

**Handbook for Curates and Training Incumbents**

**(Pt 3 APPENDICES)**



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*June 2022*

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**Handbook for Curates and Training Incumbents Part 3**

**Introduction**

This section of the Curacy Handbook includes information and forms which will be useful during the curacy. They are designed to support curates as they progress through their curacy and to help them develop their skills as reflective ministers.

**Appendix 1: Formational Criteria for Ordained Ministry (IME Phase 2) 3**

**Appendix 2: Curate Information and Contact Details 2022 - 23 11**

**Appendix 3: Ministry Development Journal 13**

**Appendix 4: ILG Case Study Feedback 15**

**Appendix 5: End of year ILG Tutor’s report 17**

**Appendix 6: Record of Supervision 19**

**Appendix 7: Sermon Feedback  *2*1**

**Appendix 8: The Ministry and Training Agreement 25**

**Appendix 9: Curate Reference Form 29**

**Appendix 10: Guidance for Training Incumbents 30**

**Appendix 11: Training Incumbent and Curate appraisal *pro formas* 34**

**APPENDIX 1**

**FORMATIONAL CRITERIA for ORDAINED MINISTRY: IME Phase** **2**

Structure of the formation criteria

The Formation Criteria are organised under seven headings:



1. Christian faith, tradition and life
2. Mission, evangelism and discipleship
3. Spirituality and worship
4. Relationships
5. Personality and character
6. Leadership, collaboration and community
7. Vocation and ministry within the Church of England

Within each of these headings, the Formation Criteria are organised in clusters that are disposition-led [in **bold**] and emphasise the primacy and inseparability of character from understanding and skills:

**Dispositions**:

These are related to formational learning and character development. They represent the most important criteria: knowledge, understanding and skills are secondary to Christ-like character. However, disposition is not easy to assess: sometimes evidence may be more anecdotal and narrative than systematic. Dispositions are often discerned relationally and developed through a combination of learning, experience, reflection and prayer.

**Understanding**:

These are related in subject matter to the dispositions, but are not an elaboration of them. They are aspirational in that knowledge and understanding is never complete: ordinands and priests will gain greater depth and breadth of understanding as they continue to pursue and reflect on lifelong learning.

**Skills**:

Again, related to the first two categories, but not an elaboration of them. While skills and abilities reflect competence, they, too are aspirational: greater fluency will be achieved over time through the experience of exercising ordained ministry in a reflective mode.

**NOTE:** Criteria for incumbency / post of responsibility are in **purple**.

Ordained Pioneer Ministry

Formation Criteria for Ordained Pioneer Ministry are described on page 56.

Those who are serving a curacy for ordained pioneer ministry will do so through pathways that enable them to embed their learning in fresh expressions praxis through sustained and systematic action reflection. Although the formation criteria described above (and below) will be used to discern a minister’s readiness to take up a pioneer ministerial post (and, where appropriate, a pioneer post of responsibility) at the completion of initial ministerial education, progress towards the criteria will have been achieved through a bespoke IME Phase 2 pathway for pioneer ministry. It is likely that dioceses will need to draw upon resources from other institutions in order to achieve sufficient sharpness of focus on pioneer ministry in IME Phase 2.

Ordained pioneer ministers will work towards the formation criteria with continual reference to the formation of new ecclesial communities through contextual mission. The mix of skills, gifts, knowledge and expertise that they bring to their training, formation and ministry, will differentiate them.

Using the formation criteria

The Formation Criteria are fundamentally aspirational: they are goals to work and develop towards rather than criteria that can be ‘fully met’. This means that they should be used as a vocational tool:

1. **by curates** – to provide a framework for reflection on their development in ministry against the Church’s expectations through the curacy training process.
2. **by training incumbents and diocesan colleagues** – to discern areas of and for growth and development during curacy and to provide the grounds on which to affirm the readiness of ministers to take up assistant minister, ordained pioneer minister or incumbent status posts in the Church of England.
3. **by bishops** – as a framework to enable them to confirm candidates’ readiness to take up ministerial posts as priests of the Church of England at the end of IME Phase 2.

A. CHRISTIAN TRADITION, FAITH AND LIFE

**Ordained ministers sustain their public ministry and personal faith in Christ through study and reflection that is open to new insights. They …**

* understand the Bible as text and as holy Scripture for the church and the world through regular critical engagement with Old and New Testament texts and issues relating to their interpretation.
* are able to interpret Scripture in a wide range of settings, using their exegetical and hermeneutical skills to communicate clearly and accurately in ways that enable others to learn and explore.
* are able to engage in independent study of Christian beliefs and practices and communicate their findings in diverse settings.

**Ordained ministers work with and value the breadth and diversity of belief and practice within the Church of England. They …**

* are able to engage in independent study of how Christian beliefs and practices shape the moral life of individuals and communities.
* are able to reflect critically on how Christian doctrine and ethics relate to discipleship, church and society, communicating this appropriately inside and outside the church.

**Incumbents replenish their leadership through a life of disciplined study and reflection that is open to new insights. They …**

* are able to exercise theological leadership for the church in mission.

B. MISSION, EVANGELISM AND DISCIPLESHIP

**Ordained ministers have a deep and prayerful enthusiasm for mission and evangelism that is nourished by Christ’s love for the worldandlived out in acts of mercy, service, justice and reconciliation. They …**

* are able to discern God’s mission in a specific context by reflective and empathetic engagement with it in light of its cultural, historical, economic, social, political and religious characteristics.
* are able to engage courageously in mission, evangelism and apologetics in a range of contexts and particularly in local communities and churches.
* are able to communicate the gospel confidently and effectively using a variety of media in diverse situations, both inside and outside the church.
* are able to lead and inspire others in mission and evangelism in the local church.

**Ordained ministers are committed to Christian education, promoting good practice, both inside and outside the church. They …**

* are able to nurture others in their faith development, including those with little previous knowledge of the faith, through catechesis, teaching and preaching, including preparation for baptism and confirmation.
* understand the importance of the Church of England’s engagement with schools for the common good and for the mission and ministry of the church.

**Incumbents …**

* lead, enable and release missional vision and faithful witness in and among those for whom they have responsibility.
* enable others to articulate the gospel and participate in its proclamation.
* are able to foster and lead mission-shaped churches.

C. SPIRITUALITY AND WORSHIP

**Ordained ministers are sustained by disciplined personal and corporate prayer shaped by the responsibilities of public ministry and corporate worship in the tradition of the Church of England. They …**

* are able to relate different approaches to, and traditions of, personal and corporate prayer to sustain and develop their own prayer life and those of others of all ages, backgrounds and in a range of life circumstances.

**Ordained ministers …**

* are able to demonstrate good reflective practice in preaching and in leading – and where appropriate, presiding at – public worship, including pastoral services, using appropriate forms of liturgy in a variety of settings.

**Ordained ministers are growing in the love of God and in Christ-likeness as members of the body of Christ and can testify to the grace of the Holy Spirit in their lives and ministries. They …**

* are able to relate spiritual traditions to corporate and individual practices that sustain and develop their own spirituality, and those of others of all ages, backgrounds and in a range of life circumstances.

**Ordained ministers’ spirituality permeates their perceptions of and interactions with others inside and outside the church. They …**

* are able to help others discern God’s presence and activity in their relationships and in the wider world.

**Incumbents are sustained in the strains and joys of leadership by a life of prayer.**

D. PERSONALITY AND CHARACTER

**Ordained ministers show insight, resilience, maturity and integrity in the pressure and change entailed in public ministry. They …**

* are able to balance appropriate care of self with the care of others by developing sustainable patterns of life and work, and effective support networks in the context of public ministry.

