

# MINISTRY SPECIFICATION

# (ASSISTANT LEADERSHIP)

This Ministry Specification and Curacy Development Plan is the result of discussion between:

.............................................…………………………………..…........… Curate

to serve in the Church(es)of....................…........................…..................….…......…

in the Benefice of .......................................…….................………………….……..…………

and the Revd .................................................……………………............... Incumbent

and covers the years from ……………………….……... to ……………………….………….

You are welcome to adapt this form to fit context and commitments.

This is not intended to be a static document, please review this Ministry Specification at least every six months, or at a time of significant change. As it is updated please send the IME2 Officer a copy.

1. **ALLOTMENT OF TIME AND PRIORITIES**

This section of the Ministry Specification should provide an outline of the Curate’s general commitments outside of ministry, including, *if applicable*, work, caring duties and any other responsibilities. These form the overall context in which ministry in the parish is offered.

If appropriate, note should be made of how the Curate will minister in settings beyond the parish and the support they receive for that. Agreement about the number of hours given to parish ministry should take work and other commitments into account.

1. Outline of the curates general commitments:
2. Number of hours offered each week to the benefice:

A guide, according to generally agreed national practice is 15 hours or more per week, inclusive of preparation time, public worship and other mission ministry activities. This may not always be possible and you are encouraged to seek advice from the IME2 Officer.

……….. hours in a normal week

Please give an indication of the split of these hours between preparation time, public worship and other aspects of ministry:

……….. hours for preparation

……….. hours of public worship

……….. hours of other ministry

1. Expected normal ministry working pattern (weekly):
2. Agreed day(s) when the curate will have no benefice responsibilities:
3. Incumbent’s weekly day off:
4. Other times regularly to be taken by curate as leisure/family time:
5. Number of Sundays on duty offered per month:
6. Time set aside for private prayer:
7. Times when curate and TI (and wider team as applicable) will pray together:
8. Time allocated for curate to meet with Spiritual Director:
9. Time allocated for curate to meet with Support Hub:
10. Time allocated for annual retreat:
11. Time allocated for general study and reading (beyond sermon and other preparation, and attending IME Phase 2 training):
12. What is the process for agreeing annual leave?
13. What is the process for the reimbursement of proper working expenses?

(<www.churchofengland.org/sites/default/files/2017-10/parochial-expenses-guide-2017.pdf>)

1. Any national / regional groups of which the curate will be a part (mission agencies, church organisations).
2. **SUPERVISION, TRAINING AND PLANNING**

There is a minimum expectation of monthly 1:1 Supervision (between curate and TI) throughout curacy. It is hoped that this will occur on a more regular pattern with the suggestion of weekly or fortnightly for the first year.

1. When, where and for how long will the curate and incumbent meet for supervision?
2. What arrangements are in place for setting the agenda / recording the outcomes of supervision? (Curates are required to keep a supervision log for the duration of the curacy)
3. What is the curates preferred learning style and how will ministry training be organised?
4. What plan is there for regular review with the curate and TI?
5. When and how will team/ staff and other diary management/ planning meetings occur?
6. **FURTHER COMMENTS REGARDING MINISTRY AND COMMITMENTS**

Please enable this form to make sense to the context and needs of curate, parish and TI, by adding any further agreements or comments:

When drafted you are welcome to email a copy to the IME2 Officer Chris Hill: [chris.hill@winchester.anglican.org](mailto:chris.hill@winchester.anglican.org) (for review and comment). Once agreed and approved please both sign below, and upload it to Moodle. This document will then from the basis of visits by the IME2 Officer to each curate and incumbent.

## Signed:

Curate: ……………………………………………………… Incumbent: ………………………………………………………

**Date:** ………………………………………………………