** IME2 WORKING AGREEMENT & LEARNING PLAN**

Curate: ............................................................................................................

Cohort (*year of ordination to diaconate*): ……………………………………………………………………….

Training Supervisor: ......................................................................................................

Benefice: .............................................................................................................

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Date: .............................................................................................................

Next Review Date: ........................................................................................................

This form is in six parts:

1. Expectations
2. Areas relating to SSM only
3. Particulars of Work
4. Support and Supervision
5. Working Conditions
6. Annual Learning Plan

The Working Agreement and Learning Plan needs to be reviewed by the Curate and Training Supervisor and completed EACH YEAR of the curacy. It should then be signed by both parties. A copy should be emailed to the DDO/NM within two weeks of ordination to the diaconate. In identifying priorities for training, careful use should be made of the Ministry Division Formation Criteria for IME. These offer a map of the development that IME needs to enable, and are the basis on which Assessment at the End of Curacy takes place.

# HOPES and EXPECTATIONS

## Is this curacy intended to prepare the curate for:

 ‐ a continuing supporting role, or

 ‐ a future role of incumbent-level responsibility?

## Please each say something about your hopes for the curacy. Please each write your own hopes, then compare and discuss them.

 Curate Training Supervisor

## What are the hopes for the working relationship between the curate and Training Supervisor? Please discuss and agree this using as much space as is needed:

 Curate Training Supervisor

## What hopes or plans do the Training Supervisor and PCC already have for the parish, and therefore for patterns of ministry during the coming year? Discuss and agree how might this affect the curate’s work and training.

## What expectations are there about standards of dress / clerical uniform? What expectations are there about availability (e.g. attendance at parish office hours, use of answerphone, departure time after Sunday services, etc.)?

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## What areas of past experience and expertise will the curate bring into ordained ministry?

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## Either:

## (1) For married curates: what are the expectations and needs of the curate’s spouse / family (where appropriate)? There can also be issues about the family’s privacy and/or the possible difficulty of the curate having space to work well at home that need careful discussion.

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Or:

(2) For single curates: what needs will the curate have for time with friends, family and other supporters? How will this work with the restrictions of a single rest day (ie. what provisions need to be made to enable the curate to sustain their significant networks)?

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# AREAS RELATING TO SELF-SUPPORTING MINISTRY

## What is the focus of the curate’s ministry: a ministry exercised in a place of secular employment, or a parish focus? If both, where does the emphasis lie? How will this ministry be expressed, affirmed and communicated in the parish?

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## The curate’s secular employment, or retirement, or domestic commitments, and other claims on time need to be understood and communicated within the parish. How is this to be done?

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## What weekday involvement is expected in the regular ministry of the parish, including Staff meetings, PCC etc.?

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# PARTICULARS OF WORK

1. **Attendance and participation:**

**Worship** *(please specify how often the curate is expected to attend, lead or preach):*

* Daily Offices:
* Sunday services:
* Other services:
* How often will the curate be expected to preach?
*(a deacon should not prepare more than two sermons a month)*

**Occasional Offices:**

* Funerals:
* Baptisms:
* Weddings:
*(except for particular circumstances with the Bishop's permission,
deacons should not officiate at weddings)*

**Pastoral Work:**

* Visiting at home:
* Hospitals:
* Care Homes:
* Other:

**Education, Nurture and Outreach:**

* Children’s Groups:
* Schools:
* Youth Work:
* Home group / prayer group / confirmation group / Emmaus / Alpha:
* Adult Education:

**Structures:**

* PCC:
* Parish Committees:
* Chapter/Deanery Synod:
* Churches Together/Fraternal:

**Community involvement:**

* Schools:
* Community Groups:
* Other:
1. **Areas of special responsibility**

*Are there any areas where the curate will have special responsibilities this year (which should reflect areas in the Learning Plan)?*

*The curate should, in the course of the curacy, have experience of significant responsibility for a particular project or area of ministry, including initiating new development and mentoring / supervising others.*

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#  SUPPORT AND SUPERVISION

1. **What are your arrangements for:**

**Supervision meetings**?
*These must be for curate and Training Supervisor only, and be distinct from staff meetings. The focus is on the curate's development and formation in ministry. Records are kept by the curate, with Training Supervisor's comments, as part of the Ministry Portfolio. A meeting of 60-120 mins should be planned at least once each month. Please be specific about the dates and venues of your meetings through the year:*

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**Staff meetings?***Will there be work‐related meetings for Training Supervisor and curate only?*

*How often / what will the arrangements be?*

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*Will there be meetings for a wider staff team?*

*How often / what will the arrangements be?*

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1. **Review of Working Agreement and Learning Plan**

*Please set a date / timetable to review the Working Agreement and Learning Plan. It makes sense to do this in the light of the review / assessment process each year. Please see Assessment and Review Timetable.*

