



THE DIOCESE OF
NEWCASTLE

IME 4-7
in the Diocese
of
NEWCASTLE
2009-10



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Documents to be used in formulating Working Agreements/ Training Plans:

1. Newcastle Diocese Working Agreement Form pp. 40-49
2. Agreed Learning Outcomes for Ordained Ministry pp. 50-55
3. Ministry Division Guidelines for Work Agreements (adapted) pp. 56-59

For reference concerning the expectations of Training Incumbent:

4. Guidelines for Training Incumbents from the Hind Report p. 60-61
5. Summary of Expectations for Training Incumbents
in Newcastle Diocese pp. 61-2

Other documents:

- 6A. Review of Curacy (SM) pp. 63-64
- 6B. Review of Curacy (NSM) pp. 65-66
7. Professional Conduct, and Handling Difficulties p. 67
8. Curates and Training Incumbents, 2008-2009 p. 68

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Introduction: Initial Ministerial Education 4-7

This handbook is a resource for those in their curacy years (“Initial Ministerial Education 4-7”) and their training incumbents. It is intended to provide clear reference points about what a curacy is intended to be and to achieve, and a ready source of all the relevant information about dates, people and policy. So do, please, read it!

In the Diocese of Newcastle we are continuing to develop IME 4-7 in line with the national recommendations flowing from the ‘Hind’ report (*Formation for Ministry Within a Learning Church*, 2003), and *Shaping the Future* (2005), and in the context of growing collaboration with the Diocese of Durham: the IME 4-7 programme will very soon be part of the work of Lindisfarne, the Regional Training Partnership, comprising our two dioceses and other training institutions in the North-East. Lindisfarne begins its work formally from September 2009.

The purpose of all this is expressed eloquently by the summary statement of Expectations for Ministerial Education adopted by the Hind process:

‘The Church seeks that all God’s people grow in faith, deepen their discipleship, and learn more deeply to ‘inhabit godly wisdom’. As part of God’s people, and in order to enable such growth in others, the Church seeks ministers who:

- Are firmly rooted in their love of God, discipleship of Jesus Christ, and dedicated to a deepening pilgrimage of faith in the Holy Spirit;
- Are passionate about the transformation of the whole created order into one that reflects the redemptive love of God;
- Are deeply committed to loving service in the Church as a sign and instrument of God’s love for the world;
- Immerse themselves, with faithful obedience, in the Church’s life of prayer and worship, and its critical engagement with Scripture and the Christian tradition;
- Are dedicated to bringing their gifts of leadership, pastoral care, worship and mission to the service of the Church through their calling to ordination.’

(Formation for Ministry Within a Learning Church, p.57)

The encouragement of the newly ordained to exercise and grow in such ministry is the aim of all our work in IME 4-7. May God bless all involved in training – as curates and as training incumbents – and make us a blessing to those among whom we minister, now and in the future.

Rick Simpson

SECTION 1

Context, Policy and Process: what is a curacy for, and how does it work in the Diocese of Newcastle?

1.1 Context: A Curacy in the Diocese of Newcastle

What is a curate?

It is important to appreciate the context of the curacy that you are serving (or, for training incumbents, in which you are supervising a colleague).

What is a curate? And what are curates meant to become?

These may sound like simple questions, but there is considerable diversity and complexity here. Different kinds of ordained ministry are now exercised: stipendiary ordained ministry (full and part-time) exists alongside a range of self-supporting ministries, which themselves vary: Non-stipendiary Ministry (NSM) with a parish focus, NSM in which the focus of ministry is more in the workplace, and Ordained Local Ministry (and here, what “local” means is increasingly debated).

Clergy inhabit a wide range of roles and carry out a range of tasks, at a time when even within the sphere of parochially-focussed ministry there are real debates about what their priorities and aims should be. Our understanding of the pastoral and missiological task of the clergy is being worked out in the face of rapid change in society, very testing economic realities, a decline in available stipendiary clergy, and a healthy theological questioning of the nature of the church, of mission, and of ministry within all this. So, the shape, content and character of the work of the ordained is under ongoing re-negotiation. We are a changing church in rapidly changing times, and this is the context within which the development of ministry within a curacy and beyond is taking place.

Ongoing learning:

One implication of this is that ordained ministry in the Church of England now clearly demands a commitment to lifelong learning and training: ministerial formation is never complete. Work done in IME 4-7 therefore seeks to enable clergy not only to learn and develop in certain necessary tasks and skills, to become *effective* practitioners, but also to grow as *reflective* practitioners: that is, clergy need to be able and willing to learn and develop not only for the three to four years of their curacy, but then throughout their ministry. The nature of ministry, and the demands upon and opportunities open to the ordained will go on changing. If one constant of the future will be change, learning to go on learning, and becoming reflective by habit, will be key skills.

This commitment to ongoing learning is a basic premise on which the IME 4-7 programme and

the supervision of curates in their parishes is based upon it. Furthermore, the model of learning here is centred around reflection: while in many of the training events there may be significant input, the main aim is to enable us to reflect upon the new experiences we are having in public ministry, and how people may be experiencing us as ministers, and to learn from this. Curates will rarely hear anything like a lecture in IME 4-7; you will be asked all the time to think about how you work, and how this may impact upon those you minister to and alongside. There can be a sense of mystique (or fear) around the concept of reflection; there is no need for there to be: this is about learning what we need to from experience in order to grow in our self-awareness, knowledge and skills as public ministers.

Learning for particular roles:

Another basic premise is this: the roles that clergy take after curacies are not all the same, and an individual curacy should be planned between the curate and training incumbent with the end in mind. That is, if someone expects or hopes to move into a post of responsibility (incumbency or similar, as is usually the case for Stipendiary Ministers (SMs)) at the end of his or her curacy, the training planned over the time of the curacy needs to be a suitable preparation for this. If instead a continuing supporting role (usually the case for OLMs and most SSMs and MSEs) is expected, then the often limited time available to gain experience and training should focus on the areas most necessary for future tasks in this capacity.

The diocesan IME 4-7 programme is designed to support this process of training, but all individuals vary in past experience, future expectations and learning needs, hence the emphasis below on the careful planning of training between the curate and incumbent, expressed in the Training Plans that form part of each annual Working Agreement.

A clearer vision of the learning to be done:

Clarity about the specific roles we may inhabit in the future pushes us, then, to a sharper understanding of the training needed to prepare for these. This harmonises with the considerable time and resources spent in recent years by the Church of England in reviewing exactly what a curacy is meant to be and be for, and clarifying the kind of training that should therefore be provided. The Hind Report, *Formation for Ministry within a Learning Church* (2003) and *Shaping the Future* (2005) have provided clarity about what a curacy is meant to achieve in terms of learning and development, and the conditions that will enable to happen successfully. IME 4-7 in the Diocese is in a continual process of development, as we seek to apply the good practice outlined in these recent reports to our work here, and we are absolutely committed to continual improvement.

All the considerations above help to shape both the training events arranged and the whole process of curates and incumbents working together. In the following five pages, this process, and what is expected of both curate and incumbent within it, is set out in summary form. These are important pages – please do read them carefully, and hold them consciously in mind when drawing up your Working Agreement and Training Plan.

1.2 Curates and Training Incumbents: A Summary of the Diocese of Newcastle's Policy and Process

For a curacy to be rewarding and beneficial, everyone involved needs to be clear about what is expected of them. This is why the following points are set out, as straightforwardly as possible, to summarise the process of working as a curate or with a curate in the diocese; further explanation of some areas occurs in the relevant sections of the Handbook.

1.2.1 Partnership in the Training Process

There is clearly a partnership involved in a curacy, under the care and oversight of the Bishop, between:

- the newly ordained minister him/herself,
- the training incumbent,
- the training parish,
- the Director of IME 4-7 /the Lindisfarne Partnership,
- the Year Tutor,
- colleagues in the early years of ordained ministry – now in both Newcastle and Durham dioceses.

For IME 4-7 – indeed, for a curacy – to be the rewarding, enriching, learning experience that it should be, this partnership needs to be recognised and to be worked at well by all involved.

1.2.2 The Working Agreement and Training Plan

The Training Incumbent and Curate are asked to enter into a Working Agreement, and review and revise this document annually. Each year, an Annual Training Plan is made as part of the agreement, with specific areas for learning and growth identified. A copy of the Working Agreement, including this Training Plan, is to be sent to the Director of IME 4-7 by the end of September each year, please.

The form for this is provided in this handbook (pp. 40-49), as are important documents that should be used in formulating the agreement and Training Plan. Please note in particular the Church of England's 'Agreed Learning Outcomes for Ordained Ministry' (pp. 50-55), which should be used consciously by the curate and incumbent in shaping the Training Plan each year, and over the course of the curacy as a whole. The intention is that by the end of the three to four years of the curacy, the outcomes relevant for either a continuing supporting role or for moving onto a position of responsibility will have been achieved. It is up to the curate and incumbent together to plot the course of training within the curacy, as a whole and each year, specifically to achieve this end. It is important to emphasise that this involves significant discussion and planning, and will take time and thought.

Incumbents and curates should also look at the outline diocesan programme of IME 4-7 events (see pp. 21-22) to see when different areas are looked at centrally; this may be useful to you in deciding when to focus on certain areas of training within the curacy as a whole.

1.2.3 IME 4-7 Training Events

Diocesan events for the training and support of curates complement the training and support that occurs locally under the supervision of the training incumbent.

Some events are for all curates, and are organised at evenings and weekends to try to make it possible for all to attend. The understanding is that NSMs and OLMs will attend these evening and weekend events, unless unusual circumstances make this impossible. Further events are also arranged for SMs, during the working week. All NSMs and OLMs are very welcome to participate in these meetings, and encouraged to, if they are able to do so. This approach recognises that there is a need to provide greater central support to the professional training of those preparing for incumbencies, but that it would be impractical to arrange all of this at evenings and weekends.

Most, but not all, events are now arranged on a Year Group basis (4, 5, 6, and 7), and most will involve training alongside colleagues from Durham, and from September this programme will be part of the work, of Lindisfarne, the churches' Regional Training Partnership (RTP) for adult Christian learning in the North East. The events for each year group are set out below (pp. 23-30), and it is clear which events are for all, and which are for stipendiary clergy (plus others who can and choose to attend).

It is important to be clear that participation in these training events is a requirement for all clergy in years 4-7. To support the involvement of curates in the programme, it is important that curates are kept free of all parochial commitments at times when training events are held, and it is expected that curates will regard IME 4-7 events listed in this handbook as prior commitments (as far as possible). This may seem a heavy-handed request, but the reason is simply that all individuals and parishes are very busy, and without a firm priority being made, the programme becomes untenable. This level of commitment to IME 4-7 events is necessary to make the programme viable and to make the possibility of those in early years forming supportive working relationships realistic.

Dates for all events are found on pp. 23-30:

Curates: please put them in your diary now,

Incumbents: please also now take note of these dates, and those for incumbents, pp. 31-33.

If you think that you will have difficulty in attending a specific event, please contact Rick Simpson as soon as you are aware of this to discuss this, and – where appropriate – to agree absence. Please do not leave this until a few days before the event. Curates should also discuss any potential absence from IME 4-7 events with your incumbent, please.

Where, for good reasons and by arrangement, a curate misses an IME 4-7 event, s/he should plan to attend the corresponding event the following year, please, to make good the missed opportunity (the majority of events will run each, making this possible).

1.2.4 Ongoing Training, including IME 4-7 Events

Gathering for peer support and learning in early years is a vital part of ongoing ministerial formation, and constitutes a significant element of the training involved in a curacy. Time needs to be made available for participation in the programme, as part of an agreed amount of time agreed for explicit study/training activities overall. The Hind proposals suggest that full-time stipendiary curates should have an average of one day a week (= 15% of their time) for explicit study/training (including IME 4-7 events) and that NSMs should also have a clear agreement with their incumbents about the amount of time they will be involved in study/training activities. Exactly how much time is to be allocated for this and how it is to be used must be agreed clearly between each curate and incumbent, and stated in the Working Agreement, please.

Can accredited studies / further degrees be pursued during the curacy years? The Bishop is clear that further degrees should not be pursued during Year 4. (The only exception to this is for those who have trained locally who wish to complete the Lindisfarne BATM Diploma or Degree). Accredited courses may then be embarked upon in year 5, by agreement with both the incumbent and Director of IME 4-7. However, curates should be aware that the IME 4-7 budget does not contain funds to pay fees for MAs. A small proportion may be available, but not the bulk of fees. (Applications can be made to Colin Gough, Adviser in Continuing Learning for Ministry, for more considerable grants.)

If curates wish to take part in other training events, a limited amount of money is available to help towards these costs (£150 per annum); applications for this should be made by the curate, with the support of the incumbent, to Rick Simpson.

1.2.5 Training and other Meetings for Training Incumbents

The diocese provides opportunities for all training incumbents to develop their experience of and skill in supervision: it is a firm expectation that training incumbents will have recently taken part in a regional Supervision Skills course, or will do so early in the curacy (dates for forthcoming courses are on p. 25). Other training opportunities are also offered (see p. 31-33).

Once a year training incumbents are asked to attend a meeting for communication, dialogue, the raising of relevant issues and the sharing of good practice. The arrangements for these meetings are in the handbook on p. 31; please do put the relevant dates in your diary now.

Training incumbents in Years 4 and 5 are also invited to attend one of the curates' training events with them each year (see p. 32 for these dates).

The diocese recognises that the task being asked of training incumbents is significant, time-consuming and skilled. It is obviously important that training incumbents are fully aware of the expectations being placed upon them, as the process for working with a colleague in early years changes and develops. (A summary of these expectations is found in Appendix 5; see also Appendix 4).

1.2.6 Supervision

A commitment to regular, structured supervision sessions must be part of the Working Agreement agreed by the curate and training incumbent. Please carefully note the detailed section on supervision below, pp. 15-18.

It cannot be stated too strongly or too clearly that:

- incumbents should meet with their curate for supervision regularly;
- supervision needs to be understood as having the following purposes: it is to enable reflection, learning, discussion, feed-back, and any necessary airing of concerns or difficulties;
- supervision needs to be clearly distinguished from the task-related business of a staff meeting;
- any concerns about the regularity of supervision or whether it is working well do need to be addressed early, and clearly, with some help from a third party if necessary.

