



DIOCESE OF TRURO

DISCOVERING GOD'S KINGDOM  
GROWING THE CHURCH

# Handbook for Curates & Training Incumbents

2019 - 2020

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# Introduction

Welcome to the Diocese of Truro's Initial Ministerial Education Phase 2 programme.

This Handbook contains practical information that will help you have a rich and fulfilling curacy.

Do not hesitate to ask any questions that arise now, or during the next weeks, months or years.

The preamble to the *Formation Criteria for Ordained Ministry in the Church of England* (available on the Church of England website) states that whilst knowledge, understanding and skills are important, they are secondary to Christ-like character. It is our prayer that your Christ-like character will become increasingly evident as you are transformed into the person God is calling you to be.

Initial Ministerial Education Phase 2 (sometimes called IME 4-7) follows prior training at a college or regional course (i.e. IME Phase 1). It is, therefore, part of an ongoing process that will continue beyond the end of your curacy. Our aim during the next few years is to provide you with opportunities for ministry, learning and reflection that will enable you to take the next steps in ministry.

To evidence your growth in ministerial proficiency, spiritual formation, pastoral experience and theological wisdom we ask all curates to complete a number of assignments. These will enable us all to be confident that you meet the relevant formational criteria. The Handbook details what is required, but be assured that committed engagement in parish ministry alongside conscientious participation in the IME Phase 2 programme will provide what you need.

We recognise that the calling to ministry is one that we cannot bear alone. For this reason you will be accompanied, given opportunities to flourish and, we hope, have some fun along the way.

We look forward to journeying with you as you share in God's joyful mission to the world.

Lucy Larkin, IME Phase 2 Officer

Jonathan Rowe, Director of Ministry

## Curacy

The majority of a curate's formation and training takes place in the local church as he or she gains everyday ministry experience.

A new minister will be provided with opportunities to learn at an appropriate pace, to observe, participate, experiment and make mistakes. Curates should concentrate on preparing to be a blessing to others in the years ahead, taking time to reflect, be still and grow at God's pace.

Many people are involved in curacy training. These include people in the communities in which you live and serve as well as bishops and their staff. The key learning relationship, though, is with the Training Incumbent.

There are three main ways in which curates and Training Incumbents can work to create and nurture this important relationship, namely, a clear Working Agreement at the outset of your curacy, a Learning Plan which is regularly revised, and frequent supervision.

### *The Working Agreement*

The Working Agreement will help you be clear about your mutual expectations and aspirations. It should be sent to the IME Phase 2 Officer by the end of August in the first year of curacy.

The Working Agreement sets out expectations like the curate's usual day off, when to pray together, holidays and expenses. It might also touch upon things like what time the curate is to arrive before services, dress codes, phoning each other on days off, how quickly emails/phone calls should be replied to, as well as organisation, correspondence, files and record keeping. There are also some potentially trickier areas that it would be worth discussing such as how much the Training Incumbent needs to know about what the curate is doing, and vice versa, or under which circumstances the authority of the Training Incumbent needs to be acknowledged.

Lack of clarity about these practical issues can cause difficulties later on, so do take time to complete the Working Agreement thoroughly. Many curates and Training Incumbents find it helpful to discuss and revise it each year.

### *The Learning Plan*

So that the curacy is tailored to the individual's training needs, the Diocese of Truro emphasises careful, detailed planning. Each year, the curate and Training Incumbent agree a Learning Plan using the table entitled *Planning to meet the formation criteria*. This will help you take account of your current experience and enable you to plan how to meet the required formation criteria during your curacy.

It's important that the curate and Training Incumbent have a shared understanding the curate's ministry and how it might develop and grow. For this reason, thinking about how and when you will acquire particular ministry experiences is time well spent.

## *Supervision*

Positive relationships are vital to clergy development. Effective professional supervision has been shown to be key in maintaining good relationships and successful curacies.

