



Inspiring *each* Generation



# Training Incumbent Handbook 2018



— Diocese of —  
**Hereford**  
Proclaiming Christ + Growing Disciples

[www.hereford.anglican.org](http://www.hereford.anglican.org)





## CONTENTS

The Role of the Training Incumbent .....	4
Being a Training Incumbent.....	8
Curate Training Programme – IME 2.....	10
The Curacy – getting started.....	11
By The End of the Diaconate.....	19
Reviews .....	19
What Deacons Can – and Can’t – Do! .....	20
The Training Incumbent-Curate Relationship and Personality Types.....	21
Self-Supporting Ministry [SSM] .....	22
Formation Criteria .....	28
Formation Criteria Summary.....	29
Review, Reporting and Assessment – An Overview.....	30
Appendix 1: The Portfolio .....	34
Appendix 2: Feedback Forms.....	36
Appendix 3: Learning Agreements .....	38
Appendix 4: Formation Criteria .....	40
Appendix 5: The Five Guiding Principles .....	42
Appendix 6: Safeguarding.....	44

## The Role of the Training Incumbent

Training Incumbents have a pivotal role in the post-ordination phase of ministerial education, requiring particular gifts in practical theological reflection and the ability to supervise a minister in training, in partnership with the Diocese. Curate Training in the Church of England is the responsibility of the Bishop. This is delegated to the Training Incumbent, giving them significant responsibility to ensure the ongoing formation of their curate's vocation as an ordained minister in the Church of Christ. The role never goes automatically with a particular post. Rather, it comes by invitation of the diocesan Bishop (usually via the DDVO), such invitation being made after careful consideration of many factors, chief among them being the Training Incumbent's own gifts, strengths and weaknesses, but also those who are to be ordained and their needs, as well as the previous experience of curates in particular training situations.

The personal qualities and commitment of the Training Incumbent are crucial. In making an invitation to act as a Training Incumbent, we look at the criteria outlined below:-

### 1. Situation

We look for someone who:

- ❖ is passionate about enabling the development of ministry, in themselves and in others
- ❖ is settled in the parish, willing to make a commitment to stay for the first 2 years and expecting to be there for the majority of the first 3 years of a curate's ministry, and who
- ❖ will make a commitment not to take annual leave during the first month following the curate's ordination to the diaconate.
- ❖ is able to commit to supporting a curate's training through providing regular supervision of their curate and by attendance at Diocesan Training Incumbent meetings and residentials

*NB: If study leave has already been agreed, please bring it to the attention of the DDVO.*

## 2. Personal Qualities and Experience

Training Incumbents will be those who:

### Vision and Mission

- ❖ have sufficient maturity, self-awareness and experience as an Incumbent (or Incumbent equivalent post) in the Church of England;
- ❖ are committed to the centrality of mission;
- ❖ have an ability to develop a strategy for mission and the implementation of change, and are open to fresh expressions of church and worship, while continuing to value traditional best practice as well;
- ❖ are able to develop a vision for the parish(es) that is consonant with both the vision statement of the Diocese and its strategy for mission and ministry. Collaborative ministry, shared with lay as well as ordained colleagues, will be a characteristic outworking of this.

### Character and Theology

- ❖ are self-aware, secure and prepared to be vulnerable – but not fragile;
- ❖ have a personal theological and spiritual stance which is thought through and secure and yet remains creative and flexible – and so is able to work constructively with different approaches, including those of a curate colleague;
- ❖ take regular time for prayer and reflection, including an annual retreat or equivalent.

### Leadership

- ❖ model strategic, reflective, theological thinking in parish leadership;
- ❖ have demonstrated a collaborative approach in discussion, planning and action in the parish;
- ❖ are able to recognise and enable the gifts of others in ministry and leadership;
- ❖ have shared ministry and leadership, including difficulties and disappointments, as well as the successes;
- ❖ have been able to let go of responsibility to others, after appropriate training and supervision,
- ❖ have a record of allowing colleagues to develop in ways different from their own, and
- ❖ have a genuine desire to be a training Incumbent, as part of a training team committed to mutual learning and development, as distinct from merely wanting an assistant.

### 3. Training Relationship with the Curate

A Training Incumbent will:

- ❖ establish regular prayer together with the curate, either in public or private;
- ❖ have the ability to help the curate to integrate his/her theological studies with ministerial experience, providing opportunities and encouragement for continuing theological reflection;
- ❖ be able to mobilise available resources within the benefice (and outside) for the curate's ministerial development;
- ❖ be prepared to take into consideration and affirm a curate's experience in previous employment and responsibilities, together with prior ministerial experience, where that applies;
- ❖ be willing to establish a Working Agreement for the curate before ordination, and will respect what has been agreed, reviewing it on a regular basis;
- ❖ recognise the need for and have the ability to supervise the ministry of a colleague, being willing to distinguish between staff meetings and supervision sessions and to organise both on a regular and sufficient basis;
- ❖ recognise and honour the partnership involved in a curacy, involving the Diocese and especially the MSDO;
- ❖ continually ensure appropriate Safeguarding principles apply to their relationship with their curate
- ❖ be prepared to exercise that partnership through engaging with visits by the MSDO, the IME2 Year Tutors and the review process throughout the curacy;
- ❖ accept the nationally agreed Formation Criteria [these are included in the Training Incumbent Handbook] as setting the objectives for the curacy, and be willing to engage with the diocesan processes to assess and appraise these through the curacy;
- ❖ give the diocesan Initial Ministerial Education Phase 2 programme a very high priority for the curate, taking precedence over parish events;
- ❖ be prepared to allow the curate to undertake a Placement towards the end of the first three years;
- ❖ encourage the curate to attend CMD events or other training outside the benefice (NB: stipendiary curates are now required to attend 2 CMD events each year in addition to the IME2 programme);
- ❖ model and encourage best practice regarding days and time off, holidays etc, and
- ❖ encourage full involvement with Deanery Chapter and Synod.

### 4. Further Training and Supervision

In exercising this significant responsibility, Training Incumbents will:

- ❖ be engaged regularly themselves in diocesan CMD and other in-service training, and take time for reading and reflection;

- ❖ attend the Supervision Skills Training course for Training Incumbents before the curate's ordination;
- ❖ be willing to undertake further study to function as a Training Incumbent and to be supervised in that role, and
- ❖ attend the regular meetings of Training Incumbents.

## **Postscript about Process**

### **General**

Prospective Training Incumbents will be approached in the Spring by the DDVO, to give them time to consider their possible commitment to receiving a new deacon at Petertide in the following year. However at this stage, the Bishop of Ludlow's invitation is still unconfirmed. Someone who is asked to consider such an invitation will need to consult PCCs to seek their agreement to the training partnership as outlined in the separate booklet *A Curate for the Parishes?* This is particularly important in relation to the payment of expenses. A copy of the booklet appropriate to the training post envisaged (ie: stipendiary or self-supporting minister) is available from the DDVO. You will usually be sent one automatically. Until Penultimate Year Reports are received from the various training institutions involved, the Bishop will not be able to match individuals with possible Training Incumbents and to confirm the title posts. Priority is always given to finding posts for our own sponsored candidates. Sometimes a good deal of flexibility needs to be maintained until individuals are placed and it may be that it is not possible to offer absolute confirmation of the situation until the mid-Autumn.

