IME PHASE 2 HANDBOOK

2023

THE DIOCESE OF SHEFFIELD

Contents

Welcome

Welcome to this year's IME Phase 2 Handbook for the Diocese of Sheffield. Whatever stage of curacy you are at, it is our aim to ensure that you are well supported to exercise a rich and flourishing ministry. With the new learning framework for curates being introduced this year, we are committed to helping all our curates grow in the areas of Love for God, Call to Ministry, Love for People, Wisdom, Fruitfulness, Potential and Trustworthiness. We are very encouraged that this brings curacies into line with the shared discernment framework for ordinands which will make it easier to reflect on significant areas of development and growth in ministry.

We appreciate and value the ministry of all our curates, both those who are self-supporting and those who are stipendiary - coming as you do from a wide range of backgrounds and life experiences. We believe that all these differences will together serve our diocese as one body in Christ as we seek to grow a sustainable network of Christ-like, lively and diverse Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

The Diocese of Sheffield places a high priority on on-going training and formation. We trust that you will also give this top priority as disciples and ministers of Christ. The curacy period should enable you to explore new skills, receive careful instruction and engage in quality theological reflection. It is also a time for you to grow as a disciple of Jesus Christ and learn to serve him better. The Church's goal is to prepare God's people for the work of service and that is what we are trying to do for you through IME. We are grateful for the care and commitment of our IME training Officer, Tim Fletcher and the rest of the IME team and we hope that you will respond with enthusiasm and commitment to the opportunities IME phase two offers. It is an integral part of the support and guidance you will receive from your training incumbent and other colleagues, including those ordained with you and your IME group.

Above all, we pray that you will continue to grow in Christ who has called you to share in his mission to the world through ordination within the Church of England. It is an immense privilege and joy to serve Christ as an ordained person but you will need the support and nurture of on-going training and formation and the grace of God to fulfil all that you are called to do.

May God continue to bless and guide you and please be assured of our prayers, and all those who will support you on your journey.

With every blessing

Bishop Pete   Bishop Sophie

A Guide to the IME Two Journey

Our aim: to form and equip ministers who enable God's people in God's mission

Year 1   Year 2   Year 3

RENEWED   **RELEASED**   **REJUVENATED**   A Flourishing Church

In your first year your curacy will focus on:
- Becoming established as an ordained minister in a congregation
- Building resilience in ministry

And will aim to equip you in the following ways:
- Theology & Practice of Baptisms
- Theology & Practice of Funerals
- Theology & Practice of Weddings

In your second year your curacy will focus on:
- Being leaders in mission
- Growing as leaders in mission with new models of ministry

And will aim to equip you in the following ways:
- 'Doing a new missional thing'
- Pastoral care & chaplaincy
- Theology & Practice of Holy Communion

In your third year your curacy will focus on:
- Being leaders in mission
- Enabling others in ministry

And will aim to equip you in the following ways:
- 'Who and what you need to know in legal matters
- Schools Ministry
- Moving on in ministry

Initial Ministerial Education Phase 2 in the Diocese of Sheffield

Aim: to form and equip ministers who enable God's people in God's mission.

Objectives are set out along the lines of the 3 strands of our diocesan strategy. These also mirror the diocesan Lights for Christ initiative of 'receiving the light of Christ', 'walking in the light of Christ' & 'reflecting the light of Christ'.

1. The RENEWED part of the strategy aims to maintain as a first priority a real reliance on the Spirit of God in prayer and worship and in the consecration of our lives, as individuals and communities. We seek to support curates in the changing role of the ordained through teaching on transition & resilience and an encouragement of prayer & support networks. We also seek to support training incumbents recognising the key role that they play through supervisory skills & induction and an encouragement for ongoing learning & support.

2. The RELEASED part of the strategy aims to liberate untapped potential of individual disciples and whole congregations & release parishes as far as possible from current constraints. We seek to support curates as enablers of others to fulfil their calling to ministry & mission through teaching on discerning, developing & maturing gifts in others and an encouragement in team working both as team leaders & team players in general.

3. The REJUVENATED part of the strategy aims to plant new churches and congregations and to nurture 'infant' fresh expressions & engage younger people. We seek to support curates as leaders in mission through teaching on evangelism & nurture, developing fresh expressions and creativity in worship. With the development of oversight & focal ministry in the diocese we also seek to support curates through teaching on supervision & support for other leaders alongside issues of governance & collaboration and where appropriate specific teaching on church planting.

We are committed to implementing the good practice and standards outlined in the new formation frameworks – please follow this link for more details on these: https://www.churchofengland.org/resources/diocesan-resources/ministry/after-ordination#:~:text=New%20formation%20frameworks%20(from%20Autumn%202022)

These mark a move from the formation criteria which we have been following in recent years – please follow this link for more details on these: https://www.churchofengland.org/sites/default/files/2017-10/formation_criteria_for_ordained_ministry_0.pdf

We in common with all the dioceses of the Church of England, have a formal process for transparent and fair assessment through your Curacy based on these formation frameworks – please follow this link for more details on this: (https://www.sheffield.anglican.org/wp-content/uploads/2023/04/IME2-Assessment-Criteria-2023.pdf)

Do please visit our diocesan website for more details of our diocesan strategy https://www.sheffield.anglican.org/our-diocese/who-we-are/purpose-vision-and-strategy/. Here you can also find contact details, the clergy handbook, information about clergy wellbeing and details of the Diocesan Privacy Policy under which your personal data is held.

Please also be aware of the resources available on the Church of England website & can we draw your attention in particular to the Guidelines for the Professional Conduct of the Clergy – please follow this link for more details: https://www.churchofengland.org/sites/default/files/2017-10/Clergy%20Guidelines%202015.pdf

The Church of England is committed to diversity as one of its major goals. The Archbishops' Council includes disability as one of the key areas in which it wants to improve so that people of all abilities can be full members of the Church – please follow this link for more details: https://www.churchofengland.org/resources/barrier-free-belonging Please also be aware of Access to Work funding: www.gov.uk/access-to-work

Our UK Minority Ethnic (UKME) Champion is Revd Anesia Cook who is part of the diocesan Faith & Justice board (anesia.cook@sheffield.anglican.org). There is also the United Kingdom Minority Ethnic Ordinands and Curates Network (UKMEOC) which was launched in 2021 to encourage and support the vocations of ordinands and curates of UKME/Global majority heritage in the Church of England (ukmeordinands@gmail.com)

Values for learning well together

(based on 'Pastoral principles for living well together' as commended by the House of Bishops 2019):
1. To seek to learn together as people who have different perspectives
2. To welcome people as they are loving them unconditionally and seeking to see Christ in them
3. To learn from one another about the challenge to holy living and the wideness of God's mercy as the Spirit moves within, among and between us
4. To model openness and vulnerability as each of us wrestles prayerfully with the costliness of Christian discipleship
5. To practise deep listening, without a hidden agenda, remembering that we are the Body of Christ
6. To be alert to attempts to control others, remembering that God's Spirit alone can bring transformation into our lives and the lives of others

The IME Phase 2 team

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Training Programme

The Sheffield Diocese approaches the task of initial ministerial education in three areas. These areas are designed to offer training, support and formation for your ministerial development to link in with the learning outcomes referred to earlier. Three areas are:

1. TRAINING PARISH & INCUMBENT
2. DIOCESAN IME2 PROGRAMME
3. YORKSHIRE TRAINING PARTNERSHIP

1. Training Parish and Incumbent

The experience gained in your training parish and relationship with your training incumbent (TI) are of primary importance over the next few years (please see appendix L for the expectations of training incumbents).

1.1. Learning Agreement and Training Plans

It is quite natural that the training incumbent and the curate make assumptions about, and have expectations of, their colleague and the ministry that they will share. Experience shows that careful preparation of a learning agreement, which should be completed in the first three months after starting your role, is essential is providing clarity to the role and can save a lot of difficulty later on (see Appendix A). Please use the specimen learning agreement in Appendix B.

If you need any assistance with or clarification of learning agreements please contact Tim Fletcher. Your agreements need to be signed off and a copy sent to Tim by the end of September. Please note that the annual Training Plan (see appendix C) as referred to in the Learning Agreement also needs to be sent to Tim each September (updating progress for the previous year and attaching a new plan for the coming year).

1.2. Supervision

Regular supervision over and above the usual planning meetings for work and ministry within the training parish should be held with your training incumbent. Initially supervision sessions should be for 60-90 minutes on a weekly basis but in time may take place every 4 weeks. These should be recorded using the form provided in Appendix J.

For those in Self Supporting Ministry the frequency of supervision should be on an individual basis, but should never be less than once a month. Supervision sessions are a vital part of the training and wellbeing of the curate and rearrangements or interruptions should be avoided.

As in any working relationship tensions sometimes arise between a curate and TI. Our expectation is that both parties do their best to maintain a healthy and supportive collegial relationship. You are encouraged to check with each other about how the relationship is developing and discuss issues openly together in the first instance. If it would be helpful to discuss matters with the Group Mentor, they are there to support you. Should issues persist please do contact the Director to discuss the situation more fully.