The Training Incumbent, as supervisor, is in a position of authority in the working relationship. Yet he or she also has a burden of care. His or her role has three elements: educational, supportive and managerial. Training for the successful exercise of the supervisory role is provided and support is available for both the curate and Training Incumbent throughout the curacy.

The purpose of supervision is the planning and management of the curacy, and to aid reflection and learning. It is a vital part of IME Phase 2.

Supervision is a process that takes place in a regular, focussed, structured and co-creative way. Supervision sessions are not staff meetings and should be clearly differentiated from them, and from meetings where other lay or ordained ministers are present.

It is for the curate and Training Incumbent to agree the frequency, length and place of supervision sessions and whether or not to have an agenda. For full-time stipendiary curates, however, we would expect curates and Training Incumbents to meet once a week for an hour or so. For part-time or self-supporting ministers we suggest meeting about every two weeks.

If you do not have a formal agenda, you could begin by asking 'What are the main things we want to work on in the time we've got?', or you may wish to identify a suitable experience or issue to reflect on together. Please make use of the sample supervision record which is available on the diocesan website or from the IME Phase 2 Administrator.

We require curates to keep a log of the date and length of supervision sessions along with a note of the topics discussed. This log should be included in the annual portfolio.

# The IME Programme

An essential part of curacy training is the IME Phase 2 programme, summarised below.

## Attendance

Attendance at the *whole* of the programme is *compulsory* for curates preparing for incumbent status ministry, attendance at *core events* is *required* for those preparing to be assistant ministers, although they are welcome to attend any sessions.

Please **put the dates in your diary now** and make sure your Training Incumbent is aware of them, too. When a day clashes with a day off, an alternative day off should be taken. As far as possible, arrange holidays so that they do not clash with IME Phase 2 study days or residentials.

If you are unable to attend a study day or residential because of illness please let the IME Phase 2 Officer know.

Note that if you do miss a study day or residential because of illness or holiday then you may need to provide evidence that you meet the formation criteria in another way.

In addition to the IME Phase 2 programme, curates are expected to attend Bishop's Continuing Ministry Development (CMD) days, and are welcome to attend other CMD events as they wish.

## IME Phase 2 Programme Dates 2019-20

<b>2019</b>		
3rd September ( <b>This session is only for those ordained deacon in 2019</b> )	10am-4pm	Epiphany House
17 <sup>th</sup> September	10am-4pm	Epiphany House
1 <sup>st</sup> October	10am-4pm	Epiphany House
29 <sup>th</sup> October	10am-4pm	Epiphany House
25 <sup>th</sup> -27 <sup>th</sup> November (Residential)	4pm start	Epiphany House
3 <sup>rd</sup> December	10am-4pm	Epiphany House
<b>2020</b>		
7 <sup>th</sup> January	10am-4pm	Epiphany House
4 <sup>th</sup> February	10am-4pm	Epiphany House
20 <sup>th</sup> - 22 <sup>n</sup> March (Residential)	4pm start	Epiphany House
5 <sup>th</sup> May	10am-4pm	Epiphany House
9 <sup>th</sup> June	10am-4pm	Epiphany House
7 <sup>th</sup> July	10am-4pm	Epiphany House

### ***IME Phase 2 Study Days***

We gather for study days at Epiphany House on selected Tuesdays throughout the year. These days are opportunities to be with other curates, and to learn and reflect together.

The programme engages with key areas of ministerial formation. We return to certain fundamental subjects, such as preaching and pastoral care, each year.

As well as input on the theme of the day and a good lunch, time is set aside for you to consider your experiences of ministry in a facilitated reflective practice group with your peers. The study day ends with a time of prayer and worship.

### ***IME Phase 2 Residentials***

There are two residentials during the year, one concentrating on leadership and the other on pastoral care.

Further details about the programme and practical arrangements will be circulated nearer the time.

### ***The Curate's Personal Reflection and Study Days***

We expect that an average of one a day a week, in addition to the curate's day off, should be set aside for ongoing reflection and study. Attendance at IME programme events will normally take place on this day.