### **Stipendiary Deacons**

Training Incumbents are asked to put together a Parish Profile, based on a proforma that Ministry Division produces (available from the DDVO). This should be given to any diocesan candidate invited to consider the curacy over the summer and certainly ready by the end of August for distribution to colleges and courses, when this is appropriate.

The DDVO, on behalf of the Bishop, handles negotiations over title posts and the circulation of parish profiles. Prospective Incumbents who know a curate is being sought from outside the Diocese for their title post are asked to liaise very closely with the DDVO over any interest expressed – especially if this emerges through personal contacts. There is no wish to curtail such contact, which is often really helpful, but there is a nationally agreed process, which it is important we follow. It is the diocesan Bishop who makes all curate appointments - titles should not be offered to prospective candidates by the Training Incumbent.

*If you would like to talk further about any of the issues raised in this section, please contact the DDVO, Revd Neil Patterson.*

## Being a Training Incumbent

It is a great privilege to become a Training Incumbent (TI.) It is also a demanding role. It will affect both you and your curate. As John Witcombe puts it in *The Curate's Guide*:

***'The key relationship in any parish is that between the Incumbent and the curate: and this relationship will have a profound impact on both parties.'***

Both are encouraged to look for what they can receive, as well as offer, in this key relationship.

The characteristics looked for in a prospective TI are described in the section *The Role of the Training Incumbent*.

Please remember that as well as all the important nuts and bolts of parochial ministry, what your new curate will learn most from you is how you model being a priest. It is who you are that will make the greatest impression on their learning and development. This is a huge responsibility! Often a TI's 'imprint' will influence the curate for a very long time. So:

- Welcome your curate as a colleague.
- Encourage your curate in the joy of serving God.
- Pray and worship together.
- Model good practice in ministry life.
- Maintain a sensible work-life balance yourself - take your day off and have a good holiday.
- Value your curate, the gifts and prior experience s/he brings.
- Keep communicating.
- Ensure principles of Safeguarding are developed and applied to all aspects of ministry. (Appendix 6)
- Don't e-mail critical comments or use it to deal with contentious issues.
- Don't let difficulties in the relationship fester if they arise – deal with them early, and ask for help from the MSDO, if needed.
- Have the humility and realism to recognise that you are not perfect, that you will make mistakes at times and have to deal with them – and encourage your curate to learn from your example.
- Recognise that your curate has gifts and abilities that you do not, and is likely to be more up to date in theological reading, and be ready yourself to learn.



- Finally, help your curate to learn from the way you exercise ministry that a good sense of humour appropriately shared will speak volumes to your congregation(s). The work of a priest/deacon is important, and your roles are specialised – but don't take yourselves too seriously! A shared sense of humour and light touch will help you and your curate through many of the everyday tensions and potential difficulties that can arise in the training relationship.

Above all – enjoy this amazing responsibility as you supervise the continuing growth and development of your curate.

***'Supervision is a method of working closely with an individual, for whom you have a defined responsibility, which is structured, creative, challenging and enriching and is based on mutual respect and trust.'***

*From: Supporting New Ministers in the Local Church p 5-6*

## Curate Training Programme – IME 2

All curates must give priority to participation in the training programme. It is a requirement of their Curate Training that the IME2 programme has the highest priority of their time, trumping parochial responsibilities. So please support them in this.

There are two reasons for this priority. Collegiality and Formation. IME2 offers a context where curates develop collegiality with their peers, sharing and supporting one another through the process of Curate Training. Commitment to the peer group a vital element as they reflect and grow together. Curate Training is not only about acquiring skills, but also very much about theological reflection in community as they grow in ministry experience and maturity.

There are two occasions each year in the Curate Training programme where you as a Training Incumbent are asked to attend with your curate. These sessions offer the opportunity to learn together and to engage in structured conversations around important aspects of the Curate-TI relationship or the mission of the Church.

### The Portfolio

All curates are to compile a portfolio during their training to provide evidence of their experience and reflection in key areas of ministry and personal development. This contributes to the formal assessment that takes place towards the end of the curacy. Please see *The Portfolio Appendix 1* and *Review and Assessment (page 30)*, for further information about this.

The Curate is responsible for compiling their portfolio, and the MSD Officer reviews their portfolio content each year. However, as TI you can offer support for this work by:

- showing an interest in how they are doing,
- offering to look at it with them – suggesting pieces of work worthy of inclusion, etc
- ensuring they are taking the time needed for keeping it up to date

## The Curacy – getting started

Patterns of beginning in parochial ministry vary widely and need to be adapted to individual circumstances. With different sorts of ordained ministers, come widely differing possibilities. Age, family, workplace and other professional responsibilities, together with the context in which the new curate begins ordained life, will all play a major part in determining where and how to get started.

### Learning Agreement

**This agreement is required under Common Tenure and must be completed for all curates within 3 months of ordination at a joint meeting of TI, curate and Year 1 Tutor.** The proforma for the Learning Agreement is provided with this handbook.

The Learning Agreement contains an appendix which includes the important detail that used to be in the Working Agreements we used before Common Tenure. So an early essential task is to agree the basic expectations and boundaries a new curate has to have in place in order to make a beginning. The diocesan guidelines are provided in this handbook and are on the website. We ask you to do this work before ordination if possible or in the first couple of weeks after ordination please. A new deacon must know when their regular day off will be, what is expected of them on the evening of ordination day and during their first week. You will need to have agreement from the PCC(s) about paying parochial expenses well ahead of receiving the new deacon. The Learning Agreement must be reviewed as indicated in the guidelines. Care by a Training Incumbent (TI) over this goes a long way to settling some of the difficult transition areas that a new curate has to cope with at the point of ordination. Remember, the MSDO has to agree the document and sign it with you.

### Safeguarding Issues

The essential safeguarding check will have been carried out by the DDVO prior to ordination. Any necessary risk assessment will also have been completed and you will have been made aware of any issues. Your curate will have been 'cleared' before ordination.

### Introductions

It's a good idea for TI and curate to sit down together and plan what and who a curate needs to be introduced to, to experience and to be helped to understand in the early weeks. For a curate who is new to the training benefice, this will be a vital element in getting started. If you have a new deacon who is self-supporting and who is serving their title in their home benefice, the task will be very different. But perhaps they need to be introduced to familiar people and places in their new role? There is a very real transition for all new curates – place may be part of that, role certainly will. The Curate

Training Programme provides a two-stage induction, part of which happens soon after ordination and introduces our new curates to the diocesan offices and some Officers.

### **Expectations – Stipendiary, Self-Supporting and MSE Curates**

Possibilities vary greatly. Some self-supporting curates are able to devote themselves full (or almost full) time to parish-based ministry. Others – and particularly those who have a vocation to Ministers in Secular Employment (MSE) role – will have much more limited opportunities to engage in parish life. It is really vital that as a TI, you are clear what is being offered and therefore what your expectations are of your curate. As a church we are much more familiar with the traditional stipendiary role for a curate. But remember that single stipendiaries will need time for sustaining the mechanics of life and the networks of friendship that support them, just as those who are married and may have a family need space to sustain those relationships healthily. Talk together to make sure expectations are mutual and fair. Boundaries around what time is offered for parish ministry by self-supporting ministers need to be respected by everyone – TI, PCCs and the curate! If not, irritation or guilt creep in and people fail to flourish. Keep talking!