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1. **Spiritual Director**

*All curates should have access to a spiritual director. Have arrangements been made, and is the Training Supervisor aware of them?*

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1. **Annual retreat**

*Curates should have the opportunity for an annual retreat (3-4 nights or equivalent). What are the mutual expectations for this? How will it be funded and what is a reasonable expectation? When could a retreat take place?*

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#  WORKING CONDITIONS

1. **Expenses**

Parochial expenses are defined as 'all those running costs which clergy and PCCs agree are necessary for clergy to fulfil the duties of their post'. Please refer to the Statement of Particulars and *The Parochial Expenses of the Clergy: A Guide to Their Reimbursement* https://www.churchofengland.org/clergy-office-holders/remuneration-and-conditions-of-service-committee/the-parochial-expenses-of-the-clergy.aspx

Please specify the basis and procedure for claims and reimbursement in the following areas:

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| * Telephone (including mobile, if necessarily used for work purposes):
* Car mileage / other transport:
* Stationery etc.:
* Other:
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1. **Time off, study, etc.:**

**Study time and IME2 events**

*The Ministry Division framework for IME2 assumes that 15% of working time will be set aside for continuing study and learning. This is understood to constitute 39 days annually for stipendiary curates, including IME2 cohort days, core study days, and residential training events (usually 19 days in total) but not including IME2 ministry placements. This will include dedicated reading, structured reflection on the experience and practice of ministry, preparing and writing assignments, IME2 events etc. In weeks where there is no IME2 or similar event, a whole day should be set aside. The curate should be able to account for how this time has been used in supervision.*

*As general guide, a stipendiary curate is expected to take responsibility for about 10 days of self-directed learning annually, allowing a further ten days of study / reflective learning at the direction of the Training Supervisor.*

What dedicated time will be set aside for continuing study and learning?

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**Rest Days:**

*Stipendiary clergy should have a rest day per week (not including IME2 days, study days, retreats or time allowed for spiritual consultation), plus an extra day every calendar month to allow for a two-day break. The SSM's rest day should equally be closely guarded. It is accepted that at certain times of the year, flexibility will be necessary regarding rest days.*

The curate's rest day will usually be:

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*The provision of a rest day must not mean that every moment of the other six days and evenings should be spent working. What is your understanding about the provision of some period of rest within working days, when it is and is not acceptable to call (and how flexibly or firmly this is understood), etc.?*

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**Holidays:**

*For details of**annual holiday entitlement please see your Statement of Particulars. How will holiday time will be arranged between curate and Training Supervisor?*

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1. **House and Garden**

*Are there any arrangements about House and Garden that need to be specified (including detailing costs and responsibilities to be borne by parish and those by the individual)?*

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Signature of Curate ………………………………………………………………………………………….…………..

Date ……………………………………………………………………………………………….…………………………..

Signature of Training Supervisor ……………………………………………………………………………….…..

Date ……………………………………………………………………………………………….…………………………..

*Copies of this agreement MUST be sent to the DDO/NM within two months of ordination to the diaconate in order to ensure compliance with Canon Law.*

# WHOLE-CURACY LEARNING PLAN

In completing this plan, please refer to the Sample Learning Plan for guidance about what is expected here.

1. **Overall planning:**

*Bearing in mind both the various aspects of ministry and the various skills and aptitudes specified in the Ministry Division Formation Criteria for Ordained Ministry, what overall shape is envisaged for training over the first three years of the curacy? What emphases are anticipated in each year? (This may change, but starting with an overall plan is important in order to be clear about an annual plan. This question needs to be considered carefully in Year 1, and revised in Years 2 and 3):*

**Particular emphases envisaged for Year 1:**

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**Particular emphases envisaged for Year 2:***[NB include aspirations for the Cathedral placement]*

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**Particular emphases envisaged for Year 3:***[NB to include major placement in a different setting or focus of ministry, to be completed by Easter.]*

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**Particular emphases envisaged for Year 4 [primarily SSMs]:***[NB to include major placement in a different setting or focus of ministry, to be completed by Easter.]*

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1. **Specific training objectives**
* What *specific* training needs / objectives are to be identified this year? Please be as clear and detailed as possible here, and, where possible, cross‐reference these objectives with the Agreed Formation Criteria.
* In year 1, address any ongoing training issues identified in the final report of the curate’s Theological Education Institution at the end of their IME1 training.
* In years 2-4, careful review of the previous annual Learning Plan – what anticipated progress was, and what was not, made? – this should inform the current year’s Plan.
* In the Working Agreement, section 5, a specific time is allocated for study / training events. How will this be used? (What will be studied? What areas of training will be explored?)

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1. **IME2 Events**
* Please confirm that the Cohort Group dates are written into the curate’s diary:

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* Please identify IME2 Training Days which the curate will attend (at least six for stipendiary curates, at least four for SSM curates):

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