## Assessment of Curacy

Curacy will be assessed against the formation criteria approved by the House of Bishops. The Church's aspiration is that these formation criteria are helpful rather than restrictive or detrimental to genuine learning. Nonetheless, evidence that they have been met is the way in which curacy is assessed, as outlined below.

### *Incumbent Status or Assistant/Associate Status?*

Curates will have been selected for training as either assistant/associate minister or incumbent status minister and the assessment of curacy reflect this. *Please make sure that you use the appropriate tools and forms* since they are different.

If you are in any doubt about whether you have been sponsored for incumbent or assistant/associate status ministry please contact the Diocesan Director of Ordinands.

### *Planning to meet the Formation Criteria*

We have prepared a table (entitled *Planning to meet the Formation Criteria*) that will enable the curate and Training Incumbent to identify how the experience that the curate already has fits alongside the formation criteria and, in turn, agree what ministry experience the curate still requires. The table is available on the diocesan website or from the IME Phase 2 Administrator.

At the beginning of curacy the curate and Training Incumbent should complete the table for the appropriate ministry status (incumbent or assistant/associate). They should then agree what ministry experience the curate should aim to acquire during the next year *and plan how this will be achieved*. This will provide a clear set of objectives for the year which can be the subject both of regular review when the curate and Training Incumbent meet for supervision sessions and also the Annual Review (see below). This exercise is repeated at the beginning of the second and third year of curacy.

### *Annual Portfolios*

Each year the curate will submit a portfolio of evidence, as follows:

#### **End of Year 1 – May**

Log of supervision meetings with Training Incumbent

Log of attendance at IME Phase 2 and CMD events

Six Supervision Records (about 500 words including meeting notes & reflection)

Short Case Study I – Funerals (1500 words)

Short Case Study II – Mission (1500 words)

Long Case Study – on any topic relevant to formational criteria (2500 words)

Completed Annual Review

Learning Plan – for either incumbent status or assistant ministry

### End of Year 2 – June

Log of supervision meetings with Training Incumbent  
Log of attendance at IME Phase 2 and CMD events  
Six Supervision Records (about 500 words each including meeting notes & reflection)  
Short Case Study I – Baptism (1500 words)  
Short Case Study II – Ministerial Identity (1500 words)  
Long Case Study – on any topic relevant to formational criteria (2500 words)  
360 Degree Review and Reflection (February/March)  
Completed Annual Review  
Learning Plan – for either incumbent status or assistant ministry

### End of Year 3 – June

Log of supervision meetings with Training Incumbent  
Log of attendance at IME Phase 2 and CMD events  
Six Supervision Records (about 500 words each including meeting notes & reflection)  
Short Case Study I – Marriage (1500 words)  
Short Case Study II – Leadership (1500 words)  
Long Case Study – on any topic relevant to formational criteria (2500 words)  
Completed Annual Review  
Assessment 'Grids' – for either incumbent status or assistant ministry

For those who prefer a tabular presentation of this information the requirements can be presented as follows:

	Working Agreement	Supervision Log	Attendance Log	6 Supervision Records	Short Case Study I	Short Case Study II	Long Case Study	360 Degree Review	Annual Review	Learning Plan	Assessment 'Grids'
Start	✓									✓	
Year 1		✓	✓	✓	Funerals	Mission	Any topic		✓	✓	
Year 2		✓	✓	✓	Baptism	Ministerial Identity	Any topic	✓	✓	✓	
Year 3		✓	✓	✓	Marriage	Leadership	Any topic		✓		✓

The forms for the Annual Review and 360 Review are available on the diocesan website. Further details and guidance for each of the elements of the portfolio will be provided, but please do ask if you have any questions.

When the curate's portfolio has been submitted the IME Phase 2 Officer will review it and identify key areas for learning.

Following the review of the first year portfolio, the IME Phase 2 Officer and Director of Ministry write to the bishop. The bishop then meets with the curate and decides whether to

ordain the curate as priest.