We acknowledge the need for flexibility and negotiation with Self Supporting Ministers (SSMs) and Pioneer Ministers (OPMs) in meeting some of the requirements of the IME programme. The Director of IME is committed to ensuring that the programme serves all curates and will meet with these curates and agree flexibility as part of the induction meeting with them and their TI.

2. Diocesan Initial Ministerial Education Programme

The next dimension to your training is via the Diocesan IME Phase 2 Programme. Our aim is to complement and enrich all that you are learning in your training parish or local context.

2.1. IME Reflective Practice Groups & Pastoral Supervision Groups

All curates share in an IME Reflective Practice Group facilitated by a Group Mentor. There are 3 groups: one for Self-Supporting Ministers (with Karen) and the remaining curates meet in two groups (with Sue & Dave according to archdeaconry). Details of the Mentors are found earlier in this handbook. The groups meet termly for around 2 hours as an essential part of the programme and are for networking & support and for theological reflection with others on learning (see appendix L for a reflective meeting plan outline). We hope that these gatherings can be hosted by a different curate each time in their location. In addition, curates are invited to be part of the diocesan Pastoral Supervision Scheme. These Pastoral Supervision Groups meet roughly every six weeks and last for around 90 minutes, with the aim of supporting curates in their care of others & their developing ministry. These groups have a facilitator and are highly recommended but not mandatory (please see appendix Q for more details).

2.2.   IME Training Days and Residential Conference

You will find a list of dates and venues for the training days in Appendix D. Please put the dates in your diary now as they are a requirement of curacy. The IME programme is a priority for curates. It is a firm expectation of the Bishops that curates attend all IME Phase 2 events and that these should take priority over other possible commitments.

In the eventuality of curates experiencing difficulties or problems in attending an IME event they must make contact with the Director of IME.

2.3.   Placement

The primary context of development and learning during curacy is the parish to which a curate is licensed. However, there can be value of a placement elsewhere e.g.

It is expected that all curates should receive input and training in fresh expressions of church as a normal part of their programme (Mission shaped Church Recommendation 10 page 147). It is also a key element of our diocesan strategy (Forming and equipping the people of God – a strategy for Discipleship, Mission and Ministry in the Diocese of Sheffield 2015-2025 page 3) that we become more intentionally a mixed economy diocese with church plants and fresh expressions of church within and alongside parishes.

Therefore, it is important that curates gain experience and understanding of working in a fresh expression of church. If this is not best achieved in the training parish, then please arrange a placement elsewhere. A number of parishes have been identified for this purpose – please speak to Tim for further details.

Sometimes a particular curacy will lack certain specific ministry opportunities e.g. some parishes have very few weddings. In such instances, a placement will not be necessary, but it will be important for the curate to gain the relevant experience within the deanery or mission partnership.

For more details on arrangements and timings for placements please see Appendix I

In some cases a Curate in Charge placement/secondment may be appropriate (see appendix P for more details).

3.   Yorkshire Training Partnership (YTP)

The YTP is a partnership including the Anglican dioceses of Leeds, Sheffield and York working with St Hild College, Mirfield. This provides a Deacons Day for all curates in their first year to reflect on the transition to ordained ministry and then an annual Curates' Day which curates are also required to undertake during the second and third years of curacy (alternating themes of leadership & mission). The aim is to stretch curates theologically through teaching at academic levels as a region.

The YTP also provides opportunity to take modules to gain academic qualifications through Durham University Common Awards – please speak to the Director of IME2 should you wish to pursue this.

SSMs and the YTP: SSMs who have limited time in the parish are not expected to take these modules for academic qualifications but all curates (stipendiary & SSM) are expected to take part in the teaching days referred to in first paragraph above (see appendix D).

3.1.   Teaching Days

Whilst the modules may cover some ground which you have already touched upon during your initial theological training, they now give you the opportunity to apply the theory to your parish situation and help you to reflect upon it.

3.2.   Module for year 2 & 3 curates

For 2023/24 the module will be 'Leadership'.

3.3. Assessment Requirements for Sheffield Curates through the Yorkshire Training Partnership (this just applies for curates in year 2 & 3).

For curates taking the course module without academic accreditation (i.e. just attending the teaching day referred to in appendix D):

Format: a presentation to a group of your peers (year 2 & 3 curates in this diocese) giving an analysis and reflection on a topic of your choosing, applying the teaching on the module to your work in parish.

For more information please see Appendix E (also referred to in Appendix D in terms of the dates of these presentations – 23 & 24 April 2024)

Curacy Assessment

In common with other Dioceses and in line with the requirements of Ministry Division, Sheffield Diocese has implemented a procedure for the assessment of curates.

Ministry is a joyful and demanding task, requiring formation in Christ-like character alongside understanding and skills for the role of ordained minister.

Assessment Procedure

Reviews for all curates will take place every year and will involve you and your incumbent meeting with a small panel of diocesan representatives.

This is likely to include:
- Director of IME Phase 2
- Director of Ministry
- Advisor for Self-Supporting Ministry

Reports from yourself, your training incumbent, a Church Warden (or a senior professional you have worked with e.g. local head teacher) will be sought before the panel meeting. Please see appendix N for report pointers.

You will be asked to present 2 or 3 items from your portfolio demonstrating ongoing theological reflection within your ministerial experience. Please see below for more information about your learning development portfolio. The focus of the interviews is to celebrate what has been achieved and what is good and to challenge areas that still need to be completed or things that need to be worked on.

Timing of Interviews

- March of first year – deacons' report. This is used as the basis of a report to the bishop in terms of progressing to the next year of curacy
- May of second year – mid-curacy report. This is to check on your progress in training and growth so far, to celebrate what has been achieved and to highlight any particular areas which need to be addressed or completed before the end of curacy
- May of third year – end of curacy assessment. This is the basis of the recommendation to the bishop as to whether you have met the Ministry Division criteria and can progress

Outcomes of Interviews

There are four possible outcomes to the final assessment:

- Recommendation to the bishop that you progress to a post of first responsibility
- Recommendation of specific additional training before progression
- Recommendation of progression to a post of assistant status or
- Recommendation not to progress further in ordained ministry

If you feel that the decision made is an unfair reflection of your ministry, please discuss this with the Director.

Feedback on IME2 in general

Each year we ask curates for feedback on the training they have received and how it is preparing them for ministry. Similarly we ask training incumbents for their feedback on their experience in being IME2 supervisors.

Timescales for seeking new positions post curacy

January of the third year is the time to start looking for an appointment. We realise that you may wish to submit a formal application for a position as early as February that year. If you are interested to remain in Sheffield Diocese, please look out for advertisements on our website and do contact the Bishop of Doncaster's office if you have particular questions.

If you wish to apply for posts outside of the Diocese of Sheffield please contact the Bishop of Doncaster before you make an application as all posts offered would be subject to curacy completion so we would need to provide assurance that this is expected to be completed in May. Not all dioceses will accept an application before a sign off is officially complete but many do. This is worth checking carefully before you put in an application. During your end of curacy meeting with the Bishop of Doncaster as sponsoring Bishop in May, you will be asked for an indication of your plans for the end of curacy, so that we are clear by the beginning of June, whether you need additional support in seeking the right opportunity.

If for any reason you are struggling to find the right opportunity for you, then we will offer a 'grace period' which includes an extension to your license for up to 3 months, for stipendiary curates an extension to your stipend for those 3 months (following the June of year 3) and housing provision for up to 6 months (following the June of year 3). We hope that this will take some of the pressure off you during this time of change. We can also offer support for school places by writing supporting letters for school appeals for those staying within the diocese if the move dates do not quite coincide with the relevant deadlines for school applications. Tim Fletcher is available

for concerns and questions at any time and can pass on any significant issues to the Bishop of Doncaster's office so that we can try and work out solutions with you.

Learning Portfolio

As you progress through your curacy you are required to build and keep a portfolio of evidence of your experience and formation. The aim is not to simply list what has been done along with feedback received, but also to show theological reflection and learning.

Gathering evidence of experiences and ministry exercised in your training parish is a relatively easy task. However, the portfolio is chiefly a tool to assist you to reflect and learn. The portfolio will give you the opportunity to demonstrate your development in terms of character, understanding & skills.

It is important to record such theological reflection taking time to consider your experiences of ministry, exploration of these from different perspectives (how you felt as well as interdisciplinary analysis), theological perspectives (what is God saying here?) and then possible changes in ministerial practice. We trust it will reinforce and develop your ability to engage in theological reflection both now and in the future.
Please use the 'Learning Portfolio Reflection Form' (Appendix G) – we will ask you to provide at least three examples of this form at each annual assessment.

These forms may be accompanied for instance by letters from funeral or baptism families thanking you for a good service or indeed feedback from a school assembly. The main purpose though is to demonstrate ongoing learning through theological reflection.

Appendix A - Guidelines for drawing up a working/learning agreement between the training incumbent and assistant curate

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 those mutual expectations are declared openly as early as possible in the relationship so as not to cause frustration later. It should take account of any family commitments the curate might have.