Please also remember to prepare the expectations of your parish(es) as well as your own. The arrival of a new stipendiary curate must not mean the ministry of active lay people is replaced just because the curate is seen as 'paid'. This is an opportunity to teach about the ministry of all the baptised. Help people in the congregations understand as well that just because the new curate is self-supporting, it doesn't mean s/he will be exactly the same sort of minister as any predecessor! Encourage people to expect and welcome different patterns of ministry. If your parish(es) are only familiar with a stipendiary curate and there is to be a self-supporting one, it is vital that you try to ensure that people understand the difference and don't make unreasonable demands.

### **Starting Points**

We recommend that curates and Incumbents spend time together either before or at the start of the curacy, to look at the **Formation Criteria**. Begin with the column headed *At The Point of Ordination ...* The Formation Criteria sets out expectations of the curate's development and skills at various stages. Have these actually been fulfilled? Where does the curate feel confident? Are there areas where they know they need further development? Has their college or course recommended any particular aspects that need further work during Initial Ministerial Education Phase 2 (IME2).

### **Supervision**

Supervision will be very important in the early weeks. Hopefully you will discuss with your new curate before ordination the frequency of your supervision sessions. Definitely get the first one in the diary in good time.

- **For stipendiaries – weekly supervision is required under Common Tenure.**  
It is very important that the practice of encounter – reflection – prayer – action should be retained as a habit of ministry.
- **Self-supporting ministers** – please be flexible. Weekly sessions will be appropriate if someone is offering full or almost full-time ministry. Reduce the frequency for someone who is offering less, but make sure you are offering enough to enable the curate to feel secure and under your oversight.  
I think at least 90 minutes every 3 weeks is probably a sensible target and under Common Tenure the frequency of supervision for SSMs must not be less than 12 sessions per annum.

Supervision should always have dedicated time and it is not the same as a staff meeting! Some curates and Incumbents have more natural opportunities to meet and talk confidentially than others. If those opportunities are not available, you will need to allow more time for supervision.

What is raised in supervision sessions will include both ministry experiences that arise in parish life (*this happened and this is how it made me feel ...*) and the training agenda (*let's talk about how you come across when you're leading worship.*)

Curates who are in secular employment will need time to allow themselves to explore the transitions that have taken place at work as well as in the parish. Even though it is beyond the direct experience of the Incumbent and what it means to be a deacon/priest at work – you are still the supervisor.

- **Fix regular sessions and keep to them.**
- **Don't be late or too tired to listen attentively.**
- **Keep the focus.**

### **Confidentiality**

There is guidance about this in the Learning Agreement guidelines and you need to talk it through with your curate. All I would add here is that it is only in exceptional circumstances that a curate would not be able to share a confidential matter with their TI. We regard such sharing as an essential element in the mutual trust between clergy.

### **Worship and Liturgy**

This is an obvious and essential place to get started. Curates should be given plenty of opportunity to play their part in the leadership of liturgy and preaching from the start. It is a vital element in making the transition into their new ordained identity. It helps them find their feet and helps them to be recognised by the congregation and visitors to your churches.

If you need advice on how to involve a deacon in the liturgy, please speak to the MSDO or the Precentor at the Cathedral.

If worship leading is shared with lay people eg: members of a Local Ministry Team or Group, it is very important that you enable your curate to exercise their ministry as a deacon without 'taking away' ministry from your lay leaders. It is vital that this is mutual and not seen as the curate's ministry being more important because they are ordained. It is just as important that the curate experiences a mutual model of leadership (lay and ordained.)

Sometimes Incumbents find themselves receiving or training both a stipendiary and a self-supporting deacon at the same time. As most of our training posts are in multi-parish benefices, there is usually plenty of worship to go round! But as Incumbent, you will need to make sure you or another experienced and trusted minister is alongside the curate. And please avoid giving any impression that a stipendiary curate is more important than any other sort. Mostly these potentially conflicting needs do balance out, but misperceptions can easily arise when a curate is in the early transitional phase, especially if their self-confidence is not high.

If you have any children's groups meeting on a Sunday, please ensure your curate goes in at some stage in their first year, to gain a breadth of understanding of Sunday ministry.

- **All curates should be playing a regular part in leading worship – 2 or 3 times per month whenever possible (subject to Learning Agreement.)**
- **Full-time stipendiaries should normally preach about twice per month in one context or another, whilst those with less time available for preparation should be preaching roughly once per month. There is much to be said for the same sermon material to be preached in more than one church or service.**

### **Getting to Know the Church**

Visiting! It may well be possible in many of our parishes for a curate to visit all regular members of the church family. A stipendiary curate could do this in their first year, others may take longer. **Draw up a programme of visiting to enable this.** A good place to begin is with PCC members and other church officers. Visiting is the foundation of parish ministry and developing skills in this area (and discussing visits in supervision) is vital. Even a home-grown curate who knows the individuals concerned will need to do this – she or he will be visiting now as an ordained minister. It will help all concerned with the transition of identity into that new role.

The curate should also visit **church groups** (home groups, coffee mornings, MU etc) to learn about what they do and as a further opportunity to get to know people.

In both these areas, it will be important to establish boundaries of **confidentiality** with you as Incumbent. Decide together what (if anything) will be fed back. If there is any doubt, the curate needs to be certain that they have the church member's permission to share confidential information with the Incumbent.

### **Getting Started in Ministry**

The first few months should provide opportunities to learn the skills of day to day ministry, initially by shadowing you as Incumbent. A useful general pattern which Jesus himself used is this:

- Observe
- Observe and assist
- Lead, with Incumbent assisting and observing
- Do it on their own
- Report back.

Please be wary of over-protecting curates and not allowing them ministry responsibility for several months after ordination. They have received training and will be immensely frustrated by not having the opportunity to cut their teeth in practical situations. Remember also that they will have been doing things as part of their college/course training and maybe for many years before that too!

**Funeral ministry:** this is a natural place to begin in the early weeks and months, if the curate is available enough to participate. It should certainly form a major part of a stipendiary curate's early ministry and we would hope to see curates taking funerals on their own in the first 2-3 months after ordination as deacon. It is a very good use of the curate's time (especially stipendiaries) to go and spend time with local funeral directors, to observe them at work if possible. We highly recommend they spend a morning or afternoon at your local crematorium as well, to observe and get to know the staff there. It will be a really good investment of curacy time. Please make sure your curate knows what to do about funerals before you go on holiday for the first time!

**Baptisms:** baptism preparation is a very good area of ministry for the curate to explore alongside other ordained or lay leaders. Some Incumbents wish their deacons to baptise, others prefer them to wait until after priesting, but all curates should be given some experience in leading the baptism liturgy during their first year. The difference of approach is over the Blessing of the Water. The Bishop does not insist on either way being obligatory. Lay people can of course baptise in an emergency.

**Marriages:** while deacons may conduct marriages, the Bishop asks that they do **not**. They should gain experience in marriage preparation and the liturgy during their first year, so that they are able to conduct a marriage after that point, but not before

please. If there are very strong pastoral reasons why a deacon wishes to, they should speak first to you as Incumbent and then if you feel you can support them, to the Bishop to seek his permission. This will be an exception.