**Ordained ministers are growing in self-knowledge and commitment to Christ within the roles and expectations of ordained ministry. They …**

* are able to approach the sacrificial impact of ordained ministry on the whole of life with wisdom and discernment.
* are able to reflect with insight and humility on personal strengths, weaknesses, failures, gifts and vulnerabilityin response to a new context of public ministry.

**Incumbents …**

* encourage and enable colleagues to balance appropriate care of self with care of others.

**Incumbents personify an integration and integrity of authority and obedience, leadership and service. They …**

* engage with others to reflect with insight on their style of leadership, its strengths and weaknesses in context, and demonstrate appropriate development.

E. RELATIONSHIPS

**Ordained ministers …**

* are able to form and sustain healthy relationships with peers in the mixed economy of fresh and more traditional expressions of church.
* are able to handle and help resolve conflicts and disagreements, enabling growth through them.
* understand human flourishing in relationships and Christian pastoral care in a range of life circumstances and contexts.
* demonstrate good reflective practice in a wide range of pastoral and professional relationships.

**Ordained ministers are people who respect others, demonstrate empathy and honesty in their relationships, learning from them. They …**

* are able to live within the House of Bishops’ Guidelines: *Issues in Human Sexuality* and engage positively with those with whom they differ.
* are able to establish and evaluate appropriate professional boundaries in their ministerial practice and personal lives.
* understand policies and best practice in safeguarding and their application in a variety of contexts.

**Incumbents …**

* show skill and sensitivity in resolving issues of conflict within the church community.
* are able to supervise others in the conduct of pastoral relationships.

F. LEADERSHIP, COLLABORATION AND COMMUNITY

**Ordained ministers seek to model their servant leadership on the person of Christ. They …**

* are able to participate in and lead communities, reflecting on, and being alert to, the use and abuse of power.
* are able to lead collaboratively and competently, working as a member of a team within a community, as an ordained person.

**Ordained ministers share leadership by actively looking for, recognising and nurturing the gifts of others. They …**

* are able to use authority appropriately in ways that release, equip, enable and empower others, including colleagues, to fulfil their calling to mission and ministry from within a Christian community.
* are able to supervise and mentor others in a limited range of roles and responsibilities in mission and ministry.

**Incumbents …**

* show skill and sensitivity in enabling the formation and flourishing of corporate life in the presence of diversity.
* are able to lead teams collaboratively in a variety of settings, including multi-parish benefices.
* are able to facilitate change creatively and sensitively, exercising leadership with an entrepreneurial and forward looking approach.
* are able to supervise lay and ordained people in positions of responsibility in formal and informal settings of training and practice.

G. VOCATION AND MINISTRY WITHIN THE CHURCH OF ENGLAND

**Ordained ministers are firmly convinced of their calling to ordained ministry, realistic about its challenges, and continue to ask important questions about their role as deacon or priest in the church of God. They …**

* are able to articulate their calling to discipleship and to ordained ministry as a deacon or priest within the Church of England.
* understand the sacrificial and corporate nature of their role in ministry and mission as a deacon or priest within the breadth and diversity of a mixed economy of traditional and fresh expressions of church.

**Ordained ministers are rooted in the traditions and practices of the Church of England and share in the spiritual life of the communities they serve. They …**

* are able to represent the church in public life and engage in partnerships across wider groups of parishes, including, where possible, working with churches of different denominations and traditions and other faith communities and their leaders.

**Ordained ministers are accountable and obedient in exercising ordained ministry as a deacon or priest within the Church of England. They …**

* understand the legal, canonical and administrative responsibilities of those in public ministry within a mixed economy of church.
* show developed skills as theologically reflective and reflexive practitioners in relatively unsupervised settings, exercising wise and discerning judgment.

**Incumbents are ready for, and open to, exercising a ministry of oversight and vision as priests in the church of God. They …**

* take a lead role in working with partners, representing the church in public life, including, where possible, working with other faith leaders.

**Incumbents exercise appropriate accountability and responsibility in faithfully and loyally receiving the authority of others, consistent with a position of responsibility. They …**

* know and understand the legal, canonical and administrative responsibilities of those having oversight and responsibility.
* show sophisticated skills as reflective and reflexive practitioners and the capacity to develop these further to energise creative, theologically informed practice.

ORDAINED PIONEER MINISTRY

**Ordained pioneer ministers are particularly flexible, resourceful, innovative and entrepreneurial in their approach to ministry and mission beyond the existing church, thriving in unfamiliar cultures and contexts. They …**

* are able to plant, lead and mature a fresh expression of church.
* are able to inspire and nurture the risk-taking of others
* enable others to develop the capacity to learn from failure and success.
* are proficient in contextualising the Church of England’s tradition and practices for a variety of models of fresh expressions of church.
* are proficient in clearly articulating the faith to those outside the church in a variety of ways and contexts.
* are able to identify, train, develop and use leaders within fresh expressions of church and release them to develop ecclesial communities in other contexts.
* are able and willing to develop sustainable, personal and communal support in a fresh expression context within a mixed economy, including belonging to a peer learning network.

**Ordained pioneer ministers in a post of responsibility are ready for, and open to, exercising a visionary ministry as priests in the church of God with a specific focus on the oversight of teams leading fresh expressions of church. They …**

* understand the legal, canonical and administrative responsibilities of those having oversight and responsibility, including Bishops’ Mission Orders*.*
* are able to supervise lay and ordained pioneers and leaders of fresh expressions of church in both informal and formal settings of training and practice.

**Appendix 2: Curate Information & Contact Details 2022 – 23**

Information given on this form will be used by the IME 2 Officer during your participation in the IME 2 Programme and for the purpose of creating a database of current curates. All information will be used in accordance with the Diocese of Manchester’s privacy notice which can be found at:

<https://www.manchester.anglican.org/support-for-parishes/gdpr/privacy>

Name ………………………………………………………………… Category OLM/ SSM/ SM/ MSE/ OPM

Parish/Benefice/Team/Other …………………………………………………………………………………..

Home Address …………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

Phone number: home……………………………………… mobile………………………………………………….

Email: …………………………………………………………………………………………..

Usual day(s) off …………………………………………………………………………………….

Any dietary requirments?........................................................................................

Any other requirements or information you would like the IME 2 Officer to know? E.g. mobility, dyslexia

…………………………………...............................................................................................

Sending parish (Church you attended when sponsored for IME 1)

…………………………………………………………………………………..…………………………………………………………….

Placement parish during IME 1 (if applicable) ……..…………………………………………………………….

**Safeguarding**

Please record the date of your most recent safeguarding training, the modules included and the training provider and location.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of training | Modules  | Training Provider | Location |

**Theological Training**

|  |  |  |
| --- | --- | --- |
| Name of College or Course attended in IME 1 | Dates attended | Qualification awarded or still to be completed |
|  |  |  |
| Other relevant theological training e.g. Bible College, Mission Organisation, university | Dates attended | Qualification awarded or still to be completed |
|  |  |  |

Please complete this permission if you agree that your email and phone number can be used for IME 2 purposes:

I agree / do not agree that my email address and phone number can be shared with members of the IME 4 – 6 cohorts, my ILG Tutor and Diocesan Staff who may need to contact me for IME or other purposes connected with my appointment as a curate.

Please return the form as an email attachment to:

Rev’d Tim Evans

IME 2 Officer

timevans@manchester.anglican.org

Mob 0755 337 1165

**Appendix 3: Ministry Development Journal – Capturing Learning from a Ministry Event**

The form below is designed to help you reflect systematically on your experience of ministry in order to help integrate learning and practice. It can be used when planning a presentation to your ILG and adapted to your own needs. You can find it at:<https://www.manchester.anglican.org/curates> *.*

Not all the questions will be relevant for every situation. This template is based on the model of ‘Progressive Theological Reflection’ outlined in Judith Thompson, *SCM Guide to Theological Reflection.* (London: SCM 2008, p 55-56).