Use of Time

A basic understanding concerning the extent of the working day and 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 outlined in your 'Statement of Particulars' and in the Diocesan Clergy Handbook.

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 is suggested to begin with) 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 is expected as is a retreat (again please see the Diocesan Clergy Handbook).
https://www.sheffield.anglican.org/learning/courses/spiritual-growth-transformation/

If a curate wishes to undertake any additional formal course of academic study leading to an additional qualification (e.g. diploma, degree, or further

degree), it is not recommended that this is undertaken in the diaconal year.

It will need careful negotiation with the incumbent and the Director should also be consulted. If a prospective curate is engaged in such a course of study begun in IME Phase 1 this fact must be disclosed to the incumbent and Director and the likely implications examined.

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

Bearing in mind the time-commitment to IME training, there may 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 extra-parochial interests and commitments (other than those that coincide with time off) will need to be declared by the curate and agreed by the incumbent.

Staff Support

There should be a weekly staff meeting for purposes of staff communication and planning. It is expected that curates will attend Chapter meetings and ecumenical clergy gatherings. There should be supervision sessions with the training incumbent, which are distinct from staff meetings and should be held at least once a month. Effort should be made to enable SSMs to engage meaningfully and appropriately with staff/team meetings.

It is important that the drawing up of the Learning Agreement, the use of the Checklist and a Training Plan is done early in the diaconal year (by the end of September at the latest). Through the Mentors and the various training events, the Director of IME Phase 2, along with the sponsoring bishop, will monitor progress of the curate.

Reviews take place towards the end of each academic year to celebrate what has been good in training so far, and to highlight any areas that need further work. After the third year review a recommendation is given to the sponsoring bishop as to whether the curate can progress to a first post of responsibility (e.g. incumbent), to an assistant post or whether they should not progress or need further training.

The Director or any of the Team is available for consultation by either the curate or incumbent at any time.

Administration and Finance

A curate's stipend is according to the national scale. Expenses items should be agreed in advance and should be reviewed annually. The incumbent will normally authorise the payment of expenses claims.

Appendix B - Learning Agreement

1. Introduction

1.1   This Learning Agreement is not intended to be a legally binding agreement but it ensures that the curate and their supervisor (TI) have discussed, understood, and accepted the expectations of the training post. The agreement is between:

The curate
[the Reverend or other title] [name], as Assistant Curate of [parish],
and the supervisor
the incumbent [the Reverend or other title] [name], as the incumbent of [parish],
and the diocesan director of IME2 appointed by the Bishop of Sheffield

2. Duration

2.1   The agreement shall apply for the period of the training post as detailed in the Statement of Particulars of Office. The agreement should be reviewed regularly and at least once a year (please advise the Director of IME2 of any proposed alterations).

3. Mutual Expectations

3.1 The curate and TI have discussed the purpose of ministry in the parish/benefice and how the incumbent sees his or her role in relation to the congregation and community. A note of this discussion has been made and is noted in this agreement, it covers the following points:
- What the incumbent can expect of the curate:……………
- What the curate can expect of the incumbent:……………
- Parameters of authority and confidentiality:………………

3.2 It is agreed that there will be consideration of the curate's specific training needs relating to their personal development and IME Phase 2 (using the training skills checklist - handbook appendix F, and bearing in mind the new formation framework) and a training plan should be agreed and attached to this agreement using the training plan template – handbook appendix C.

3.3 It is the responsibility of the incumbent and curate to identify opportunities for training in the parish.

3.4 It is the responsibility of the curate to participate in identifying their personal training needs; to co-operate with the supervisor; to attend training programmes provided by the diocese; and to keep an appropriate record of their development according to diocesan/YTP guidelines over the period of the training post e.g. learning portfolio (handbook appendix G)

4. Supervisory and Working Arrangements

4.1 The incumbent has explained the respective roles of themselves and the other members of the supervisory team.

4.2 The TI and curate have agreed who is responsible for arranging formal meetings/contact and agreeing the agenda, if appropriate, for the regular formal contacts each year (at least 12) between curate and TI or supervisory team. However additional meetings may be initiated if necessary.

4.3 It is the responsibility of the curate to make a record of the formal contact with their supervisor in their training post, along with a list of any agreed action points using the supervision form (handbook appendix J)

4.4 The TI will ensure that the curate is advised of appropriate diocesan policy and procedures – 'Parish Resources' have useful tools for policy & procedures: please follow this link https://www.parishresources.org.uk Please also include a face to face meeting with the parish safeguarding officer to review training needs. Safeguarding training is an important requirement for IME2 sign off – please liaise with the diocesan safeguarding team for the specific courses you need to complete (Leadership module & modules on Safer Recruitment & a module on Awareness of Domestic Abuse are required and need refreshing every 3 years). Do sign up for the Safeguarding team newsletter for current courses: communications@sheffield.anglican.org & some of these can be taken online: https://safeguardingtraining.cofeportal.org/

The curate agrees to observe these requirements. It is expected that licensed clergy attend the Bishop's Annual Lecture (usually Shrove Tuesday) or the evening alternative, the Chrism Eucharist (Monday of Holy Week) and the Diocesan Development Day (usually 1st Saturday in October).

4.5 The TI will give guidance about the nature of work to be carried out and the standards expected.

5. Allocation of Time

A programme has been considered and agreed between the curate and TI and noted in this agreement to show how the curate's time will be allocated appropriately to the following activities. This also details any quality standards we have agreed will be maintained.

Worship

- Time spent in attendance:..............
- Conduct of public worship:................
- Developing, leading and creating liturgy:.............
- Time spent preaching:...................

Spirituality and personal development

- A regular pattern of private prayer and daily worship:............
- Provision of spiritual direction/companionship and time off to receive:.............
- Annual Retreat (at least a minimum of 5 days for full-time posts in addition of annual leave allowance):............
- Spiritual reading and reflection:.............
  Structured learning and reflection no less than 15 % of ministerial time each week, (for full-time posts this is the equivalent of one day per week).
- In supervision meetings, with preparation and follow on work:............
- In project work:................
- In the IME Phase 2 programme:...............

Team Working

- Staff and Team meetings:...............
- PCC, Deanery, Deanery Synod and Chapter meetings:..................

Pastoral Responsibilities

- Supervision and development of Lay ministry:............
- Conduct of occasional offices:..............
- Developing an area of pastoral ministry:..............

Mission and Evangelism

- Engaging in the community and relative institutions:............
- Evangelism and nurture:............
- Developing fresh expressions:............

Administration and Finance

- Time/diary management:...........
- Organising the office:..............
- Correspondence:..............
- Managing parish finance – fees and expenses:................
- Familiarisation with church law and regulations:...............

Time off and annual leave

- Full-time posts only The weekly day off has been specified:..............
- Clear and timely arrangements are agreed for cover during periods when the incumbent or other supervisors will be unavailable:..............
- Arrangements for agreeing annual leave with the incumbent:..............

6. Progression and Monitoring

6.1 The TI will ensure that the curate is aware of the requirements for progression including, the procedures for supervision sessions, reviews of progress and the methods of assessment and in particular: the first year report; and the interim

and final assessment, both of which will be subject to assessment against an agreed national standard.

6.2 The curate and the TI will agree deadlines for the completion of tasks and submission of work.

6.3 The TI will outline the extent of assistance that will be given for the curate to prepare work and the responsibility the TI will have contribute to the reports on the curate which go to the Bishop.

6.4 The TI will ensure that the curate is made aware of any inadequacy in his/her progress or standards of work below that generally expected, confirming this in writing to the curate and arranging any supportive action necessary.

Any circumstances which might require the learning pathway to be modified or for the training to be extended, suspended or withdrawn should be brought to the attention of the TI.

This agreement should be completed within the first 3 months of the curate's appointment to a training post.

7. Collaborating and Sponsoring Organisations

7.1 Both the curate and supervisory team agree to fulfil their responsibility to any collaborating organisation (YTP)

Commitment

We confirm that, at our meeting on **……………………………………(date)**
we committed ourselves to striving for a productive, trustful and honest working relationship, aiming for readiness for [a first post of incumbent status / an assistant curate post / a pioneer minister post] ***DELETE AS APPROPRIATE***
We reached agreement on our roles and responsibilities as curate and TI in accordance with the above summary.

_____ Curate

_____ Incumbent

Once signed this a copy of this agreement should be sent to the Director of IME2 and kept for reference by each party.

Appendix C - Annual Training Plan

Curate:

Incumbent: Date:

In addition to ongoing training, particular training is to be focused on the following areas. Please note 7 or 8 areas for training using the last column to sign off when completed.

Area for training	Resources available	Timescale	Means of evaluation	Result

Each September please send the completed plan for the previous year to the Director of IME phase 2 along with a copy of the plan for the forthcoming year.