You may need to use your ingenuity to discover opportunities for training in a wide range of basic parish ministry for those who are part-time in the parish. You may need to be ready to change the timing of visits to enable the curate to participate. Also work collaboratively with colleagues in the deanery – if you don't have lots of baptisms or marriages, perhaps somewhere else does. Keep an eye on these training needs.

### **Leadership, Administration and Responsibility**

These are not of first priority in the diaconal year. In the first year, curates will largely be learning by observing you, or others. The emphasis is much more on gaining confidence and experience in ministry.

### **Getting to Know the Context**

Curates need to spend time getting to know their context if they don't already – and the home-grown variety will. Encourage them to walk or cycle around, so that they meet people – or get them to drive the lanes! Ask them to observe and talk with them about what they notice. Help the curate explore the dynamics of the local context – where are the centres of activity, how do places 'tick', where are areas of resource and need? Where does the church make a recognisable impact? Where not? If you have not carried out a recent parish profile, gathering statistical information would make a valuable early project. You might consider asking the curate to make a presentation to the PCC(s) as a basis for a discussion about mission, or Local Ministry. If you are considering forming a Local Ministry Team/Group, please involve the Local Ministry Officer before setting your curate off on the project. There is a well-tested process to involve your lay people as well and it will be important to approach that in the right way. The LMO will be delighted to hear from you!

It is well worth putting curacy time into getting to know local community groups, to take the opportunity to meet local community leaders, and to get to know local agencies. Especially in rural areas, it is important for them to experience the degree of overlap between 'church' and 'community'. Local schools will be a vital part of getting to know the context, if your curate is able to offer appropriate ministry time. Some curates simply won't.

### **Wider Context – Deanery and Diocese**

Introduce your curate to the deanery Chapter, Synod and any ecumenical groups, if they are able to attend. Be careful about self-supporting ministers with limited time for parish ministry – use it well. Is it more important that they are engaged in visiting, or baptism preparation?? Remember many SSMs will already be aware of the local church structures. If your Chapter only meets during the day, midweek, and you have a self-supporting curate who can never be there, please challenge your colleagues to



consider changing the pattern, at least occasionally. It can be very alienating and lead to a 'stipendiaries' versus 'SSMs' culture which is unhelpful and undermining.

You may encourage your curate to attend Diocesan Synod as well occasionally – all may attend as observers, if not elected members. You really ought to consider accompanying him or her!

The Bishop encourages our deacons to attend the Chrism Eucharist on Maundy Thursday at the Cathedral and several of them will be approached to be Deacons of the Oils or Eucharist during the Liturgy. A deacon each year is also asked to be (usually) Gospel Deacon at our ordination services, alongside the DDVO.

### **Study, Prayer and Personal Disciplines**

**Make time to pray together with your curate regularly.** With a stipendiary curate, we hope this will be daily, or at least several times during the week. SSMs will need different patterns – work together to find the right one for both of you, but don't let this slip. It is a vital role to help the newly ordained settle into the rhythm of daily prayer and worship required of the clergy. Please don't expect the curate simply to fit in with existing patterns for meditation or the daily office if they have particular circumstances that would make it punishing on their family. Consider what is reasonable and possible and if you can, find a compromise.

Every curate should come to you with their own personal pattern of prayer, adjusting to the new demands and duties may mean they take a little while to work out the new boundaries. It is appropriate to check how they are with this in supervision – and vital for their future that patterns are laid down in the early years that will sustain them during a demanding lifetime of ministry. We want their roots to be deeply down in God, Father, Son and Holy Spirit.

Please encourage the curate to have and meet with a 'spiritual director'.

We want to encourage curates to develop good habits of continuing study and this will need to be represented in the portfolio they are asked to put together. However, on the whole, we discourage a major commitment to formal academic study (eg: an MA, or top-up to a Degree) during their deacon's year. There is no financial assistance available from the Diocese for a course of this nature. Do encourage reading as part of the daily round. For example, you might like to tell your curate before s/he comes on retreat, that on the day after ordination you'd like him or her to spend half the day sitting down and reading – in the hope that one day when the diary is over-full and there are many demands on them, they will remember that you said it and that you thought it was important! If clergy develop early on, ways of exercising their ministry that never make space for reading and study, it is extremely difficult to redress this

later on. They will of course need to provide evidence of their continuing study in their portfolio.

### **Fresh Insights and Vision**

Curates usually arrive at the point of ordination with a tremendous longing to bring all they have learned together with their love of Christ and their call to serve – they may have fresh insight and enthusiasm at this point that can disturb others, but can also make a tremendous new contribution to the life of the local churches. You will need to encourage them to offer this in appropriate and collaborative ways, especially where leadership is shared through Local Ministry or other groups of lay elders, but do make the most of it! Their insight and vision may be of real value to you, especially in the early phase of curacy, before it becomes swallowed up by familiarity and the busyness of ministry. You may like to include times for an away-day together with other ordained or lay leaders, to encourage prayer and creative thinking away from the everyday round. One of our very experienced TIs commented: *'TIs need humility to recognise they don't have all the answers, despite years of experience – they need to value the good things deacons can bring.'*

### **Days Off and Holidays**

It is very rare for curates to suffer from under-work. Your role as TI is much more likely to be checking that they are not over-working. The fact that there is a Learning Agreement does not necessarily mean your curate will respect it. It can be very hard for some self-supporting ministers to have to say 'no' if you, or others, forget and ask them to do something outside their agreed commitment. Help them help themselves as you supervise. Days off and holidays are essential – there is more about this in the Curate Training Handbook. Curates need a **regular day off**. Some each year say they are happy to be flexible – in our experience this is not good for them, spouses and families, if flexibility means it changes every week. Help them settle into a routine that obeys the Commandments and includes guilt-free Sabbath time! This will pay untold dividends. Of course we encourage our curates to be as flexible as they are able and we all have to change days off sometimes, but the rule is that it should be the same day each week, and that changing it should be the exception. Let commonsense prevail, with a healthy weighting towards maintaining agreed boundaries – and model that healthy pattern in your own ministry life!

**The first summer holidays:** if you are easing your curate gradually into the full range of parochial ministry through the summer holiday period of their first year, please reassure them you are not 'holding them back', but simply allowing things to grow gradually. Both new curate and any family may well need some recovery time after the demands of training and any house move – it's a good thing to have some space.

## By The End of the Diaconate

We hope that at this stage, the curate should be:

- well established in personal disciplines of ministry and in their relationship with your congregation(s) and parish(es);
- ready to move (unless remaining a Distinctive Deacon) into the role and identity of a priest;
- in an open and collegiate relationship with you as Incumbent, in which there is mutual learning and sufficient shared vision for mission and ministry, to make them welcome colleagues in the gospel.

