 **Initial Ministerial Education 4-7**

Diocese of Sodor and Man *Curate Training*

**Learning and Working Agreement for a Curate Training Post**

**1 Introduction**

1. This Learning Agreement is made between:
2. the Curate ( )
3. the Incumbent( ) of the Benefice of
4. Diocesan Director for CMD ( )
5. The Agreement shall apply for the period of the Curacy (being curate name’s Title Post with Incumbent’s name in the Benefice/Parish of name and is to be read subject to the Curate’s Statement of Particulars of Office.
6. The Agreement is intended to help all the parties to discuss, understand and accept the expectations of the training post.
7. The Agreement has been completed within the first three months of the start of the Curacy and it will be reviewed after 6 months and 12 months from the date of ordination. Then at least once in every following year of the curacy.

**2. General Expectations**

The Curate and the Incumbent:

i. have discussed their expectations of each other and of the Curacy:

ii. having assessed the Curate’s training and personal development needs in general will seek to identify opportunities for meeting them both in the parish and where appropriate beyond.

**3. Training Programme**

The Curate will:

1. follow a training programme as part of their Curacy, devised and overseen by the Director of CMD.
2. Identify personal training needs and goals in the light of the milestones set out in the Church of England’s Formation Criteria, agree them with the Incumbent and devise a learning pathway.
3. attend diocesan CMD sessions run as part of the training programme
4. carefully maintain a Portfolio (in the manner set out in the diocesan guidelines), being a record of their Curacy and personal development and make it available for inspection by the DCMD and where appropriate with the Training Incumbent.
5. notify the Incumbent and DCMD of any circumstances which might require the learning pathway to be modified or for the training to be extended, suspended or withdrawn.

The Incumbent and DCMD will:

1. help the Curate devise a learning pathway enabling them as far as possible to fulfil the Formation Criteria
2. ensure that the Curate understands the requirements for progression along the learning pathway including supervision, progress reviews and assessment
3. agree with the Curate deadlines for the completion of tasks and submission of work required by the training programme
4. prepare reports for the Bishop about the Curate and their progress in the Curacy, agreed wherever possible with the Curate, and seen by the Curate in advance of it being sent to the Bishop.
5. ensure that the Curate is made aware of any inadequacy in their progress or standards of work, confirm this in writing to the Curate and arrange any supportive action necessary.

**4 Supervision**

1. The Incumbent and the Curate (SSM) will meet together on a regular basis, it is recommended that in the first 3 -4 months this should be fortnightly and not less than twelve times per year, for formal supervision of the Curate by the Incumbent.
2. The Incumbent will:
	1. initiate the holding of the meetings and will agree an agenda with the curate.
	2. give guidance about the nature of work to be carried out by the Curate and the standards expected.
	3. Ensure that boundaries are kept between supervision and general staff meetings, which should form a separate meeting. Ensuring time to listen to the curate and give feedback as necessary.

iii. The Curate will:

1. raise issues to be shared, discussed and evaluated and be proactive in setting the agenda for supervision.
2. make a record of supervision meetings: matters discussed and for action, to be placed in the Portfolio.

**5.** **Main Duties and Specific Expectations not included previously:**

(should include expectation of hours available (SSMs), day(s) off, holidays, attendance at Worship, Occasional Offices, Church and Community meetings and initial preaching pattern)

**WORKING HOURS:** This should include time for travel (SSMs) and will be contained within the Curate’s Statement of Particulars

**HOLIDAYS:** These are pro rata and are contained within the Satement of Particulars. Holidays are to be agreed with the Training Incumbent and where possible with good notice. Holidays may not be taken on those days outlined in the Statement of Particulars.

**WORKING EXPENSES:** These should be discussed and agreed, pariculalrly with regards to travel expenses. Curates should be advised as to how and when they should claim expenses and advised on keeping records.

**DAY(S) OFF**: – It is expected that curates will have have one regular day off and one lighter day per week. For SSMs care needs to be taken to allow time off with family at weekends or as their working pattern allows. It is therefore suggested that Saturday be a ‘lighter day’, with the understanding that the curate may need to be available for weddings, social events or other fixed term activities on some Saturdays throught the year.

Please indicate the agreed day off: CMD usually takes place on a Thursday evening and must be avoided as a day off.

**Worhip and Prayer:** Participation in services – how often per month? Robes? Time keeping? Daily Office – expectations on attendance.

**Preaching**: It is suggested that a Curate (SSM) should not preach more than twice per month in the first 3 - 6 months after ordination. How many times will they be expected to preach and in what context? What time will be given for preparation?

**Occasional Offices:** Expectations and availabliity for funerals, baptisms and baptism preparation. Weddings?

**Church:** Visiting, Church Groups and Activities, Sunday School, Messy Church, hospital visiting. Attendance at Mission Partnership meetings, Synod, prayer meetings, Bible Study. Be realistic as to how much an SSM can give

**Outreach activities:**

**Wider Community:** Schools, expectations to do assemblies, HC in nursing homes etc

**Other Responsibilities:**

**5 Commitment**

We the parties to this Agreement commit ourselves to a productive trustful and honest working relationship, aiming to ensure that by the end of the Curacy the Curate has satisfied the Formation Criteria for ministry in the Church of England.

This Learning and Working Agreement will be reviewed in 6 months from this date and then as needed but not less than every 12 months.

......................................................................... Curate

......................................................................... Training Incumbent

.......................................................................... Director for CMD

**Date**

Once signed, a copy of this agreement should be kept for reference by each party. A copy will be sent to the Bishop and Diocesan Director for CMD.