills Checklist have been reviewed, the Curate and TI are asked to agree to learning and training priorities for the coming year and to plot out areas of ministry and leadership in which the curate will engage. This plan will show how it is intended that the curate gains as wide an experience in context as possible and is also given increasing opportunities to exercise leadership in mission and ministry, as time progresses.

List learning and training needs identified by the IME1 final report (use bullet points):

Any additional Agreed Learning & Training Priorities for Next 12 month Period (after reviewing the qualities grid and core skills checklist together):

First Six Months after Ordination: July to December		
Area of Ministry	Projected Involvement	Responsibilities

The whole plan is set out in six-month blocks. The rows can (and should) be added to, to enable a full picture to be produced. At this beginning stage, at least the first 12 months should be filled in, but looking ahead it will be helpful to add thoughts as to how the curacy may develop over the next years also.

Please view this plan as setting a number of anchor points over time so you are able to address anything that is missed, or build in opportunity in advance. This is not something that you are held to and you are encouraged to review it regularly making changes as your needs change or develop.

**Learning Agreement:**

In your first meetings, you are also asked to complete the Learning Agreement. This should be completed, signed and sent to us for our files. It sets your curacy within a learning context.

**Annual Reporting Instructions**

Together, you will need to complete three essential documents each year. These are:

• **Form 1: Curacy Reporting Form**

This form consists of two parts- the qualities grid and the written report. The qualities grid provides an easy to see snapshot of how the qualities are being inhabited, and the report form is informed by this. It is important to discuss and agree with the TI on how the areas are being evidenced together.

• **Form 2: Core Skills Checklist**

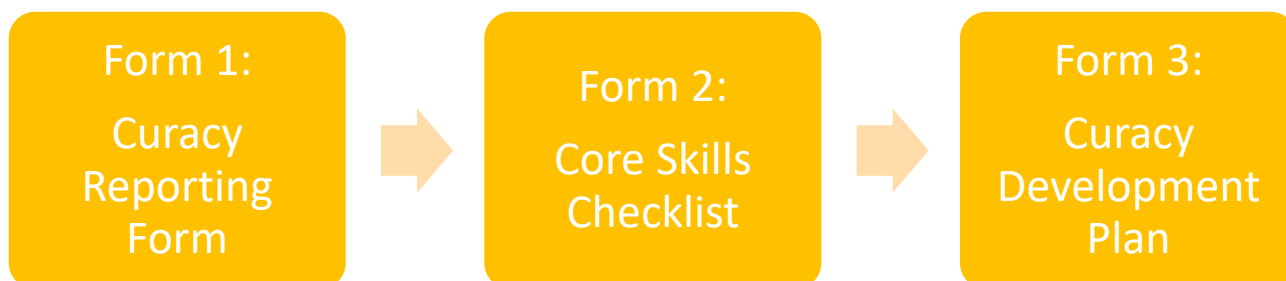
Evaluate the core skills by discussing and rating them on a scale of 0-5, as explained in the document.



- **Form 3: Curacy Development Plan**

After completing the first two documents, you can move on to the Curacy Development Plan. The previous documents should help you identify the learning and training priorities.

(You will find more details on each of these forms above or below)



**Dates for the submission of Reports:**

**Start of Curacy:** Over the summer, and by the end of September (Qualities Grid, Core Skills and Development Plan)

**Year one:** in April of Year 1

**Interim:** at an interim point in curacy, no earlier than the end of Year 2

**Final:** when the TI deems your training requirements met and ready for the End of Curacy assessment.

**Form 1: The Curacy Reporting Form**

To enable an ongoing understanding of the curates' development both curate and TI are asked to meet together annually to review the curacy so far and complete a report. This report is expected to provide an ongoing, developing picture of the curacy and you are asked to engage in providing this in two ways:

**Part One: The Qualities Grid**

As described above. Please start the reporting process by assigning colours to the qualities grid at every annual meeting. Remember the aim isn't to end with all 'bright green' but to show a developing picture of where the curate is at the time of reporting.