It is important at this point to pause and take stock. The formal process of review and decision making about ordination to the priesthood is described in *Review and Assessment*. (Page 30)

Just occasionally, it may not yet be appropriate for a deacon to be ordained priest. It is important that we all recognise from the outset that this is a possibility. Some people need longer as a deacon before they are ready. This may be because things have not gone swimmingly for some reason, or simply because they are not available enough for ministry to have gained enough experience in the time available. Sometimes it may become clear that the training context is not, after all, appropriate for the curate and a move may need to be arranged. This is always disappointing and challenging, but may be the best way to safeguard a positive future in ministry for curate, Incumbent and training parish(es.) **If you, as Training Incumbent, have concerns about the development or well-being of your curate, please alert the MSDO at the earliest possible stage. The sooner we address such difficulties, the more likely we are to reach a positive outcome.**

## Reviews

- Each year, there is a review of the progress of the curate. See page 26 for full details.
- In the first year, the review is conducted by the Bishop of Hereford and will be looking to make the decision about priesting.
- In the second year, this is conducted by the MSDO Nick Helm and will be particularly identifying areas that need to be addressed prior to the third year review.
- The third year review is conducted by the Bishop of Ludlow with an eye to the conclusion of the curacy.
- Reviews will normally take place between December and March.

## What Deacons Can – and Can't – Do!

There is always some uncertainty about what deacons are allowed to do in their first year. Here are some pointers. It won't be an exhaustive list, so if in doubt, please ask the MSDO.

### THEY CAN ...

- Gain experience in bereavement ministry and, once trained, conduct **funerals**. This must be part of the first year of all stipendiary deacons and it is a good place to start in the early weeks. It may be more difficult for self-supporting ministers to be available to participate in the leading of funerals mid-week if in paid employment.
- They may – legally – officiate at **baptisms** as a deacon. However, you as Training Incumbent need to be happy about this. Some prefer to avoid this in the first year because of the Blessing of the Water. It is absolutely appropriate for deacons to gain experience in and conduct baptism preparation.
- They are able to be involved in the preparation of candidates for **confirmation**.

### THEY SHOULD NOT ...

- While they may legally officiate at a marriage, the Bishop asks that they **do not** until after the first year in ministry. If they find themselves asked to officiate for a very close member of the family before then, permission may be given, but the curate will need to request that from the Bishop **before** agreeing to be involved in this way. However, they must remember that marriage is a very complex issue that is about far more than the ceremony itself. The legal framework of rights and requirements is complex and they need practical training about it. They are asked always to seek the approval and advice of their Training Incumbents before approaching the Bishop.

## LITURGY AND DEACONS

- If you are not sure how to involve your new deacon in the liturgy, please speak to the MSDO about what is possible.

## The Training Incumbent-Curate Relationship and Personality Types

The process of ministerial training places a high value on the continuing development of self-knowledge and awareness.

You will almost certainly find that your curate has been introduced to various tools that enable people to discover more about their personality type, how they prefer to learn and how they work in a team. The Myers-Briggs Type Indicator (MBTI) is just one of these.

Dealing with difference is always an important part of the TI-Curate relationship. Increasing your understanding of one another by sharing in an exploration of your personality types is a really helpful way to handle what can be a potentially explosive area when difference becomes a problem instead of a delight!

There is an informative chapter (5) about this in the book *Supporting New Ministers in the Local Church* by Keith Lamdin and David Tilley.

Another recommended book is *Please Understand Me*.

There are also qualified MBTI practitioners in the Diocese if you would like their professional input. Please speak to the MSDO about this.

## Self-Supporting Ministry [SSM]

**Some facts and figures!**

**25% of SSMs work 30+ hours per week for the Church – nearly or actually full-time**

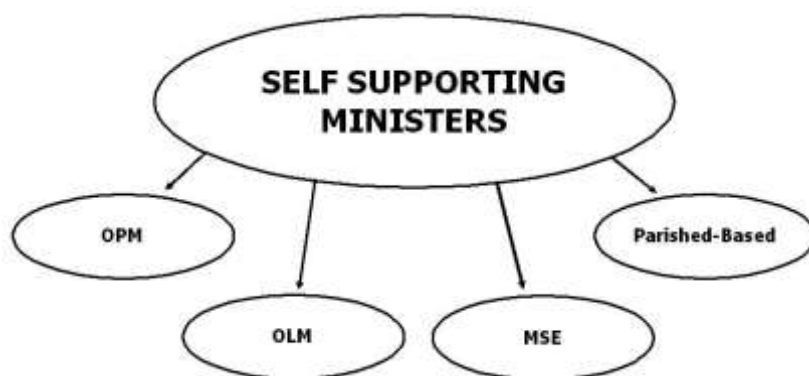
**Another 20% work 20-30 hours**

**80% of SSMs are aged under 65:  
22% of these work 30+ hours per week  
20% work 15-30 hours  
20% work 20-30 hours**

**So of the 900 SSMs surveyed nationally, 32.5% are both under 65 and work more than 20 hours each week for the Church.**

**Research carried out by Revd Dr Teresa Morgan  
Published in the Church Times, April 2011**

Over recent history, the numbers of those entering Self-Supporting Ministry as deacons and priests has risen. In this Diocese, approximately one third of our serving clergy are SSMs. Within this over-arching title, lie diverse patterns of ordained ministry.



Each has a different focus - all are SSMs.

Within these groupings of course, there is still great diversity, but all are recognised as self-supporting ministers (SSMs.)

Very carefully drawn up Learning Agreements are essential for SSMs, to try and balance all the demands of life (eg: work, family, rest) and ordained ministry.

### **OPMs**

These are Ordained Pioneer Ministers – SSMs who have the particular focus of an Ordained Pioneer Minister – establishing and building up new ways of being church.

### **OLMs**

These are Ordained Local Ministers – SSMs who are members of Local Ministry Teams or Development Groups. Their ordained ministry will be characterised by local roots and relationships, and a collaborative nature – they'll be team players who share leadership with others, who spot and nurture the gifts of those around them.

### **MSEs**

Ministers in Secular Employment are ordained ministers who sense God calling them to exercise the main focus of their diaconal/priestly ministry in the workplace. This may be in an informal or formal way eg: someone might be a formally recognised Chaplain in their workplace, or it may simply develop and grow around them once others come to know they have been ordained. The bulk of their ministry may not be seen by most of the people in your home parish(es) who may not realise why – good communication and the addressing of expectations is very important so that people understand why an MSE's ministry is distinctive and different. Being an MSE can be a lonely path in ministry.

### **Parish-Based**

These SSMs will spend the hours/sessions/days they are able to give to the expression of their ordained ministry largely in parochial ministry, alongside other clergy and lay ministers/leaders. Their ministry will be most like what most church members will think of when they think 'priest' – that is, the work of a vicar. Managing expectations in the SSM and in others will be really important for them, with your help as Training Incumbent.

### **Under Authority**

All SSMs – whether based in the parish or with a particular ministry focus such as that of an MSE – all are under authority. SSM curates will be given the Bishop's licence, but this is not a licence to go off and just do whatever they think is right. As curates in training, they are also under the authority and supervision of their Training Incumbent. That oversight extends wherever ministry takes them. For some, this will be outside the home parish(es) and even outside the Diocese.

Curates will need to be sensitive to issues of authority and to be guided by their Training Incumbent in how an MSE ministry develops in the workplace, for instance. If

working across diocesan boundaries, they must seek advice from their Training Incumbent about how this should be approached – it may be necessary, for example, for them to seek the permission of local clergy, and even the Bishop of the Diocese in question, before they can do anything. None of us is a loose cannon and SSMs are not free simply to go off and ‘do’ ministry. They may need a formal Permission to Officiate in another area. Local clergy, as we know, can be very sensitive to others coming in and operating without their knowledge or permission.