The portfolios submitted during the second and third years are also reviewed by the IME Phase 2 Officer and a note is sent to the curate for discussion with the Training Incumbent.

### ***Grids of Evidence***

When the curate has met all the formation criteria, they complete the *Grids of Evidence to meet the Formation Criteria* for the appropriate status ministry.

The submission of the final portfolio containing the curate’s statement of how they fulfil the formation criteria will normally be at the end of Year 3. Note, however, that the bishop’s licence is usually for 4 years and there are often very good reasons why some curates take more than 3 years to provide evidence that they fulfil the criteria.

When the final portfolio has been received and reviewed by the IME Phase 2 Officer the Director of Ministry writes with a recommendation to the Bishop, who then confirms to the curate that the curacy has been successfully completed.

It is the *responsibility of the curate, with the help of the Training Incumbent, to ensure that the curate has met each of the criteria by the end of their curacy*: careful planning at the outset and during the curacy, as outlined above, is very strongly encouraged.

Completion of the portfolios as noted above will enable curates to evidence fulfilment of the formational criteria, as indicated in the following table:

<b>Formation Criteria</b>	<b>How the criteria could be met</b>
Christian tradition, Faith and Life	IME events including pondering the Bible and Book Review Preaching Leading Bible Studies [For Incumbent Status, in addition, a Long Case Study on Theological Leadership for the Church in Mission]
Mission, Evangelism and Discipleship	Short Case Study IME Programme – Evangelism; working with Schools Supervision notes
Spirituality and Worship	IME programme on prayer Retreat Preaching and leading courses Short Case Study
Personality and Character	Supervision notes Short case study year 2 360’s and Annual reviews Bishop’s CMD days
Relationships	Supervision notes 360’s and Annual Reviews Safeguarding Action reflection groups
Leadership, Collaboration and Community	IME programme residential on Leadership Case study year 3 Supervision notes 360’ and Annual Review
Vocation and Ministry within the Church of England	Case Study Year 2 or 3 IME Programme
Pioneer	Long Case Study

## Help Should Things Go Awry

It is quite normal for difficulties of one kind or another to arise during curacy.

Clear expectations, along with regular supervision sessions, are key to providing opportunities for issues to be discussed. Matters of concern should be raised gently and humbly but also clearly. Avoid blame or general complaints, acknowledge that you find something difficult and suggest what would be better next time.

If serious issues or difficulties persist then the following serves as a guide to the process that is typically followed:

1. Contact the IME Phase 2 Officer to discuss your concern. Although conversations are informal she may let others, for example, the Director of Ministry or Archdeacon, know about any issues so that they can be properly addressed.
2. Meet with the IME Phase 2 Officer. A meeting often enables matters to be clarified and a way forward to be identified. If not, then...
3. Meet with all parties. The IME Phase 2 Officer, or someone else, might facilitate a conversation between, for example, the curate and Training Incumbent to address the concern. If the matter is still not resolved then...
4. The Archdeacon and/or the Director of Ministry is advised and they determine the next steps.

In addition to the above, curates and Training Incumbents can consult *Guidelines for the Professional Conduct of the Clergy* (revised 2015), which can be downloaded from the Church of England Website.

# Training Incumbents

The *Report on Good Practice in the Appointment and Training of Training Incumbents* (Ministry Division of the Archbishops' Council, 2014) contains a 'statement of expectations' of Training Incumbents:

Undergirding all the criteria set out below is the necessity for the training incumbent, as an experienced parish priest, to be committed to a life of prayer as the basis of all ministry, both personally and in the ministry that is shared with the curate who is being trained.