## Part Two: The Written Report

Once you have talked through the Qualities grid and assigned colours to the boxes, please move onto the written part of the form. The form is to be used through the curacy, with boxes for each year's report under each corresponding Quality. There are 7 Qualities in total, and for ease, the statements from the top level

<b>CHRIST:</b>	The curate is reliant on God – Father, Son and Holy Spirit – and lives out an infectious, life-transforming faith.
<b>CHURCH:</b>	The curate is rooted in scripture, the worship of the Church and the living traditions of faith.
<b>WORLD:</b>	The curate whole-heartedly, generously and attractively engages with God's world.
<b>SELF:</b>	The curate is prayerful and studies the Bible.

grid are provided. The curate is asked to list the ways they are demonstrating the Quality (think activities and examples that evidence the quality). They are then asked to provide brief reflections on how they are developing in inhabiting said quality. TIs are then asked to reflect on the curate's strengths and areas for growth on each Quality.

<b>First Year Report</b>	<b>How are you demonstrating the quality Love for God in your ministry so far?</b> (please give bullet point examples):
	<b>Curate</b> (reflections on how you are inhabiting the Quality Love for God):
	<b>Training Incumbent</b> (Reflection on the curate's Strengths and areas for growth relating to inhabiting the quality Love for God):

## Form 2: The Core Skills Checklist

Much of the formation and learning that goes on within any curacy centres on soft skills and formation – reflected in the Formation Framework. There are however elements of ministry that require the learning and acquisition of 'how to' hard skills such as using different forms of liturgy, confidence in occasional offices, school assemblies and so on.

The Core Skills Checklist, which can be downloaded from Moodle, is expected to be used throughout your curacy, but especially at key

<b>Scale / Colour Descriptors:</b>	
<b>5</b>	Able to train and/or supervise others in this task; the curate can adapt knowledge and skill to special/novel situations where there is increased complexity.
<b>4</b>	Competence maintained for at least 6 months and/or used multiple times per week; the curate shows confidence, proficiency and fluency of practice.
<b>3</b>	Experienced; solid understanding of theory/practice principles; the curate can perform this without assistance or regular, direct supervision.
<b>2</b>	Developing experience; basic understanding of theory/practice principles in place; the curate can perform this with some supervision and assistance.
<b>1</b>	Limited experience or only theoretical knowledge; the curate requires constant supervision and assistance.
<b>0</b>	No experience yet.

points: at the start of your curacy, when creating your first curacy development plan and at the time of each of your annual reports.

You are asked to discuss the list with your TI and together give a score or colour providing a picture of where you are and the areas to focus on going forward. This will enable you to identify areas that will be a priority for the coming year, or could be addressed by an external placement. As you track your progress it is hoped that you will be encouraged at the range of experience you are gaining in ministry.

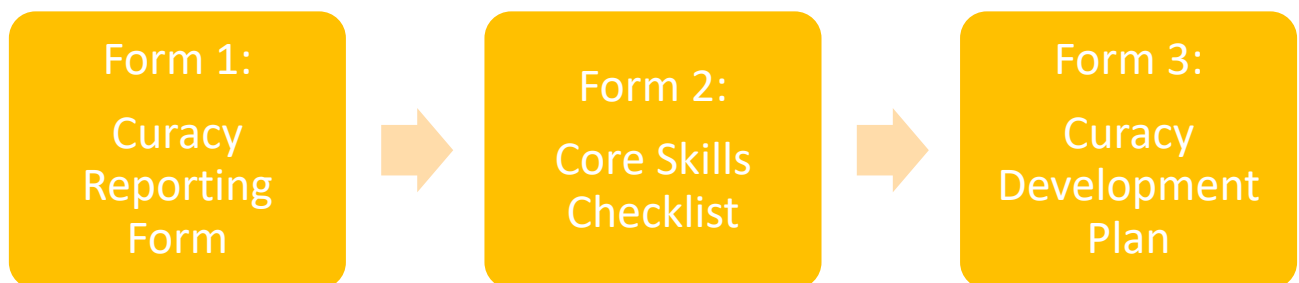
As with the qualities grid, the aim is not to get to all 5s by the end of curacy. Much more realistic will be a general mix of 3s and 4s with some 5s in areas of particular interest for the curate.

No single benefice will be able to provide experience in every single area. Do not worry if there are reasonably unusual areas that you are unable to address in your local context, but note them as you look ahead through your development plan and contact the IME2 officer to discuss ways of addressing them.