1.2.7 The Year Tutor

The Year Tutors offer support to each curate in years 4-6. One or two Year Tutors are appointed for each year group, depending on numbers. The Year Tutor undertakes to meet with each member of his/her group twice each year, and is available for advice and support by arrangement at other times. Year groups may also meet together by mutual agreement and arrangement with the Year Tutor. Year Tutors also attend some training events alongside the curates in their group, when possible.

Year Tutors will at times share their impression of the progress and well-being of those in their group with the Bishop and the Director of IME 4-7, and the Bishop values the perspective that Year Tutors are able to give. Curates must be clear with tutors about issues of confidentiality in any specific area discussed.

The Tutors are Allan Marks (Year 7), Chris Clinch and Jane Wood (Year 6), Catherine Pickford and Simon White (Year 5), and Janet Appleby (Year 4).

1.2.8 Reports and the Written Reflection:

Prior to their ordination to the priesthood, all deacons' incumbents will be asked by the Bishop to send him a report on their colleague's progress and development. Guidelines are given to the incumbent by the Bishop. It is good practice for this report to be discussed with the curate before it is sent to the Bishop, and the Bishop should be informed that such a discussion has taken place.

The Bishop will ask for this report at some point after Easter, to be completed in May. However,

it is essential that, should the incumbent believe there to be any significant issues to address, these are raised and discussed with the curate well in advance, and before it is too late for things to be done to address them. If there are any areas which need attention, or where progress needs to be made, it is suggested that incumbents raise these clearly with curates within a supervision meeting early in the new year, and that clear targets for development are set, in time for progress to be made before the pre-priesting report has to be completed.

The diocese does not currently have other formal reports during early years. However, the Working Agreement and Training Plan need to be reviewed and revised carefully each year, and as part of this process it is recommended that the incumbent sets out in writing the progress s/he sees her/his colleague to have made, and any issues that need further attention.

SM and NSM curates are now asked, as part of this process of review and revision, to produce a written reflection on their learning over the year. The reflection should refer directly to the aims set out in the Training Plan and the experience gained in work agreed and carried out. Copies of the reflection need to be given to the incumbent, and to the Director of IME 4-7 (by June 30th, please). Guidelines for the reflection are set out on p. 37. Please note that this process replaces the previous Portfolio system for recording and reflecting for NSM and SM clergy, though OLMs will continue to use Portfolio, in continuity with their IME 1-3 training.

1.2.9 Review of Curacy

There should be a review of each curacy at its end, to enable all involved to learn from the experience: there may be areas for the curate to reflect on; there may be ways in which the training incumbent can develop her/his skills; and there will be feedback to offer the Director of IME 4-7 about training events, support systems, and the diocesan approach to IME 4-7 in general. The simple proformas for curacy review are found in Appendices 6A and 6B (pp. 63-66).

1.2.10 Good Practice

The policy here is framed in the context of the belief that a curacy should be an exciting, creative and stimulating experience, for the curate, the training incumbent and the parish. The call to ordained ministry is a huge privilege, and there is every reason that the first experience of exercising that ministry should be a very positive one.

The framework set out here also reflects the recognition, however, that there can be difficulties, and the determination to address these in a healthy way where they do occur. A curate and training incumbent work together closely, care greatly about the work they do, and hold strong beliefs about it. For these and other reasons, relationships can at times become strained. It is clear that a good working and training relationship in a curacy is possible, but not automatic, hence our emphasis on good practice – understanding mutual expectations, making an annual Working Agreement and Training Plan, meeting for regular supervision, etc. – in this handbook. Experience shows that good curacies are founded upon such good practice, while it is very often the case that where significant problems arise, these guidelines have not been followed. It is the responsibility of the training incumbent to ensure that Working Agreements and Training Plans

are made and used as the basis of regular, reflective, supportive supervision meetings. However, it is also the responsibility of the curate to register any concerns s/he may have, and to respectfully request that difficulties are discussed and addressed; if you are not happy, it is essential to address this.

Year tutors are available to listen to and to advise the curates in their groups, and the Director of IME 4-7 is available to curates and incumbents to discuss any issues or problems.

This handbook gives clear guidelines for what the Diocese of Newcastle understands good practice to be. It is our firm belief that working within the framework of the diocesan policy outlined here will maximise the likelihood of a curacy being the positive experience that it should be for everyone involved, minimise the instances of problems arising within curacies, and provide a robust structure for enabling colleagues to resolve any difficulties they do experience.

1.2.11 Constant Improvement

Our aspiration is continually to improve all aspects of training in Newcastle Diocese, through feedback and dialogue. Rick as Director of IME 4-7 seeks and welcomes the considered reflection of both curates and training incumbents on the overall process and on individual elements of the programme.

SECTION 2:

The Working Agreement and Training Plan

2.1 The Working Agreement and the Purpose of the Curacy

You are asked to work together as curate and training incumbent to draw up a Working Agreement, with a Training Plan identifying specific areas and objectives. This document needs to be reviewed and revised annually.

The first Working Agreement is crucial because it sets out mutual expectations about work to be done, patterns of working, practical arrangements, etc. Experience shows that lack of clarity about these matters can leave conflicting assumptions and expectations, and that these can become a major source of later problems. At the beginning of the training relationship there is obviously a mutual reluctance to anticipate problems, and often an assumption that they can be handled as they arise. However, good will, sincerity and great commitment on both sides are necessary, but not alone sufficient, to ensure that a curacy will be positive: for any difficulties that arise to be addressed well, clear parameters and expectations need to have been agreed from the outset. So please dedicate good time to discussing and agreeing this document. The process of agreeing this document – especially the first time – is demanding, but crucial to the success of the curacy as a period of training. It calls for:

- 1) a very clear understanding of what the curacy as a whole is meant to *do*, to achieve. A key document here is the Agreed Learning Outcomes for Ordained Ministry (pp. 50-55), taken from the Ministry Division document, *Shaping the Future*. This gives us national criteria for the development of those newly ordained, a map for planning and reviewing progress within a curacy. The Working Agreement and Training Plan for each year need to be framed consciously in this context.
- 2) a clear understanding of the experience and strengths of the curate to date, and of the areas where further experience and development need to take place during the curacy, in order to achieve the Learning Outcomes.
- 3) clarity about what kind of ministry the curate is likely to go on to: training for a continuing supporting role is not identical to training for incumbency (the Learning Outcomes differentiate by adding a further column of aims for the latter).
- 4) the careful structuring and planning of training over the three to four years of the curacy in this light.

Much of the learning and experience within a curacy does of course happen along the way, during the normal pattern of parish life, often informally. However, behind this there needs to be a plan of when within the curacy certain areas of work and development will be focussed on formally and explicitly. These are then specified each year in the Training Plan.

In summary, the work undertaken in a curacy needs clear and careful planning, with the goal of training – and training for the kind of ministry that the curate expects to be undertaking in the future – always held in mind. Drawing up the Working Agreement will involve you as incumbent and curate in discussing these issues at some depth, and that is important.

2.2 The Training Plan

The Training Plan needs to outline specific areas of training to be covered in the forthcoming year, on which the curate and incumbent agree formally.

Some areas of work will fall naturally into certain stages of the curacy: for example, for many, some training in funerals will need to come very early; involvement in weddings should probably begin during the diaconal year, in preparation for being able to conduct them early in Year 5; all in Year 4 will also need to spend some time in the spring with their incumbent working on preparing to preside at communion, prior to their ordination to the priesthood, etc. It is also important to look ahead and decide when work may best be done in different areas in your particular context.

It may be advantageous if work in the parish on some areas is planned to coincide with the timing of training events in the of IME 4-7 programme, and this is something to consider in making the plan. The overall structure of this programme is provided in advance (pp. 21-22) to help make this possible.

Curate and incumbent will need to sketch out an overall plan for areas of training to be addressed over the whole three years the curacy, in order to be clear about the foci within each year; adjustments will need to be made, and plans may need to change, but having this overview is important to make clear and helpful annual training plans. (Please note: the Work Agreement form has been amended this year to highlight this.)

There may also be areas of training or experience that are not going to be readily available within the parish or through diocesan events; this needs discussion, and it may be that specific training courses are sought out, or that some experience in another context during the curacy would be useful. Curates and incumbents would need to agree any such “placement”, and should also discuss it with the Director of IME 4-7, but should be open to this possibility, to enable as rich an experience in the curacy as possible.

The plan should also include areas of study that will be pursued, which will hopefully connect with practical experience and training. How much time overall will be allocated to study needs to be agreed (see p. 8 above).

The plan, then, will provide a focus for training work undertaken with the help of the incumbent, and will have a major influence on areas of study and any additional training courses that will be pursued. In drawing up the training plan it is important:

- to be clear about the experience the curate gained prior to initial training;

- in this connection, to make of use the training profile received from the curate's theological college or course;
- to be clear about the focus of your ministry and the goal of training in this curacy: are you training for incumbency, or for some other role? What experience, then, must be covered over the first three years, and how will this be structured?

and

- to work consciously with the agreed Outcomes for Ordained Ministry (included in this handbook, pp. 50-55), which specify the skills and understanding to be developed over the course of a curacy.

2.3 Documents to use in drawing up the Working Agreement

The following documents are supplied in this Handbook as resources in drawing up the Working Agreement:

1. The Working Agreement and Training Plan proforma itself, Appendix 2, pp. 40-49. This should be worked on and agreed between the incumbent and curate, and signed. A copy should then be kept by each, and a further copy sent to the Director of IME 4-7 by the end of September each year. (This Handbook is sent out electronically as well as in hard copy, so you can cut and paste this to write your work agreement on computer. A separate Working Agreement document will also be sent.)
2. The national Learning Outcomes for Ordained Ministry, Appendix 1, pp. 50-55.
3. Ministry Division guidelines (adapted), Appendix 3, pp.56-59. These give a useful overview of and some commentary on areas to be covered in the agreement.

SECTION 3:

Supervision

3.1 The Importance of Supervision

An area of the agreement which needs to be emphasised in particular is that of supervision. Supervision sessions are vital. Where supervision fails, or is not regular, or is confused with other kinds of meeting, curacies can lose their focus, learning does not happen, and the appropriate forum for handling difficulties sensitively, clearly, and within safe boundaries is lost. A consistent feature of unhappy curacies is some breakdown of the kind of supervision that training incumbents are asked to provide. So: this section of the Handbook is important!

3.2 The Purpose of Supervision

It is possible to define supervision in a number of ways, and there are many different approaches to supervision deriving from various professions. This makes it all the more important to be clear about what is expected of supervision *in curacies*. We understand supervision as follows:

Person-related rather than task-related: supervision sessions between the curate and the incumbent should not be confused with staff or business meetings. Staff meetings focus on tasks; supervision focuses on the person, in particular, the development of the curate her/himself, with reflection on her/his work, experience and progress. This time needs to be understood clearly to be the benefit of the curate.

Here there should be ***reflection*** on the curate's work, with the possibility of praise and constructive criticism within a safe space. Critique here should be understood mutually to be for the purpose of learning and development. Supervision should enable theological reflection to take place, fostering growth in understanding of the pastoral and missiological challenges that ordained ministry presents.

In supervision, ***development and progress can be discussed:*** the curate and incumbent can share perceptions about progress being made, both in general terms and in terms of goals agreed in the annual Training Plan. The Working Agreement, and the Training Plan within it, should be used as a clear reference point for supervision.

Discussing difficulties or problems: in this space there should also be the chance for the curate to air any concerns or dissatisfaction, and for the incumbent to raise issues that s/he is concerned about. Supervision is intended to be the clearly-boundaried, safe space, in which difficult discussions can be appropriately raised and conducted. It is the safety valve for the curate-incumbent relationship, through which any heat can be let out, rather than difficult discussions taking place in a wider staff meeting, or the vestry, or the vicar's kitchen! (If frustrations are vented in the wrong place, it can be damaging for the curate-incumbent relationship, and for work of the church.)

3.3 The Practice of Supervision

For this to work, supervision must be **regular**, and happen with **appropriate frequency**. For a SM, supervision should initially be weekly, though a less frequent pattern may be agreed later (suggested, no less than fortnightly). For NSMs/OLMs the pattern will depend on available time, but again it must be regular, and should be no less frequent than every 4-6 weeks.

To achieve the purpose of supervision, it does need to be **clearly distinguished** from the task-related activity of a staff meeting, or a session with diaries and rotas. Of course, sometimes the boundaries of content will blur (e.g. “how will we do the family service better next time?” might be discussion both for a staff meeting and for reflection within supervision), but supervision needs to maintain its focus on reflection and learning. To enable this, some practical steps often prove to be important: if at all possible, the supervision meeting should be arranged at a separate time to the staff meeting. If one follows from the other, because of practical time constraints, it is helpful to signal the difference clearly (e.g by having a break, and/or moving to a different location).

Where should supervision take place? This needs to be agreed. It must not be a place where the meeting will not be interrupted or overheard, and not a public room: again, the vicar’s or curate’s kitchen or sitting room, if spouses or children are going to be coming in and out, is utterly inappropriate; this will not enable the appropriate mutual attention, confidentiality or safety necessary for this meeting. If practicalities allow, should it be the curate’s home turf, to signal that this time is primarily for his/her learning? Or should it alternate, signalling that both share responsibility for this working well? Should it be on church premises, to indicate that this is about professional learning?

For **how long**? It is suggested that the meeting be for an hour to 90 minutes. Some curates and incumbents meet for longer, less frequently. If both are happy with this arrangement and good work is done, that is fine. However, infrequent longer meetings should not be imposed on the curate or incumbent by the other if that is not their preferred approach: more frequent, shorter meetings will be the more common pattern.

The **agenda** for the meeting should be agreed, and some particular focus for reflection (a recent event which the curate was involved in, a pastoral encounter s/he would like to discuss, perhaps using a verbatim account of an incident, etc.) may be chosen.

There should then be space allowed within the meeting for both curate and incumbent to raise any **issues or concerns** they have. It should be clearly understood that this is the space in which such concerns can appropriately be raised, with an unembarrassed recognition that within the close working of curate and incumbent there will inevitably be times of tension and such discussions will at times need to happen. If differences are not acknowledged and potential conflicts are not addressed, serious problems can and do develop. Supervision is the safe space in which to handle issues well.

Some **notes** should be made of the meeting, especially if any action is decided (something either the curate or incumbent will do, a goal or target for personal development, etc.). This note

should be checked by both and agreed, to make sure there is clear mutual understanding of issues or action points. It should also be clear what the status of such notes is (they will not be for circulation to anyone else, but will be may be drawn on to inform reports and reflections).