Appendix D - IME PROGRAMME 2023/24

<u>Year 1 curates</u>

Date & Time	Title	Description/Notes	Venue	Cohort
3&4 July 2023	Individual Induction meeting with TI & Tim Fletcher	To clarify programme & hear something of your story so far	Zoom (link & times to follow)	Year 1
29 September 2023	Group induction meeting with members of IME2 team & Diocesan officers	To set out aims of IME2 & resources available	Church House 95-99 Effingham St, Rotherham S65 1BL	Year 1
14 Oct 2023 10am-4pm	Deacons Day (Yorkshire Training Partnership event) with Bishop Chris Edmondson	Transition to ordained ministry & ongoing learning	Dewsbury Minster, Rishworth Road, Dewsbury WF11 8DD	Year 1 (across dioceses of Leeds, Sheffield &York)
8 Nov 2023 7-9pm	Theology & Practice of Baptism with Revds Fiona Kouble & Clive Hogger	Theologically reflect on baptism as a place of ministry & mission	Zoom	Year 1
18 Nov 2023 10am-4pm	Resilience workshop with Jake Lovelock of Cognacity	To grow in healthy ways of thinking & behaviour in ministry	Warmsworth Church Hall Warmsworth Rd, Doncaster DN4 0TW	All year groups
Residential conference: 5pm Friday 19 - 2pm Sunday 21 Jan 2024	To grow in handling & helping resolve conflicts & disagreements led by Sandra Cobbin of Clarity Development	5-6pm check in Friday & leave after lunch Sunday	The Community of the Resurrection, Stocksbank Road, Mirfield WF14 0BN	All year groups
7 Feb 2024 7-9pm	Theology & Practice of Funerals with Revds Fiona Kouble & Clive Hogger	Bringing God's comfort & hope	Zoom	Year 1
4-5 Mar 2024	Assessment	Reports requested late January (with times for individual reviews of 30 minutes) to be back by mid-February	Church House 95-99 Effingham St, Rotherham S65 1BL	Year 1
9 Mar 2024 10am-4pm	Maturing gifts in others led by Canon Judith Knight Head of HR and Safeguarding in Gloucester Diocese	Being enablers of others through ongoing support & review. What happens when things go wrong.	St Mary's Conference Centre, Bramall Lane, Sheffield S2 4QZ	All year groups
1 May 2024 7-9pm	Theology & Practice of Marriage with Revds Fiona Kouble & Geoffrey Harbord	To understand theological context, develop pastoral practice & be equipped with skills in liturgy & legalities regarding marriage	Zoom	Year 1

Year 2 curates

Date & Time	Title	Description/Notes	Venue	Cohort
30 Sept 2023 10am-4pm	Leadership (Yorkshire Training Partnership event led by Rev Canon Ian Parkinson	Fresh practical & academic perspectives on leadership	Dewsbury Min, Rishworth Rd, Dewsbury WF11 8DD	Years 2&3 (across dioceses of Leeds Sheffield & York)
4 Nov 2023 10am-4pm	Missional Learning: doing a new missional thing with Revd John Marsh	Growing sustainable, Christ-like, lively & diverse Christian communities(see appendix P)	Church House 95-99 Effingham St, Rotherham S65 1BL	Year 2
18 Nov 2023 10am-4pm	Resilience workshop with Jake Lovelock of Cognacity	To grow in healthy ways of thinking & behaviour in ministry	Warmsworth Church Hall Warmsworth Rd, Doncaster DN4 0TW	All year groups
2 Dec 2023 10am-4pm	Missional Learning: doing a new missional thing with Revd John Marsh	Growing sustainable, Christ-like, lively & diverse Christian communities (see appendix P)	Church House 95-99 Effingham St, Rotherham S65 1BL	Year 2
Residential conference: 5pm Friday 19 -2pm Sunday 21 Jan 2024	To grow in handling & helping resolve conflicts & disagreements led by Sandra Cobbin of Clarity Development	5-6pm check in Friday & leave after lunch Sunday	Community of the Resurrection, Stocksbank Road, Mirfield WF14 0BN	All year groups
21 Feb 2024 1-4pm for stipendiary curates & 25 Feb 2024 3-6pm for self-supporting curates	Healthcare Chaplaincy & Pastoral Care with Revd Sally Ross	Providing pastoral care & chaplaincy	Chapel at Michael Carlisle Centre, 75 Osborne Rd Sheffield S11 9BF	Year 2
9 Mar 2024 10am-4pm	Maturing gifts in others led by Canon Judith Knight Head of HR and Safeguarding in Gloucester Diocese	Being enablers of others through ongoing support & review. What happens when things go wrong.	St Mary's Conference Centre, Bramall Lane, Sheffield S2 4QZ	All year groups
23-24 Apr 2024 12-9pm	Presentations (section 3.3 of IME2 Handbook)	Timetable sent out in advance. To demonstrate learning from YTP module & to share this with curate colleagues including leading a discussion	Sheffield Cathedral, Church Street, Sheffield S1 1HA (Town Trust Room)	Years 2&3
13-16 May 2024	Assessment	Reports requested mid-March (with times for individual reviews of 30 minutes) to be back by mid April	Church House 95-99 Effingham St, Rotherham S65 1BL	Year 2
20 May 2024 7-9pm	Theology & Practice of Holy Communion with Revd Toby Hole	To understand the theological context, develop pastoral practice and be equipped with skills in liturgy	Zoom	Year 2
5 Jun 2024 7-9pm	Moving on in ministry with the Bishop of Doncaster.	Considering issues of discernment, applications & interviews	Zoom	Year 2

Year 3 curates

Date & Time	Title	Description/Notes	Venue	Cohort
30 September 2023 10am-4pm	Leadership (Yorkshire Training Partnership event led by Rev Canon Ian Parkinson	Fresh practical & academic perspectives on leadership	Dewsbury Minster, Rishworth Road, Dewsbury WF11 8DD	Years 2&3 (across diocese of Leeds Sheffield & York)
18 Nov 2023 10am-4pm	Resilience workshop with Jake Lovelock of Cognacity	To grow in healthy ways of thinking & behaviour in ministry	Warmsworth Church Hall Warmsworth Rd, Doncaster DN4 0TW	All year groups
15 Nov 2023 7-9pm	Legal matters with Archdeacon Malcolm	What & who you need to know regarding Canon Law & Church Representation Rules (operating good governance)	Zoom	Year 3
Residential conference: 5pm Friday 19 -2pm Sunday 21 Jan 2024	To grow in handling & helping resolve conflicts & disagreements led by Sandra Cobbin of Clarity Development	5-6pm check in Friday & leave after lunch Sunday	The Community of the Resurrection, Stocksbank Road, Mirfield WF14 0BN	All year groups
26 Feb 2024 7-9pm	Schools with Revd Huw Thomas (Diocesan Director of Education)	Supporting ministry in schools	Church House 95-99 Effingham St, Rotherham S65 1BL	Year 3
9 Mar 2024 10am-4pm	Maturing gifts in others led by Canon Judith Knight Head of HR and Safeguarding in Gloucester Diocese	Being enablers of others through ongoing support & review. What happens when things go wrong.	St Mary's Conference Centre, Bramall Lane, Sheffield S2 4QZ	All year groups
23-24 Apr 2024 12-9pm	Presentations (section 3.3 of IME2 Handbook)	Timetable sent out in advance. To demonstrate learning from YTP module & to share this with curate colleagues including leading a discussion	Sheffield Cathedral, Church Street, Sheffield S1 1HA (Town Trust Room)	Years 2&3
7-8 May 2024	Assessment	Reports requested mid-Mar (with times for individual reviews of 30 minutes) to be back by mid-Apr	Church House 95-99 Effingham St, Rotherham S65 1BL	Year 3

Appendix E - Guidance for IME Presentations

<u>Aim</u>

The aim of the IME presentation is to give curates a creative opportunity to show not only that they have reflected theologically upon on the main YTP module covered in the past year during the IME programme, but also the chance to show how such theological reflection can be applied to their particular ministerial setting. The presentation also gives curates the opportunity to show how they share their theological reflections with others and their ability to lead a discussion upon those reflections.

<u>Content of IME Presentations</u>

- The presentation should be given a title that the curate has discussed with their training incumbent and agreed with the Director of IME Phase 2.
- The presentation and its contents should be viewed as an important part of a curate's aim of continuing to develop their skills in practical theological reflection.
- The content of the presentation is important. It should be sufficient to demonstrate that the curate has actively engaged in the theological reflection. It should also give an opportunity for them to show that they can apply theological reflection to their context.
- The presentation itself and the way that the curate leads and responds to the discussion about it, will give to those who assess it an awareness of the curates strengths and weaknesses in practical theological reflection, as well as in their communicating such a reflection with others.

<u>The IME Presentation</u>

- The presentation should last between 10 – 15 minutes. If the curate is near to running out of time they will be told when they have 1 minute left of the 15 minutes.
- How the presentation is delivered is entirely a matter for the curate. Use of laptops, projectors, OHPs, flipcharts etc. is allowed, but handouts should only be used if they are to form an integral part of the presentation itself. It is the curate's responsibility to check well before the day of the presentation that all the equipment they need for it is available.

<u>The Discussion</u>

At the end of their presentation the curate should then lead a discussion with the rest of the group about it. This discussion should last no longer than 5 minutes and the curate will be told when they have 30 seconds of the 5 minutes left, to bring the discussion to an end.