Start Curacy	Y1 Report	Interim	Final Report	Core Skill, Ability or Knowledge	Essential
				<b>Personal Development &amp; Spirituality</b>	
				Maintain a rhythm of prayer and worship that sustains and energizes	
				Maintain an ongoing pattern of Bible reading and study	
				Reflect theologically on ongoing ministry and practice	
				Maintain an appropriate working rhythm	
				Maintain time for family, friends, hobbies and non-church interests	
				Develop creative support networks	
				Reflect regularly with a spiritual director or soul friend	
				Undertake an annual retreat	
				Understand and keep to appropriate ministerial confidentiality	
				Integrate good safeguarding practice into whole of life and ministry	
				Be responsive to those at risk of discrimination of all kind, promoting equality and fairness	
				Be aware of and respond appropriately to complex dynamics in working relationships	
				Be sensitive to power dynamics within ministry	

### Form 3: The Curacy Development Plan

Each year, after completing the Reporting form and the Core Skills Checklist, please complete the Curacy Development Plan as described above.



### Ongoing Assessment

#### Supervision Log:

A vital part of the curacy for the curate together with the TI is regular, protected times of supervision.

After each supervision session, you are asked to keep a log, using the template provided on Moodle. The log should include information on the topics covered, reflection on the discussion and learning and any actions and outcomes. In general, these do not need to be particularly long, but they are to be a useful place of reflection. It is expected that 2-3 a year will be more substantial in their length. Reporting in this way helps keep the focus on supervision and prevents a digression into planning or diary meetings.

Meeting date	Topics covered	Reflections on conversation	What Next?

This log will form part of your assessment and is also hoped to be a useful log for you. You will talk through it with the IME2 officer at various times, including visits to you in your context.

## Theological Reflections

Over the first three years up to the time of expected sign off (from Easter in year three), curates are asked to provide a theological reflection on each of the 7 Qualities in the formation framework: Love for God, Call to Ministry, Love for People, Wisdom, Fruitfulness, Potential, and Trustworthiness. These should be between 1500 to 2000 words and the format is quite open, to ensure it is a useful exercise for you.

The point of each of these reflections is not to find out what you have been doing- as lovely as that will be - but to demonstrate your theological and reflective practice. With a short word count therefore, it is important to keep any explanation of your experiences to a minimum, giving the maximum possible words to your thoughts and feelings theological or otherwise. Questions to ask are 'why and how' as well as where is God at work here in me and in the people around me. **This is not an exercise in proving yourself or your ministry;** the value is in the theological reflection and the process that has brought you to your thinking.

### How:

It is suggested that in the lead-up to each written reflection you use your supervision sessions wisely. Your first deadline is not until February 2024 on the Quality 'Call to Ministry'. It would, for example, be expected for you to have taken some time in your supervision over the first 6 months to be reflecting on public ministry, being ordained, wearing a collar, changing of role etc. These supervision conversations can then inform the content theological reflection.

Please use the Quality you are writing on as the 'title' for your reflection and then it is up to you to decide how you structure it. It may be that you want to take the four statements under each of the lenses on the top level grid and respond to each of them in turn. It may be that you want to take some of the evidence statements in the more detailed documents and interact with those. In all instances, however, these are theological reflections - you reflecting upon your practical ministry and encounters with theological insight, drawing upon scriptures, reading and self.

The hope is that these theological reflections are useful to you in your ministry. Curates have often commented that they have been able to consolidate their thinking when getting it down into words, and so do please give plenty of time to this task.

When writing it, do involve your TI in the process by mutual agreement. At the very least we expect it to be read by your TI and for them to include comments on the cover sheet as to their view of how you are inhabiting the quality and the way you have expressed this in your theological reflection.

Please submit your reflection in time on Moodle, and it will then be read by the IME2 Officer and volunteer clergy who will make a response and recommendation to the IME2 Officer.

If you can see in advance there will be an issue in submitting in time, please discuss this with the IME2 Officer, copying in Frances, who may grant an extension.

