The Skills Checklist is a tool to enable discussion between Curate and Training Incumbent as to levels of practical experience in key areas of ministry. The Criteria for Ministry are those laid down by Ministry Division and are expected to have been achieved by the end of Curacy. These Criteria are used to assess your progress throughout IME Phase 2 and your Portfolio should contain evidence that you have met the criteria under each heading.

**Skills CheckList and Criteria for Ministry**

**Skills Checklist**

**Criteria A**

**Christian Faith, Tradition and Life**

 *Level of experience Priority rating*

*gained to date for future*

*development*

 Low High

**Education**

Knowledge of how adults learn I….I….I….I….I….I ………………..

Baptism preparation:

 as an individual I….I….I….I….I….I ………………..

 in a team I….I….I….I….I….I ………………..

Sunday School (or equivalent) I….I….I….I….I….I ………………..

School Assemblies: church school I….I….I….I….I….I ………………..

 non church school I….I….I….I….I….I ………………..

Confirmation -- children and young people I….I….I….I….I….I ………………..

Confirmation instruction – adults I….I….I….I….I….I ………………..

Involvement in the church youth group I….I….I….I….I….I **………………..**

**Preaching**

Parish Eucharist I….I….I….I….I….I ………………..

All-age worship I….I….I….I….I….I ………………..

Preparation of audio/visual aids I….I….I….I….I….I ………………..

Youth Services I….I….I….I….I….I ………………..

Weddings I….I….I….I….I….I ………………..

Funerals I….I….I….I….I….I ………………..

To non-regular churchgoers I….I….I….I….I….I ………………..

Public speaking -- not preaching I….I….I….I….I….I ………………..

Local radio etc. I….I….I….I….I….I ………………..

**Criteria B**

**Mission, Evangelism and Discipleship**

 *Level of experience Priority rating*

*gained to date for future*

*development*

 Low High

Awareness of local context, in particular

the social profile I….I….I….I….I….I ………………..

Developed theology, understanding and

practice of mission I….I….I….I….I….I ………………..

Ability to present the Gospel message to

those with little or no church background I….I….I….I….I….I ………………..

Experience of using one of the evangelism

resources, e.g. Alpha, Emmaus etc I….I….I….I….I….I ………………..

**Criteria C Spirituality and Worship**

**Conduct of Worship**

Requirements of Canon Law

regarding worship I….I….I….I….I….I ………………..

1662 Holy Communion I….I….I….I….I….I ………………..

1662 Morning or Evening Prayer (sung) I….I….I….I….I….I ………………..

Common Worship -- Order 1 I….I….I….I….I….I ………………..

Common Worship -- Order 2 I….I….I….I….I….I ………………..

Common Worship -- Morning

and/or Evening Prayer I….I….I….I….I….I ………………..

Baptisms I….I….I….I….I….I ………………..

Weddings I….I….I….I….I….I ………………..

Blessing after a civil marriage I….I….I….I….I….I ………………..

Funerals I….I….I….I….I….I ………………..

Holy Week in more than one context I….I….I….I….I….I ………………..

Worship not following a prescribed form I….I….I….I….I….I ………………..

 *Level of experience Priority rating*

*gained to date for future*

*development*

Low High

All - age worship I….I….I….I….I….I ………………..

Writing and planning special services I….I….I….I….I….I ………………..

Choosing music and liaison with musicians I….I….I….I….I….I ………………..

Reading, speaking and singing in church I….I….I….I….I….I ………………..

Leading intercessions I….I….I….I….I….I ………………..

Preparing the church and books for worship I….I….I….I….I….I ………………..

Preparing the Communion vessels I….I….I….I….I….I ………………..

Practical awareness of traditions other than

own (e.g. use of vestments, incense) I….I….I….I….I….I ………………..

Choreography of worship I….I….I….I….I….I ………………..

**Criteria D**

**Personality and Character**

**Personal Development**

Spirituality and prayer life: Daily Office,

Quiet Time, prayer styles, Spiritual Director I….I….I….I….I….I ………………..

Biblical studies I….I….I….I….I….I ………………..

Reflection on role(s) and work I….I….I….I….I….I ………………..

Reflection on life journey I….I….I….I….I….I ………………..

Awareness of own learning style I….I….I….I….I….I ………………..

Continuing theological reflection/

making connections I….I….I….I….I….I ………………..

Development of appropriate working rhythm,

including time off, retreats etc. I….I….I….I….I….I ………………..

Awareness of sexual dynamics

in working relationships I….I….I….I….I….I ………………..

 *Level of experience Priority rating*

*gained to date for future*

*development*

Low High

Development of understanding

of partnership in ministry I….I….I….I….I….I ………………..

Development of creative support networks I….I….I….I….I….I ………………..

Hobbies and non-church interests I….I….I….I….I….I ………………..

Understanding of confidentiality I….I….I….I….I….I ………………..