Assessment

The contents and the delivery of the presentation will be assessed by the Director of IME Phase 2 to see whether the curate has achieved the aims as set out above. How the curate leads the discussion, be it by questions and answers or in some other way, and how they respond to others, will also form part of the assessment. The Director of IME Phase 2 and the Group Mentor will observe the presentation and can also be involved in the discussion.

Feedback

The curate will be given individual feedback by those who are assessing their presentation. This feedback, after discussing it with the curate, will then form a part of the end of year assessment with regard to the curate's ministerial development during that IME year.

Appendix F - Training Skills Checklist

National Guidelines:
This list is offered as a guide for training incumbents and colleagues. It is not intended to be exhaustive, for there will be special matters that demand attention in certain parishes and not others. It is given as a guide in the hope that incumbents and curates will look at the list periodically and see whether there are certain areas where deficiencies in training and experience could be made up.
In all aspects of this the help of other incumbents and lay people should be sought. The Diocesan Director of IME may be contacted where matters demand a wider attention.

Model for establishing competencies

This list of competencies is drawn from the expectations or skills that a newly ordained person is expected to acquire in the first three years of ministry. This may form the basis of a structured review involving the Director of IME, the training incumbent and the newly ordained to reflect on the training experience, progress and future development needs.

The Director of IME Phase 2 or one of the IME Phase 2 Team will visit the newly ordained within the first six months of ministry. Part of that visit will include a review of the setting up of the Learning Agreement and the use of the Checklist to draw up a Training Plan.

This competence-based approach allows the newly ordained and the Training Incumbent to assess together the level of competence and give opportunities to develop skills and identify further training needs. The following scale may be used in assessing competence. (The national descriptions alongside the scales may or may not help you. But the concept of a ranking scheme can still be used.)

Scale 0 having little or no experience of ministry in this area

Scale 1 having some experience and understanding of ministry in this area

Scale 2 growing in confidence and experience of ministry in this area

Scale 3 being able to apply theology to the practice

Scale 4 showing evidence of confidence and expertise in this area of Ministry

A. PERSONAL AND SPIRITUAL LIFE	Scale identified	Priority (in terms of Year of curacy)
Daily routine of prayer, Bible Study, meditation, intercession, etc. • Corporate • With rest of staff • Individually		
Weekly Staff meeting for planning parish and regular work.		
Regular meeting where the incumbent and curate can discuss concerns of the curate as these have arisen, and issues highlighted and examined (These are supervision meetings)		
Balanced and realistic continuing study and reading: • Of theology • Of other matters concerning the world and society which we live in		
Attendance at events organised through the IME programme		
Planning and use of time		
Management of personal finances, income tax, fees, etc.		
Regular attendance at clergy chapter, synod and ministers' meetings		
Time off: During the day • A weekly day off • Appropriate holiday breaks		
Annual retreat/conference		

B. PAROCHIAL MINISTRY	Scale identified	Priority (in terms of Yr of curacy)
Baptism • Preparatory interviews and baptism preparation groups • Taking the Service • Adult baptism and confirmation • Emergency Baptisms • Understanding parochial policy		
Thanksgiving For Childbirth • Preparatory interviews and baptism preparation groups • Taking the Service		
Work With Children And Youth • Diocesan policy • Sunday schools, children's church, family services, parade services • Youth work and organisations • Play groups • Responsibilities of clergy for church schools • Development of good relationships with other schools • Classroom and teaching skills and collective worship		
Confirmation Preparation • Young people • Adults • Confirmation and welcome to mature members of other Christian denominations • Policy of admission to communion		
Worship • Preparation and delivery of sermons (e.g. appendix O) • Preparing and conducting Morning and Evening Prayer • Preparing and presiding at the Eucharist • The use of Music, organists, choirs and other options • Voice production • Celebration of the major Christian Festivals		
• Celebration of other festivals (e.g. Harvest, Remembrance Sunday, Mothering Sunday etc.) • Leading other forms of worship and prayer; special services, healing ministry, prayer groups etc.		
Marriage • Preparation of the couple[1 SEP] • The law • The service		

B. PAROCHIAL MINISTRY	Scale identified	Priority (in terms of Yr of curacy)
• The registers and quarterly returns • Blessing a civil marriage • Policy regarding divorce and re-marriage		
Visiting and Personal Ministry • Home visiting[1] • Visiting the sick at home, the chronic sick, the • dying, with home communion for the sick, • with anointing and laying on of hands • Hospital visiting • Hearing confessions		
Funerals • Pre-funeral visit[1] • Taking a burial service and cremation service • Funerals of children • Ministry to the bereaved • Funeral directors and their work • Disposal of cremated remains • Churchyards and memorials		
Mission and Evangelism • Personal (one to one) evangelism • Evangelistic courses and events • Meeting people in their own setting • Evangelistic strategies • Parochial support for world mission • Fresh Expressions		
Parochial Business • The PCC – in law and in practice • Chairing meetings; agenda, minutes etc. • Finances; stewardship; common fund • The APCM, the electoral roll and synods • Architects and the care of churches – quinquennial inspections		
Organisations and Group Work • Skills in leading groups • Parochial organisations • Synodical structure and diocesan organisation		

Collaborative Styles in Ministry • Helping people discern their vocation and giving vocational guidance • Issues that arise in sharing ministry • Co-operative and delegation skills		
Leadership Skills • Developing a shared vision • Building a leadership team • Empowering lay people for ministry		
Ecumenical Issues • Understanding issues faced by and within other denominations • Understanding the possibilities of co-operative work with other denominations		

C. LIAISON WITH AND LEARNING FROM: .	Scale identified . .	Priority (in terms of Year of curacy)
To show an ability to be open to working with and learning from a range of organisations including: (1) • Local Schools 1 SEP • Head Teacher 1 SEP • RE Teachers 1 SEP • Careers Teachers and pupils welfare groups 1 SEP		
(2) Other local organisations for example: Local youth services, local agencies of help for the unemployed, local doctors, hospital chaplains and staff, Special Education Service, Probation and Aftercare Officers, Prison Chaplains and Aftercare Police, DHSS Officers, Housing Managers, local industry, management and trades unions, Citizens Advice Bureau, Community Relation Officers; Registrar of Births, Marriages and Deaths, voluntary organisations – (e.g. WVS, SJAB, Red Cross, Oxfam, Christian Aid, Gingerbread, Cruse, Samaritans, etc), press and media		
(3) Other faiths and race awareness		
(4) Anglican churches of other traditions in the diocese		
Others		

Appendix G – Learning Portfolio Reflection Form

Date:

Description of event or activity: e.g. sermon, <u>experience</u> of conducting a funeral, pastoral care, IME session etc.
Analysis of event or activity e.g. <u>exploring</u> your feeling on this and whether other disciplines (such as psychology) may throw light on your thoughts
<u>Theological Reflection</u> on event or activity (considering where God is in all this) e.g. what does the Bible have to say on this subject?
Change in ministerial <u>practice</u>: record ways in which your reflection may lead to change in your practice/ministry e.g. change in pastoral visits or maybe affirming current practice

Appendix H - Guidelines on deployment to title post & IME 2 for OPMs

1. **Introduction**

   - These guidelines (2018) based on the 2009 Guidelines on Deployment have been drawn up by the National Advisor for Pioneer Development with Ministry Division, IME Officers and those working with Pioneers and they give specific advice on IME Phase 2 for candidates who are recommended for training and deployed to their title post as Ordained Pioneer Ministers (OPM).

   - These guidelines are not a substitute for a formal diocesan policy on IME Phase 2 for all candidates (including OPMs). Rather they are intended to offer key principles agreed at national level which can be applied in different contexts as a guide for candidates, bishops and directors of training for IME Phase 2 in the complex but vital process of drawing together training proposals.

   - Ordained Pioneer Ministry is a distinct focus of the Church's one ordained ministry. The Guidelines for Title Posts assume that each OPM will be focussing for at least 50% of their time over the curacy as a whole on developing one or more fresh expressions of church. As in IME Phase 1, there will be overlap between the training needs of OPMs and those of all newly ordained deacons and priests. It is assumed that all OPM candidates will be part of IME Phase 2 provision in their diocese in some way. But there are also generic and distinctive requirements for IME Phase 2 for this group of candidates which need to be carefully considered in the planning of training pathways. Dioceses must **not** therefore assume that OPM candidates will simply fit in with existing IME Phase 2 provision.

   - The OPM guidelines indicate that by the end of the first post a candidate should be adequately prepared to take on a range of posts within ordained ministry, including that of incumbent. It is therefore important that every candidate gain appropriate experience of general parish ministry and occasional offices in order to be equipped both for their pioneering work and their future roles. Getting the balance right between a focus on pioneer ministry and equipping for wider ministry is fundamental to an effective Pioneer curacy. This balance of time should be a key focus of discussion in planning the title post and in drawing up a working agreement and should be carefully monitored by all those involved in the training programme. It is important that the Pioneer does not either ignore the Parish elements or feels that they are continually being taken away from their pioneering work. It may also shift over time. For example, it would be normal that an increasing amount of time will be spent on developing a fresh expression of church in years 2, 3/ 4 of the curacy.