**Ministry Development Journal *pro forma***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date & time:** |  |  |  |
| **Experience: what was the event which you are working with?** |
| Date / time: Location:Nature of event:Describe briefly what happened: Describe your own role:How did you feel about the event / your role within it? |
| **Explore: what were the main issues / questions which this event raised?** |
|  |

|  |
| --- |
| **Reflect: building a theological understanding** |
| What insights from the faith tradition (e.g. from Scripture, theological writing, historic tradition) help to build a theological understanding of what happened?  |
| **Now return to the original situation** |
| How do these perspectives change your initial understanding of the situation?  |
| **Respond: how might you change your response to this experience?** |
| What are the implications for future practice? What specifically might you do differently in a similar situation, and why? Is there anything you need to do now?  |

|  |
| --- |
| **Any other questions to note or follow up?** |
|  |
| **Books / resources to note** |
|  |
| **This relates to the following Learning Outcomes:** |
|  |

**APPENDIX 4: Intentional Learning Group Case Study Feedback**

|  |  |  |  |
| --- | --- | --- | --- |
| **Curate**  |  | **Tutor** |  |
| **Cohort** |  | **Category of ministry** | **OLM/SSM/SM/ Pioneer** |
| **Case Study Topic** |  |
| **Date of Presentation** |  | **Date of Feedback** |  |

|  |
| --- |
| Summary of Feedback |
|  |

|  |
| --- |
| Learning Towards (Outcomes) |
|  |

|  |
| --- |
| Experience – how well was the experience described, including their own reaction to it? |
|  |

|  |
| --- |
| Exploration – how well did they understand and explore the issues raised by the presentation topic? |
|  |

|  |
| --- |
| Reflection – how well did they bring theological insights to bear on the case study? |
|  |

|  |
| --- |
| Response – what new insights did they gain from the case study, reflection and group discussion? |
|  |

|  |
| --- |
| Presentation skills - how well did they present the case study?How well did they engage with the group, respond to questions and handle differences? |
|  |

|  |
| --- |
| Areas for further development for their next ILG presentation |
|  |

For the curate’s use following the ILG meeting

|  |
| --- |
| What new insights into the situation or action points did I gain from the group?How can I develop my skills when I prepare for my next ILG presentation? |
|  |

**APPENDIX 5: Intentional Learning Group End of Year Report**

**Name of Curate Name of Tutor**

**Date Category of ministry: SSM/OLM/SM/OPM**

|  |
| --- |
| **Summary**  |
|  |

|  |
| --- |
| **How well did the curate engaged with the process of peer learning and theological reflection in the group?** |
|  |

|  |
| --- |
| **Please comment on the curate’s development as a reflective practitioner and how well they integrated theological insights into their own practice** |
|  |

|  |
| --- |
| **Please comment on the curate’s self-awareness and their ability to relate to others in the group, including those with whom they disagreed** |
|  |

|  |
| --- |
| **Please highlight any areas for further development** |
|  |

**Appendix 6: Record of supervision**

This form is designed to enable the training incumbent to make a brief record of regular supervision meetings. The completed record should be copied to the curate promptly for her/him to add their own comments and will become part of their Ministry File and, if they wish, include it in their Curacy File.

Please feel free to adapt and customise the form to suit your particular needs and preferences. Using the template will help the supervision become more focused and purposeful.

|  |  |  |  |
| --- | --- | --- | --- |
| **Curate** |  | **Supervising incumbent** |  |
| **Date of supervision:** |  |
| **Review of significant learning experiences from the previous supervision** |
|  |
| **General review of curate’s ministry** |
|  |
| **Main topic covered during this session** |
|  |
| **Record of decisions taken, who will implement them and by when** |
|  |
| **Actions / agenda for next supervision meeting** |
|  |

|  |
| --- |
| **Curate’s notes / reflection** |
|  |

**APPENDIX 7: Sermon Feedback and Review Sheet**

Thank you for taking time to fill in this form. It is always helpful for preachers to know how their sermons are received and it will be most useful if you can fill in this form as soon after hearing the sermon as possible. We know you will fill it in with the best interest of the curate in mind. It would also be helpful if you include ways in which you think that they could develop their preaching.

**Name of curate**

**Date of sermon Bible readings**

**Type of service** (e.g. Holy Communion/Service of the Word/All Age/Parade service)

**A Theme and content**

1. How well did the sermon fit in with the service as a whole?
2. How did the sermon relate to the Bible readings?
3. In one sentence, please write down the main theme of the sermon.

How clear was the theme?

1. How appropriate was the sermon to the context and congregation?
2. Did the preacher use any parables or other stories?

If so, were they appropriate to the context and the theme of the sermon?

1. If the preacher used humour how appropriate and effective was it?

**B Structure**

1. How did the sermon begin?

Was it appropriate for the content of the sermon? Too short? Too long?

1. Was the sermon coherent and keep to its theme or did it wander off the theme?
2. How did the sermon end?

Was it effective as a conclusion to the sermon?

**C Engagement**

1. How did they engage you intellectually and emotionally in what they were saying?
2. How far did you feel they were personally involved in what they were saying?
3. In what ways did the sermon inform, challenge or surprise you?

**D Communication and body language**

1. Was the sermon a) too long b) too short c) about right

If it was too long or too short why was this the case?

1. What sort of language did the preacher use:

Was it easy to understand?

Did they use short, clear sentences?

Were academic/jargon words used?

Was it abstract/theoretical or down to earth?

Was it inclusive?

Was it difficult to understand at any point? e.g. obscure, long sentences

1. How did the preacher use her or his voice:

Could you hear easily or were they too quiet?

Did they shout?

Did they sound enthusiastic or bored?

Did they vary their volume and tone of voice?

1. Did they speak a) too quickly b) about right c) too slowly

How far did they vary their speed of delivery?

1. How did the preacher use their body? (e.g. did they remain still, walk around or use any distracting movements?)
2. How well did the preacher make eye contact? (e.g. did they look at their notes all the time/did they look at the people from time to time?)
3. In what ways do you think that the preacher could develop their skills in preaching?

**Appendix 8: Ministry and Training Agreement** July 2022 – June 2023
for Training Incumbents and Curates

**Curate** ……………………………………………………. **Category of ministry** …………………

**Training Incumbent** ……………………………… **Parish/Mission Community**…….…………………

The form should be kept available and referred back to regularly. It may need to be amended by mutual agreement. Please expand the boxes as necessary. Please send a copy of the Agreementto the IME 2 Officer, Tim Evans, (timevans@manchester.anglican.org) by **September 30th 2022**.

|  |  |  |
| --- | --- | --- |
| **Worship and Preaching Framework** | **Curate** | **Incumbent** |
| Pattern of Sunday worship  |  |  |
| Leading Sunday worship (frequency) |  |  |
| Preaching (frequency) |  |  |
| Attendance when without specific role |  |  |
| Attendance at midweek worship |  |  |
| Other regular worship duties e.g. schools |  |  |
| **Prayer together** | **Curate** | **Incumbent** |
| Usual pattern of prayer together |  |  |
| **Attendance at Meetings** | **Curate** | **Incumbent** |
| PCC/DCC/Mission Community Meetings |  |  |
| Church Committees/Groups |  |  |
| Chapter and Deanery Synod  |  |  |
| Churches Together, Interfaith groups or equivalent |  |  |
| **Other commitments** |  |  |
| Quiet days, retreat, spiritual director |  |  |
| Time for personal study |  |  |
| IME Phase 2 programme (including ILG) |  |  |
| Day(s) off (free from parish, IME or other ministry commitments) |  |  |
| Annual leave1234 |  |  |

**Curate’s main areas of work and/or responsibility**

**Main areas of responsibility in Church e.g. pastoral visiting team, Mission Action Plan, Messy Church** (It is not expected that these will all be decided at the start of the curacy.)

|  |
| --- |
|  |

**Specific commitments within the community. E.g. schools, community groups, residential homes** (It is not expected that these will all be decided at the start of the curacy.)

|  |
| --- |
|  |

**Staff / Ministry Team Meetings**

|  |
| --- |
| Frequency:Venue: |

**Office space**

What office space will the Curate have?

|  |
| --- |
|  |

**Clerical dress**

What liturgical dress is normally expected?

