

## End of Curacy (EoC) Process

Dear TI and Curate

We are approaching the end of curacy and need to prepare for the review and sign off process.

We attach 2 templates. The first is the Summative Learning Report to be written by the Curate. Note the phrase summative report of 4 pages (8 sides) - this should summarise formation in each of the qualities. The second is the Summative Learning Report to be written by the TI and should be 2 pages (4 sides).

The TI should be able to confirm the extent to which the curate inhabits all the Formation Framework Qualities, whether for sign off as Assistant "At end of IME Phase 2" or for a "Post of Responsibility", paying attention to formational, functional and disposition of character, aspects.

The following process should be followed:

1. Provisional date agreed with Claire Stapleton for Curate (**TI not required**) to meet DDO and/or IME2 officer (Diocesan Officer)
2. End of Curacy Sign Off pack sent out to TI & Curate
3. TI & Curate meet to review the qualities and note key areas where the curate should summarise progress, provide evidence and reflect on learning in each area. This should obviously draw upon written evaluations and supervision sessions done throughout curacy.
4. Curate should write draft of report summarising each area (this may be possible in one sitting but may be better done in two or three sessions) and send this to TI.
5. TI may send comments requesting further writing, challenging the curate to revisit or go further in an area.
6. TI & Curate meet to finalise report and either at the meeting or subsequently, the TI should write their report, ensuring that the curate has seen the final document before forwarding both to Claire Stapleton **at least 10 days ahead** of the agreed meeting - point 1.
7. Curate and Diocesan Officer review BAP/Stage 2 Panel Report, learning aims, college reports, curacy evaluations and the TI's report. Diocesan Officer writes their report hopefully recommending sign off (curate checks for factual accuracy).
8. Both TI & Diocesan Officer reports sent to Sponsoring Bishop and curacy officially signed off at next meeting of Bishops and Archdeacons.
9. Sponsoring Bishop writes to Curate (cc to TI & Diocesan Officer) to confirm sign off and give permission to begin to seek first post.
10. Curate contacts the Archdeacons office to fix a conversation with assigned Archdeacon to discuss vacancies and discernment of first post.

**Rev Sue Willetts**

Diocesan Director of Ordinands

**Rev Andrew Hall**

IME2 Officer

December 2024