# DIOCESE Of Winchester(5

# ime PHASE 2 Learning AGreement

Introduction

1. This Learning Agreement is not intended to be a legally binding agreement but it ensures that the learner and their supervisors have discussed, understood, and accepted the expectations of the training post.

This agreement is between:

The learner Click here to enter text. as Assistant Curate of Click here to enter text. and the supervisor Click here to enter text. as the Choose an item.of Click here to enter text. and the diocesan IME Phase 2 Officer, Chris Hill, appointed by the Bishop of Winchester .

Duration

The agreement shall apply for the period of the training post. The agreement should be reviewed regularly and at least once a year.

Mutual Expectations

1. Both supervisor and learner agree to be open to mutual learning from one another.
2. The learner and supervisors have discussed the purpose of ministry in the benefice and how the incumbent sees his or her role in relation to the congregation and community. The details of this understanding are set out in the Ministry Specification
3. Attendance at IME Phase 2 training events always takes precedence over other ministry in the benefice. Dates are advised well in advance and annual leave should not be taken when training events are scheduled.
4. It is agreed that there will be consideration of the learner’s specific training needs relating to their personal development and IME Phase 2.
5. It is the responsibility of the incumbent and learner to identify opportunities for training in the benefice and deanery.
6. It is the responsibility of the learner to participate in identifying their personal training needs; to co-operate with the supervisors; to attend training programmes provided by the diocese; and to keep an appropriate record of their development according to diocesan guidelines throughout the period of the training post.
7. The incumbent commits to supporting the learner’s development and training by agreeing to attend all training events offered in support of the supervisory relationship.

Supervisory and Working Arrangements

1. The IME2 Officer has explained the respective roles of Training Incumbent.
2. The supervisors and learner have agreed who is responsible for arranging formal meetings/contact and agree the agenda, if appropriate, for the regular formal contacts each year (at least 12 for full-time training posts) between learner and supervisor or supervisory team. However additional meetings may be initiated if necessary.
3. It is the responsibility of the learner to make a record of the formal contact with their supervisors, along with a list of any agreed action points.
4. The supervisors will ensure that the learner is advised of appropriate diocesan policy and procedures. The student agrees to observe these requirements.
5. The supervisors will give guidance about the nature of work to be carried out and the standards expected.

Allocation of time

1. An understanding has been reached and agreed between the learner and supervisors to show how the learner’s time will be appropriately allocated. The details of this are contained in the Ministry Specification and set out in the IME Phase 2 Guidelines & Portfolio of Reflection and Learning. Where necessary, an additional record of agreement is to be appended to this document.
2. The following ministry areas should be considered:
	1. Worship
* Time spent in attendance
* Conduct of public worship
* Developing, leading and creating liturgy
* Time spent preaching
	1. Spirituality and Personal Development
* A regular pattern of private prayer and daily worship
* Provision of spiritual direction/companionship and time off to receive from others
* Annual Retreat (at least a minimum of 5 days for full-time posts in addition to annual leave allowance)
* Spiritual reading and reflection
	1. Team Working
* Staff and Team meetings
* PCC, Deanery, Deanery Synod and Chapter meetings
	1. Pastoral Responsibilities
* Supervision and development of Lay ministry
* Conduct of occasional offices
* Engaging in the community and relevant institutions
* Developing an area of pastoral ministry
* Seeking to identify emerging vocations in others
	1. Administration and Finance
* Time/diary management
* Organising the office
* Correspondence
* Managing parish finance – fees and expenses
* Familiarisation with church law and regulations
	1. Time off and annual leave
* The weekly day off has been specified
* Clear and timely arrangements are agreed for cover during periods when the incumbent or other supervisors will be unavailable
* Arrangements for agreeing annual leave with the incumbent

Progression and Monitoring

1. The supervisors will ensure that the student is aware of the requirements for progression. This will include the procedures for supervision sessions, reviews of progress and the methods of assessment. In particular they will consider: the assessment for priesting or entry into the second year of the diaconate; and the final assessment at the end of training, both of which will be subject to formal assessment against agreed national learning outcomes for end of curacy.
2. The learner and the supervisors will agree deadlines for the completion of tasks and submission of work.
3. The supervisors will outline the extent of assistance that will be given for the learner to prepare work and the responsibility the supervisors will have to report annually on the student’s progress to the Bishop.
4. The supervisors will ensure that the student is made aware of any inadequacy in his/her progress or standards of work below that generally expected, confirming this in writing to the student and arranging any supportive remedial action necessary.
5. Any circumstances which might require the training to be extended, suspended or withdrawn should be brought to the attention of the learner by the supervisors. This will always be done in consultation with the Bishop.

Collaborating and Sponsoring Organizations

1. Both the learner and supervisory team agree to fulfil their responsibility to any collaborating or sponsoring organisation.

Commitment

We confirm that, at our meeting on Click here to enter a date. we committed ourselves to striving for a productive, trustful and honest working relationship, aiming for readiness for Choose an item.

We reached agreement on our roles and responsibilities as learner and supervisors in accordance with the above summary.

SIGNED

Learner:

Incumbent:

IME2 Officer:

Date: Click here to enter a date.

This agreement should be completed within the first 3 months of the curate’s appointment to a training post. A copy should be kept by each person