### **The First Reflection:**

The first reflection: Call to Ministry, has some additional functions to the following six. This first reflection:

- must include an additional c500 words introduction to the context you are ministering in. This will serve as an introduction to the volunteer clergy assessors.
- must include a letter from your TI to the Bishop, commenting on your reflection, commending you to the Bishop, and providing a statement that in their opinion you should be ordained priest.
- will form part of your discernment with the Sponsoring Bishop prior to your ordination as priest (if applicable). It will therefore also be read by the Bishop and form part of your pre-priesting interview.

### **Portfolio Folder:**

Towards the end of your curacy you will have produced various pieces of evidence pointing to ways you are inhabiting the qualities found in the formation framework. It is suggested that you keep all these documents together in an electronic folder which, when a few extra documents are added (see below), can simply be shared with the IME2 Officer at the point of being ready to be signed off. This will be your IME2 portfolio.

Your successfully completed Portfolio will include these elements as a minimum:

- Your Ministry Specification including any updates
- Your signed formal Learning Agreement
- The seven Theological Reflections
- Your supervision log (a minimum of 10 per year)
- Completed Annual Reporting form
- The Completed Core Skills Checklist
- The Completed Curacy Development Plan
- Placement reflections
- Preaching Feedback forms
- Reports from Lay and Ordained Colleagues

### **Preaching Feedback**

At least once a year you are expected to provide members of your congregation with forms to allow them to give feedback. This is for your benefit and so you are able to choose the format of the form or use the one supplied on Moodle. When completed, please reflect upon them with your TI and save these as part of your portfolio folder.

### **Placement Reports**

When you are on placement, it is recommended that you keep a brief journal of the ministry you experience and the reflections you have over the period. When the placement is complete, you will be expected to produce a short report to be saved in your portfolio folder

## Other Reports

Towards the end of your second year and into your third, you will need to collect an additional series of short reports from people in your training context. There should be four or five of these reports, and it is up to you to choose those whom you wish to ask to write them. However, at least one must be from a Churchwardens and/or other lay leader from your benefice. Other suggestions are: school head teachers or staff, nursing home staff, playgroup staff, Alpha team, worship group, LLM and anyone whom you feel will be able to contribute to your Portfolio. When completed, these should be added to your portfolio folder prior to sending to the IME2 Officer.

## End of Curacy

This is a very brief outline summary of the procedure for the end of curacies. We will cover this in detail later on in the IME programme (at the beginning of the third year), and the IME2 Officer will, of course, discuss this with curates individually at any time. However, this very brief summary is intended to inform, encourage and remove any distractions as you serve in your curacy.

## Normal length of Curacy

The normal length of a title curacy in the Diocese of Winchester is four years. Any change in the conditions or duration of a curacy requires the agreement of the sponsoring Bishop after consultation with the IME2 Officer.

## Extension of a curacy to fulfil the Criteria for Formation

Through the Reflections and Annual Reports, as well as through informal contacts and visits, it is expected that almost all curates will abundantly satisfy the Criteria for Formation in order to be signed-off around Easter in the third year of curacy.

In rare cases, for a variety of reasons such as illness, parental or adoption leave etc or when the Bishop deems it necessary for the formational needs of the curate, it may become apparent that a curate will not be able adequately to satisfy the Criteria. In these cases the IME2 Officer, having been in regular contact with the curate and training incumbent, will consult with the sponsoring Bishop and the Diocesan Secretary and lead in the application for any extension of the curate's appointment under Common Tenure – in order to fulfil the Criteria for Formation.

Extensions will be in blocks of six months, and under terms which are similar to those on which the title curate already holds his or her office {Ecclesiastical Offices (Terms of Service) Regulations 2009, regulation 29, and must be applied for before the normal point of sign-off.

## Process for Primary Leadership Curates toward the end of curacy:

When a curate has been 'signed-off' they will be invited for a conversation with the IME2 Officer and/or Suffragan Bishop. Primary Leadership curates may be Self-Supporting or Stipendiary. If you are self-supporting this conversation will also discuss if you would like to remain SSM, or would like to apply for posts such as House for Duty or stipendiary incumbency. The standing rule is that no curate should apply for a new post before this has taken place.

Occasionally, it may be possible to enquire about and even apply for a post in this Diocese just before the point of sign-off, but this will be unusual. Should you find yourself interested in a post before sign-off, then please consult with the IME2 Officer who in turn will begin a conversation with your Suffragan Bishop.