What other expectations are there regarding dress code?

|  |
| --- |
|  |

**Expenses**

Reference should be made to *Parochial Expenses of the Clergy 2017* which gives guidance on expenses. Available online at: [**https://tinyurl.com/y9sn587j**](https://tinyurl.com/y9sn587j)

|  |  |
| --- | --- |
| How will the Curate claim expenses, how frequently and from whom? |  |
| What can the Curate claim for? |  |

**Communication**

What agreed expectations are there regarding the use of email, phone or social media? What clergy contact details will be publicly available?

|  |
| --- |
|  |

**Social Media**

Whilst the use of social media can have huge benefits in ministry there are also potential drawbacks and some significant hazards to avoid. Please read the national guidance on the use of social media available here: <https://www.churchofengland.org/terms-and-conditions/our-social-media-community-guidelines>

How will parish social media accounts be used and what rules will apply to personal (but never private) accounts?

|  |
| --- |
|  |

**Supervisions (not less than 9x a year for full-time curates; not less than 6x a year for others)**

|  |  |  |  |
| --- | --- | --- | --- |
| *Date* | *Time* | *Venue* | *Specific themes / areas of work* |
| 1 … | … | … | … |
| 2 … | … | … | … |
| 3 … | … | … | … |
| 4 … | … | … | … |
| 5 … | … | … | … |
| 6 … | … | … | … |
| 7 … | … | … | … |
| 8 … | … | … | … |
| 9 … | … | … | … |
| 10 … | … | … | … |

**Safeguarding**

Please record the date of your most recent safeguarding training, the modules included and the training provider and location.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of training | Modules | Training Provider | Location |

**Notes**

1. Under their training incumbent’s supervision curates need to come to an agreement with them regarding their ministry, learning and development during curacy. This document is designed to enable open and productive conversations between clergy colleagues and to encourage mutual accountability. It is not a contract but is intended to support a working relationship, manage expectations, check assumptions and anticipate areas of tension or role conflict. Please use it flexibly to suit your context, the requirements of the parish and the training needs of the curate. It should be a key reference point throughout the curacy and should be reviewed every six months.

2. The Ministry and Training Agreement complements the more generic *Statement of Particulars of Office* curates receive from the Diocese.

3. All curates should agree holidays, working hours and time off with their Incumbent. Stipendiary clergy have an annual holiday leave entitlement of thirty-six days including five Sundays and should have a rest period of at least 24 hours each week. In addition 8 days may be taken as Bank Holidays or in lieu of Bank Holidays. The holiday year begins on 1st February. The situation for self-supporting clergy is more varied and should be mutually agreed with their Training Incumbent and discussed with the IME 2 Officer if necessary. There is no standard pattern for SSM/OLM clergy.

4. The Bishop advises that curates who live alone should be given an additional day off each month adjacent to their normal day off to give them the opportunity to visit family or friends who may live at a distance. This is to enable them to maintain the close and supportive relationships which those who share their home with family enjoy, and which are important to help them maintain a flourishing and balanced lifestyle. This additional day should be agreed with the training incumbent and may need to be varied according to the requirements of parish ministry, e.g. during Holy Week, at Christmas or to fit in with other priorities.

Privacy Statement:

Information gathered on this form will be used in strict accordance with the Diocesan Privacy Policy.  Full details of the policy can be found at: <https://tinyurl.com/y33sx6s5>

**Appendix 9:** Curate Reference Form

This form is designed to enable you to receive brief references from a range of people (lay or ordained) who have experience of your ministry and/or of working with you. They will provides evidence of your gifts as a minister, encouragement and insights into how you may continue to develop in ministry. Please let those you ask know that you will include the form in your Curacy File to be submitted to the IME 2 Officer as a part of your final assessment to the Bishop.

**Name of Curate**

Area(s) to be commented on (to be identified by curate)

Name of referee Organisation

Role/Position/ Job Title How long have you known me?

Brief description of the context in which we have known each other

What do you see as my strengths and gifts and how have you seen them develop during my curacy?

Which of my skills do you think are transferrable to other areas of ministry?

How do you think my skills might be further developed?

Any other comments that would be helpful for my development as a minister?

Signed ……………………………………………………………… Date ……………………………..

**Appendix 10: Guidance for Training Incumbents**

**Introduction**

Training incumbents are called, under the authority of the Bishop, to be responsible for preparing the newly ordained for fruitful and resilient ministry in God’s Church. The work and ministry of a training incumbent is recognised as being highly significant for the mission of the church and the proclamation of the Gospel. They will, therefore, be clergy with the necessary experience, gifts and character and who are committed to collaborative ministry, continuing ministerial development and participation in the Deanery and Diocese. They will understand the importance of giving time to the supervision and training of a curate, of praying with them regularly and of reflecting theologically with them throughout their curacy. **This is a demanding responsibility and requires a significant amount of time.** Having a curate should never be seen as acquiring ‘an extra pair of hands’ but as an opportunity to work with a colleague in the service of the Church and the Kingdom of God which is a privilege and a joy. The relationship between training incumbent and curate is one between adults who each have specific but different responsibilities, and a variety of gifts.

**The context**

Ordained ministry is continuing to change in its outward activities, priorities and demands. In Manchester the advent of new, larger Deaneries and Mission Communities means that to some extent clergy will need to understand their vocation differently from in the past. Training incumbents will need to be flexible and able to show resilience at a time of change and work carefully with curates as they navigate both the changes which accompany beginning ordained ministry and the challenges and opportunities which Diocesan reorganisation will bring. Having said which, the heart of ordained ministry remains unchanged – the prayerful and faithful ministry of word and sacrament, pastoral care of Christ’s flock and leadership in mission in all its many dimensions. For the great majority of curates in our Diocese this will be in the context of parish churches within a mission community but may also be in other forms of ministry such as chaplaincy and church plants. This will usually be for a three-year period, beginning at Petertide in the year of ordination as deacon.

The effective training of curates depends on a four-way partnership between

|  |  |
| --- | --- |
| the bishop and Director of Vocations the training incumbent the curate ` the IME 2 Officer |    |

It is vital that there is good communication between all four to enable training to be as rich and formative as possible.