Curates are asked to remember that during IME2 4-7, there is still a lot for them to learn. The Training Incumbent’s role is not confined to what happens in the parish(es), but is about their development as a whole. You both need to keep communicating; curates need to seek advice and to accept that there may be limitations. Others in their workplace may not easily understand that they are still in training – they will see an SSM simply as a deacon or a priest. It may well be that it is the curate who will have to put the brakes on and instead of responding immediately to a good idea, or a request to take a funeral for example, seek a Training Incumbent’s wisdom first about whether they should, and are able, to help in any situation.

The Diocese asks Training Incumbents to maintain appropriate and careful oversight, to affirm our curates in diverse ministry contexts, and to help them reflect on their experience, self-awareness and development under your supervision. Just because they may be ministering beyond the parish boundary does not put them beyond the bounds of your oversight – and it can be even more important to ensure that you ask them about their ministry experience there and help them reflect on it.

### **Educating the Church**

SSMs were formally known as ‘NSMs’ (non-stipendiary ministers), but the Church nationally made a conscious decision to move away from this language some years ago. We now only use it in a few, strictly administrative areas. As TI, please only talk in terms of ‘SSM’ and do not use ‘NSM’ of or when talking to your curate or describing this category of ministry. It is quite undermining for the individual SSM and those exercising this sort of ministry are likely to resent the use of the term, especially those who have recently completed training. It is always hard to change a culture and there will be people in the congregations who still use ‘NSM’. You need to do all you can to move folk to the culture of ‘SSM’, while helping your curate learn how to live with the lingering use of the older term. Another term that you must lose is that of ‘hobby priest’ (or anything like it.) This phrase is deeply hurtful to SSMs and should never be used to them, or of them to someone else.

### **Expectations**

There is advice about expectations in the Getting Started section of this handbook. Please do all you can to prepare your congregation(s), before your new deacon is ordained. Very seldom is any individual SSM’s ministry exactly the same shape as



another's, but people in the parishes may not be aware of this. It is particularly important if your new deacon is either someone with an MSE focus, or someone unable to give lots of hours/sessions to ministering in the parishes because of their employment. The level of understanding of different patterns of ministry can still be fairly limited – we all look just like 'vicars'! Unless there is good communication about our different roles and available time, it will be hard for parishioners to have a proper expectation of the new curate. This is something it is well worth giving attention to prior to ordination and then following up with continuing good communication during the curacy.

There is another aspect in this area that impacts on how effective you may feel you are being as a trainer. Some SSMs will simply not be available during the week, to gain experience in the occasional offices for instance. What will have been the major focus in the early months of your own curacy may take more like 3 years to cover with an SSM able to give modest amounts of time to parochial ministry. Don't be anxious about this. The Bishop and MSDO understand that an SSM curacy will be very different. We are alert to the need for flexibility and so have different expectations of SSMs. These are reflected in the national Formation Criteria and also in the way we apply them in assessment during and at the end of an SSM curacy. You will not be able to train an SSM in the same way that you were trained as a stipendiary curate – don't spend time worrying about this, just accept it and work with the grain. Do what you can.

### **Supervision**

As mentioned elsewhere in this Handbook, SSM curates need supervision just as much as their stipendiary colleagues. But the frequency of these sessions will be determined by the curate's availability. However, you are now required under Common Tenure to provide not less than one supervision session per month for SSMs ie a minimum of 12 in a calendar year. (This is of course in addition to staff/business meetings.)

### **Availability**

One of the trickiest aspects of SSM to manage as TI is the availability of the curate – especially if you have more than one at the same time. SSMs vary from offering ministry that is virtually the same as a full-time, stipendiary parish priest, to what may seem an extremely modest amount of time for parochial ministry. The best attitude to adopt in this is to receive what it is possible for your curate to offer as a gracious gift. Work with what the curate can manage, rather than bemoan the fact that it's not the same as having a stipendiary curate. It isn't – it won't be! There is no point dwelling on that. What you have is the possibility of something fresh and new, something complementary to your role.

Make sure that when you are putting together the Learning Agreement, that your SSM curate is being realistic, not aspirational, in terms of the amount of time they are

seeking to offer. They have advice about this in the IME2 Handbook. It must be a pattern that is manageable and sustainable within the complexity of their lives, not what they might be able to do in a good week if things at work aren't too tricky.

Please don't make the assumption that because a curate is SSM, s/he is not offering a 'sacrificial' ministry. They will be – it is just a different sort of sacrifice to that of stipendiary clergy.

## **MSEs**

This is the area of SSM that probably provides the greatest challenge as a TI. It will mean that the major focus of your curate's ordained ministry is in his or her workplace, which of course may or (more likely) may not lie in your parish or benefice. How then can you play a part in their development? There will be frustrations for you in not being able to be present and experience what they are doing.

The first thing to note is that you can and must have a role in the oversight of the MSE curate's developing ministry experience. The IME2 Handbook for the curates makes it very clear that being an MSE does not give carte blanche to any deacon or priest to establish 'their' ministry in a detached way. Each MSE curate is still under your supervision and under your authority. (There is advice for the curate about this in their IME2 Handbook.)

- Provide affirmation! Show your interest in what the curate is doing and being in the workplace.
- It will be vitally important to help a new MSE (or someone with a large focus in the workplace) understand issues around authority and accountability as an ordained minister. (See the SSM pages in the IME2 Handbook.)
- Help them plan how they are going to approach this. Are there those in charge in the workplace they need to communicate with, if they haven't already? Are there local clergy or another Bishop that may need to hear what is being envisaged and brought into the thinking?
- Does the MSE have an appropriate awareness of the fact that s/he may have something of a captive audience in the workplace and that sensitivity is required?
- In the first year of your curate's ordained ministry, the Bishop strongly encourages you as TI to go and shadow them at their workplace for a day. This will be hugely affirming of the curate. It will also enable you to picture her/him in the workplace and to have an understanding of the context, with its demands, joys and challenges.
- In your supervision, prompt and encourage your curate to reflect on ministry in the workplace. What does s/he wear – a collar, or not? Why? How do others in the workplace see this new identity? What is the curate actually doing

and how are people responding? It is important for the curate to be realistic about this – suggest asking for feedback. Ministry has to be both offered and received. It requires validating and feedback will be an important part of healthy growth.

- You may not be able to be there alongside them all the time to observe, but what you can do is prompt continuing critical and theological reflection on the part of the curate.
- Prompt and encourage your curate to communicate with the parishes about what s/he does as an MSE, to build mutual understanding and good, supportive relationships.
- Help them cope with the frustrations of living out a ministry that is sometimes little understood by the Church they serve. A ministry on the margins is not easy.

### **Unpredictability and SSMs**

SSM can be unpredictable, especially for those with an MSE focus. Be prepared for things to change. This can happen with any SSM. Review the Learning Agreement. For MSEs, it is a good idea to do this more often than this handbook indicates. The time balance originally envisaged may well change quite quickly and you need to be ready to live with outcomes that are unforeseen.

Even when the major focus of ministry lies in the parishes, someone in secular employment may well find that invitations to minister at work grow, once the curate is recognised there as a deacon or priest. This can be hard for the TI – it may mean for example that the curate is asked to undertake occasional offices before you feel you have prepared them, before you are satisfied they are able to operate appropriately and independently.