It is very unlikely that another diocese will entertain a job application from any curate who has not already been signed-off successfully at the end of curacy. Please do not therefore apply for such posts without consulting the IME2 Officer and without also obtaining permission from the Bishop. Legally, all title curacies must terminate on the date of the expiry of your licence (four years from the date of ordination as deacon), unless there has been an extension to fulfil the Criteria for Formation as noted above. At this date, the curate's licence will formally cease (as will the right to occupy the curacy house). Having this cut-off may produce some anxiety in stipendiary curates, so should you or your family become anxious about this, or the date of licence expiry is drawing close, please talk to the IME2 Officer, who will draw in others to give support and advice as appropriate. Please also be assured that this is something that diocesan and senior staff take very seriously, and we will do all that we can to support you and to help you to secure the right post, before the expiry of your licence.

**Process for Assistant Leadership Curates toward the end of curacy:**

When a curate has been 'signed-off' they will be invited for a conversation with the IME2 Officer and/or suffragan bishop. At this conversation, Assistant Leadership curates will discuss their future ministry: whether to remain in the same benefice or to be deployed to a new benefice, together with the shape of future ministry (any particular focus or responsibility).

Arrival in a new benefice will always of course be marked publicly with a welcome and licensing service. Where Assistant Leadership curates remain in their title benefice, then there will also be a service of relicensing in the benefice led by a Bishop: a service where ministry is celebrated and a new licence issued (with a new Statement of Particulars). This is crucial, not least to mark the transition from training curacy to longer-term ministry patterns.

Additionally, although legally all Assistant Leadership ordained ministers are technically still curates, our strong recommendation is that their title in the benefice be changed to reflect this transition from IME Phase 2, with a title such as Associate Priest or Associate Minister, agreed with the incumbent and bishop.

## 6 FURTHER SUPPORT

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It is essential that you are able to establish and maintain support systems that will sustain you in ministry. This may include, but is not limited to:

### Diocese

It is important that curates understand that 'the Diocese' is neither the bishops, nor those who work in the Diocesan Offices, but all of us: people, parishes, licensed ministers, employees etc in shared mission and ministry.

The diocese office team will be keen to support you in various ways as you begin and continue your ministry in the Diocese of Winchester. If in doubt, or need to talk something through, the IME2 Officer is the person to first contact.

### Deanery Chapter

As part of the diocesan structure, you will also be keen to find out details of your deanery chapter, a place where you will be able to meet with other clergy across your deanery. It might be that there are people there who would be keen to support you in an informal way.

### Pastoral Hubs

In September, we will contact each curate with details of a Pastoral Hub. This will be facilitated by an experienced member of our diocese clergy. This is a new way of looking to help support curates, by learning and reflecting together, by hearing each other's stories and travelling the way together. Our curacy cohorts are quite big, and so this gives you a smaller group to relate to.

Each group will shape itself differently as the time goes on, which is fine and to be encouraged; the primary aim of these groups is formation. These groups are to be prioritised and should be bi-monthly in the first year, reducing to at least termly after this. The first of these will be hosted in the church of the facilitator. Following this it could be that you are able to share the hosting between each of you, perhaps in a church in your benefice.

### Areas That Might Be Covered:

- making adjustments to life in ordained ministry (including family where appropriate);
- the nature of the role of curate in relation to the training incumbent;
- the role of the newly ordained within the benefice and wider community;
- reflecting on the spiritual demands of the role of an ordained minister;
- the apportioning of time: appropriate balance in allowing time for self (and family);
- integrating links with family (near and far) into the new life of ministry;
- finance: living on a stipend and adjustments from previous life and employment;
- reading: making recommendations for reading; reflecting on and responding to things read.

It is important that confidentiality is observed by all those involved in these groups. This and other 'ground rules' will need to be well established at the beginning of these groups.



## Spirituality

Each curate is expected to meet regularly with a Spiritual Director (soul friend, life journey companion etc), even if this has not been a part of your tradition or experience so far. The Diocese maintains a list of those who offer this vital ministry and if you wish to use this, then please contact the IME2 Officer in the first instance.