**The Role of the Training Incumbent**

Training incumbents will commit to working fully within the Diocesan guidelines and provision for Initial Ministerial Education Phase 2 and the Church of England’s national framework for IME 2

The training incumbent’s role includes:

* taking into account the curate’s prior experience (ministerial, professional and personal)
* ensuring a pattern of regular prayer together in accordance with the Bishop’s guidance
* ensuring that the curate gains a broad range of ministerial experience that will prepare them for future ministry, whether stipendiary or self-supporting. This should include experience across the mission community
* working collaboratively including in planning and decision-making
* regular times of supervision and theological reflection with the curate which are given priority in the diary
* completing a Ministry and Training Agreement each year and sending it to the IME 2 Officer
* ensuring that the curate gives priority to the requirements of the IME 2 programme, working in partnership with the cohort Bishop and the Bishop’s officers. The national recommendation is for 15% of ministry time to be devoted to further study and the IME 2 programme
* providing good, timely feedback on ministry, including both encouragement and challenge, and, if necessary, raising any concerns with the curate in an appropriate and timely way
* providing thorough appraisals at IME 4, IME 5 and the end of curacy
* keeping a good balance between active ministry and the need for reflection and refreshment
* demonstrating a high level of engagement with Diocesan and Deanery activities and expectations, especially in the formation and leadership of mission communities
* working with the curate to ensure their wellbeing
* providing, negotiating and ensuring appropriate boundaries, ministerial practices and frameworks for confidentiality, safeguarding and resilience with the curate
* communicating to Churchwardens and PCC, and more generally in the congregation and parish, that a curacy is a time-limited training post
* undertaking further study and on-going training specific to their role including the Diocesan provision for the training and support of training

incumbents. New training incumbents will be mentored by an experienced colleague in their curate’s first year in post.

**Personal Qualities and Gifts**

Training incumbents will:

* be people of prayer, mature faith, humility and wise self-awareness
* have a deep awareness of the call and grace of God in their own lives, and recognise the privilege of serving the Church and Christ in the world
* understand the significance of their role and personality on the curate’s formation for ministry, including being aware of the power imbalance inherent in the training incumbent-curate relationship
* be committed to empower and enable colleagues to grow and flourish as priests and to allow them to develop in ways different from their own
* model strategic and reflective, theological leadership
* be willing to devote the time, energy and expertise necessary to offer effective and fruitful training, with the flexibility to take into account the curate’s experience and specific circumstances
* have the ability to help the curate in the process of integrating their theological studies with ministerial experience
* be able to interpret the social dynamics of the parish and mission community and to develop a strategy for mission
* be open and collaborative in discussion, planning and decisions in the parish whilst also exercising due authority as incumbent with humility
* communicate expectations and guidance clearly and in good time
* have a passion for developing lay and ordained ministers of the gospel, and for the mission of Christ’s Church in the world
* be willing and able to let go of responsibility to others, whilst offering training, support and supervision
* share of themselves with colleagues, including difficulties and disappointments, and be willing to learn from and with them
* be self-aware, secure but not defended, vulnerable but not fragile
* engage regularly in continuing ministerial development and take time for reading and study
* model good practice in personal wellbeing and ministry practice, including time off, holidays and, where appropriate, family boundaries
* know their limitations and be able to rejoice in and rely on others’ gifts
* be committed to remaining in post for a minimum of eighteen months from the start of the curacy

**The Parish / Mission Community Commitment**

The parish / mission community will:

* be committed to the Diocesan strategy to be a Church for a Different World through being a growing, nurturing and serving Church and demonstrate a high level of engagement with Diocesan and Deanery activities and expectations
* have a current and working Mission Action Plan
* endeavour to pay parish share in full
* be seeking to promote and develop lay and ordained vocations, and will be a community where whole life Discipleship is taken seriously
* be committed to the full inclusion in ministry of those of UKME heritage and those with disabilities
* recognise that the curate is primarily appointed to a training post under the supervision of the training incumbent
* pay the curate’s expenses of office in full

May 2022

**End of IME 4 Appraisal Form: Training Incumbent**

**Curate Training Incumbent**

**Parish**

**Date**

**A copy of this report will be sent to the Diocesan Bishop and to the cohort Bishop.**

**Priesting**

* Do you believe that your colleague is called and ready to be ordained as a priest?

**A: Christian Tradition, Faith and Life**

* How has your colleague developed her or his exegetical skills and preaching experience?
* What experience has your colleague had of enabling others to explore and learn from scripture?
* How has your colleague worked with, and responded to, the breadth and diversity of belief and practice within the Church of England?

*For future incumbents*

* In what ways is your colleague developing theological leadership for the church in mission?

**Please indicate how you plan to enable your colleague to develop further in this area over the next twelve months**

**B: Mission, Evangelism and Discipleship**

* How does your colleague describe God’s mission in your local context?
* How has your colleague encouraged others in mission?
* Has your colleague had the opportunity to work with local schools? If so, in what way, if not, are alternative arrangements being made as appropriate? (SSMs and OLMs who have full-time secular posts may not have the opportunity to work with schools)

*For future incumbents*

* In what ways is your colleague fostering mission-shaped church?

**Please indicate how you plan to enable your colleague to develop further in this area over the next twelve months**

**C: Spirituality and Worship**

* How is your colleague being shaped by personal prayer and the responsibilities of public ministry, including corporate worship?
* What experience has your colleague had of conducting the pastoral offices and how has she or he responded to this area of ministry?
* How has your colleague enabled others to discern God’s presence and activity in their relationships and in the wider world?

*For future incumbents*

* Is your colleague developing a pattern of personal and corporate prayer which sustains her or him as a Christian leader?

**Please indicate how you plan to enable your colleague to develop further in this area over the next twelve months**

**D: Personality and Character**

* Has your colleague developed support networks? How is your colleague balancing care of self with care of others in ministry?
* What do see as your colleague’s strengths and weaknesses in ministry? And how is your colleague responding to these?

*For future incumbents*

* Is your colleague enabling colleagues to balance care of self with care of others?
* How is your colleague developing as a result of reflecting on her or his strengths and weaknesses?

**Please indicate how you plan to enable your colleague to develop further in this area over the next twelve months**

**E: Relationships**

* Has your colleague established appropriate professional boundaries in interpersonal relationships and pastoral ministry?
* Is your colleague familiar with Safeguarding requirements?
* Can you give an example of reflective practice in your colleague’s pastoral ministry?
* How has your colleague responded to situations of conflict?

*For future incumbents*

* What experience has your colleague had, or is planning to gain, of supervising others in the conduct of pastoral relationships?

**Please indicate how you plan to enable your colleague to develop further in this area over the next twelve months**

**F: Leadership, Collaboration and Community**

* Has your colleague taken on a particular area of responsibility? How has your colleague exercised authority and accountability in this area?
* In what ways is your colleague working as a member of a team?
* How is your colleague enabling and overseeing others in mission and ministry?
* Can you give an example of your colleague’s awareness of the use and abuse of power?

*For future incumbents*

* How is your colleague nurturing corporate life in the presence of diversity?
* What experience has your colleague had, or is planning to gain, of supervising others in formal and informal settings of training and practice?

**Please indicate how you plan to enable your colleague to develop further in this area over the next twelve months**

**G: Vocation and Ministry within the Church of England**

* In what ways have any issues raised by your colleague’s Final Report from her or his Course / College been addressed?
* How has your colleague’s sense of vocation to ordained ministry evolved as a result of the experience of ordained ministry across her or his diaconal year?
* In what ways has your colleague represented the church in public life?
* Can you give examples of how your colleague has worked in partnership with other agencies, including other Christian denominations and other faith groups?
* How has your colleague engaged theologically with ministerial experience and developed her or his skills as a reflective practitioner?

*For future incumbents*

* How has your colleague begun to take defined leadership responsibility?
* How is your colleague developing her or his experience and understanding of the legal, canonical and administrative responsibilities of those having oversight?

**Please indicate how you plan to enable your colleague to develop further in this area over the next twelve months**

**Ordained Pioneer Ministry**

* What is your colleague’s experience, to date, of planting, leading and nurturing a fresh expression of church?
* How are your colleague and others within the fresh expression learning from failure and success?
* In what ways is your colleague contextualising the Church of England’s traditions and practices?
* How is your colleague identifying leaders within the fresh expression with which she or he is working?
* Is your colleague part of a pioneer learning group?

