

# MINISTRY SPECIFICATION

# (PRIMARY 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, especially if the curate is sponsored for primary leadership and will not be full-time or stipendiary in the benefice.

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**
2. Agreed weekly day off for curate:
3. Incumbent’s weekly day off:
4. Other time regularly to be taken as leisure/family time:
5. Expected normal weekly working pattern:
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. For those in full time ministry, it is hoped that this will occur on a more regular pattern with the suggestion of weekly for at least 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:** ………………………………………………………