Planned dates should be honoured: supervision should only be rearranged in the most pressing of circumstances: if supervision is “for” the curate and his/her development, repeated rearrangement cannot fail but give a negative message about this being a low priority. (Supervision is also not a task that should be delegated by the training incumbent to anyone else, unless there is good reason, there is explicit mutual agreement, and the interim supervisor has been briefed in the IME 4-7 process and trained in the skills for the task.)

3.4 Supervision Skills for Supervisors ... and Supervisees

Obviously, for supervision to be positive, significant demands are made on the incumbent: s/he needs to listen; to be patient; to recognise that mistakes are learning opportunities rather than ‘failures’; to care greatly about the curate’s well-being and development; to praise and to encourage; to try to understand problems; to be ready to challenge, while aware of the possible power dynamics involved, and be careful not to bully; and to be ready to learn him/herself.

The skills and aptitudes here are complex, and this is why supervision skills training is made the chief priority in the training of training incumbents. It is made clear in the application process that training incumbents are expected to participate in the regional “Supervision Skills for Training Incumbents” course (48 hours, residential). Forthcoming dates are on p. 33, and news on course dates is always available from the Director of IME 4-7. Those who have previously been on the course and are now about to work with a new colleague have previously been asked to attend this course afresh; we are now working on a shorter (one night) course for experienced training incumbents to develop skills further. Details will be available as soon as possible (dates should be known early in the autumn). Any incumbents who have not yet been to or are not yet booked onto a future Supervision Skills course should, please, contact Rick Simpson about this.

There is also a local day training event on listening and feedback skills, and training a colleague in preaching, if this has not been attended before. Dates are on p. 33.

Just as there are great skills in supervising well, there are also skills to be learned and used in *being supervised* well. Curates need to be open, ready to reflect, learn and change, and to acknowledge vulnerability and need as well as to seek affirmation. Defensiveness, unwillingness to reflect or be challenged, or indeed to be held accountable, on the part of a curate will prevent supervision being valuable.

3.5 Support and Help

Clearly, much is asked of both curate and incumbent to make supervision fruitful, while supervision of this kind may be a new experience for one or both. There should be no pretence that this is an easy or simple task.

A very good resource, recommended to both curates and incumbents, is *Supporting New Ministers in the Local Church* by Keith Lamdin and David Tilley (SPCK, 2007).

A curate and incumbent may need some support in establishing a fruitful pattern and process for supervision, and this is nothing to be embarrassed about. The Director of IME 4-7 is available to offer help or to try to find someone local who might do so. Curates and incumbents really do need to be ready to discuss supervision with one another if either is unhappy with its regularity, frequency or dynamics. It is the responsibility of the incumbent to ensure that the agreed pattern of supervision is held to, and to try to follow good practice; it is also a responsibility of the curate to seek to address this if there are problems. If resolution of difficulties is not easily achieved, or if the problems are not recognised by one or other party, it is essential that help is sought. Rick Simpson is available to both curates and incumbents to discuss this. But please do not leave problems here unaddressed.

3.6 Supervision During a Vacancy

If a training incumbent leaves the parish during the curate's training, interim arrangements have to be made. The diocese tries hard to avoid this happening, and incumbents are asked to commit to stay to train a curate when applying for this role. However, should this occur, it is important to ensure that continuing support is arranged. In these cases, the Bishop and the Director of IME 4-7 will work together to arrange suitable interim supervision.

SECTION 4:

Events and Meetings

4.1 The IME 4-7 Programme

The bulk of training at the IME 4-7 stage takes place in the parish, under the guidance of the training incumbent. Observation, practice and constructive reflection with the training incumbent are the main 'content' of a curate's training.

This is supplemented by the IME 4-7 programme, arranged by the Director of IME 4-7. These events provide opportunities for training in specific areas and shared reflection upon ministerial practice, to supplement the ongoing work at parish level. They also enable those in early years to build relationships with one another for mutual support and learning; it is very important that curates have this opportunity, and all the more so as we learn better how to work collaboratively.

Those in early years are therefore expected by the Bishop to make training events a priority not only for their own benefit, but also for that of their colleagues. (If you have particular experience in an area to be covered by the programme, please see that as an opportunity to be a resource to the group, and not as a reason to not be there!). If you think that you will have difficulty in attending an event that you are expected to be at, please contact Rick Simpson as soon as you are aware of this to talk about it. I am always ready to discuss this, and I am really very reasonable! But please don't leave this until a few days before the event: dates are provided the full year in advance to allow for careful planning and to maximise attendance, so please work with the information provided for the year ahead. (Curates should also discuss any potential absence from IME 4-7 events with your incumbent, please.)

Obviously, events may at times clash with holiday (though they are never arranged during school holidays) or particularly important occasions, and that is of course understood. We do have to ask that where events will clash with your usual day off, that you plan ahead to take a different day off to enable your participation. I am aware that this may at times be very inconvenient, and appreciate the sacrifices made, but there is no other practical way to run a coherent programme through which supportive relationships with colleagues can be developed than to make this expectation.

If you did miss an IME event last year, please plan to attend the parallel event in this year's programme (e.g. if you were in year 5 and missed the session on weddings, although you are now in Year 6, please plan to attend the relevant Year 5 event on 4th Feb. 2010). The great majority of events run each year, making this system possible. Similarly, if there are events for earlier year groups than your own which were not running when you were in that year of your curacy, and which you would now like to attend, please simply be in touch, and this will normally be possible.

Additional information will be sent ahead of some (but not all) events, and there will usually be

a reminder e-mail, but please always assume that an advertised event is taking place unless you are told otherwise, and if you in any doubt about arrangements, do contact me. To hold down the otherwise very large expense of administration and postage as much as possible, nearly all communication about IME 4-7 events is electronic, but e-mails do go astray, so if in doubt, please call me, and please never assume that a programmed event is cancelled unless you hear that explicitly.

The programme this year follows the pattern last year, when significant changes were made. There a diocesan Residential for all in Years 4-6, but nearly all other events are now undertaken in year groups (4, 5, 6, and 7). Some of these events are for all curates, others are for SMs plus others able to attend. Most year group events are also to be shared with colleagues at the same stage from the Diocese of Newcastle.

The pages below gives details of events, the location of venues used, and travel expenses.

Please look at the list of events for your year, and ***put the dates into your diary now.***

4.2 The IME 4-7 Programme as part of the work of the Lindisfarne Training Partnership

Reference has been made at various places above to the fact that IME 4-7 is part of the training work in the two dioceses soon to be run under the auspices of Lindisfarne, the Regional Training Partnership (RTP) for the North East. RTPs are being established across all the dioceses of England and Wales as an attempt to use resources as wisely and coordinate training as well as possible. The Lindisfarne Partnership covers the area of the two Anglican dioceses of Durham and Newcastle, and it has been established over a lengthy period of planning, to deliver education for discipleship and Initial Ministerial Education (1-7) for clergy and Readers. Lindisfarne will also seek to work ecumenically wherever possible, and ecumenical colleagues were involved fully in the planning of the partnership. Lindisfarne wil also work in close collaboration with the colleges, Cranmer, Wesley and Ushaw.

All of the core Lindisfarne staff – Cathy Rowling (Principal), Alastair McNaughton (Education for Discipleship) Michael Beck (IME 1-7 for Readers), Richard Bryant (IME 1-3 for clergy), and Rick Simpson (IME 4-7 for clergy – are going to be working across the region.

It must be emphasised that the IME 4-7 programme, while delivered through the work of Lindisfarne, is the diocesan provision for this element of training: the programme is owned and backed fully by the Bishops and Diocese.

4.3 IME 4-7 – an overview of the four years

It is hoped that having a sense of the programme content over the whole four years ahead will be of use to both curates and incumbents, and may help in deciding when to work on certain areas together, at a time when the diocesan programme will also be touching on similar issues. The programme may not be identical to this in future years, but it is intended that this structure will be largely followed; looking at the full list of events for all four years will therefore give a good idea of likely events in future years, but a summary also follows at this stage:

Year 4 – Induction and Transition

An emphasis on the transition into ordained ministry, and upon getting to know other curates in the Diocese and others in the Year Group in both dioceses.

Main areas covered by the programme (some at evenings/weekends, some in the working week):

- Establishing a good pattern of work and supervision with the Training Incumbent
- Understanding shared ministry
- Conflict awareness
- Child protection
- Ministry in schools / collective worship
- Occasional offices and the mission of the church (1): funerals / bereavement.
- A preaching workshop
- Preparing to preside

Year 5 – Mission in Context

Main areas covered by events (some at evenings/weekends, some in the working week):

- Mission in different parish contexts strategies for local mission
- Worship and mission
- Using courses for mission and discipleship development, and models of adult learning
- Music, worship and mission / working with church musicians
- Occasional offices and the mission of the church (2): weddings and welcome
- A preaching workshop
- Boundaries in ministry: time, space, privacy

Year 6 – Leadership and Change

Main areas covered by events (some at evenings/weekends, some in the working week):

- Leadership style and various models of leadership
- Shared ministry / local ministry and leadership
- Occasional offices and the mission of the church (3): baptism policy and practice
- Leading positive processes of change
- A preaching workshop

Year 7 – Towards Incumbency / Responsibility

An emphasis on preparing for / adapting to having responsibility for or within parishes; legal and administrative essentials; and learning to enable, train and manage others.

The course will also be offered to those in Year 8/9 who have may have missed this stage in training through the time when they moved, and by those shifting from SSM into stipendiary ministry / posts of responsibility.

Main areas covered by events (held in the working week):

- Church structures and administration; charring PCC; church representation rules (
- Marriage law marriage preparation
- Buildings, faculties, the DAC, etc.
- Churchyards
- Employing staff
- Supervising others and working with volunteers
- Helping others develop in ministry
- Church audit / healthy church
- Stewardship, giving, etc.
- Support and refreshment in ministry

4.4 Events for Year 4 Curates (ordained deacon 2009):

Unless otherwise stated:

In bold, all Year 4 curates are expected to attend.

In normal type, all Year 4 stipendiaries are expected; SSMs/MSEs/OLMs are very welcome, but please tell me if you are coming.

Tues. 7th July 2009, 6.30 pm - 10.00 pm - **IME 4-7 worship & party for all curates**
Bolam Church and South Middleton Farm
Buffet supper provided

Thurs. 10th Sept. 2009, 2.15 pm - Introduction to the Resources Centre (optional)
Resources Centre (Newcastle site), Newcastle Church House, North Shields, NE29 6HS

Thurs. 17th Sept. 2009, 6.30 pm - 9.30 pm - **Year 4 Introductory Meeting: Planning your Curacy; the Skill of Being Supervised, etc.**
St. Ninian's Church (hall), Ivy Lane, Low Fell, Gateshead, NE9 6QD
A light buffet supper will be provided

Friday 25th Sept. 2009, 10.00 am - 4.00 pm - "Worship and Mission" day
(Years 4-6, open to year 7), with Rev Andrew Maries
Holy Trinity Church, Churchill Gardens, Jesmond, Newcastle-upon-Tyne, NE2 1HB
Buffet lunch will be provided

Thursday 5th Nov. 2009, 7.00 - 9.15 pm - **Conflict Awareness**, with Peter Robinson,
Archdeacon of Lindisfarne
Newcastle Church House, North Shields, NE29 6HS

Either: **Sat. 5th Dec. 2009, 9.45am - 3.00pm** - **Child Protection Training** } *one*
Newcastle Church House, North Shields, NE29 6HS } *of*
Buffet lunch will be provided } *these*
} *sessions*

Or: **Mon. 7th Dec. 2009, 9.45am - 3.00pm** - **Child Protection Training** } *must*
St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD } *be attended,*
Buffet lunch will be provided } *please*

(both events above with Elsie Hampton & Jean Skinner, Child Protection officers for the dioceses Durham and Newcastle respectively)

Tues. 12th Jan. 2010, 6.45 - 9.15 pm - **Reflecting on Funerals**
St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD

Sat. 6th Feb. 2010, 9.30 am - 1.00 pm - **Shared Ministry**, with Rev Judy Hirst,
Shared/Local Ministry Adviser for the Dioceses of Durham and Newcastle
St. Giles Church, Gilesgate, Durham, DH1 1 QQ

Thurs. 18th Mar. 2010, 12.00 noon - 4.00 pm - Schools Work, with Canon Sheila Bamber and
(Lay) Canon Margaret Nicholson, Directors of Education for Durham and Newcastle
Newcastle Church House, North Shields, NE29 6HS
Buffet lunch will be provided

Fri. 23rd (6.00pm) - Sun. 25th (2.00 pm) April. 2010 - Residential (Newcastle Years 4-6)
To Seek To Transform, To Strive to Safeguard: the church and campaigning for justice,
with Dr David Golding, Development Coordinator of Make Poverty History North East
Ushaw College Conference Centre, near Durham, DH7 9RH

Mon. 17th May 2010, 9.30 am - 4.00 pm - **Embodying the Word: Preaching Day,**
with Rev David Day
St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD

Mon. 7th June 2010, 6.30 - 9.15 pm - **Preparing to Preside**, with Canon David Kennedy,
Precentor of Durham Cathedral (incumbents invited)
St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD

Optional event:

Saturday 12th June 2010 – Preaching training day with Professor Leonora Tubbs Tisdale
(author of “*Preaching as Local Theology and Folk Art*”)

Time and venue to be confirmed

This event will be available to others in both dioceses at a cost, but fees will be paid for
all curates and incumbents who wish to attend from the IME 4-7 budget.

Thurs. 8th July 2010, 7.00 - 10.00 pm - **IME 4-7 worship & party for all curates**
Venue to be confirmed
Buffet supper provided

4.5 Events for Year 5 Curates (ordained deacon 2008):

Unless otherwise stated:

In bold, all Year 4 curates are expected to attend.

In normal type, all Year 4 stipendiaries are expected; SSMs/MSEs/OLMs are very welcome, but please tell me if you are coming.