Under Common Tenure, all clergy are expected to make an Annual Retreat, time for which is given in addition to annual leave. There is a modest diocesan grant of £50 available to support this each year – application forms are available on the diocesan website. Please send your completed form to Frances.

Quiet Days for Advent and Lent are run annually and you are asked to priorities these days.

## Support for Training Incumbents

Given the crucial importance of the training incumbent to the success of any curacy, IME Phase 2 cannot simply be about the curates, but also includes strong support for training incumbents. Firstly the IME2 Officer is always available to advise training incumbents in any aspect of their role. Please do feel free to make contact by phone or email.

Specific training and support is provided through:

- The regional residential course, Working with the Newly Ordained, which takes place in May before the curate's ordination as deacon. If you were unable to make this, the IME2 Officer can talk you through key themes.
- Pre-Ordination gathering for TIs
- Termly gatherings for all TIs providing a mixture of training, reflecting and shared good practice
- Specific sessions on the IME2 program for TIs to join curates, including the induction day.
- Residential in January of year 1 for TIs and Curates.

## Cathedral

The Dean and Chapter of Winchester Cathedral welcome you to your new role and have been praying for you. The Cathedral is the 'Mother Church' of the diocese and has an important role. Do see it as a place for you to worship and pray in.

In October you will be invited to visit the Cathedral for a tour and refreshments by way of an official welcome. There will also be a few training days on the IME2 program facilitated by a chapter member.

Finally the Chapter are keen to provide opportunities to be part of the Cathedral community's worship and mission. They would love for you to consider an invitation to preach or be part of their team of volunteer chaplains who support the cathedral by offering prayer and worship to its many visitors.

## 7 SAFEGUARDING

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The Diocese of Winchester takes the safeguarding of all children and vulnerable adults extremely seriously. You are required to prioritise and support our safeguarding policies and procedures. You will be required to commit to regular safeguarding training and ensure that your training is always up-to-date (it is a requirement that the Leadership and Domestic Abuse Awareness modules should be refreshed every 3 years). Your training log will be checked prior to your ordination as a priest and sign off and these will not progress if your training is not up to date.

It is your responsibility to ensure you are familiar with the specific safeguarding policies of your own context and the safeguarding lead in your parish.

Details of all the diocesan safeguarding training courses can be found by clicking the link on:

<https://winchester.anglican.org/safeguarding/>

To book, or for other enquiries, please email the Safeguarding Administrator, Natasha Nield, on [safeguardingtraining@winchester.anglican.org](mailto:safeguardingtraining@winchester.anglican.org).

### **Clergy Conduct and Wellbeing**

The Guidelines for the Professional Conduct of the Clergy should be read and reviewed regularly for your own safeguarding. This is available on Moodle. This includes information on sick leave, parental leave, lone working, etc

You should be familiar with the Church of England Covenant for the Care and Wellbeing of the Clergy and your responsibility in this as well as the Training Incumbent's is essential.

## 8 HELPFUL LINKS

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### **Moodle**

<https://winchester.learn.anglican.org/course/>

### **Diocese of Winchester**

<https://www.winchester.anglican.org>

### **Diocesan UK Minority Ethnic (UKME) Vocations Champion**

Vacancy

### **UKME network**

<https://ukmeordinands.wixsite.com/ukmeordinandsandcura> (to join email list)

### **Access to Work (Support for disability or health condition)**

please speak to Paul Gelman: [Paul.Gelman@winchester.anglican.org](mailto:Paul.Gelman@winchester.anglican.org) in the Diocesan HR team

<https://www.gov.uk/access-to-work>

### **Health Assured** (Counselling Support for parish clergy, and their families including children)

0800 028 0199 (free 24 hour Confidential helpline quote our employer code MHA160648 and/or state you are a member of the Diocese of Winchester)

[healthassuredeap.com](http://healthassuredeap.com) (username is "Wellbeing" and the Password is "BaseCityDrop20")

### **Downloadable Diocesan Resources**

<https://www.winchester.anglican.org/documents/>

### **Winchester Cathedral**

<http://winchester-cathedral.org.uk/>

### **Clergy Support Trust**

<https://www.clergysupport.org.uk/>

### **National Mentor Directory**

<https://www.churchofengland.org/life-events/vocations/mentor-directory>