- As with all curates, pioneers will be subject to the standard diocesan procedures for Assessment at the end of Curacy using the formation criteria at the end of IME Phase 2 for curates and OPMs but it will need to be appropriate to a Pioneer curate who is able to take on a range of posts within ordained ministry.

The Church of England now has a working definition of a Pioneer approved by Ministry Council (2016).

Pioneers are people called by God who are the first to see and creatively respond to the Holy Spirit's initiatives with those outside the church; gathering others around them as they seek to establish new contextual ecclesial Christian community.

We have also established two ways of Pioneering in a Church of England context

Fresh start Pioneers. These are classic pioneering types who start new things, love 'firsts', and enjoy working from a blank canvas. They may well need to be released from expectations of an Incumbency type Parish role and allowed to pioneer in places where the Church is not present while remaining closely connected with the diocese.

Church based Pioneers. These pioneers want to work from a church/parish base but from there develop fresh expressions of church in a mixed economy way expanding the growth and reach of the local church.

2. Setting up a Pioneer Curacy

It must be remembered that the essential element in a **title post for an OPM is that the post should include the development of one or more fresh expression of church as the main focus of the candidate's ministry during their curacy.**

The planning for this should be at a very early stage. Ideally Dioceses are considering Title Posts as soon as Pioneers begin their training at a TEI. The first questions will be about whether the Pioneer stays in their present context and further develops their own initiative for their Title Post or if they go to a new Parish. If it is a new context, will they be inheriting and developing further a fresh expression of church or will they be expected to imagine and initiate something new.

a) Why and how? This will require Diocesan Senior Staff, including Vocation, Training & Mission staff to ask important missional questions about whether a Pioneer curacy is required in a particular context. The main missional question to ask is, 'What is God's Spirit doing at the moment outside of our current structures and how can we work with Him in God's mission?'

b) Considering whether the Training Incumbent (TI) has the disposition to understand the requirements of training a Pioneer. They need to understand Pioneers, pioneering, contextual mission and supervision of Pioneers but they do not need to be a Pioneer themselves. It needs to be clearly understood by the TI that OPMs are usually not called to be a parish vicar in the traditional

sense and that gaining experience of running a parish will be of second priority to them. The TI will need to offer both support and accountability for the Pioneer, acting as their champion and friendly critic.

c) Thinking ahead about how the Parish will need preparation to understand the different role of a Pioneer from a traditional curate so they have realistic expectations.

d) Taking into account the previous experience of the Pioneer in starting fresh expressions and whether they are more suited to a fresh start or church based role.

However, as a minimum the candidate should be assured of:

- The active support of the incumbent(s), PCC(s), diocese and other ecumenical groups involved for the development of the fresh expression of church

- Some indication of the kind of fresh expression of church which is envisaged and why it is needed. There are a variety of ways in which pioneers might be deployed which reflects what God is doing presently, Diocesan needs and the particular skills of the Pioneer. The candidates may be suitably deployed to develop a single fresh expression of church or to encourage a range of different fresh expressions of church across a group of parishes, deanery or ecumenical partnership or to minister in a fresh expression of church which is already up and running. It may be the Parish has clear ideas about what they want the Pioneer to do or it may be the Pioneer's responsibility to discern how they go about developing a fresh expression. The resulting decisions will impact the expectations of the outcomes of the Pioneer's work during their curacy.

- It is essential that thought is given to succession of leadership at, and the ongoing life of, the fresh expression of church following the departure of the OPM. Training successors to lead this fresh expression of church (probably lay) will be a vital part of the closing year of the OPM curacy. If the Pioneer Curate is not an adequate trainer, this gap needs filling by others.

- Clear guidance of the likely time scale of the curacy. This includes resources available for this new work and whether there is a team which will be made available for the task of starting something new and sustaining it into the medium and long term. The length of the Pioneer curacy needs to be guided by the availability of resources and team plus the extent of the pioneering challenge that the particular opportunity identified presents.

3. Oversight and training during the Pioneer Curacy

It is important that the TI and Parish understand the need to be adaptable and responsive to what is happening in the mission context for and with the Pioneer. Particular care should be taken by training institutions in handing on responsibility for training for OPM candidates from IME Phase 1 to IME Phase 2 to make recommendations about particular learning pathways through the candidate's final report.

OPM candidates vary considerably in their learning needs and prior learning and experience. There will therefore be a need, to be prepared to tailor learning pathways to the particular candidate and to develop a culture of appropriate flexibility about the content of training.

Working Agreements are vital in ensuring that proper expectations of the TI, Pioneer, Parish and Diocese are properly met. It is important that everyone involved is clear about the expectations of the curacy and their particular role within it. There is a danger of the agreement being either too defined so there is no space for adaption and development or what is being asked of the Pioneer being so wide and nebulous the Pioneer is not clear what is really being asked of them.

A number of areas relating to IME Phase 2 should be raised, agreed and recorded in the OPM candidate's Working Agreement. These include:

a) The percentage of time to be spent in pioneering activities. These Guidelines assume that each OPM will be focussing for at least 50 % of their time over the curacy on developing one or more fresh expressions of church. The percentage will need to be reviewed annually and may develop as the fresh expression of church develops. The second year may be a 60/40 split and the third year up to 80/20 or even 100% pioneering

b) The arrangements for supervision of the Pioneer including   frequency of meetings and reporting arrangements. Experience suggests ideally the Pioneer works best with a TI and a Pioneer consultant. The TI oversees the Pioneer and their training and development and has responsibility for the Pioneer. The Pioneer consultant, who could be some from within or outside the Diocese with specialist Pioneer experience acts as a consultant to the OPM for the specifically pioneering part of their work.

c) They would ideally meet with the Pioneer about every 8 weeks to discuss particular Pioneer issues. (This could be by Skype or similar means.)

d) The anticipated dispensations from the "normal" diocesan programme for IME Phase 2. An OPM candidate in IME Phase 2 needs space to be created for Pioneer study and training. The total time available for study and training for a stipendiary OPM should be the same over the course of a year as for any stipendiary curate. In order to create some space for specialist work therefore there will need to be a corresponding reduction in or dispensation from other

parts of the IME Phase 2 programme. Whilst it is difficult to generalise, as an approximate guideline we suggest that ideally 50% of candidates IME Phase 2 programme should be specialising in skills specific to pioneer ministry. The danger is of trying to cram everything required of all curates and the requirements for Pioneers into one programme. It is important to remember that as stated in the criteria, 'The Formation Criteria are fundamentally aspirational: they are goals to work and develop towards rather than criteria that can be 'fully met'. This means that they should be used as a vocational tool ' ... (p4)

Dioceses struggle sometimes in providing effective training for one or two Pioneers so it may be helpful to consider linking up with other Dioceses for Pioneer training or finding other suitable organisations that could provide appropriate training. The Formation Criteria suggest, 'It is likely that dioceses will need to draw upon resources from other institutions in order to achieve sufficient sharpness of focus on pioneer ministry in IME Phase 2.'

e) The learning network provision required for the OPM.

All OPM candidates will need to be part of an effective learning network. It should be more than a support group but should provide opportunity for rigorous reflection on experience. A facilitated learning network should provide a key component in the OPM specialist part of IME Phase 2. It could operate within the Diocese or link up Pioneers across a region. It might be a Diocesan Pioneer Hub, or could be formed or by linking up with specialist Pioneer groups through organisations such as CMS, Centre for Pioneer Learning & Church Army. Pioneer curates should be encouraged to join the National Community of Pioneers.

4. Learning Outcomes and Assessment specific to Ordained Pioneer Ministers

The Formation Criteria for Ordained Ministry in the Church of England (Dec 2014) comments on OPMs that 'those who are serving a curacy for ordained pioneer ministry will do so through pathways that enable them to embed their learning in fresh expressions praxis through sustained and systematic action reflection. Although the formation criteria described will be used to discern a minister's readiness to take up a pioneer ministerial post (and, where appropriate, a pioneer post of responsibility) at the completion of initial ministerial education, progress towards the criteria will have been achieved through a bespoke IME Phase 2 pathway for pioneer ministry. It is likely that dioceses will need to draw upon resources from other institutions in order to achieve sufficient sharpness of focus on pioneer ministry in IME Phase 2. Ordained pioneer ministers will work towards the formation criteria with continual reference to the formation of new ecclesial communities through contextual mission. The mix of skills, gifts, knowledge and expertise that they bring to their training, formation and ministry, will differentiate them.'

The Formation criteria states that at the end of IME Phase 2 'Ordained pioneer ministers are particularly flexible, resourceful, innovative and entrepreneurial in their approach to ministry and mission beyond the existing church, thriving in unfamiliar cultures and contexts.

a) They are able to plant, lead and mature a fresh expression of church.

b) They are able to inspire and nurture the risk-taking of others

c) They enable others to develop the capacity to learn from failure and success.

d) They are proficient in contextualising the Church of England's tradition and practices for a variety of models of fresh expressions of church.

e) They are proficient in clearly articulating the faith to those outside the church in a variety of ways and contexts.

f) They are able to identify, train, develop and use leaders within fresh expressions of church and release them to develop ecclesial communities in other contexts.

g) They are able and willing to develop sustainable, personal and communal support in a fresh expression context within a mixed economy, including belonging to a peer learning network.