Tues. 7th July 2009, 6.30 pm - 10.00 pm - **IME 4-7 worship & party for all curates**
Bolam Church and South Middleton Farm
Buffet supper provided

Friday 25th Sept. 2009, 10.00 am - 4.00 pm - "Worship and Mission" day
(Years 4-6, open to year 7), with Rev Andrew Maries
Holy Trinity Church, Churchill Gardens, Jesmond, Newcastle-upon-Tyne, NE2 1HB
Buffet lunch will be provided

Sat. 3rd Oct. 2009 9.30 am - 1.00 pm - **Mission in Context**, with Canon Dave Elkington,
Adviser in local Evangelism for Newcastle Diocese
St. Ninian's Church (hall), Ivy Lane, Low Fell, Gateshead, NE9 6QD

Mon. 16th Nov. 2009, 7.00 pm - 9.15pm - **Mission and Worship**, with Rev Jeremy Chadd
Newcastle Church House, North Shields, NE29 6HS

Either: **Sat. 5th Dec. 2009, 9.45am - 3.00pm - Child Protection Training** } *one*
Newcastle Church House, North Shields, NE29 6HS } *of*
Buffet lunch will be provided } *these*

Or: **Mon. 7th Dec. 2009, 9.45am - 3.00pm - Child Protection Training** } *must*
St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD } *be attended,*
Buffet lunch will be provided } *please*

(both events above with Elsie Hampton & Jean Skinner, Child Protection officers for the dioceses Durham and Newcastle respectively)

Mon. 11th Jan. 2010, 7.00 pm - 9.15pm - **Mission Courses and Adult Learning Methods**,
with Alastair MacNaughton, Education for Discipleship Officer, Lindisfarne Partnership
Newcastle Church House, North Shields, NE29 6HS

Thurs. 4th Feb. 2010, 11.00 am - 2.00 pm - Reflecting on Weddings, with Rev Adrian Hughes
St. Giles Church, Gilesgate, Durham, DH1 1 QQ
Buffet lunch will be provided.

Tuesday 16th March 2010, 9.30 am - 4.00 pm - Crafting a Sermon: Preaching Day,
with Rev David Day
St. Giles Church, Gilesgate, Durham, DH1 1 QQ
Buffet lunch will be provided.

Fri. 23rd (6.00pm) - Sun. 25th (2.00 pm) April. 2010 - Residential (Newcastle Years 4-6)
To Seek To Transform, To Strive to Safeguard: the church and campaigning for justice,
with Dr David Golding, Development Coordinator of Make Poverty History North East
Ushaw College Conference Centre, near Durham, DH7 9RH

Sat 22nd May 2010, 9.30 am - 1.00 pm - Worship, music & mission (incumbents invited),
with Anne Harrison
St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD

Thurs. 10th June 2010, 7.00 pm - 9.15pm - The Ministry of Deliverance, with Rev Raymond
Dick (to be confirmed)
Newcastle Church House, North Shields, NE29 6HS

Optional event:

Saturday 12th June 2010 – Preaching training day with Professor Leonora Tubbs Tisdale
(author of “*Preaching as Local Theology and Folk Art*”)

Time and venue tba.

This event will be available to others in both dioceses at a cost, but fees will be paid for
all curates and incumbents who wish to attend from the IME 4-7 budget.

Thurs. 8th July 2010, 7.00 - 10.00 pm - IME 4-7 worship & party for all curates
Venue to be confirmed
Buffet supper provided

4.6 Events for Year 6 Curates (ordained deacon 2007):

Unless otherwise stated:

In bold, all Year 4 curates are expected to attend.

In normal type, all Year 4 stipendiaries are expected; SSMs/MSEs/OLMs are very welcome, but please tell me if you are coming.

Tues. 7th July 2009, 6.30 pm - 10.00 pm - IME 4-7 worship & party for all curates

Bolam Church and South Middleton Farm

Buffet supper provided

Friday 25th Sept. 2009, 10.00 am - 4.00 pm - "Worship and Mission" day

(Years 4-6, open to year 7), with Rev Andrew Maries

Holy Trinity Church, Churchill Gardens, Jesmond, Newcastle-upon-Tyne, NE2 1HB

Buffet lunch will be provided.

Wed. 7th Oct. 2009 7.00 – 9.15 pm - Leadership - style, integrity and flexibility?

with Canon Stephen Cherry, Director of Ministry, Diocese of Durham

St. Ninian's Church (church), Ivy Lane, Low Fell, Gateshead, NE9 6QD

Mon. 16th Nov. 2009, 10.00 am - 1.00 pm - Baptism Policy and Practice, with Rev David Glover

Newcastle Church House, North Shields, NE29 6HS

Buffet lunch will be provided.

Either: **Sat. 5th Dec. 2009, 9.45am - 3.00pm** - Child Protection Training } *one of these*

Newcastle Church House, North Shields, NE29 6HS

Buffet lunch will be provided.

} *sessions should be*

} *attended, please, if*

} *you have not*

Or: **Mon. 7th Dec. 2009, 9.45am - 3.00pm** - Child Protection Training } *previously done*

St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD

Buffet lunch will be provided.

} *diocesan child*

} *protection training*

(both events above with Elsie Hampton & Jean Skinner, Child Protection officers for the dioceses Durham and Newcastle respectively)

Thurs. 11th Feb. 2010, 9.30am - 4.00pm - Sermon Structures & Strategies Preaching Day

with Rev David Day

St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD

Buffet lunch will be provided.

Thurs. 18th Mar. 2010, 7.00 - 9.15pm - Leadership - looking beyond the obvious, with

Rev Cathy Rowling, Principal of the Lindisfarne Training Partnership

Newcastle Church House, North Shields, NE29 6HS

Fri. 23rd (6.00pm) - Sun. 25th (2.00 pm) April. 2010 - Residential (Newcastle Years 4-6)

To Seek To Transform, To Strive to Safeguard: the church and campaigning for justice,
with Dr David Golding, Development Coordinator of Make Poverty History North East
Ushaw College Conference Centre, near Durham, DH7 9RH

Mon. 10th May 2010, 6.30 - 9.15 pm - **Sharing Leadership: Shared Ministry and the Future of the Church**, with Rev Judy Hirst, Shared/Local Ministry Adviser for the Dioceses of Durham and Newcastle
St. Ninian's Church (church), Ivy Lane, Low Fell, Gateshead, NE9 6QD

Thurs. 10th June 2010, 10.00am - 1.00pm - Leading Positive Processes of Change
Newcastle Church House, North Shields, NE29 6HS
Buffet lunch will be provided.

Optional event:

Sorry: 12th June
Saturday 12th June 2010 – Preaching training day with Professor Leonora Tubbs Tisdale (author of *“Preaching as Local Theology and Folk Art”*).

Time and venue tba.

Event cancelled
This event will be available to others in both dioceses at a cost, but fees will be paid for all curates and incumbents who wish to attend from the IME 4-7 budget.

Thurs. 8th July 2010, 7.00 - 10.00 pm - **IME 4-7 worship & party for all curates**
Venue to be confirmed
Buffet supper provided

4.7 Events for Year 7 (ordained deacon 2006):

It is an expectation that Year 7 SMs will attend the full IME 7 course, which is designed to help prepare for and support clergy in making the transition into taking on responsibility for parishes. Much of the content will be highly relevant for SSMs/MSEs/OLMs, who are warmly welcome, if able to attend; please tell me if you are coming. The programme is also open to any who have recently made the transition into a post of responsibility (e.g. those in Year 8/9).

The IME 7 Course:

A sandwich lunch is provided at all the following:

Mon. 7th Sept. 2009, 10.30 am - 1.00 pm

Session 1: Introduction and Structures, chairing the PCC, church representation rules (Legal Issues 1)

Newcastle Church House, North Shields, NE 29 6HS

Mon. 5th Oct. 2009, 10.30 am - 2.00 pm

Session 2: Supervising others and working with volunteers; enabling others to develop in ministry

Crossgate Centre, Alexandria Crescent, Durham, DH1 4HG

Thurs. 5th Nov. 2009, 10.30 am - 1.00 pm,

Session 3: Buildings, working with the DAC, faculties, etc. (Legal Issues 2), with Bill Heslop, Secretary to the Durham DAC

Newcastle Church House, North Shields, NE 29 6HS

Thurs. 3rd Dec. 2009, 10.30 am - 2.00 pm

Session 4: Churchyards, and employing staff (Legal Issues 3, 4), with Philip Wills, Assistant Registrar, Diocese of Durham, and Rev Mark Worthington

Crossgate Centre, Alexandria Crescent, Durham, DH1 4HG

Tues. 2nd Feb. 2010, 10.30 am - 2.00 pm

Session 5: Marriage law (Legal Issues 5) and marriage preparation, with Philip Wills, Assistant Registrar, Diocese of Durham

Crossgate Centre, Alexandria Crescent, Durham, DH1 4HG

Thurs. 4th Mar. 2010, 10.30 am - 3.00 pm,

Session 6: Healthy churches and mission planning,

with Canon Dave Elkington, Adviser in Local Evangelism, Newcastle Diocese, and Stewardship, giving and money, with Richard Gascoyne, Newcastle Diocese Funding Adviser, Newcastle

Newcastle Church House, North Shields, NE 29 6HS

Tues. 11th May 2010, 10.30 am - 1.00 pm

Session 7: Sustenance and support in ministry, and course review

Crossgate Centre, Alexandria Crescent, Durham, DH1 4HG

Other events:

Thurs. 8th July 2010, 7.00 - 10.00 pm - IME 4-7 worship & party for all curates
Venue to be confirmed
Buffet supper provided

Optional events:

Friday 25th Sept. 2009, 9.30 am - 4.00 pm - "Worship and Mission" day
(Years 4-6, open to year 7), with Rev Andrew Maries
Holy Trinity Church, Churchill Gardens, Jesmond, Newcastle-upon-Tyne, NE2 1HB
Buffet lunch will be provided.
Year 4-6 stipendiaries are attending;
if you would like to come, I will be asking for numbers in late July.

Saturday 12th June 2010 - Preaching training day with Professor Leonora Tubbs Tisdale
(author of "Preaching as Local Theology and Folk Art")
Time and venue tba
This event will be available to others in both dioceses at a cost, but fees will be paid for
all curates and incumbents who wish to attend from the IME 4-7 budget.

**Sorry: 12th June
event cancelled**

Child Protection Training:

If you have not previously participated in Child Protection Training, please try to attend one of the following; places may be limited; I will contact you about booking:

Either: Sat. 5th Dec. 2009, 9.45am - 3.00pm - Child Protection Training
Newcastle Church House, North Shields, NE29 6HS
Buffet lunch will be provide

Or: Mon. 7th Dec. 2009, 9.45am - 3.00pm - Child Protection Training
St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD
Buffet lunch will be provided

4.8 Meetings and Training for Training Incumbents

There are three areas here:

1. dates for **meetings for training incumbents** of curates in Years 4-6. Please put these dates in your diary now, and please do regard them as a commitment.
2. training events to attend with curates: for incumbents of year 4 and 5 curates, there is one **IME training event** when you are invited to attend along with your colleague; please come if you can. There is also a training event open to all curates and incumbents.
3. **training** offered to training incumbents for their specific role. If you have not yet been able to attend a Supervision Skills course, please make this a priority.

4.8.1. Meetings for Training Incumbents of Curates in Years 4-6:

The training incumbents of curates in years 4, 5 and 6 are asked, please, to come to a short meeting each year (over lunch - provided). These occasions give an opportunity for discussion with colleagues and with the Director of IME 4-7, and for the integration of work done in the parish with diocesan IME 4-7 events. The meetings provide an important channel for two-way communication, and are the main medium through which all involved can reflect on and improve work with curates in the diocese.

These meetings take place at Church House:

Year Four (those whose colleagues were ordained deacon in 2009)

Monday 11th January 2010, 12.30 – 2.00 pm

Focus: pre-priesting reports

Year Five (those whose colleagues were ordained deacon in 2008)

Thursday 10th September 2009, 12.30 – 2.00 pm

Focus: reflection on first year; revising the Training Plan

Year Six (those whose colleagues were ordained deacon in 2007)

Thursday 11th March 2010, 12.30 – 2.00 pm

Focus: moving on; evaluation of curacy

4.8.2 Training events to attend with curates:

IME training events which Year 4 & 5 incumbents are invited to attend with your colleagues:

Year Four

Mon. 7th June 2010, 6.30 - 9.15 pm - Preparing to Preside, with Canon David Kennedy,
Precentor of Durham Cathedral (incumbents invited)
St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD

Year Five

Sat 22nd May 2010, 9.30 am - 1.00 pm - Worship, music & mission (incumbents invited),
with Anne Harrison
St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD

Optional training event open to all curates and incumbents:

Saturday 12th June 2010 – Preaching training day with Professor Leonora Tubbs Tisdale
(author of “*Preaching as Local Theology and Folk Art*”).
Time and venue tba.

This event will be available to others in both dioceses at a cost, but fees will be paid from the IME 4-7 budget for all curates and incumbents who wish to attend.

**Sorry: 12th June
event cancelled**

4.8.3 Training for Training Incumbents:

1. Supervision Skills Courses:

It is a firm expectation that all training incumbents will participate in the regional Supervision Skills course (which is greatly appreciated by most); for those who have attended before and are now receiving another colleague, please try to attend the advanced course:

The following dates for the regional courses, all running from 12.30 pm on the first day until 2.00 pm on the third, are as follows:

Supervision Skills for Incumbents with Stipendiary Colleagues:

6th – 8th October 2009, Whirlow Grange, Sheffield
2010 dates to be arranged

Supervision Skills for Incumbents with Non-Stipendiary / OLM Colleagues:

24th – 26th November 2009, Shepherd's Dene
2010 dates to be arranged

The advanced course will involve a single over-night stay:

Supervision Skills – advanced training for Incumbents who have previously participated in the above courses:

2010 dates to be arranged

If you would like further details, contact Rick; I will then send you the appropriate form. Send this to Ripon and Leeds Diocese (details on the form) to book. Please note two things: you do need to fill in, and sign and send the form, even if I have booked you a provisional place. Do not send them any money; they will bill me for all the places we use, and I will settle this direct.

2. Listening skills and giving feedback, and training a colleague in preaching

Leaders: Rev Michael Beck, Principal of Durham Readers Course, Mrs Alison Moore, Pastoral Care & Counselling Advisor, Durham Diocese, & Rev Rick Simpson, Director of IME 4-7

This day course is offered on two dates:

Wednesday 28th April 2010, 9:45 a.m. – 4.00 p.m. (including lunch), Church House, Newcastle

Wednesday 9th June 2010, 9:45 a.m. – 4.00 p.m. (including lunch), St. Brandon's Church, Brancepeth, near Durham

If you would like to enrol for either, please contact Rick Simpson.