Exercising a leadership role/

awareness of own leadership style I….I….I….I….I….I ………………..

**Criteria E: Relationships**

**Pastoral**

Marriage requests e.g. from

divorced people or co-habitees I….I….I….I….I….I ………………..

Marriage preparation I….I….I….I….I….I ………………..

Banns I….I….I….I….I….I ………………..

Special licences/Archbishop’s licence I….I….I….I….I….I ………………..

Funeral visiting I….I….I….I….I….I ………………..

Teaching about prayer I….I….I….I….I….I ………………..

Home Group leadership I….I….I….I….I….I ………………..

Pastoral visiting I….I….I….I….I….I ………………..

Visiting the sick at home I….I….I….I….I….I ………………..

Visiting the sick in hospital I….I….I….I….I….I ………………..

Ministry to the sick and dying:

 in hospital I….I….I….I….I….I ………………..

 at home I….I….I….I….I….I ………………..

Healing services I….I….I….I….I….I ………………..

 *Level of experience Priority rating*

*gained to date for future*

*development*

 Low High

Ministry in an institutional setting

e.g. prison, old people's home I….I….I….I….I….I ………………..

Working with volunteers and pastoral

management I….I….I….I….I….I ………………..

Pastoral counselling/listening skills

and awareness of own limitations I….I….I….I….I….I ………………..

**Additional Skills**

Emergency baptism in hospital I….I….I….I….I….I ………………..

Local incident emergency plans I….I….I….I….I….I ………………..

Blessing of objects, homes and people I….I….I….I….I….I ………………..

Encountering the mentally ill I….I….I….I….I….I ………………..

Anointing the sick I….I….I….I….I….I ………………..

Thanksgiving for birth of a child I….I….I….I….I….I ………………

Death of babies -- including stillbirth,

abortion, miscarriage I….I….I….I….I….I ………………..

Sudden death e.g. accident, suicide,

major incident I….I….I….I….I….I ………………..

**Criteria F:**

**Leadership, Collaboration, Community**

 *Level of experience Priority rating*

*gained to date for future*

*development*

 Low High

**Previous Experience**

Long-term planning and development I….I….I….I….I….I ………………..

Goal/objective setting and evaluation I….I….I….I….I….I ………………..

Conflict resolution I….I….I….I….I….I ………………..

Schools -- primary and secondary

e.g. school governor I….I….I….I….I….I ………………..

People with mental illness I….I….I….I….I….I ………………..

People with disabilities I….I….I….I….I….I ………………..

Work amongst deaf people I….I….I….I….I….I ………………..

Community development I….I….I….I….I….I ………………..

Interfaith dialogue I….I….I….I….I….I ………………..

Effective teaching of the Christian

faith within a changing culture I….I….I….I….I….I ………………..

Media skills I….I….I….I….I….I ………………..

Chaplaincy work -- industrial, hospital,

schools, prison, community groups I….I….I….I….I….I ………………..

Tourism and use of church buildings I….I….I….I….I….I ………………..

Rural ministry I….I….I….I….I….I ………………..

Urban and inner-city ministry I….I….I….I….I….I ………………..

Suburban ministry I….I….I….I….I….I ………………..

Spiritual direction/pastoral counselling I….I….I….I….I….I ………………..

**Criteria G:**

**Vocation and Ministry with the Church of England**

 *Level of experience Priority rating*

*gained to date for future*

*development*

 Low High

**Parish Organisation Skills**

Preparation for and

chairing of meetings I….I….I….I….I….I ………………..

Legalities of lay officers, PCC & APCM I….I….I….I….I….I ………………..

Paper management I….I….I….I….I….I ………………..

Time management I….I….I….I….I….I ………………..

Presentation skills and parish publicity I….I….I….I….I….I ………………..

Managing parish finances I….I….I….I….I….I ………………..

Church registers I….I….I….I….I….I ………………..

Churchyards, DAC and Faculties I….I….I….I….I….I ………………..

Legalities of worship including

interfaith and ecumenical worship I….I….I….I….I….I ………………..

The keeping of records I….I….I….I….I….I ………………..

Simple accounting and budgeting I….I….I….I….I….I ………………..

Writing magazine articles I….I….I….I….I….I ………………..

Working with the media I….I….I….I….I….I ………………..

Legal requirements for youth workers I….I….I….I….I….I ………………..

Child protection awareness I….I….I….I….I….I ………………..

Personal safety awareness I….I….I….I….I….I ………………..

 *Level of experience Priority rating*

*gained to date for future*

*development*

 Low High

**Links with the Wider Church**

Awareness of Diocesan resources

and strategy for mission I….I….I….I….I….I ………………..

Involvement in local Chapter I….I….I….I….I….I ………………..

Awareness of national church structures I….I….I….I….I….I ………………..

Awareness of worldwide church I….I….I….I….I….I ………………..