*For future incumbents*

* How is your colleague developing her or his understanding and experience of the legal, canonical and administrative responsibilities of Bishops’ Mission Orders?
* What experience has your colleague had, to date, of supervising lay and ordained pioneers and leaders of fresh expression of church?

**Please indicate how you plan to enable your colleague to develop further in this area over the next twelve months**

**Signed by:**

**Curate**

**Training Incumbent**



**End of IME 4 Appraisal Form: Deacon**

**Curate**

**Training Incumbent**

**Parish**

**Date**

**A copy of this report will be sent to the Diocesan Bishop and to your cohort Bishop.**

**Priesting**

* Do you believe that you are called and ready to be ordained as a priest?

**A: Christian Tradition, Faith and Life**

* How have you developed your exegetical skills and preaching experience?
* What experience have you had of enabling others to explore and learn from scripture?
* How have you worked with, and responded to, the breadth and diversity of belief and practice within the Church of England?

*For future incumbents*

* In what ways are you developing theological leadership for the church in mission?

**Please indicate how you plan to develop further in this area over the next twelve months**

**B: Mission, Evangelism and Discipleship**

* How would you describe God’s mission in your local context?
* How have you encouraged others in mission?
* Have you had the opportunity to work with local schools? If so, in what way, if not, are alternative arrangements being made as appropriate? (SSMs and OLMs who have full-time secular posts may not have the opportunity to work with schools)

*For future incumbents*

* In what ways are you fostering mission-shaped church?

**Please indicate how you plan to develop further in this area over the next twelve months**

**C: Spirituality and Worship**

* How are you being shaped by personal prayer and the responsibilities of public ministry, including corporate worship?
* What experience have you had of conducting the pastoral offices and how have you responded to this area of ministry?
* How have you enabled others to discern God’s presence and activity in their relationships and in the wider world?

*For future incumbents*

* Are you developing a pattern of personal and corporate prayer which sustains you as a Christian leader?

**Please indicate how you plan to develop further in this area over the next twelve months**

**D: Personality and Character**

* Have you developed support networks? How are you balancing care of self with care of others in ministry?
* What do you now see as your strengths and weaknesses in ministry? And how are you responding to these?

*For future incumbents*

* Are you enabling colleagues to balance care of self with care of others?
* How are you developing as a result of reflecting on your strengths and weaknesses?

**Please indicate how you plan to develop further in this area over the next twelve months**

**E: Relationships**

* How have you established appropriate professional boundaries in interpersonal relationships and pastoral ministry?
* Are you familiar with Safeguarding requirements?
* Can you give an example of reflective practice in your pastoral ministry?
* How have you responded to situations of conflict?

*For future incumbents*

* What experience have you had, or are you planning to gain, of supervising others in the conduct of pastoral relationships?

**Please indicate how you plan to develop further in this area over the next twelve months**

**F: Leadership, Collaboration and Community**

* Have you taken on a particular area of responsibility? How have you exercised authority and accountability in this area?
* In what ways are you working as a member of a team?
* How are you enabling and overseeing others in mission and ministry?
* Can you give an example of your awareness of the use and abuse of power?

*For future incumbents*

* How are you nurturing corporate life in the presence of diversity?
* What experience have you had, or are you planning to gain, of supervising others in formal and informal settings of training and practice?

**Please indicate how you plan to develop further in this area over the next twelve months**

**G: Vocation and Ministry within the Church of England**

* In what ways have any issues raised by the Final Report from your Course / College been addressed?
* How has your sense of vocation to ordained ministry evolved as a result of the experience of ordained ministry across your diaconal year?
* In what ways have you represented the church in public life?
* Can you give examples of how you have you worked in partnership with other agencies, including other Christian denominations and other faith groups?
* How have you engaged theologically with ministerial experience and developed your skills as a reflective practitioner?

*For future incumbents*

* How have you begun to take defined leadership responsibility?
* How are you developing your experience and understanding of the legal, canonical and administrative responsibilities of those having oversight?

**Please indicate how you plan to develop further in this area over the next twelve months**

**Ordained Pioneer Ministry**

* What is your experience, to date, of planting, leading and nurturing a fresh expression of church?
* How are you and others within the fresh expression learning from failure and success?
* In what ways are you contextualising the Church of England’s traditions and practices?
* How are you identifying leaders within the fresh expression with which you are working?
* Are you part of a pioneer learning group?

*For future incumbents*

* How are you developing your understanding and experience of the legal, canonical and administrative responsibilities of Bishops’ Mission Orders?
* What experience have you had, to date, of supervising lay and ordained pioneers and leaders of fresh expression of church?

**Please indicate how you plan to develop further in this area over the next twelve months**

**Signed by:**

**Curate**

**Training Incumbent**

**2023 – 24 IME 5 Appraisal Form: Training Incumbent**

**Curate Date**

**Training Incumbent Parish**

**A copy of this report will be sent to the cohort Bishop.**

In answer to the questions below please give specific examples from your experience of your colleague.Please sign, scan and send a copy of this report to the IME 2 Training Officer by 31ST January 2024

**A: Christian Tradition, Faith and Life**

How does your colleague’s engagement with the Bible underpin and resource their ministry?

How are they enabling others to learn and explore Christian faith and life?

How do they communicate the connection between Christian doctrine and ethics, and discipleship, church and society?

*Future incumbents*

How are they exercising theological leadership for the church in mission?

**Please indicate how you plan to enable them to develop further in this area over the next twelve months**

**B: Mission, Evangelism and Discipleship**

How do they understand and describe God’s mission in your context?

In what ways do they engage with mission in the local church and community and inspire others in mission and evangelism?

Can you give examples of how they communicate the gospel both inside and outside church?

What experience have they had of working with schools as an ordained minister?

*Future incumbents*

In what ways are they helping to lead mission-shaped church?

**Please indicate how you plan to enable them to develop further in this area over the next twelve months**

**C: Spirituality and Worship**

How is their life of prayer developing within the responsibilities of public ministry?

How do they develop the prayer life and spirituality of those whom they serve?

How do they demonstrate good reflective practice in planning and leading public worship, including the occasional offices, and in their preaching?

How do you discern that they depend on the gifts and grace of God in their ministry?

*Future incumbents*

In what ways does their prayer life sustain them as a Christian leader?

**Please indicate how you plan to enable them to develop further in this area over the next twelve months**

**D: Personality and Character**

How do they experience and respond to the sacrificial demands of ministry in their context, balancing care of self with care of others?

How do they experience and respond to personal and professional vulnerability in ministry?

Give an example of something that they have learnt about themselves in ministry and describe how they have developed in ministry as a result of this?

What do you now see as their strengths and weaknesses in ministry?

*Future incumbents*

How do they engage with others to reflect on their strengths and weaknesses in ministry and develop in response?

**Please indicate how you plan to enable them to develop further in this area over the next twelve months**

**E: Relationships**

How have they related to those from different theological/liturgical traditions to their own?

How have they responded to situations of conflict and enabled others to learn from these conflicts and their resolution?

Give an example of good reflective practice in their relationships with individuals or groups either inside or outside of the church, e.g. boundaries, pastoral care, taking responsibility

How have they ensured best practice in safeguarding in their own ministry and with others?

*Future incumbents*

What experience have they had of supervising others in the conduct of pastoral relations?

**Please indicate how you plan to enable them to develop further in this area over the next twelve months**

**F: Leadership, Collaboration, Community**

Give an example of how they have led collaboratively as a member of a team, supervising or mentoring others.

How have they facilitated change?