4.9 Directions to the Venues

In addition to the information below, address details for church properties may be found on the respective diocesan web-sites (using “Find a church” functions, etc.):

www.durham.anglican.org/

www.newcastle.anglican.org/

1. Carter House, Pelaw Leazes Lane, Durham, DH1 1TB

Carter House is the Durham site of the Resources Centre: to arrive by car you need to be heading west, down the hill, on Leazes Road, the main road into Durham from the A1 / A690 and Gilesgate. (If coming from the west side, go up to the Gilesgate roundabout and come back on yourself.) Take the slip road left and then the second left to Carter House. Exiting, turn left out of the gate and immediately bear right up a slip road back up to Leazes Road, where it is left turn only. The Resource Centre is about 10 minutes walk from the bus and train stations.

2. Crossgate Centre, Alexandria Crescent, Durham, DH1 4HG

Directions by car: the Crossgate Centre is off Crossgate, a one-way street west of the centre of Durham. This is accessed most easily taking Sutton Street west out of Durham, and turning left onto Allergate. At the end of Allergate, turn sharp right onto Crossgate (one way). Just before the crossroads at the end of the road there is a right hand turn which leads to St Margaret’s Health Centre (on the left) and then to the Crossgate Centre (also on your left). There is limited parking at Crossgate for Durham Diocese (between 5 and 9 places for Durham Diocese). There is also street parking on Allergate and Crossgate, c. 60p an hour.

Public Transport: the Centre is a walk-able distance from Durham Bus Station and the Railway Station.

Access: during the day, find the main entrance, sign in, and take the door on your left, then turn right and go immediately left; head down the corridor and keep on going through doors in front of you until you find the meeting rooms. In the evening, the side entrance directly into the Training Room will probably be the entrance point.

3. St. Giles Church, Gilesgate, Durham, DH1 1QQ

Directions by car: get to the Gilesgate roundabout on the A690, from either the south-west (centre of Durham) or north-east (the A690 linking Durham to the A1, and turn due east on Gilesgate. St. Giles is signposted from the road: you need to go beyond the church, and turn right as directed into the one-way access road, then turn left to the church; parking for a reasonable number of cars (but not a huge number – please lift-share wherever possible) is on the right.

Public Transport: St Giles is about 15 minutes walk from Durham Bus Station and the Railway Station.

4. Newcastle Church House, North Shields, NE29 6HS

Directions by car: Church House is about a mile from the north entrance to the Tyne Tunnel, easily accessed from the A19. Coming from the direction of the Tunnel / A 19, you need to find Howdon Road and be travelling east along it; St. John's Terrace is a turning off to the left, shortly before reaching the large roundabout which includes the exit to the Royal Quays shopping area. (If coming from the coast and going west, double back at the next roundabout.) Having turned into St. John's Terrace, take the first entrance on your right into Church House; there is ample parking.

Public transport: Percy Main Metro is in easy walking distance.

5. Holy Trinity Church, Churchill Gardens, Jesmond, Newcastle-upon-Tyne, NE2 1HB

By car: from the inner ring road around Newcastle take the A1058 towards Tynemouth. Go straight on at two set of lights, then on for half a mile, with a cemetery either side of the dual carriageway, to a further set of lights. Go straight on here, and soon the Cradlewell shops, pubs and restaurants are visible on your left. Continue to the lights just before a large road tunnel; turn left and allow the road to immediately bear you right; then turn first right into Churchill Gdns, with the church being now on your left. From the Tynemough direction, follow the A1058 towards Newcastle, going through the road tunnel a mile east of the city. Get into the right hand lane, and immediately after the tunnel ends, turn right at the lights. Allow the road to immediately bear you right; then turn first right into Churchill Gdns, with the church being now on your left. Street parking near the church is usually not a problem

Public transport: Jesmond Metro station is 10-15 minutes walk from the church – from the Metro station, follow the a1058 / Jesmond Road out of town; see instructions above for the location of the church. Numerous buses to and from Newcastle stop at Cradlewell, a couple of minutes walk from the church (including the 38, 300, 306, 308).

6. St. Ninian's Church, Ivy Lane, Low Fell, Gateshead, NE9 6QD

St. Ninian's is on Ivy Lane, off the A167, just north of where the dual carriageway ceases. From the south, come off the A1 onto the A167 (guided by the Angel of the North, which you pass on your left!). After approx. 1 mile the dual carriageway ceases, and the 30 mph zone begins. Ivy Lane is the next turning on your right. Having turned in, the church is soon found on your left. Coming from the north, on the A167, turn left before you get to the dual carriageway section; the left turn before Ivy Lane is Lyndhurst Avenue.

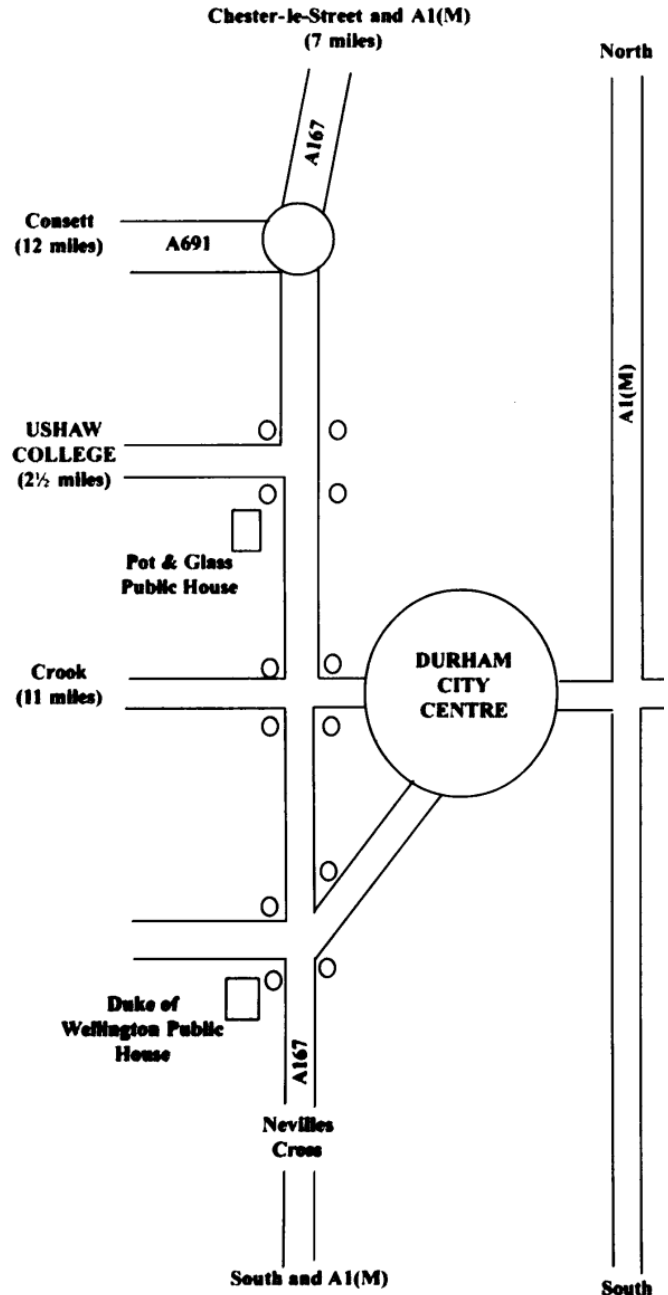
7. Ushaw College Conference Centre, near Durham, DH7 9RH

From the North, leave the A1(M) at junction 63, Chester-le-Street. Continue south on the A167 until you reach Crossgate Moor on the outskirts of Durham. Turn right at the first set of traffic lights just past the pedestrian footbridge: Ushaw College is signposted, 2½ miles (see map).

From the South, leave the A1(M) at junction 59 north of Darlington and continue north on the A167 to the traffic lights at Neville's Cross, which is on the outskirts of Durham City. Continue to the third set of traffic lights by the Pot and Glass pub, and turn left: Ushaw College is signposted here, 2½ miles (see map).

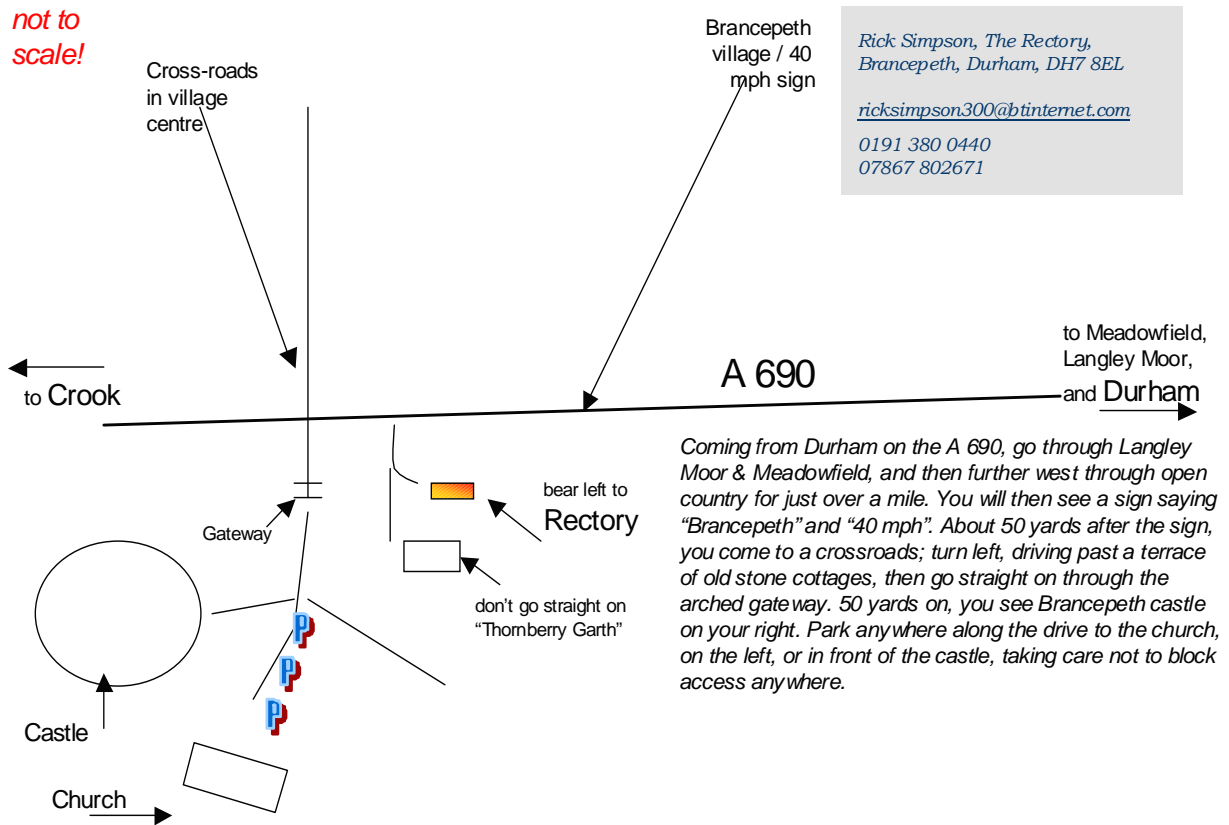
Once on this road, go through Bearpark, and then look for Ushaw on the right, after 2½ miles. Having turned into the grounds, at the point where the drive divides, take the right fork for the Conference Centre.

There is ample parking by the centre, and just before it to the right of the drive. Walk up to the Conference Centre door, and once inside there will be a board with instructions.



8. St. Brandon's Church, Brancepeth / Brancepeth Rectory, DH7 8EL

Directions by car / map: see below.



Public transport: Bus no. 46 from Durham Bus Station (half-hourly / hourly) stops near the cross-roads in Brancepeth.

4.10 Travelling Expenses to IME 4-7 Events

With the recent growth of the IME 4-7 Programme and the fact that the Lindisfarne IME 4-7 programme covers curates of both dioceses, travelling expenses for some curates have increased. It was therefore agreed last year that curates will be able to claim IME 4-7 events travelling expenses. If parishes are able to pay your travelling expenses (or part of them) as a contribution towards training costs, it will be greatly appreciated – the diocesan budgets resourcing Lindisfarne are stretched at present; however, travel expenses are claim-able (reimbursement of public transport costs; mileage at 40p / mile).

The current system is for Newcastle curates to sign an expense claim form (provided at each event) detailing their travelling expenses for one or more journeys, and hand this to Rick Simpson to be countersigned and submitted; if this changes once the Lindisfarne RTP is officially launched, I will let you know the new arrangements.

For reasons of both economy and ecology, please do always consider public transport options, when viable, and whenever possible please try to plan ahead to share lifts with others; lift-sharing can save the dioceses literally thousands of pounds over the year.

SECTION 5:

The Written Reflection, and Portfolio for OLMs

At the end of each year, stipendiary and NSM curates are now asked to write a reflection on their learning and development over the year. The rubrics for this are quite broad: it is hoped that curates will use this as a constructive task to review and monitor your own learning and development. Some may wish to write a fairly extensive reflective piece; others may write a relatively short account of the training aspired to and what has in fact taken place.

The Written Reflection should, however:

- Take as its starting point the Annual Training Plan: you are asking what has happened, and what may not have happened, in line with your agreed and stated goals in training over the year;
- Grow out of the end of year review of this Plan and the formulation of the new annual Plan with the Training Incumbent;
- Offer a clear indication of (1) what in the Plan has been forwarded, with some reflection upon this learning; (2) what else – perhaps unanticipated – has been learned (where else has there been growth/development) over the year; (3) what has not been forwarded as planned, why that might be, and when this work will now happen;
- Be more than a list of areas where some learning has taken place: this should also be theological (how has experience developed your understanding of ministry or the gospel, or questions you now have about ministerial practice?) and personal (what have you learned about your own strengths, needs, need for growth?);
- Be completed, and a copy given to the Director of IME 4-7, please, by the end of June.

The Reflection replaced, for SMs and NSMs, the written submissions that have used to be asked for as part of Portfolio. OLMs will continue, please, to use Portfolio, the tool that has been part of their training in the first phase, to record their learning, sending submissions to Richard Bryant, copied to me. For details of Portfolio, please refer to the Portfolio pack. If you wish to also summarise the learning over the year in a short written reflection in June, you are very welcome to do so, and this may be useful when reviewing the Working Agreement and Training Plan with your incumbent.