5. Post curacy considerations.

It is highly likely that the fresh expression(s) of church formed through the Pioneer curacy will need further and ongoing help and support to develop to fully functioning congregations. Often something has only just started got going over a three year curacy period. The importance of this needs to be recognised and worked upon right from outset of the planning for the curacy and not just towards the end of the curacy. It vital that leaders (probably lay) are identified, trained and released to continue to develop the fresh expression as it matures. This has to be a high priority for the Incumbent, the parish and the Pioneer curate. It is essential that succession and sustainability of the emerging fresh expression of church does not become also-ran factors in the consideration of the Pioneer curacy.

During the curacy it is vital to consider if...

• The Pioneer will stay on post curacy to further develop the fresh expression to maturity.

• The Pioneer moves to a different post that rigorous succession plans have been put into place.

• The Pioneer curate has from the beginning of the new project established as one of their priorities developing local lay leaders to take over the leadership of the fresh expression so it is not dependent on the curate.

6. Appendix

Essential downloadable reading:

Church of England Formation criteria https://www.churchofengland.org/clergy-office-holders/ministry/ministerial-education-and-development/initial-ministerial-education.aspx

Good practice in deploying and working with Pioneer Curates http://churcharmy.org/wp-content/uploads/2021/04/snapshots-05-june-2015.pdf

The Appointment and Training of Training Incumbents. Guidance on Good Practice.
http://www.ministrydevelopment.org.uk/appointment-and-training-of-training-incumbents

David Male, Pioneering Leadership, Disturbing the Status Quo? Grove booklets
https://sheffieldanglican.slls.online/ItemDetails/9772 - available to borrow

Appendix I - Arrangements for Placements

Each placement needs to be tailored to the needs of the individual. However, it will rarely be useful for a parish placement to be for less than six weeks, and it will be unusual for a parish placement to go beyond twelve weeks. The later part of year 2 or the autumn of year 3, are often suitable points in the curacy. A placement in a chaplaincy can be of similar length, or can be undertaken on the basis of a day or half-day a week over an extended period.

There should be agreement between the curate and training incumbent that a placement is in order and would be beneficial.

At an early stage the curate should write a paper (which need not be long – one side of A4 will generally suffice) setting out:

- Their reasons for wishing to undertake a placement;
- What development and learning they hope will take place;
- What processes of conversation and supervision they are hoping for within the placement;
- How they will evaluate and show the development and learning that takes place (often this may be through the commitment to write-up the placement as it comes to an end).

This paper should be sent to Tim and once agreed be copied to the training incumbent and placement supervisor (before the placement). At the end of the placement an evaluation report by the placement supervisor and one by the curate should be sent to Tim within one month of the placement finishing (to be copied to the training incumbent).

Expenses

It is hoped that, in most cases, the placement parish will pay any working expenses relating to ministry during the placement e.g. mileage within the placement, stationary, etc.

It is hoped that the home parish will continue to pay fixed expenses costs such as telephone and internet rental, as part of their commitment to the curate.

It will always be important, in setting up the placement, that all parties agree who is paying for what, and that there is clarity in this respect.

Appendix J - Record of Supervision Meeting with Incumbent

Before meeting	Date, time & venue
	Topics to be raised
	Progress made since last meeting
	How feeling? (1-10)
Actual meeting	Reflections and insights
	Actions to take
	Date, time & venue of next meeting
	Signed by both

Appendix K - 'Statement of Expectations' – Training Incumbents

Undergirding all the criteria set out below is the necessity for the training incumbent, as an experienced parish priest, to be committed to a life of prayer as the basis of all ministry, both personally and in the ministry that is shared with the curate who is being trained (please also see TI Role description in appendix R).

A training incumbent:

1. Is settled in her/his parish, will make a commitment to stay for two years, and expects to be there for the majority of the training period.

2. Has a genuine willingness to train a curate, as distinct from merely wanting an assistant, and is engaged in her/his own continuing ministerial education and development making use of review to support their ministry development.

3. Has a well-established pattern of personal prayer, reflection and reading, and is committed to lifelong learning including Ministerial Development Review.

4. Has a mature degree of self-awareness and understanding of her/his own:

   a. Strengths and weaknesses in ministry and personality

   b. Ability to work closely and collaboratively with a colleague

5. Has a theological and spiritual stance which is clear but open and so is:

   a. Able to articulate her/his own theological position

   b. Willing to work with a colleague of a different theological and spiritual stance

6. Is prepared for a curate to develop in ways different from her/his own with regard to:

   a. The deployment of special gifts of ministry

   b. Specific delegated responsibilities

   c. Preferred styles of worship, mission and pastoral ministry

7. Can work in a collegial rather than hierarchical style, maintaining a healthy professional, spiritual and social relationship with the curate, sharing both the joys and sorrows of ministry whilst at the same time establishing and respecting clear boundaries.

8. Has an understanding of learning styles and cycles in adult learning.

9. Is willing and able to embrace a degree of creativity and flexibility in training.

10. Can hold on to the traditional ministerial role of servant and shepherd while responding to a developing training culture in a changing church.

In particular, the training incumbent will:

- Undertake regular prayer with the curate; normally daily (days off excepted) with full time curates and at least weekly with others.

- Draw up with the curate a learning agreement and review it regularly.

- Value the curate's experience from previous and present employments and responsibilities.

- Complete all reports required by the diocese and attend meetings for training incumbents.

- Work with the curate in the ongoing discernment of her/his vocation and ministry development.

- Plan the curate's training and mobilise the necessary resources, some of which may lie outsider the parish.

- Work with the curate to ensure she/he meets the House of Bishops' Learning Outcomes.

- Hold regular staff meetings (weekly with stipendiaries) and regular supervision sessions.

- Engage with the curate in theological reflection on experience.

- Give priority to the diocesan IME Phase 2 programme ensuring the curate attends conferences and group meetings and submits the required written work.

- Undertake further training to develop her/his expertise as a training incumbent.

Appendix L – Reflective Practice Meeting Plan

A Reflective Practice Meeting Plan

A six-phase meeting plan:

1. Presentation – a group member describes a situation that interests, excites or perplexes them

2. Reflection – the group reflects in silence to find empathic understanding and listen to inner-voice intuitions

3. Clarification – the group in turn paraphrase what they believe they have heard, and ask for clarification

4. Questions – open questions are asked – advice not given – to explore further the nature of the coaching encounter – the group member being helped seeks to answer and elucidate, or explore further his/her own understanding

5. Action – the group member assesses if s/he has a better understanding and verbalises options for action, or approaches to be tried

6. Feedback – the mentor and the group in turn feedback their own learnings from the conversation.

Build in prayer however seems appropriate
<u>This needs:</u>

- Clear contracting – do we agree what we are here to do?

- Boundaries – are we confident in each other's discretion?

- Humility in the room – we are on a journey together

Appendix M – Report Pointers

1. Length of report needs to be within 2 sides of A4 (i.e. specific & to the point)

2. As with supervision meetings & with giving feedback in general, when making statements either of praise or of criticism they should as far as possible refer to action or specific behaviour, and not to the person

3. These reports are to be written as part of an open process and will therefore be seen and preferably agreed by the curate. It is therefore important that there has been openness & honesty in the working relationship from the outset and that this has been evident in the supervision meetings (no curate should ever read anything in a report written by an incumbent which has not already been shared with them verbally in a supervision meeting).

4. The reports will be shared with those on the interview panel as they prepare for the assessment and afterwards they are sent on to the Bishop of Doncaster along with a summary report detailing recommendations of the panel.