There is a natural enthusiasm and delight at being able to serve at last, after years of training, and this can propel curates into responding with a 'Yes!' to requests from those around them. They will feel their ministry is being blessed by God as new possibilities open up. Your role will be to guide them into a proper understanding of when it is right to say 'Yes' and when it is not. This may well mean in the early days making it clear that while they are ordained, they are not yet out of training and they need to ask you before they agree to do something. A useful way to enable this is to give them a supportive framework. If asked to undertake an occasional office out of (or in) the training parishes, the initial response from the curate should be along the lines of:

***'Thank you for asking me, but I am still in training and I must speak to my Training Incumbent before giving you an answer.'***

## Formation Criteria

There are 7 Formation Criteria, which are based on the criteria for selection.

Please remember that what is needed is not so much 'delivery' by those responsible for training, but rather simply nurturing the curate in their own development, so that they will grow and mature in these areas, which are already evident within them. Part of the Training Incumbent's role is to help the newly ordained take responsibility for their continuing growth and development, within the framework provided by the national Church, the Diocese and the training context.

The curate is required to compile a portfolio during the 3-4 years in training. This has been designed to provide evidence of development during that period and will contribute towards their regular reviews and final assessment. The areas covered by the portfolio have been designed to address the national formation criteria. This is a developing programme and process. We would welcome any further suggestions. We would like to stress that this is about the **formation** of the curate, in which a balance of knowledge, skills and values are woven together as the individual grows into the new identity as a public, representative minister.

The formation criteria may just look like an exercise in 'ticking boxes'. With the introduction of the new Clergy Terms and Conditions of Service legislation, the Bishop is charged with ensuring the formal assessment of a curate as s/he comes to the end of IME2 4-7. This means we must confidently be able to assure the Church that the person is ready and equipped to move into the next phase of their ministry life. It is of very particular importance if that move is to a first post of responsibility. The question we have to answer for each one is *'Is this a safe pair of priestly hands?'* What we need is a much more nuanced and subtle exercise than a list of 'tick boxes'. We are about nurturing curates so that they are enabled both to understand and inhabit a tradition and ministry, so that they are able to represent and steward it faithfully and flexibly, both for the present and the future, so that they can become the priests God has called them to be.

Ordained ministry in the Church of England is exciting, full of challenges and unexpected turns. It can be deeply troubling and amazingly rewarding. It is in the hands of our God of Surprises, so can never be defined in a list of formation criteria. We hope that curates and training Incumbents will not lose sight of the 'edginess' and passion of ministry, in the midst of the valuable but rather more prosaically described objectives pinned down by the outcomes. They are there to give us a framework – to ensure that we are well prepared for the calling of God upon us as individuals and as Church. But they will never be a substitute for the vibrant searching for God in the day to day experience of ministry.

# Formation Criteria Summary

## A. CHRISTIAN TRADITION, FAITH AND LIFE

through study and reflection

*understand the Bible*

*interpret Scripture*

*independent study of Christian beliefs*

work with & value breadth and diversity of the C of E.

*study of how Christian beliefs and practices shape individuals and communities*

*reflect critically on Christian doctrine & ethics relate*

## B. MISSION, EVANGELISM AND DISCIPLESHIP

enthusiasm for mission and evangelism

*discern God's mission*

*engage courageously in mission, evangelism and apologetics*

*communicate the gospel confidently and effectively*

*lead and inspire others in mission and evangelism*

committed to Christian education

*nurture others in their faith development*

*engagement with schools*

## C. SPIRITUALITY AND WORSHIP

sustained by disciplined personal and corporate prayer

*relate different approaches*

demonstrate good reflective practice

growing in the love of God and in Christ-likeness

*relate spiritual traditions to corporate and individual practices*

spirituality permeates perceptions and interactions with others

*help others discern God's presence*

## D. PERSONALITY AND CHARACTER

show insight, resilience, maturity & integrity in pressure & change

*balance appropriate care of self with the care of others*

growing in self-knowledge and commitment to Christ

*approach the sacrificial impact of ordained ministry on the whole of life with wisdom and discernment*

*reflect with insight and humility on personal strengths, weaknesses...*

## E. RELATIONSHIPS

*form and sustain healthy relationships with peers*

*handle and help resolve conflicts*

*understand human flourishing in relationships*

*demonstrate good reflective practice in ...relationships*

*are able to live within the House of Bishops' Guidelines: Issues in Human Sexuality*

*establish and evaluate appropriate professional boundaries*

*understand policies and best practice in safeguarding*

## F. LEADERSHIP, COLLABORATION AND COMMUNITY

model their servant leadership on the person of Christ

*participate in and lead communities alert to, use and abuse of power*

*lead collaboratively and competently*

actively looking for, recognising and nurturing the gifts of others

*use authority appropriately in ways that release, equip, enable and empower others*

*supervise and mentor others*

## G. VOCATION AND MINISTRY WITHIN THE C of E

*able to articulate their calling*

*understand the sacrificial and corporate nature of their role*

*represent the church in public life*

accountable and obedient in exercising ordained ministry

*understand the legal, canonical and administrative responsibilities*

*show developed skills as theologically reflective and reflexive practitioners*

## Review, Reporting and Assessment – An Overview

- Each year, there is a Review of progress for your curate. As TI you are asked to provide a written report in the First and Third years.
- Details of the Reviews and relevant documentation are on the Diocesan Website – search for IME2 or Curate Training
- **If at any time you have any concerns about your curate's progress, please raise them with MSDO at the earliest opportunity and don't leave them until the review.**

### Year 1: Conducted by the Bishop of Hereford

- you will be asked to prepare a report for the Bishop in preparation for the curate's pre-priesting interview. You will be sent guidelines for this, submitting the report to the Bishop and the MSDO.
- The curate's portfolio is reviewed by the MSDO who provides a report with goes to the curate and the Bishop.
- The Bishop makes a decision about whether the Deacon should be priested. The letter of confirmation of this is sent to the Deacon and is copied to you and the MSDO.

### Year 2: Conducted by the MSDO.

- The MSDO meets both you and the curate separately and together.
- Progress is reviewed, areas that need to be addressed in the final year identified, the placement considered, and matters around ministry beyond curacy discussed.

### Year 3: Conducted by the Bishop of Ludlow

- You will be asked to produce a final report ahead of this interview. You will be sent guidelines for this, submitting the report to the Bishop and the MSDO.
- There will be a formal assessment of the curate's development and they will receive written confirmation from the Bishop of that assessment.
- If the curacy has been satisfactorily completed, moving into either a first post of responsibility (for stipendiaries) or assistant ministry (for SSMS) follows after the completion of the third year.
- If a curacy is not satisfactorily completed, you will be consulted about the appropriate next steps.

## Areas of Competency – a useful checklist

This is by no means an exhaustive list, and needs to be read in conjunction with the Formation Criteria.

- See *Getting Started* for new deacons
- Visiting
- Worship leading
- Preaching
- Funerals
- Baptisms
- Weddings
- Confirmation preparation
- Schools ministry
- Home and Bible Study groups
- Deliverance ministry – what you can and can't do
- Safeguarding issues – children, vulnerable adults, risk assessments, diocesan procedures
- Mission and evangelism – growing a vision, practical experience
- Forward planning – long, mid and short-term objectives; worship planning

And in addition for those preparing for a ministry of responsibility (not only stipendiary curates)

- ✓ PCCs – formal Charing, representation rules
- ✓ Churchyards
- ✓ Church finance
- ✓ Maintenance of buildings, DAC, faculty procedure etc

Please remember to use opportunities beyond the benefice boundaries if you don't have some of these as available experience in the home parishes – what is on offer elsewhere in the deanery? Can you ask a colleague to help?