APPENDICES:

Appendix 1:

DIOCESE OF NEWCASTLE

WORKING AGREEMENT FORM

Curate: **Year** (4, 5, 6 or 7)

Incumbent:

Parish:

This form is in five parts:

1. Expectations (most important in year 4, though this should be reviewed)
2. Areas relating to NSMs/OLMs (NSM/OLM only)
3. Particulars of Work
4. Support and Supervision
5. Working Conditions

Filling in of the form should be negotiated at an early stage of the curate/incumbent relationship, possibly before ordination but more probably soon after. It should then be signed by both parties, and a copy must be sent, please, to the IME 4-7 Officer by the end of September (Rev Rick Simpson, Director of IME4-7, The Rectory, Brancepeth, Durham, DH7 8EL).

The form should be reviewed annually as part of the annual review of the curate's work. A new agreement should then be made, with new training priorities identified. Again, a copy should be sent to the IME 4- Officer by the end of September.

The form is intended to be a guide to the parties involved. If you want or need to add further sections, please do. However, the areas below should be covered, please.

In identifying priorities for training, use should be made of the agreed Learning Outcomes for Ordained Ministry (given in the report *Shaping the Future*, pp. 68-72, and found on pp. 35-40 of this Handbook). The Outcomes offer a map of areas of training and using them can help to structure a rounded training over the years of the curacy. Please also take note of Ministry division Guidelines (pp. 31-34), and – particularly - the diocesan guidelines on Supervision (pp. 14-16) in formulating this agreement.

1 EXPECTATIONS

Curate

Incumbent

a) Please both say something about your general hopes for this first experience of full-time ordained ministry for the curate:

b) What are your hopes for the working relationship between you as curate and incumbent:

c) What hopes do you have for the parish and patterns of ministry during the coming year, and have these been discussed between you?

d) What kind of ministry do you think this curacy is intended to prepare the curate for:
- a continuing supporting role, or
- a future role of responsibility?

(This should affect plans made about training considerably, so please try to be clear about this.)

e) 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.)?

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

g) 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.)

2. AREAS RELATING TO NSMs/OLMs

1. 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?

2. 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?

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

4. It is an expectation that NSMs and OLMs will take part as far as possible in IME 4-7 events, and many are arranged at times to enable this (evenings and weekends). What is the understanding between the incumbent and curate about attendance at events this coming year?

3 ANNUAL TRAINING PLAN, AND PARTICULARS OF WORK

3.1 Annual Training plan

3.1.1 Overall planning:

Bearing in mind both various areas of work (e.g. occasional offices, education and nurture, liturgical and homiletical skills, chaplaincy work, etc.) and the various skills and aptitudes specified in the Agreed Learning Outcomes for Ordained Ministry (Appendix 2), what overall shape do you envisage training taking over the first three years of the curacy? What do you anticipate the emphases to be 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 4 and revised in Years 5 and 6):

Emphases in Year 4:

Emphases in Year 5:

Emphases in Year 6:

3.1.2 Annual Training plan:

- What *specific* training needs / objectives are to be identified this year? Please be as clear and detailed as you can here.
- In years 5, 6 and 7, careful review of the previous annual training plan – what anticipated progress was, and was not, made? – should inform this year’s plan.
- In section 5 you are asked how much time is allocated for study / training events. How will this be used? (What will be studied? What areas of training will be explored?)

3.2) Attendance and participation:

Worship (please be clear here how often the curate is expected to attend, to lead or to preach):

Daily Offices:

Sunday services:

Other services:

How often will the curate be expected to preach (care should be taken that this is not too frequent, and certainly not weekly, in Year 4):

Occasional Offices:

Funerals:

Baptisms:

Weddings (Year 4 deacons should not officiate at weddings, except by special arrangement in particular circumstances):

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:

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

4 SUPPORT AND SUPERVISION

- a) What are your arrangements for: When, where, and how often will you meet for

Supervision meetings (these are for curate and incumbent only, and are distinct from staff meetings; see the section in the handbook on this. Please be specific about the regularity/frequency of meeting, where and when you will meet, how agendas will be set, what notes will be made by the incumbent and how they will be agreed):

Staff meetings.

Will there be work-related meetings for incumbent and curate only? How often / what will the arrangements be?

Will there be meetings for wider staff? How often / what will the arrangements be?

- b) When will you review the Working Agreement and Training Plan (set a date / timetable)?

- c) All curates should have a spiritual director. Have arrangements been made, and is the incumbent aware of them?

- d) What are the mutual expectations about the curate having the opportunity for an annual retreat (provisions should be made)? When do you expect this to be?

5 WORKING CONDITIONS

a) Expenses – please specify the basis for these areas, how claims should be made, and how often (recommended monthly):

- Telephone:
- Car:
- Stationery:
- Retreat:
- Other:

b) Time off, study, etc.:

Study time and IME 4-7 events (for Stipendiaries, national guidelines recommend that an average of one day per week throughout the year, including IME 4-7 events, should be allowed for explicit study and specific training events). What time will be available for study, and how will this be used (flexibly, regular day/morning)?

Day Off: Stipendiary clergy should have a day off per week (not including IME 4-7 days, study days, retreats or time allowed for spiritual consultation). The NSM's day off should equally be closely guarded. It is accepted that at certain times of the year, flexibility will be necessary regarding days off. The curate's day off will usually be:

Guidelines for stipendiary clergy suggest that an overall balance of two out of three working sessions over six days of the week should be aimed for. What is your understanding about the use of free time other than the day off for stipendiary curates, and how flexibly is this understood? Expectations vary here – it is important to discuss this.

Holidays: The annual holiday entitlement for stipendiaries is 4 weeks (to include 4 Sundays), and the inside of a week after Christmas and Easter, one of which may include a Sunday. Is it clear how holiday time will be arranged between curate and incumbent?

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

Signature of Curate_____ date_____

Signature of Incumbent_____ date_____

Copies of this agreement should be sent to the Director of IME 4-7 by the end of September.

Working Agreement: Revised June 2009

Appendix 2:

Agreed Learning Outcomes for Ordained Ministry within the Church of England

(from *Shaping the Future*, available in full from the Church of England web-site)

At selection candidates should	At the point of ordination candidates should	At completion of IME candidates should	In addition, in order to be licensed to a post of incumbent status or equivalent responsibility candidates should
<p>1. Vocation Be able to speak to their sense of vocation to ministry and mission, referring both to their own conviction and to the extent to which others have confirmed it. Their sense of vocation should be obedient, realistic and informed.</p> <p>Ministry within the Church of England. Be familiar with the tradition and practice of the Church of England and be ready to work within them.</p>	<p>1.1.1 Be able to give an account of their vocation to ministry and mission and their readiness to receive and exercise ordained ministry as a deacon within the Church of God.</p>	<p>1.1.2 Be able to give an account of their vocation to ministry and mission and their readiness to receive and exercise ordained ministry as a priest within the Church of God.</p>	<p>1.1.3 Demonstrate capacity to bear a public and representative role in ministry and mission, and a readiness to exercise oversight and leadership in their ordained ministry.</p>
	<p>1.2.1 Demonstrate proficiency in a range of skills and abilities needed to exercise public ministry under supervision by being able to show basic skills as a reflective practitioner.</p>	<p>1.2.2 Demonstrate proficiency in a broad range of skills and abilities needed to exercise public ministry and leadership of a local church, and the ability to do this in relatively unsupervised settings. Show developed skills as an effective reflective practitioner.</p>	<p>1.2.3 Demonstrate proficiency in the skills needed to exercise leadership and supervision of others in a position of responsibility by being able to show sophisticated skills as an effective reflective practitioner and the capacity to develop these further.</p>
	<p>1.3.1 Demonstrate familiarity with the legal (including the Act of Synod), canonical and administrative responsibilities appropriate to the newly ordained and those working under supervision.</p>	<p>1.3.2 Demonstrate working understanding of and good practice in the legal, canonical and administrative responsibilities of those in public ministry with supervised responsibilities.</p>	<p>1.3.3 Demonstrate working understanding of and good practice in the legal, canonical and administrative responsibilities of those having oversight and responsibility.</p>
	<p>1.4.1 Be rooted in corporate worship in the traditions and practices of the Church of England, showing gifts and ability in leading public worship and preaching in ways that show understanding of and good practice in liturgy and worship.</p>	<p>1.4.2 Demonstrate gifts for and proficiency in leading public worship and preaching, showing understanding of and good practice in liturgy and worship in a wide range of settings.</p>	<p>1.4.3 Demonstrate skill in presiding in public worship in the congregation(s) in ways that foster rich corporate worship.</p>

<p>1.5.1 Demonstrate awareness of the church's roles and opportunities in public life and institutions, and in relation to secular agencies and other faith communities.</p>	<p>1.5.2 Demonstrate working understanding of the practices of Christian ministry in a range of public settings, agencies and faith communities.</p>	<p>1.5.3 Demonstrate ability to take a leading role in working with other partners, representing the church in public life and other institutions, and working with other faith leaders where possible.</p>
<p>1.6.1 Show understanding of the insights and practices of other churches and traditions in worship, especially of ecumenical partners.</p>	<p>1.6.2 Demonstrate engagement with ecumenical working relationships, especially with covenanting partners.</p>	<p>1.6.3 Demonstrate the ability to work ecumenically and to encourage ecumenical co-operation.</p>

At selection candidates should	At the point of ordination candidates should	At completion of IME candidates should	In addition, in order to be licensed to a post of incumbent status or equivalent responsibility candidates should
<p>2. Spirituality Show evidence of a commitment to a spiritual discipline, involving individual and corporate prayer and worship. Their spiritual practice should be such as to sustain and energise them in their daily lives.</p>	2.1.1 Demonstrate commitment to loving service in the Church rooted in a sustained and growing love of God, discipleship of Christ, and pilgrimage in faith in the Holy Spirit.	2.1.2 Demonstrate loving service in the Church, expressed in effective and collaborative leadership, discipleship of Christ, and continued pilgrimage in faith in the Holy Spirit.	2.1.3 Demonstrate loving service in the Church, in personal discipleship, in diaconal and priestly ministry, in collaborative leadership and oversight of others, and in faithful response to the leading of the Holy Spirit.
	2.2.1 Show evidence of a life increasingly formed and sustained by trust in and dependence on the gifting and grace of God.	2.2.2 Show evidence of a life and ministry formed, sustained and energised by trust in and dependence on the gifting and grace of God.	
	2.3.1 Be rooted and growing in a life of prayer shaped faithfully within the demands and disciplines of initial training and the expectations of public ministry.	2.3.2 Be rooted and growing in a life of prayer shaped faithfully within the expectations of public ministry, corporate and personal worship and devotion.	2.3.3 Form and sustain a life of prayer that provides sustenance for the strains and joys of leadership.
<p>3. Personality and character Candidates should be sufficiently mature and stable to show that they are able to sustain the demanding role of a minister and to face change and pressure in a flexible and balanced way. They should be seen to be people of integrity.</p>	3.1.1 Show insight, openness, maturity, integrity and stability in the face of pressure and changing circumstances.	3.1.2 Show insight, openness, maturity, integrity and stability in the pressure and change entailed in public ministry.	3.1.3 Be able to facilitate and enable change.
	3.2.1 Reflect with insight on personal strengths and weaknesses, the gifts brought and vulnerability; and demonstrate appropriate development.	3.2.2 Reflect with insight on personal strengths and weaknesses, the gifts brought and vulnerability in response to a new context of public ministry.	3.2.3 Engage with others to reflect with insight on a personal style of leadership, its strengths and weaknesses in context, and demonstrate appropriate development.
	3.3.1 Exercise appropriate care of self, using the support provided in initial training.	3.3.2 Exercise appropriate care of self, through developing sustainable patterns of life and work, and effective support networks in the context of public ministry.	3.3.3 Exercise appropriate care of self, through developing sustainable patterns of life and work, and effective support networks and facilitate the appropriate care of colleagues.

At selection candidates should	At the point of ordination candidates should	At completion of IME candidates should	In addition, in order to be licensed to a post of incumbent status or equivalent responsibility candidates should
<p>4. Relationships Candidates should demonstrate self-awareness and self-acceptance as a basis for developing open and healthy professional, personal and pastoral relationships as ministers. They should respect the will of the Church on matters of sexual morality.</p>	4.1.1 Form and sustain relationships, both with those who are like-minded and those who differ, marked by integrity, empathy, respect, honesty and insight.	4.1.2 Form and sustain relationships across a wide range of people, including in situations of conflict and disagreement, marked by integrity, empathy, respect, honesty and insight.	4.1.3 Show skill and sensitivity in resolving issues of conflict within the church community and the formation of a corporate life in the presence of diversity within that community.
	4.2.1 Demonstrate good practice in a limited range of pastoral relationships, and learn from these experiences.	4.2.2 Demonstrate good practice in a wide range of pastoral and professional relationships.	4.2.3 Demonstrate the ability to supervise others in the conduct of pastoral relationships.
<p>5. Leadership and collaboration Candidates should show ability to offer leadership in the Church community and to some extent in the wider community. This ability includes the capacity to offer an example of faith and discipleships, to collaborate effectively with others, as well as to guide and shape the life of the church community in its mission to the world</p>	5.1.1 Demonstrate openness toward and ability to gain from experiences and practices of being supervised.	5.1.2 Demonstrate ability to supervise others in a limited range of roles and responsibilities.	5.1.3 Demonstrate ability to supervise and manage others, both lay and ordained in formal settings of training and practice.
	5.2.1 Demonstrate effective collaborative leadership and an ability to work in teams in a limited range of settings, and learn from these experiences.	5.2.2 Exercise effective collaborative leadership, working effectively as a member of team, as an ordained person.	5.2.3 Demonstrate effective collaborative leadership and the ability to exercise this in a position of responsibility;
	5.3.1 Demonstrate understanding of group dynamics especially in the settings of training, including the use and abuse of power.	5.3.2 Demonstrate ability to use understanding of group dynamics to participate in and lead groups and to reflect with insight on the use and abuse of power.	5.3.3 Show an integration and integrity of authority and obedience, leadership and service that enables the exercise of collaborative leadership.
	5.4.1 Exercise appropriate accountability and responsibility in faithfully and loyally receiving the authority of others in the context of training.	5.4.2 Exercise appropriate accountability and responsibility in a new ministerial context.	5.4.3 Exercise appropriate accountability and responsibility in faithfully and loyally receiving the authority of others, consistent with a position of responsibility.
	5.5.1 Exercise authority within the settings of the early years of formation and education that enables and empowers others in both personal and corporate lives.	5.5.2 Demonstrate appropriate use of authority in ways which enable and empower others in their mission and ministry, including colleagues.	5.5.3 Show an integration and integrity of authority and obedience, leadership and service that empowers and enables others in their leadership and service.