Report template questions basic structure:

Introduction for diaconal ministry:

To include…

Introductory material about the curacy context and patterns of working: staff meetings, shared prayer & supervision (length & frequency)

Love for God

To include comment on the degree to which the candidate

- *Is reliant on God - Father, Son and Holy Spirit - and lives out an infectious, life-transforming world-focussed faith*
- *Is rooted in Scripture, the worship of the Church and the living traditions of faith*
- *Whole-heartedly, generously and attractively engages with God's world*
- *Is prayerful and studies the Bible*

Call to Ministry

To include comment on the degree to which the candidate

- *Responds to the call of Christ to be a disciple*
- *Understands the distinctive nature of ordained diaconal ministry*
- *Is committed to being a public and representative person of the Church in the forgotten corners of the world*
- *Articulates an inner sense of call grounded in diaconal service*

Love for people

To include comment on the degree to which the candidate

- *Welcomes Christ in others, listens, values and respects, and has a special care for those in poverty and the marginalised*
- *Builds relationships which are collaborative and enabling*
- *Shows God's compassion and care in the world in multifaceted contexts and with social agencies*
- *Has empathy and is aware of how others receive them*

Wisdom

To include comment on the degree to which the candidate

- *Is inquisitive, curious and open to new and lifelong learning that connects church and world*
- *Shows instinctively collaborative leadership that enables healthy churches to be bridge-builders in their communities*
- *Is robust and courageous and prepared to take risks in reflecting the world to the Church and the Church to the world*
- *Is a mature and integrated person of stability and integrity*

Fruitfulness

To include comment on the degree to which the candidate

- *Embraces the different and enables others to be witnesses and servants*
- *Shows the capacity to exercise diaconal sacramental and liturgical ministry and effective and enabling teaching ministry*
- *Is a storyteller of God's love and agent of God's kingdom of justice*
- *Has resilience and stamina*

Potential

To include comment on the degree to which the candidate has potential to

- *Grow in faith and to be open to navigating the future in the company of Christ and guided by the Holy Spirit*
- *See the big picture in their context and within it, enable a Christian community to serve*
- *See where God is working in the world and to read the signs of the times*

- *Be adaptable and agile*

Trustworthiness

To include comment on the degree to which the candidate

- *Follows Christ in every part of their life*
- *Leads maturely which promotes safe and harmonious Christian communities*
- *Lives out their life as a representative of God's people*

- *Has a high-degree of self awareness*

Specific questions

1   Is there anything else about the candidate and his/her circumstances that the bishop needs to know?

Concluding comments

To include

Any cross-cutting themes which have emerged
Particular development needs to highlight

Introduction for priestly ministry

To include…

Introductory material about the curacy context and patterns of working: staff meetings, shared prayer & supervision (length & frequency)

Love for God

To include comment on the degree to which the curate

- *Is reliant on God - Father, Son and Holy Spirit - and lives out an infectious, life-transforming faith*
- *Is rooted in Scripture, the worship of the Church and the living traditions of faith*
- *Whole-heartedly, generously and attractively engages with God's world*
- *Is prayerful and studies the Bible*

Call to Ministry

To include comment on the degree to which the candidate

- *Responds to the call of Christ to be a disciple*
- *Understands the distinctive nature of ordained priestly ministry*
- *Is committed to being a public and representative person*
- *Articulates an inner sense of call grounded in priestly service*

Love for people

To include comment on the degree to which the candidate

- *Welcomes Christ in others, listens, values and respects; cares for those in poverty and the marginalised*
- *Builds relationships which are collaborative and enabling*
- *Shows God's compassion for the world*
- *Has empathy and is aware of how others receive them*

Wisdom

To include comment on the degree to which the candidate

- *Is inquisitive, curious and open to new and lifelong learning*
- *Shows leadership that enables thriving and healthy churches, handles conflict, and can lead in mission*
- *Is robust and courageous and prepared to take risks*
- *Is a mature and integrated person of stability and integrity*

Fruitfulness

To include comment on the degree to which the candidate

- *Embraces the different and enables others to be witnesses and servants*
- *Shows the capacity to exercise sacramental, liturgical and an effective and enabling teaching ministry*
- *Shares faith in Christ and can accompany others in their faith*
- *Has resilience and stamina*

Potential

To include comment on the degree to which the candidate has potential to

- *Grow in faith and be open to navigating the future in the company of Christ and guided by the Holy Spirit*
- *Manage change, and see the big picture*
- *See where God is working in the world and respond with missionary imagination*
- *Be adaptable and agile*

Trustworthiness

To include comment on the degree to which the candidate

- *Follows Christ in every part of their life*
- *Leads maturely which promotes safe and harmonious Christian communities*
- *Lives out their life as a representative of God's people*
- *Has a high-degree of self awareness*

Specific questions

1   Is there anything else about the curate and his/her circumstances that the bishop needs to know?

Concluding comments

To include

Any cross-cutting themes which have emerged

Particular development needs to highlight

Appendix N – Assessment form for a sermon

1. Sermon Structure

    a) Did the sermon have a clear objective? What was it?

    b) Could you follow a clear structure to the sermon? What was it that determined the structure (the text, part of the text, an illustration, an idea, the sermon title?)

    c) Did the sermon develop in a way that was clear and easy for the congregation to follow? What were the main points?

2. Sermon Content

    a) How well did the preacher handle the biblical text? Was it properly understood and explained? Was the sermon grounded in the text throughout, or did it tend to wander off? Was it true to the text in emphasis as well as content?

    b) How well did the sermon set the text in its biblical and theological context?

    c) How well did the sermon explain any difficult verses?

    d) Was the introduction useful, or unrelated to the rest of the sermon? How well did it engage people?

    e) How effective was the conclusion? Did it clearly draw together/sum up the main theme(s) of the sermon? If so, how? If not, why not?

3. Delivery

    a) Could everyone hear?

    b) Was the sermon paced properly?

    c) Was the delivery in a monotone?

    d) Was it boring? Did it hold your attention?

Any other Comments

Appendix O – Missional learning support in year 2

Missional learning support for curates in year 2 & their training incumbents: 'Starting a new missional thing'
(see appendix D for dates)

Session 1   Missional Coaching and the Diocesan strategy
Session 2   Knowing context
Session 3   Getting vision
Session 4   Mobilising team
Session 5   Sow Reap Keep strategy
Session 6   Digital Mission
Session 7   Developing process and Events
Session 8   Getting and giving support

Appendix P - Curate in Charge roles

Aim: To gain leadership experience in an oversight minister role whilst also ensuring continued support through the supervision of a Training Incumbent (TI).

In September of year 2 or 3 when TIs & Curates are putting together training plans for the coming year, consideration to be given as to whether a CiC is a good way forward, contacting Director IME2 (DIME2) if so. Key consideration is whether the curate demonstrating competence or growing competence specifically relating to incumbency level which leads to the view that such a leadership experience would be beneficial for both curate and receiving parish (i.e. to help stretch them both in a healthy way).

DIME2 to discuss with +S liaising with colleagues e.g. +P, archdeacon (AD), associate archdeacon transition enabler (AATE), area dean (A/D)

The process thereafter needs to include the following stages

1. Receiving PCC to have considered parish needs & provided a parish profile to the respective AD

2. Curate to consider their skills checklist (appendix F in handbook) & provide a personal statement to show why seeking this (CiC) role in relation to the parish profile

3. Receiving PCC to nominate church representatives to lead the placement process e.g. churchwardens (CW) having had the CiC role & expectations explained

4. AD to arrange for a meeting to include:

    -   A familiarisation tour: to be shown around the parish & church by CWs

    -   A meeting with CWs & curate to discuss mutual hopes & expectations noting strengths, weaknesses, opportunities & threats of parish and to explore that which curate brings to the table

5. Church reps consider whether to invite curate & curate considers whether to continue in arranging the extended leadership placement, liaising with AD

6. Recommendation is communicated to +S for final decision

If to proceed +S arranges for respective parties to be informed: curate, TI, +P, AD, AATE, A/D, DIME2 & letters to confirm arrangements & announcements to PCCs

DIME2 to request updated Learning Agreement & Training Plan asking for AATEs to provide mentor support for curate alongside the continuing supervision from the TI once CiC is in place.

Appendix Q - Pastoral Supervision Groups

Comments from a member of a curate pastoral supervision group:

I have found it helpful having a safe space in which to talk about things related to my life and curacy that are of concern to me – having the space amounts to giving us permission to voice these things. I have found my colleagues' comments helpful and sometimes Spirit-inspired. I have also found it helpful listening to how my colleagues process their thoughts about their own situations in different ways than I would – it's instructive. On one occasion, a colleague's reflections on their situation prompted me to think differently about something similar I was involved in.

The diocesan Pastoral Supervision Scheme was initiated and is arranged by Patricia Hunt, Bishop's Advisor for Pastoral Care email **patricia.hunt@sheffield.anglican.org**

Please can curates in years 2 & 3 continue in their existing groups

For curates in year 1, Pat Hunt will explain the scheme as part of the induction day (21 September 2023) & give information about how to join a group.

Appendix R - Training Incumbent Role Description

Aim: to supervise a curate in their development as an ordained minister[1]

Objectives:

To lead & to guide with regard to a curate's growth in Christ-like character and in knowledge & skill as set out in the new formation framework[2]:

- through arrangement of the learning agreement (appendices A & B in IME2 Handbook)
- through support in implementation of the training plan (appendices C & F in IME2 Handbook)
- through feedback, refection & discussion in supervision sessions (appendix J in IME2 Handbook)

To protect & provide with regard to a curate's well-being[3]:

- through facilitating spiritual direction & retreats[4]
- through supporting healthy boundaries to ensure rest & recreation[5]
- through encouraging relationship building and support groups[6]
- through a pro-active approach to good housing & financial budgeting[7]
- through helping to build good connections across deanery & diocese[8]

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[1] Appointment & Training of Training Incumbents: Guidance on Good Practice 2017 p2 (see also 1 Peter 5:2-4)
[2] Appointment op cit, p4-5 (see also Colossians 3:16)
[3] Appointment op cit, p5 (see also John 21:15-17)
[4] How Clergy Thrive: Insights from Living Ministry p14
[5] How Clergy op cit, p27
[6] How Clergy op cit, p32
[7] How Clergy op cit, p47
[8] How clergy op cit, p53