The report then lists desirable and essential features of a Training Incumbent, including the following:

1. Is settled in her/his parish, will make a commitment to stay for the curate's diaconate, and expects to be there for the majority of the four year training period;
2. Has a genuine willingness to train a curate, as distinct from merely wanting an assistant, and is engaged in her/his own continuing ministerial education and development making use of review to support their ministry development;
3. Has a well-established pattern of personal prayer, reflection and reading, and, is committed to life-long learning including Ministerial Development Review;
4. Has a mature degree of self-awareness and understanding of his/her own strengths and weaknesses in ministry;
5. Is prepared for a curate to develop in ways different from her/his own with regard to the deployment of special gifts of ministry;
6. Can work in a collegial rather than hierarchical style, maintaining a healthy professional, spiritual and social relationship with the curate, sharing both the joys and sorrows of ministry while at the same time establishing and respecting clear boundaries;
7. Value the curate's experience from previous employment and responsibilities; and
8. Complete all reports required by the diocese and attend meetings for Training Incumbents.

This (abbreviated) list is quite long. In essence, though, it boils down to a willingness to learn from and support each other in ministry.

The Diocese of Truro will provide training days for Training Incumbents, including one residential a year, plus regular opportunities for group supervision. It is also part of the Director of Ministry and the IME Phase 2 Officer's roles to support Training Incumbents, including meeting when this is required.

## Important Resources

The following resources are available on the Diocese of Truro website or, upon request, from Sue Thorold, IME Phase 2 Administrator ([sue.thorold@truro.anglican.org](mailto:sue.thorold@truro.anglican.org)).

- *Formation Criteria for Ordained Ministry in the Church of England*
- Template Working Agreement
- Planning to meet the Assessment Criteria – Incumbent Status
- Planning to meet the Assessment Criteria – Assistant/Associate Status
- Annual Review Forms – Incumbent Status
- Annual Review Forms – Assistant/Associate Status
- 360 Review Forms
- Sample Log of attendance at IME Phase 2 and other events
- Sample Log of Curate – Training Incumbent supervision sessions
- Sample Curate – Training Incumbent supervision record
- Grids of Evidence to meet the Formation Criteria – Incumbent Status
- Grids of Evidence to meet the Formation Criteria – Assistant/Associate Status

# Frequently Asked Questions

## *How many hours am I expected to work?*

The expectation is that stipendiary ministers should work a 40 hour week. If a minister is working regularly more than 55 hours per week, then there's a problem with the structure of the work required and/or the minister's approach to it. Overwork with its consequent loss of humanity and space for others is not good.

The expectation of hours for Self-Supporting Ministers and part-time stipendiary curates will be stipulated in the Working Agreement.

The way in which work patterns develop will vary according to each individual situation. The 'working two sessions out of three' model only works if four-hour sessions are rigidly adhered to. Another possible pattern is to work four weekdays and evenings and then to have a lighter Saturday. The definition of work can be a 'grey area' and will need exploring in the training relationship. Work includes more than being in church, or writing emails or sermons, e.g., reading and reflection are part of the ministerial calling to be a practical theologian and daily private devotions are part of normal Christian discipleship but saying the Office and interceding for the parish are ministerial commitments, and therefore to be counted as work. Common sense and a reasonable and balanced approach are required. Reflecting on use of time after the event can be as important as planning beforehand: a possible helpful exercise for one supervision session might be for the incumbent and curate to undertake a mutual time analysis.

## *Am I expected to say Morning and Evening Prayer daily?*

Yes. The canonical obligation for Church of England clergy to say Morning and Evening Prayer daily still stands. It has very important values:

- It's an act of prayer shared with the wider church which helps to unite us in fellowship with it.
- It provides for a regular reading of the Psalms and of almost the whole of the rest of Scripture.
- It provides a balanced devotional diet, drawing on the best of Christian liturgical tradition.
- It helps to train the newly ordained in conducting public worship by familiarising them with the services, collects, lectionary etc.
- Above all, it is our work of worship offered freely to God.

All newly licensed ministers should already have a rule of life or a regular 'quiet time'. Supervision should be concerned to maintain and adapt this individual pattern in response to changes in life and ministry of the curate. This needs to be sensitive to the spirituality of the new minister, as well as stretching her or him to encounter other aspects of the spiritual life.