How far are they alert to the use and abuse of power as they work with individuals, groups and communities?

How do they equip, enable and empower others, including colleagues, to fulfil their calling to mission and ministry?

*Future incumbents*

Can you give an example of how they have enabled the church to flourish as a diverse community? E.g. theologically, liturgically, with regard to ethical issues or personality differences

**Please indicate how you plan to enable them to develop further in this area over the next twelve months**

**G: Vocation and Ministry within the Church of England**

How do you perceive that their understanding of their vocation to ordained ministry in the Church of England has changed and developed through ministerial experience?

How have they experienced and responded to the challenges of ordained ministry in the Church of England? E.g. as your Mission Community has developed

In what ways have they demonstrated accountability to you in leading the worship of the Church of England in the parish and beyond?

How have they represented the Church of England in its civic role, E.g. engaging with community groups/organisations or the local authority?

What experience have they had of the legal, canonical and administrative responsibilities of public ministry and how far do they recognise the significance of best practice in this area of ministry?

*Future incumbents*

In what ways do they exercise responsibility and accountability in public ministry?

How have they taken a lead in working with community partners, including leaders of other faiths?

**Please indicate how you plan to enable them to develop further in this area over the next twelve months**

**Ordained Pioneer Ministry**

 Please describe or give example of how they:

* are able to plant, lead and mature a fresh expression of church
* are able to inspire and nurture the risk-taking of others
* enable others to develop the capacity to learn from failure and success
* are proficient in contextualising the Church of England’s tradition and practices for a variety

 of contexts

* are proficient in clearly articulating the faith to those outside the church in a variety of ways and contexts
* are able to identify, train, develop and use leaders within fresh expressions of church and release them to develop ecclesial communities in other contexts
* are able and willing to develop sustainable, personal and communal support in a fresh expression context within a mixed economy, including belonging to a peer learning network

**Please indicate how you plan to enable them to develop further in these areas over the next twelve months**

**Signed by:**

**Curate**

**Training Incumbent**

**2023 – 24 IME 5 Appraisal Form: Curate**

**Curate Date**

**Training Incumbent Parish**

**A copy of this report will be sent to your cohort Bishop.**

In answer to the questions below please give specific examples from your experience.Please sign, scan and send a copy of this report to the IME 2 Training Officer by 31ST January 2024

**A: Christian Tradition, Faith and Life**

How does your engagement with the Bible underpin and resource your ministry?

How are you enabling others to learn and explore Christian faith and life?

Can you give examples of how you communicate to others your understanding of Christian beliefs and practices, including outside the church?

How do you communicate the connection between Christian doctrine and ethics, and discipleship, church and society?

*Future incumbents*

In what ways are you exercising theological leadership for the church in mission?

**Please indicate how you plan to develop further in this area over the next twelve months**

**B: Mission, Evangelism and Discipleship**

How do you understand and describe God’s mission in your context?

In what ways do you engage with mission in the local church and community and inspire others in mission and evangelism?

Can you give an example of how you communicate the gospel inside and outside church?

What experience have you had of working with schools as an ordained minister?

*Future incumbents*

In what ways are you helping to lead mission-shaped church?

**Please indicate how you plan to develop further in this area over the next twelve months**

**C: Spirituality and Worship**

How is your own life of prayer developing within the responsibilities of public ministry?

How have you drawn on spiritual traditions to develop your own prayer life and spirituality, and that of those whom you serve, including children?

How have you demonstrated good reflective practice in planning and leading public worship, including the occasional offices, and in preaching?

How you have depended on the gifts and grace of God in your ministry?

*Future incumbents*

In what ways does your prayer life sustain you as a Christian leader?

**Please indicate how you plan to develop further in this area over the next twelve months**

**D: Personality and Character**

How do you experience and respond to the sacrificial demands of ministry in your context, balancing care of self with care of others?

How do you experience and respond to personal and professional vulnerability in ministry?

Give an example of something that you have learned about yourself in ministry and describe how you have developed in ministry as a result of this.

What do you now see as your strengths and weaknesses in ministry?

*Future incumbents*

How do you engage with others to reflect on your strengths and weaknesses in ministry and develop in response?

**Please indicate how you plan to develop further in this area over the next twelve months**

**E: Relationships**

How have you related to individuals, groups and congregations from different theological/liturgical traditions to your own?

How have you responded to situations of conflict and enabled others to learn from these conflicts and their resolution?

Give examples of good reflective practice in your relationships with individuals, groups and agencies, inside and outside of the church, e.g. keeping boundaries, pastoral care, responsibility, working with your ILG, ministry in school

How have you ensured best practice in safeguarding in your own ministry and with others?

*Future incumbents*

What experience have you had of supervising others in the conduct of pastoral relations?

**Please indicate how you plan to develop further in this area over the next twelve months**

**F: Leadership, Collaboration, Community**

Give an example of how you have led collaboratively as a member of a team and supervised and mentored others.

In what ways are you alert to the use and abuse of power as you work with individuals, groups and communities?

How do you equip, enable and empower others, including colleagues, to fulfil their calling to mission and ministry?

*Future incumbents*

Give examples of how you have enabled the church to flourish as a diverse community e.g. theologically, liturgically, with regard to ethical issues or personality differences

How have you facilitated change?

**Please indicate how you plan to develop further in this area over the next twelve months**

**G: Vocation and Ministry within the Church of England**

How has your understanding of your vocation to ordained ministry in the Church of England changed and developed through ministerial experience?

How have you experienced and responded to the on-going challenges of ordained ministry in the Church of England?

In what ways have you demonstrated accountability as an ordained minister in leading the corporate worship of the Church of England in your parish and beyond?

How have you represented the Church of England in its civic role and engaged with community groups/organisations?

What experience have you had of the legal, canonical and administrative responsibilities of public ministry? What is the significance of best practice in this area of ministry?

*Future incumbents*

In what ways do you exercise responsibility and accountability in public ministry?

How have you taken a lead in working with community partners, including leaders of other faiths?

**Please indicate how you plan to develop further in this area over the next twelve months**

**Ordained Pioneer Ministry**

 Please describe or give example of how you:

* Are able to plant, lead and mature a fresh expression of church
* Are able to inspire and nurture the risk-taking of others
* Enable others to develop the capacity to learn from failure and success
* Are proficient in contextualising the Church of England’s tradition and practices for a variety

 of ways and contexts

* Are proficient in clearly articulating the faith to those outside the church in a varity of ways and contexts
* Are able to identify, train, develop and use leaders within fresh expressions of church and release them to develop ecclesial communities in other contexts
* Are able and willing to develop sustainable, personal and communal support in a fresh expression context within a mixed economy, including belonging to a peer learning network

**Please indicate how you plan to develop further in these areas over the next twelve months**

**Signed by:**

**Curate**

**Training Incumbent**

**IME 6/End of Curacy Appraisal Form: Incumbent**

**Curate: Parish/Benefice/Team:**

**Training Incumbent: Ordained deacon Ordained priest**

*Please read the guidance notes before completing this appraisal and comment on the curate’s experience and ability in these areas.*

**A: Christian Tradition, Faith and Life**

**All Curates:**

Continuing study of scripture and the ability to interpret and communicate it in a wide range of settings

Reflect critically on issues of doctrine and ethics and their implications

Work within and value the diversity of the C of E

**Future Incumbents:**

Exercise theological leadership for the Church in Mission

**B: Mission, Evangelism and Discipleship**

**All Curates:**

Able to discern God’s mission in context and engage in mission, evangelism and apologetics in a range of contexts and to communicate the Gospel to those inside and outside church

Able to lead and inspire others in mission and nurture others in faith development

