**IME Phase 2 Working Agreement**

This Working Agreement is not intended to be a legally binding agreement, but it ensures that the Curate and their Training Incumbent have discussed, understood, and accepted the expectations of the training post.

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| This Working Agreement is between: |
| Curate  |  |
| Training Incumbent |  |
| Context/Church/Benefice |  |
| Agreed on …(Date) |  |

**Duration of Agreement**

The agreement shall apply for the period of the training post as detailed in the Statement of Particulars of Office. The agreement should be submitted and returned to the Vocations and Training Administrator by 15 September in the first year of curacy and should be reviewed at least once a year and sent in each September following to the end of the curacy.

**Statement of Particulars**

All Curates will receive a Statement of Particulars.

**Expectations and Hopes**

As you begin to work on this document discussion should be had concerning the purpose of ministry in a Training Post and how the Training Incumbent sees the Curate’s role in relation to the congregation and community, i.e. outlining expectations and hopes. It should be noted:

* that the Training Incumbent and Curate agree to fulfill their responsibilities for the curacy to the Diocese
* that the Training Incumbent and Curate have a shared responsibility for identifying training needs and opportunities, for meeting these in the Training Post and, where appropriate, beyond it
* that the Training Incumbent will ensure that the Curate is advised of all appropriate Diocesan policies and procedures and that the Curate agrees to observe these requirements

During your discussion, please complete the following:

**1. What is this curacy as a whole meant to achieve?**

*Please include what kind of ministry you think this curacy is intended to prepare the curate for.*

**2. How does this relate to your congregation/s and the wider community?**

*Please comment on key elements and opportunities in the church and community.*

**3. What previous experience and expertise does the curate bring to this post?**

*Include bullet points of key previous ministry, work and life experience.*

**4. Please say something about your hopes for this first experience of ordained ministry.**

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| --- | --- |
| Curate  | Training Incumbent |

**5. What are your hopes for the working relationship between you?**

*Please say something about what you can expect of each other.*

|  |  |
| --- | --- |
| What the Curate can expect of the TI | What the TI can expect of the Curate |

**Supervision Arrangements**

As you complete this section, please take note of the companion booklet on Good Supervision

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| Who will be responsible for arranging meetings? |  |
| Where and when will you meet? |  |
| How often will supervision sessions occur and how long will they last*? (These should preferably be fortnightly at first for full time/Incumbent Status Curates, moving to monthly, and whenever is practicable for part time Associate/Assistant Status Curates and normally lasting 1-2hrs)?* |  |
| How will you structure the session?  |  |
| How will you agree about what topics will be discussed and what the focus of the session will be?  |  |
| What might need to be prepared in advance? |  |
| How will the ‘boundaries’ of supervision be negotiated between you*? (i.e. keeping confidentiality, what may or may not be included in reporting and references, how issues concerning power and authority will be handled.)* |  |

**Using your time**

There are certain time allocations that are the normal expectations of the curacy which should be discussed together, please note them here, such as:

* **Prayer:** e.g. we have agreed that we will say the Daily Office together at least once a week and normally on the following day/s:

 *Or* if you are a Curate who works full-time in secular employment, please summarise your normal pattern of prayer:

* **Spiritual Direction:** I have a Spiritual Director with whom I meet on at least a quarterly basis / I am actively seeking a Spiritual director (*delete as appropriate)*
* **Study Days:** Study days are for learning and formational activities associated with the Qualities. These include attendance at IME Cohort Days, Training sessions, and Bishops’ Study Days plus any other appropriate activities agreed with the DDO/IME2 Officer. It is expected that not less than one half a day per week (for full-time posts; 15% for other posts) will be dedicated to such formation.
* **Continuing Studies:** If you are continuing by agreement to study externally after your Diaconal year, please complete the following:

I will be continuing to study for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have agreed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hours each week will be set aside for studying.

This will normally be on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Attendance at Deanery Chapter Meetings and Synods:** It is expected that full-time Curates will regularly attend Deanery Chapter Meetings and Synods. Part-time and self-supporting Curates are expected to attend as regularly as possible.
* **Days Off/ Rest Days / Sabbath:** Entitlement to rest periods is detailed in the Statement of Particulars. The curate’s normal day off will be on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Annual Leave:** Entitlement to annual leave is detailed in the Statement of Particulars. All annual leave and other time off should be authorized with suitable advance notice by your Training Incumbent.
* **Sickness Absence:** Please see the Statement of Particulars. Please note that you should always inform your Training Incumbent if you are unwell and need to take time off from your curacy. Additionally, if you believe your illness has had an effect on your progress, or if you are given a phased return to work, you should inform the DDO/IME2 Officer who will work with you to ensure appropriate support is provided.

Together you will want to plan the use of time for the whole range of ministry activities. Please use this space to include key details and responsibilities and allocated time for – some suggestions might be:

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| --- | --- | --- |
| **Area** | **Details/comments** | **Time allocation** |
| Attendance at Parish worship, on Sundays and in the week |  |  |
| Role and preparation for designing and leading services and preaching |  |  |
| Occasional offices (when appropriate) |  |  |
| Administration |  |  |
| An Annual Retreat |  |  |
| Meetings (internal and external) |  |  |
| Pastoral responsibilities. |  |  |
| Youth and children’s work, including schools |  |  |
| Small groups of all kinds |  |  |
| Any specific area/s of responsibility  |  |  |
| Other  |  |  |

*Especially for part-time and/or self supporting Assistant/Associate Status Curates*

|  |  |
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| What are the particular foci of the curate’s ministry? |  |
| How will this be expressed, affirmed and communicated in the parish? |  |
| How will the curate’s secular employment, retirement or domestic commitments be understood and communicated within the parish?  |  |

And don’t forget these expectations around professional standards please note what is agreed under each heading:

* **Clothing -** Standards of dress, including clerical and liturgical dress:
* **Punctuality and Preparation:** An appropriate time to arrive before a service and to remain after a service (30mins is a good rule of thumb):
* **Use of home:** What expectations are there, if any, around the use of the home whether diocesan or private:
* **Communication, availability and boundaries.**
* How is information to be shared in written and spoken form?
* How available should you be to one another and to other people?
* What can you agree about the use of telephones?
* What issues about email correspondence would be good to agree?
* How will feedback from the congregation, colleagues and Incumbent be managed?
* **Partners, and family life**
* For married curates/curates with partners: what are the issues, expectations and needs of the curate’s partner and family (where appropriate)? E.g. having space to work at home, an approach to visitors?
* For single curates: what needs will the curate have for time with friends, family and other supporters? How will this work with the restrictions of a single day off/ boundaries around the home?

*V3 May 2025*