At selection candidates should	At the point of ordination candidates should	At completion of IME candidates should	In addition, in order to be licensed to a post of incumbent status or equivalent responsibility candidates should
<p>6. Mission and evangelism</p> <p>Demonstrate a passion for mission that is reflected in thought, prayer and action. Understand the strategic issues and opportunities within the contemporary culture. Enable others to develop their vocations as witnesses and advocates of the good news.</p>	<p>6.1.1 Participate in and reflect on the mission of God in a selected range of social, ethical, cultural, religious and intellectual contexts in which Christian witness is to be lived out in acts of mercy, service and justice.</p>	<p>6.1.2 Participate in and reflect on the mission of God, identifying and engaging in issues of mission and social justice in the context of ministry.</p>	<p>6.1.3 Demonstrate understanding of the imperatives of the gospel and the nature of contemporary society and skills in articulating and engaging in appropriate forms of mission in response to them.</p>
	<p>6.2.1 Engage in and reflect upon practices of mission and evangelism, changing forms of church, and their relation to contexts, cultures, religions and contemporary spiritualities.</p>	<p>6.2.2 Demonstrate engagement in mission and evangelism in a range of contexts, particularly in the local community and in relation to the local church.</p>	<p>6.2.3 Demonstrate an ability to lead and enable others in faithful witness and to foster mission shaped churches.</p>
	<p>6.3.1 Show understanding of how children and adults learn, and how this is contributing to an ability to nurture others in their faith development.</p>	<p>6.3.2 Demonstrate an ability to nurture others in their faith development.</p>	
	<p>6.4.1 Communicate the gospel in a variety of media demonstrating sensitivity to audience and context.</p>	<p>6.4.2 Demonstrate ability to communicate gospel truth effectively in the context of ministry with different groups in church and community.</p>	<p>6.4.3 Enable others to articulate gospel truths and participate in their proclamation.</p>

At selection candidates should	At the point of ordination candidates should	At completion of IME candidates should	In addition, in order to be licensed to a post of incumbent status or equivalent responsibility candidates should
<p>7. Faith Candidates should show an understanding of the Christian faith and a desire to deepen their understanding. They should demonstrate personal commitment to Christ and a capacity to communicate the Gospel.</p> <p>Quality of mind Candidates should have the necessary intellectual capacity and quality of mind to undertake satisfactorily a course of theological study and ministerial preparation and to cope with the intellectual demands of ministry.</p>	7.1.1 Demonstrate a growing critical engagement with scripture and the traditions of Christian thought, characterised by faithful obedience and openness to new insights.	7.1.2 Be able to engage confidently with the Bible as text and as holy scripture, as skilled interpreters and communicators in relation to fundamental traditions of Christian thought.	7.1.3 Demonstrate a readiness and openness for a ministry of oversight and vision, expressed in continued study, reflection, openness to new insights, maturity and physical self care.
	7.2.1 Form a life of study and reflection within the demands and disciplines of initial training and the expectations shaped by public ministry.	7.2.2 Form and sustain a life of disciplined study and reflection that sustains in public ministry.	7.2.3 Form and sustain a life of disciplined study and reflection that sustains in leadership.
	7.3.1 Show how personal commitment to Christ and discipleship is changing in the process of study and formation for ordained ministry.	7.3.2 Give an account of how personal commitment to Christ and discipleship is being shaped within the roles and expectations of ordained and public ministry.	7.3.3 Give an account of how personal commitment to Christ is being shaped within the roles and expectations of leadership and oversight of others.
	7.4.1 Interpret and use scripture within limited contexts, showing a secure grasp of exegetical and hermeneutic skills, communicating this in various settings clearly, accurately, critically and openly.	7.4.2 Interpret and use scripture across a wide range of settings, showing developed exegetical and hermeneutical skills, communicating an understanding and engagement with scripture in ways that enable others to learn and explore.	
	7.5.1 Demonstrate understanding of the ways in which Christian beliefs and practices have developed in varying historical and cultural contexts.	7.5.2 Demonstrate continued and disciplined engagement with Christian beliefs and practices.	
	7.6.1 Demonstrate skill as reflective practitioners, able to engage thoughtfully and critically across the spectrum of Christian tradition, in ways that deeply inform personal practices, and which enable others to learn and explore.	7.6.2 Be skilled reflective practitioners, able to exercise wise and discerning judgment.	7.6.3 As skilled reflective practitioners demonstrate ability to energise and enable creative theologically-informed practice.
	7.7.1/2 Demonstrate growing awareness of and reflective engagement with beliefs, practices and spiritualities of other faith traditions.		7.7.3 Demonstrate ability to develop and sustain dialogue with representatives of other religious traditions.

Appendix 3:

Ministry Division Guidelines for Drawing Up a Working Agreement Between Training Incumbent and Curate (adapted)

(These guidelines are particularly relevant for SMs and their incumbents, but should be referred to by NSMs and their incumbents and geared as appropriate. Further guidelines for NSMs are given at the end of the document).

Mutual Expectations

The relationship between incumbent and curate is both personal and professional, and each will have expectations of the other in these areas. It is important that these mutual expectations are declared openly as early as possible in the relationship so as not to cause frustration later.

Although pastoral authority at the parish level rests with the incumbent and PCC, there is a degree to which authority is delegated to the curate. In reaction to any given task, the extent of this delegation needs to be made clear.

With respect to confidentiality, the curate needs to know what material is to be treated as confidential, not to be shared with the incumbent, and what is not confidential and should be shared with the incumbent. Experience has shown this to be a major area of potential misunderstanding. The question of loyalty also needs discussion, particularly the mechanisms whereby incumbent and curate can be "played off" against each other, or led into bolstering their personal authority at the expense of the other.

Use of Time

A basic understanding concerning the extent of the working day and the working week needs to be reached. Agreement on this matter will enable assumptions to be tested before they become a problem. The norm for time off and holidays is one day off per week plus four weeks holiday and the inside of a week after Christmas and Easter. It should be clearly understood that 'one day off per week' does not mean that the curate is expected to work continuously the other six days. Indeed, s/he should not!

The pattern of the working day/week and time off should be negotiable, taking into consideration the responsibilities of a married curate to his/her family, and the fact that many single curates have family and friends who live some distance away. In the case of the latter, one day off per week may not be particularly useful, and an alternative arrangement might have to be made. Furthermore, all curates, including those who are single, need time for shopping, cooking, cleaning etc., which does not totally compromise their time off work. It should be remembered that for some this will be the first time they are living on their own.

Worship

A curate needs to share in corporate prayer and worship, not only with the congregation, but also with the incumbent and other colleagues. Times and occasions for this daily/weekly prayer time together need to be clearly stated.

There should be a regular opportunity to share in the design and leading of worship, and in preaching. Agreement needs to be reached regarding the frequency of preaching (once a month to begin with is suggested) and it is desirable that the curate's sermons should be reviewed with the incumbent, and with other colleagues and lay people where appropriate.

Personal Growth and Development

In addition to participating in corporate prayer and worship, the curate should be encouraged to develop a personal prayer life which can be sustained when alone. To this end the acquisition of a spiritual director/soul friend/personal consultant is deemed to be essential, as is a quiet time/retreat at least once a year. Encouragement should also be given to reading across a wide spectrum.

Professional Development

At the risk of stating the obvious, the bulk of Post-Ordination Training is done in the parish. As a complement to this, there are regular sessions of IME 4-7 throughout the year organised on a diocesan basis. This programme of central training coheres with the parish programme, so it is important that parochial commitments are organised to take diocesan IME 4-7 into account. Incumbents should ensure that curates are able to attend. An agreement should be made whereby the curate has planned opportunities for theological study and reflection. For a SM, study/training events, including IME 4-7, should average one day per week. The content of this should be agreed, in careful relation to the agreed annual training plan. (Time for study is to be distinguished from sermon preparation.)

If a curate expresses a desire to undertake a formal course of study leading to an additional qualification, this should not be undertaken in the diaconal year. Any such course of study during the curacy would need to be carefully negotiated with the incumbent and with the diocesan officers concerned. If a prospective curate is already engaged in a continuing course of study before leaving the pre-ordination college or course, this fact must be declared to the incumbent and the likely implications carefully examined.

The curate should be given the opportunity to take part in the parish's ministry of teaching and evangelism.

Bearing in mind the time spent outside the parish on IME 4-7, there may however be other learning programmes/training events/conferences that the curate wishes to attend or that the incumbent considers necessary. Agreement on attendance at such events will need to be negotiated and not simply assumed. Other extraparochial interests and commitments (other than those that coincide with time off) will need to be declared by the curate and agreed by the

incumbent. Allocation of diocesan funds for training and for retreats can be applied for; applications should be made to Colin Gough, Advisor for Continued Learning for Ministry.

Staff Support (including Supervision)

There should be a weekly staff meeting for purposes of staff communication and planning. It is expected that curates will attend chapter meetings and fraternals.

There must also be supervision. Supervision sessions must not be confused with staff meetings, and should be held regularly, at least once a month. For SMs, the pattern should initially be weekly, later perhaps less often, but still regularly. For NSMs time may be restricted, but there must be regular supervision sessions. As an integral part of the supervision process the Director of IME 4-7 will visit the curate and incumbent at the beginning of the curacy, and again later to review progress. He is available for consultation at other times.

Training incumbents should be aware of the sexual and power dynamics that may occur in working relationships, whether with curates of the same or opposite sex. They should understand that interactions may be on more than one level, leading to a potential confusion of roles; that sexual attraction/repulsion will affect what is inevitably a close working relationship, and that supervision or oversight roles can become sexually exploitative or personally abusive.

Housing and Expenses

For SMs, whether housing is provided by the parish or diocese, a similar standard of inspection and maintenance needs to be established as is in force for vicarages/rectories. The satisfactory condition of housing should be agreed prior to the curacy, and any issues that need attention or monitoring noted explicitly in the Working Agreement.

It is important that expenses of office should be paid. The diocesan recommendations and levels for expenses should be followed as a guideline for appropriate good practice. It is understood that the parish pays the normal working expenses of curates, including costs related to attending IME 4-7 events (with the exception of exceptional transport costs, e.g. to residential outside the diocese).

Tenure of Office

A curacy is expected to last for a minimum of three years and a maximum of four. Posts of incumbent status should only be offered and accepted during the fourth year. It is possible to terminate the curacy before the period in question has come to an end, but such cases should be very exceptional. Under ecclesiastical law the curate may quit the curacy, but not until the end of three months after he or she has given notice to the incumbent and the bishop of his or her intention to leave (unless the bishop gives written permission for the curate to leave sooner). The incumbent, with the bishop's permission, may require a curate to leave, but only after six months' notice. (If the bishop refuses permission, the incumbent may appeal to the archbishop of the province). The bishop may revoke the curate's licence with immediate effect for any cause which appears to the bishop to be good and sufficient, after having given the

curate sufficient opportunity to show why the licence should not be revoked; however, the revocation is subject to the curate's right to appeal to the archbishop. The bishop will also normally have the right to revoke the licence subject to a reasonable period of notice, without any right of appeal, but this does not apply if the formal written licence is for a fixed period (e.g. four years) and does not expressly refer to a right of revocation.

Guidelines especially relating to Curates in Self-Supporting / Non-Stipendiary Ministry

There is a spectrum of ministry within the NSM ambit, ranging from a total commitment to working out a ministry in the workplace - 'Ministry in Secular Employment' - to one which is based entirely on the home parish. Most NSMs probably find that their ministry lies somewhere between the two ends of the spectrum, and that they combine a commitment to ministry at work with certain responsibilities in the parish.

Whatever the emphasis of an NSM's ministry, it is essential that the Working Agreement between the NSM and the Incumbent - with the knowledge and support of the Churchwardens and the Parochial Church council - ensures that all parties are clear about mutual expectations and about what is required of them as colleagues.

It is important that Self-Supporting Ministers of all kinds should not find themselves overburdened with expectations from too many quarters. The setting of boundaries is important, and the Agreement must set out a framework within which NSMs and their colleagues may agree upon appropriate areas of ministerial responsibility. This applies both to duties in the parish and the training expectations of the diocese. Naturally it is hoped that the NSM curate will take the maximum advantage of the training opportunities offered at diocesan level, and every effort is made to offer them at the most convenient times. Even so, it is recognised that it may not be possible for curates in other employment to combine full participation in IME 4-7 with their obligations to work, family, and personal study and recreation.

Appendix 4:

National Criteria for the Selection of Training Incumbents and Training Parishes from the report *Shaping the Future*

***Shaping the Future* Appendix 4: Criteria for the appointment of Training Incumbents**

It will be evident that the Training Incumbent has a pivotal role in the post-ordination phase, requiring particular gifts in practical theological reflection and the ability to supervise a minister in training. The Training Incumbent will be expected to work within the regional partnerships, to undertake training in supervision skills and to be willing to be under supervision. The requirements for being a Training Incumbent are set out in the following proforma which Dioceses may wish to use either as a checklist when considering a person for the appointment or for the use of potential training incumbents in making the case for suitability for this role.

Training Incumbent proforma:

1. Models strategic, reflective, theological thinking in parish leadership;
2. Engages regularly in in-service training and takes time for reading and reflection (Study week?);
3. Takes time for prayer and reflection (Daily Office, Retreats);
4. Is self-aware, secure but not defended, vulnerable but not fragile;
5. Has demonstrated a collaborative approach in discussion, planning and action in the parish;
6. Has been able to let go of responsibility to others, after appropriate training and supervision;
7. Has shared ministry, including difficulties and disappointments, with colleagues;
8. Has a personal theological and spiritual position which is creative and flexible so as to be able to engage and work constructively with different theological and spiritual positions;
9. Has a record of allowing colleagues to develop in ways different from their own;
10. Has an ability to interpret the social dynamics of the parish and to develop a strategy for mission and the implementation of change;
11. Has a genuine desire to be part of the training team rather than wanting an assistant and is therefore willing to agree to enable training experience that makes use of prior experience;
12. Has the ability to help the curate in the process of integrating his/her theological studies with ministerial experience.