Individual patterns of prayer and rules of life need to be complemented by ways of praying corporately. A Training Incumbent may need to be adaptable in changing corporate patterns of prayer to fit the minister's circumstances. For example, a non-stipendiary minister may be able to make an early morning or evening twice a week, or a curate may have a new baby and so a weekly or even monthly pattern may be more realistic than a daily one.

### ***Can I take a retreat?***

A regular quiet day and an annual retreat of at least 3 days are strongly encouraged.

### ***How often am I expected to preach?***

Once a month initially, increasing frequency with time. Where a new minister would find it helpful, it is possible for a draft of the sermon to be discussed with the Training Incumbent by the middle of the preceding week and/or for the sermon to be heard beforehand. It can also be beneficial to discuss the sermon afterwards with sensitive and supportive members of the congregation.

### ***Will I get preparation time for preaching and teaching?***

Yes, this should be built into your week in agreement with the Training Incumbent. Inexperienced ministers need longer preparation time for creative work than more experienced ministers, so preparation time is vital.

### ***What are the expectations around occasional offices during curacy?***

The new minister, depending on the nature of their work, will normally need to be trained in preparing participants for funeral, initiation and marriage rites, and this should include sitting in on sessions taken by others. The particular requirements of bereavement visiting and care should also be covered carefully, and further training sought as required. Good practical instruction needs to be given in the conduct of funerals, baptism, thanksgiving after the birth (or adoption) of a child, marriage services, services of prayer and dedication after civil marriage. There also needs to be instruction about the legalities of marriage registration and returns. Although deacons are legally able to solemnise marriages, this is often better left until the curate is priested.

### ***What about my family and a 'work/life balance'?***

Family life is always a primary concern. Careful working through of issues to do with work and time off needs to involve the spouse or partner. The amount of involvement that ministers' spouses wish to have in their ministry may vary enormously. Spouses shouldn't be pressurised into participation. Neither should they be discouraged from involvement provided that it's clear that they're participating as lay people in their own right.

Children also may need space to be themselves, especially where a parent's commitment to licensed ministry is a new factor in family life. Part of all of our work is a responsibility to maintain home life and good relationships, whatever our marital status or ministerial aspirations may be.

New ministers who have other employment need to have this clearly recognised by colleagues, and in their Working Agreement: their responsibilities to their employer will normally need to take precedence over their ministerial work. Mutual support, friendship and hospitality among ordained and lay colleagues is very valuable.

### ***What about expenses?***

All working expenses should be fully remunerated by the parish or benefice. If a car or public transport is required for official duties, then the expenses involved must be remunerated in accordance with Diocesan procedures. For tax reasons, new ministers should acquire the habit of making records of all actual mileage and expenditure and claiming on the basis of this, rather than accepting a monthly or annual sum which, if not justified by such records, will be liable to tax.

### ***Can I undertake external or further studies?***

Curates are welcome to consider further study. The key considerations are:

1. Is the curate committed to the course/study in the light of their possible future ministry?
2. Is the Training Incumbent satisfied that the course is compatible with the curacy, as envisaged?
3. Is the Bishop happy that the curate should undertake the course/study (the Bishop will probably consult the DDO to form a view)?
4. Are the Director of Ministry and IME Phase 2 Officer satisfied that the course/study is compatible with the IME programme, which is the curate's priority?
5. Is the course/study affordable? Curates are responsible for raising any funds required for the course of study.

### ***What if the training parish can't offer me what I need?***

If the parish can't offer a particular experience which a curate seeks or needs then arrangements can be made, in consultation with the IME Phase 2 officer and the Director of Ministry, for additional placements.

## Key Contacts

The IME Phase 2 team will accompany curates and Training Incumbents to support a successful curacy. Our contact details are:

The Revd Dr Jonathan Rowe

Director of Ministry

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The Revd Canon Jane Vaughan-Wilson

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