**Summary ofGuidelines for the Drawing Up of a Learning Agreement**

**Between Training Incumbent and Curate**

**Mutual Expectations**

* General expectations the incumbent has of the curate as trainee
* General expectations the curate has of the incumbent as trainer
* Ideas of authority and its exercise i.e. delegation
* Confidentiality

**Housing**

* Expectations regarding use of

**Use of Time**

* Time at work
* Time off: daily, weekly, annually, periodically
* Care of family
* Being single

**Prayer and Worship**

* Attendance (daily/weekly)
* Role in design and leadership
* Preaching (frequency/assessment)

**Personal Growth and Development**

* Pattern of private prayer
* Spiritual direction/companionship
* Retreat/quiet days
* Reading

**Professional Development/Personal Development Plan**

* IME Phase 2
* Theological study
* Additional academic qualifications
* Teaching
* Conferences
* Extra-parochial interests and responsibilities

**Staff Support**

* Staff meetings
* Supervision sessions (frequency of)
* Other necessary meetings/times together
* Chapter meetings/fraternals/Mission Partnership
* Review of progress

**Pastoral Responsibilities**

* For example: visiting, occasional offices, schools, hospitals, youth club, parish organisations, sick communions, etc
* Commitments beyond the parish e.g. chaplaincy and community roles, teaching in the diocese, etc

**Wider Relationships**

* Relationships with the Deanery, Chapter and Mission Partnership
* Relationships with other churches
* Relationships with other faith communities

**Administration and Finance**

* Time/diary management
* Organising the office i.e. handling correspondence, filing, Data Protection, etc
* Expenses
* Book grant (if available)
* Health and Safety
* Safeguarding – a briefing from the Child Protection Coordinator and others