## **USEFUL CONTACTS**

### **CURATE TRAINING**

**Revd Preb Nick Helm, Ministerial & Spiritual Development Officer (MSDO)**

Tel: 01584 871082 Email: [n.helm@hereford.anglican.org](mailto:n.helm@hereford.anglican.org)

**Revd Neil Patterson, Diocesan Director of Vocations and Ordinands (DDVO)**

Tel: 01584 871080 07933 741760 Email: [ddvo@hereford.anglican.org](mailto:ddvo@hereford.anglican.org)

**Fiona Bowkett PA to the Ministerial & Spiritual Development Officer (MSDO)**

Diocesan Office, Ludlow Eco Park, Sheet Road, Ludlow, SY8 1FD

Tel: 01584 871085 Email: [msd@hereford.anglican.org](mailto:msd@hereford.anglican.org)

### **YEAR TUTORS**

#### **Year 1 : Revd Alan Walden**

St. Michaels Vicarage, Church Street, Madeley, Telford, Shropshire TF7 5BN

Tel: 01952 586645 Email: [ahwalden@gmail.com](mailto:ahwalden@gmail.com)

#### **Year 2: Revd Melanie Horton**

The Rectory, Walwyn Road, Colwall, Malvern, Worcestershire WR13 6EG

Tel: 01684 540330 Email: [rector@colwallchurch.org](mailto:rector@colwallchurch.org)

#### **Year 3: Revd Mike Catling**

The Rectory, Leintwardine, Craven Arms, Shropshire, SY7 0LL

Tel: 01547 540235 Email: [mikecat7@btinternet.com](mailto:mikecat7@btinternet.com)



## **DIOCESAN CONTACTS**

### **The Rt Revd Richard Frith, Bishop of Hereford**

The Bishop's House, Hereford, HR4 9BN  
Tel: 01432 271355 Fax: 01432 373346  
Email: [Bishop.richard@hereford.anglican.org](mailto:Bishop.richard@hereford.anglican.org)

### **Susan Lawson, Bishop of Hereford's PA**

Tel: 01432 271355 [s.lawson@hereford.anglican.org](mailto:s.lawson@hereford.anglican.org)

### **Gail James, Bishop of Hereford's Secretary**

Tel: 01432 271325 [g.james@herefordcathedral.org](mailto:g.james@herefordcathedral.org)

### **The Rt Revd Alistair Magowan, Bishop & Archdeacon of Ludlow**

Bishop's House, Corvedale Road, Craven Arms, Shropshire, SY7 9BT  
Tel/Fax: 01588 673571 Email: [alistair@Bishopofludlow.co.uk](mailto:alistair@Bishopofludlow.co.uk)

### **Joanne Gibbon, Bishop of Ludlow's Secretary**

Bishop's House, Corvedale Road, Craven Arms, Shropshire SY7 9BT  
Tel: 01588 673571 [office@Bishopofludlow.co.uk](mailto:office@Bishopofludlow.co.uk)

### **The Venerable Derek Chedzey, Archdeacon of Hereford**

The Palace, Hereford, HR4 9BL  
Via Tel: 01432 373316 Email: [archdeacon@hereford.anglican.org](mailto:archdeacon@hereford.anglican.org)

### **Cheryl Combstock, PA to Archdeacon**

The Palace, Hereford, HR4 9BL  
Via Tel: 01432 373316 Email: [c.combstock@hereford.anglican.org](mailto:c.combstock@hereford.anglican.org)

### **Diocesan Office Hereford**

The Palace, Hereford, HR4 9BL  
Tel: 01432 373300 Fax: 01432 352952 Email: [diooffice@hereford.anglican.org](mailto:diooffice@hereford.anglican.org)

### **Hereford Diocesan Board of Finance**

The Palace, Hereford, HR4 9BL  
Tel: 01432 373300 Fax: 01432 352952 Email: [diooffice@hereford.anglican.org](mailto:diooffice@hereford.anglican.org)

### **Diocesan Office (Ludlow)**

Ludlow Eco Park, Sheet Road, Ludlow, SY8 1FD  
Tel: 01584 871070 (Main Office)

### **Mrs Fiona Quayle, Diocesan Counselling Co-ordinator**

3 Stanway Barn, Rushbury, Shropshire, SY6 7EF  
Tel: 01584 841840 Email: [fionaquayle@btinternet.com](mailto:fionaquayle@btinternet.com)

## **Appendix 1: The Portfolio**

Curates are responsible for compiling a portfolio, evidencing their experience, reflections and development through their IME2.

The Portfolio document details all the expectations of what should be included and when.

Summaries of the work and the deadlines are appended to the portfolio.



## **Appendix 2: Feedback Forms**

These forms are to be used by Curates in eliciting feedback after preaching or leading worship.

Electronic versions of the form can be downloaded from the Diocesan Website here:

<https://www.hereford.anglican.org/ime2pagehandbooks/>



## **Appendix 3: Learning Agreements**

There are two forms of Learning Agreement (with only marginal differences), one for Curates who are expected to go on to a post of responsibility (generally Stipendiary) and the other for those expected to be assistant ministers (generally SSMs).

Guidelines for creating the Learning agreement are also provided.



## **Appendix 4: Formation Criteria**

The Church of England's Formation Criteria for those training for Ordained Ministry provide the basis for IME2, the evaluation of Curates throughout their training and the final decision by the Bishop that they have satisfactorily completed their training.





## **Appendix 5: The Five Guiding Principles**

General Synod established 'The Five Guiding Principles' as part of its agreement to ordain Women as Bishops. These provide the foundations for how the church is to handle the different positions taken regarding the Ordination of Women.

This document has been issued by Ministry Division, primarily aimed at handling those exploring vocation and beginning training, and detail the five guiding principles.



## Appendix 6: Safeguarding

Diocesan website address [www.hereford.anglican.org/Safeguarding/](http://www.hereford.anglican.org/Safeguarding/)

Advice, Guidance & Contact [www.hereford.anglican.org/adviceguidancecontact/](http://www.hereford.anglican.org/adviceguidancecontact/)



### Advice, Guidance & Contact

If you believe that someone - child young person or adult - is in immediate danger you MUST call the Police on 999. You do not have to have their permission to do this.

#### **Complaints about how a safeguarding matter has been dealt with:**

If anyone is unhappy about how a safeguarding matter has been dealt with, we have a complaints procedure. Please download a copy for your use [here](#)

Otherwise:

I am your Safeguarding Adviser and I am here for you to contact and seek advice from regarding any matter related to safeguarding within the Church of England in the Diocese of Hereford. I am contactable by telephone on 07875757396, 01746 785168 or by email [m.mcphee@hereford.anglican.org](mailto:m.mcphee@hereford.anglican.org)

Please feel free to contact me for advice at any time - even late at night or at weekends - I would prefer you to make contact rather than leaving it for a period of time and worrying about things.

Mandy McPhee