Understand the importance of the C of E’s engagement with schools

**Future Incumbents:**

Lead and enable others to proclaim the Gospel

Lead mission-shaped churches

**C: Spirituality and Worship**

**All Curates:**

Able to draw on different approaches to prayer to sustain and develop their own prayer and spirituality and that of others

Demonstrate reflective practice in preaching and leading a range of worship, including pastoral services

Can testify to the grace of the Holy Spirit in their lives and ministries

Can enable others to discern God’s presence and activity in their relationships and in the wider world

**Future Incumbents:**

Sustained in the joys and strains of leadership by prayer

**D: Personality and Character**

**All Curates:**

Show insight, resilience and maturity in the pressures and changes of public ministry

Approach the sacrificial nature of ministry with wisdom and discernment

Growing in awareness of self and others and their awareness of their own strengths and weaknesses with humility, balancing care of self and care of others

**Future Incumbents:**

Encourage and enable colleagues to balance care of self and care of others

Engage with others to reflect on their own strengths and weaknesses as a leader

**E: Relationships**

**All Curates:**

Form and sustain healthy relationships with peers in a range of church contexts

Promote human flourishing in relationships in a range of circumstances (e.g. pastoral care, boundaries, power dynamics) including with those with whom they differ

Demonstrate reflective practice in a range of pastoral and professional relationships including situations of conflict and enable learning from them

Demonstrate best practice in safeguarding

**Future Incumbents:**

Show skill in resolving issues of conflict within the church community

Able to supervise others in the conduct of pastoral relationships

**F: Leadership, Collaboration and Community**

**All Curates:**

Model their servant leadership on Christ and are alert to the use and abuse of power

Are able to lead collaboratively and competently as an ordained member of a team, using authority appropriately to equip and enable others in mission

Are able to supervise and mentor others in a limited range of roles and responsibilities

**Future Incumbents:**

Enable the Church to flourish as a community which values diversity

Lead collaboratively in a variety of settings and facilitate change

Are able to supervise others in positions of responsibility

**G: Vocation and Ministry with the Church of England**

**All curates:**

Can articulate their calling to ordained ministry in the Church of England and understand the sacrificial and corporate nature of their role within the diversity of the Church of England

Are able to represent the church in public life, e.g. among those of other denominations and those of other faiths

Understand the legal, canonical and administrative responsibilities of public ministry

Are continuing to grow in wisdom as reflective practitioners in relatively unsupervised settings

**Future Incumbents:**

Take a lead role in working with partners and representing the church in public life

Understand the legal, canonical and administrative responsibilities of those having oversight and responsibility in public ministry

Show skills as reflective and reflexive practitioners, developing theologically informed practice

**Summary**

Please write a short (4 - 5 sentence) paragraph summarising your colleague’s development as a minister since ordination.

**Ordained Pioneer Ministry**

 Please describe or give example of how they:

* are able to plant, lead and mature a fresh expression of church
* are able to inspire and nurture the risk-taking of others
* enable others to develop the capacity to learn from failure and success
* are proficient in contextualising the Church of England’s tradition and practices for a variety

 of contexts

* are proficient in clearly articulating the faith to those outside the church in a variety of ways and contexts
* are able to identify, train, develop and use leaders within fresh expressions of church and release them to develop ecclesial communities in other contexts
* are able and willing to develop sustainable, personal and communal support in a fresh expression context within a mixed economy, including belonging to a peer learning network

**Summary**

* Please write a short (4 - 5 sentence) paragraph summarising your colleague’s development as a minster since ordination.

**Signed by Date**

**Training Incumbent Curate**

**IME 6/End of Curacy Appraisal Form: Curate**

**Curate: Parish/Benefice/Team:**

**Training Incumbent:** **Ordained deacon Ordained priest**

*Please read the guidance notes before completing this appraisal and comment on your experience and ability in these areas.*

**A: Christian Tradition, Faith and Life**

**All Curates:**

Continuing study of Scripture and the ability to interpret and communicate it in a wide range of settings

Reflect critically on issues of doctrine and ethics and their implications

Work within and value the diversity of the C of E

**Future Incumbents:**

Exercise theological leadership for the Church in Mission

**B: Mission, Evangelism and Discipleship**

**All Curates:**

Able to discern God’s mission in context and engage in mission, evangelism and apologetics in a range of contexts and to communicate the Gospel to those inside and outside church

Able to lead and inspire others in mission and nurture others in faith development

Understand the importance of the C of E’s engagement with schools

**Future Incumbents:**

Lead and enable others to proclaim the Gospel

Lead mission-shaped churches

**C: Spirituality and Worship**

**All Curates:**

Able to draw on different approaches to prayer to sustain and develop their own prayer and spirituality and that of others

Demonstrate reflective practice in preaching and leading a range of worship, including pastoral services

Can testify to the grace of the Holy Spirit in their lives and ministries

Can enable others to discern God’s presence and activity in their relationships and in the wider world

**Future Incumbents:**

Sustained in the joys and strains of leadership by prayer

**D: Personality and Character**

**All Curates:**

Show insight, resilience and maturity in the pressures and changes of public ministry

Approach the sacrificial nature of ministry with wisdom and discernment

Growing in awareness of self and others and their awareness of their own strengths and weaknesses with humility, balancing care of self and care of others

**Future Incumbents:**

Encourage and enable colleagues to balance care of self and care of others

Engage with others to reflect on their own strengths and weaknesses as a leader

**E: Relationships**

**All Curates:**

Form and sustain healthy relationships with peers in a range of church contexts

Promote human flourishing in relationships in a range of circumstances (e.g. pastoral care, boundaries, power dynamics) including with those with whom they differ

Demonstrate reflective practice in a range of pastoral and professional relationships including situations of conflict and enable learning from them

Demonstrate best practice in safeguarding

**Future Incumbents:**

Show skill in resolving issues of conflict within the church community

Able to supervise others in the conduct of pastoral relationships

**F: Leadership, Collaboration and Community**

**All Curates:**

Model their servant leadership on Christ and are alert to the use and abuse of power

Are able to lead collaboratively and competently as an ordained member of a team, using authority appropriately to equip and enable others in mission

Are able to supervise and mentor others in a limited range of roles and responsibilities

**Future Incumbents:**

Enable the Church to flourish as a community which values diversity

Lead collaboratively in a variety of settings and facilitate change

Are able to supervise others in positions of responsibility

**G: Vocation and Ministry with the Church of England**

**All curates:**

Can articulate their calling to ordained ministry in the Church of England and understand the sacrificial and corporate nature of their role within diversity of the Church of England

Are able to represent the church in public life, e.g. among those of other denominations and those of other faiths

Understand the legal, canonical and administrative responsibilities of public ministry

Are continuing to grow in wisdom as reflective practitioners in relatively unsupervised settings

**Future Incumbents:**

Take a lead role in working with partners and representing the church in public life

Understand the legal, canonical and administrative responsibilities of those having oversight and responsibility in public ministry

Show skills as reflective and reflexive practitioners, developing theologically informed practice

**Summary**

Please write a short (4 - 5 sentence) paragraph summarising your development as a minister since ordination.

**Ordained Pioneer Ministry**

 Please describe or give example of how you:

* are able to plant, lead and mature a fresh expression of church
* are able to inspire and nurture the risk-taking of others
* enable others to develop the capacity to learn from failure and success
* are proficient in contextualising the Church of England’s tradition and practices for a variety

 of contexts

* are proficient in clearly articulating the faith to those outside the church in a variety of ways and contexts
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* are able and willing to develop sustainable, personal and communal support in a fresh expression context within a mixed economy, including belonging to a peer learning network

**Signed by Date**

**Curate Training Incumbent**