Future expectations:

1. Will undertake further study to function as a Training Incumbent;
2. Will give time to supervision and planning of training;
3. Is willing to receive supervision in the role of the Training Incumbent;
4. Will invest effort in mobilizing available resources, outside as well as within the parish for the training of a curate;
5. Will give the Initial Ministerial Education, IME, programme a high priority and work in partnership with Diocese and Bishop's officers.

***Shaping the Future* Appendix 3: Criteria for a training parish**

As far as the Church of England is concerned there has been unease in recent years that the 'training parish' is such by virtue of its size and need for an extra pair of clergy hands. By contrast, almost any parish might be deemed suitable to be a 'training parish' at a particular time if it met certain criteria:

1. That it is of sufficient size, e.g. includes a range of socio-economic settings, so as to generate a sufficiently wide and demanding experience of ministry.
2. That the parish has to offer a good model of ministry, attentive to its responsibility for the wider community, and shows evidence of strategic theological thinking for its future development.
3. That the parish has the space and stability in order to undertake training at a particular juncture.
4. That a suitable incumbent has been in place for a minimum of a year so as to be able to appreciate the history and dynamics of the parish and church community.
5. That the parish can demonstrate an ability to function collaboratively in respect of its lay leaders, so that the shared exercise of ministry in the local church would be enlarged, not diminished, by the presence of a curate or trainee minister.

Appendix 5:

Summary of Expectations for Training Incumbents in Newcastle Diocese

What is involved in "training a curate"?

The answer to the question is obviously important to both a curate and a training incumbent, and indeed to the diocese as well. As a curacy begins, it is important that the expectations of all match! Taking on the commitment to train a new colleague in his/her title post involves a substantial commitment by the training incumbent, and clarity about what is really being asked in this role is vital. This document tries to set out what I understand is being expected of training incumbents in Newcastle Diocese. Some of this may seem very obvious; if so, please excuse that. However, avoiding misunderstandings here is essential if we are to ensure that the newly ordained in our diocese receive good training and thrive.

Training incumbents in Newcastle Diocese are asked:

1. to take part in appropriate **training**, including the regional 48-hour **supervision skills course** (even if undertaken before, this or some suitable and training in supervision should be participated in regularly: training in this area is a matter of ongoing learning). Other training opportunities will also be offered.

2. to attend **meetings for training incumbents** for training, support, communication and sharing good practice (1-2 a year; all dates published in advance); incumbents may occasionally be asked to attend some training events with the curates, but this would only happen once a year.
3. to formulate a **Working Agreement** with agreed expectations, patterns of work, supervision, and a **Training Plan** with specific areas for development in the coming year; to review and revise this agreement and Training Plan **annually**; and to send a copy of this to the Director of IME 4-7 by the end of September each year;
4. to ensure that curates supply a written **reflection** on their development over the year at the end of June each year (and, for OLMs, supply Portfolio competency claims to Richard Bryant);
5. in shaping and reviewing this agreement and training plan, to work consciously with the Church of England's agreed **Learning Outcomes for Ordained Ministry** (from *Shaping The Future* outcomes - see handout).
6. to meet regularly with the curate for **supervision**, understood as time when the agenda is not the work of the parish, rotas, etc., but reflection on the work of the curate, his/her learning, growth and development, and a chance mutually to raise any concerns or problemsetc. For a SM, this should be initially weekly or fortnightly, perhaps less in time; for an NSM, as possible but *regular*.
7. to ensure colleagues attend the **Diocesan IME 4-7 programme** as part of their ongoing training, and that adequate study time is agreed and used. (*STF* argues for 15% of a SM's time (= a day a week) for explicit study/training.) A practical issue here is that IME 4-7 events need to be given precedence over other possible commitments; all dates are given a year ahead in the handbook.
8. not to **move during the title post** (and certainly not for the first two years): in being approached about taking a curate, incumbents will have been asked if they have intentions of moving on during the time of a curate's title post. (Otherwise, the notion that we are selecting a particular trainer to do a specific training job that lasts a known length of time dissolves).
9. to **provide reports as requested by the Bishop**.
10. to **read the IME 4-7 Handbook**, and note relevant dates and policies (many questions I am asked are answered in the handbook!).
11. to engage in a suitable **review of the curacy and of their work as a trainer** at the end of the curacy, which could indicate areas for the trainer's future training and development as well as the curate's.

Appendix 6A:

DIOCESE OF NEWCASTLE Review of a Curacy (Stipendiary Ministers)

As the IME 4-7 period draws to a close, we ask that the training incumbent and curate should jointly review the experience, in order that both they and the Director of IME 4-7 may learn from it.

Process:

a) Once it is known that there is a date for the end of the curacy, the curate and incumbent should both, please, consider the questions on this sheet separately and then come together to share impressions. Please be proactive, contact Rick Simpson if he has not already been in touch (I don't always hear about movements very quickly), and begin this brief but important process.

b) A date for submitting the response will be agreed with Rick Simpson as soon as possible.

c) If possible, an agreed response should be produced. If your perspectives are very different, and a shared response is not possible, then the viewpoints of each should be submitted. Please send a copy of the response(s) to the Director of IME 4-7 by the date agreed.

d) After receiving this, Rick will try to discuss any issues raised with you, either singly or together.

1. What has made the curacy enjoyable, enriching and worthwhile for each of you? What have you most valued in the training relationship? Is there anything that could have made it more successful?

2. How often have you met with each other formally for:
 - a) Staff meetings?

Who else attended?
 - b) Supervision?

3. In what ways has supervision be helpful and useful, and what has the training incumbent done that has enabled this to happen? Are there ways in which it could have been more useful, and what would have enabled that?

4. What do you both see as the incumbent's particular strengths as a trainer of curates?

5. Recognising that none of us is perfect in every aspect of ministry, what do you see as areas in which the incumbent could develop as a trainer of curates? (This may of course raise some sensitive issues, but please be honest with one another about your perceptions: we are in the business of lifelong learning.)

6. In what specific areas have you have had to work through differences (of theology, priorities, approaches to mission or pastoral care)? What has helped you in working through areas of tension?
7. What are the main areas of responsibility in parish life that have been exercised by the curate?
8. In what areas has the curate worked most effectively with people (other than the incumbent)?
9. In what ways, if any, has the curate exercised a ministry outside the parish?
10. Has the curate (and any family) felt 'at home'? What has helped to achieve that? What has hindered? Has the accommodation been satisfactory?
11. Are there any areas of ministry in the parish(es) that have been developed that may not be able to continue without the presence of the curate?
12. We have asked how the incumbent may need to develop; what do you see as ways in which the curate needs to learn, develop or change in her/his ongoing ministerial formation in the next post? (Again, this may raise sensitive issues, but please be honest again: we are in the business of lifelong learning.)
13. It is also vital that the diocese learns from your experience: what changes would you suggest to the IME 4-7 Programme?
14. Did the incumbent take part in a Supervision Skills course prior to or during the curacy? How helpful have you found other meetings, support and training offered to Training Incumbents in the Diocese? What changes would you suggest, and why?

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Appendix 6B:

DIOCESE OF NEWCASTLE Review of a Curacy (NSM, OLM)

As the IME 4-7 period draws to a close, we ask that the training incumbent and curate should jointly review the experience, in order that both they and the Director of IME 4-7 may learn from it.

Process:

- a) Once it is known that there is a date for the end of the formal period of IME 4-7 training as a curate, the curate and incumbent should both, please, consider the questions on this sheet separately and then come together to share impressions. Please be proactive, contact Rick Simpson if he has not already been in touch (I don't always hear about movements very quickly), and begin this brief but important process.*
- b) A date for submitting the response will be agreed with Rick Simpson as soon as possible.*
- c) If possible, an agreed response should be produced. If your perspectives are very different, and a shared response is not possible, then the viewpoints of each should be submitted. Please send a copy of the response(s) to the Director of IME 4-7 by the date agreed.*
- d) After receiving this, Rick will try to discuss any issues raised with you, either singly or together.*

1. What has made the curacy enjoyable, enriching and worthwhile for each of you? What have you most valued in the training relationship? Is there anything that could have made it more successful?

2. How often have you met with each other formally for
 - a. For Staff meetings? (and who else was involved?)

 - b. For Supervision?

 - c) Within SMDT meetings (if you have an SMDT)?

3. In what ways has supervision been helpful and useful, and what has the training incumbent done that has enabled this to happen? Are there ways in which it could have been more useful, and what would have enabled that?

4. How successfully has your parish(es) been made aware of the kind of ministry the curate exercises (focussed primarily on work as an MSE, or primarily a supporting minister in the parish, etc.), and how has this been done?

5. What do you both see as the incumbent's particular strengths as a trainer of curates?

6. Recognising that none of us is perfect in every aspect of ministry, what do you see as areas in which the incumbent could develop as a trainer of curates? (This may of course raise some sensitive issues, but please be honest with one another about your perceptions: we are in the business of lifelong learning.)
7. In what specific areas have you have had to work through differences (of theology, priorities, approaches to mission or pastoral care)? What has been helped you in working through areas of tension?
8. What are the main areas of responsibility in parish life that have been exercised by the curate?
9. In what areas has the curate worked most effectively with people (other than the incumbent)?
10. Has the curate's ministry been exercised beyond the parish (including for MSEs, SSMs / OLMs in their workplace)?
11. Has the curate (and any family) felt 'at home' in this new role? If not, why not?
12. We have asked how the incumbent may need to develop; what do you see as ways in which the curate needs to learn, develop or change in her/his ongoing ministerial formation? (Again, this may raise sensitive issues, but the point here is to learn and to grow through looking back on the experience.)
13. How will the curate's ministry continue to develop in the next phase of ministry (whether in this parish or elsewhere)?
14. It is also vital that the diocese learns from your experience: what changes would you suggest to the IME 4-7 Programme?
15. Did the incumbent take part in a Supervision Skills course prior to or during the curacy? How helpful have you found other meetings, support and training offered to Training Incumbents in the Diocese? What changes would you suggest, and why?

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Appendix 7:

Professional Conduct, and Handling Difficulties

Professional Conduct

This handbook is intended to give clear guidelines of what the Diocese of Newcastle understands to be good practice in the conduct of curacies. It is our firm belief that working within the framework of the diocesan policy outlined here will minimise the instances of problems within curacies, and provide robust structures for enabling colleagues to resolve any difficulties they do experience.

As well as the policy and practice outlines in this handbook, curates and incumbents are referred to the 2003 Ministry Division document “Guidelines for the Professional Conduct of the Clergy”. This report offers clear guidelines on appropriate conduct, and on the ways in which we treat one another within ministry.

The report can be purchased in hard copy from Church House Publishing, or is downloadable free of charge from the Church of England web-site. The following link should lead to it directly, or search on the site using the report name:

<http://www.cofe.anglican.org/lifeevents/ministry/workofmindiv/dracsc/guidelines.pdf>

Handling Difficulties

Obviously, we wish to anticipate possible areas of misunderstanding or conflict, and thereby to avoid them ever occurring – hence the attempt in this Handbook to be clear about expectations and good practice. If problems between curates and incumbents do arise, it is obviously best to try to settle any disagreements informally, on a one-to-one basis.

However, sometimes it may be necessary to address difficulties more formally, or you may need some help to resolve problems. If this is the case:

- 1) Please contact the Director of IME 4-7 for advice.
- 2) Please do not allow unhappiness to continue over time without it being addressed. If agreement cannot be reached between a curate and training incumbent, it may be necessary to meet along with the Director of IME 4-7 or another diocesan officer to help address issues. The one thing not to do is to allow disagreement, uncertainty or a sense of grievance to continue indefinitely.
- 3) In future years all clergy will be subject to the provisions of the “McLean Report” legislation on competence (and the number of test cases around the employment of clergy nationally is gradually growing too), so curates and incumbents should be aware of the ever greater need of following good practice in terms of supervision, communication with one another, planning training and following those plans through, keeping some record of development, etc.

Appendix 8:

Diocese of Newcastle Curates and Training Incumbents, 2009-2010

Contact Details should be available in the online directory of the Diocesan Website.

Year	Name	SM/NSM/ OLM	Parish	Incumbent (or (interim supervisor)
<i>Year 7 (deaconed 2006)</i>	Helen Arnold	SM 0.5	St Jas. & S Basil, Fenham	Nick Darby
	Christine Crompton	OLM	St Hilda, Jesmond	Nicholas Chamberlain
	Claire Greenwood <i>(Br Alan Michael SSF)</i>	SM <i>(SSF)</i>	Willington Team <i>Alnmouth Friary</i>	Roger Hindley
	Rick Sargeant	OLM	St Hilda Marden	Tony Cavanagh
<i>Year 6 (deaconed 2007)</i>	Margaret Atkinson	OLM	St. Mary Fawdon	Sue McCormack
	Barbara Chandler	NSM	Ponteland	Peter Barham
	Kathleen Cockburn	NSM	Walker	Kevin Hunt
	Jeremy Cooper	OLM	Morpeth	Robert McClean
	Matthew Knox	SM	Newburn and Throckley	John Sinclair
	Eric Lewis	NSM	St. Mary, Monkseaton	Robin Greenwood
	Jennifer Paddison	SM	Holy Cross, Fenham	Allan Marks
	Robert Paddison	SM	St. John, Whorlton	Andy Bowden
	Dorothy Robinson	NSM	Tynemouth	Geoff Lawson
	Rachel Squires	SM	St. Michael, Alnwick	Michael Webb
Clare van den Bos	SM	Christ Church, North Shields	David Kirkwood	
<i>Year 5 (deaconed 2008)</i>	Audrey Atkinson	SM	Beadnell / North Sunderland	Jane Wood
	David Bowler	OLM	Cramlington	Hilary Savage
	Pat Craighead	SM	St Peter Monkseaton	Jim Robertson
	Alex Faludy	SM	St Paul Tynemouth	Gavin Gilchrist
	Allison Fenton	SM	Ss George & Hilda, Jesmond	Nicholas Chamberlain
	Susan Joyner	PNSM	Upper Coquetdale	<i>(Michael Webb)</i>
	Alan Maxwell	SM	All Saints Gosforth	Genny Tunbridge
	Luke Osbaldeston	SM	St Mark, Shiremoor	Paul Scott
Fiona Sample	OLM	Whalton, et al.	Michael Bryce	
<i>Year4 (deaconed 2009)</i>	Rachel Cross	SM	Ponteland	Peter Barham
	Frances Dower	OLM	Kirkwhelpington, etc.	Dagmar Winter
	Tim Sanderson	SM	Holy Trinity, Jesmond	Mark Wroe