

**Form 3: Curacy Development Plan**

This third form documents progression through curacy and helps focus forward planning. It is to be used at the beginning of curacy, and annually as the curacy develops, and draws together the discussions from the previous 2 forms. To do this, there are two elements to complete each time use the form:

**Documenting Progress:**

At the beginning of curacy, you are asked to document the training needs identified from the IME1 Final Report, as well as any further agreed priorities for the coming year. After this, please document how the priorities of the last 12-month period have been addressed, and document the 3-4 learning and training priorities agreed.

**Planning:**

It will be important for the Curate and the Training Incumbent, as well as perhaps others supporting the curate’s training in the Benefice such as Church Wardens and Ministry Teams, to have an understanding of the shape and training needs of the coming years of the curacy. At each point, please take time to plan the coming 12 months, as well as noting any expectations for plans further down the line in their sections. PLEASE ADD FURTHER ROWS to each of the tables.

It will be impossible to predict completely in advance all that will happen or any new opportunities that will arise for the benefice or curate; instead, this document aims to help both TI and curate in initial and ongoing discussion. It asks for key training expectations and experiences to be noted, rather than the minute details and to look to be realistic as to when these might happen.

This plan then will help you all to see what experiences will need to be sought out elsewhere (with deanery colleagues or longer placements) if they are unlikely to happen in your benefice, and it will enable the shape of the coming year and beyond to reflect the needs of the curate as they travel towards their next role, in primary or assistant leadership.

Areas that could be included in a Plan as appropriate include: **Public worship**, **Work with children, young people and schools**, **Mission and evangelism**, **Prayer and spirituality**, **Occasional offices**, **Pastoral ministry, Discipleship, Teaching**, **Leadership and Collaboration**, **Administration, Governance and Legalities** etc.

**At the start of Curacy** (having discussed the IME1 Final Report, and discussed and assigned colours/numbers to the Qualities and Core Skills Checklist):

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| **List learning and training needs identified by the IME1 final report (use bullet points):**Click or tap here to enter text.**Any additional Agreed Learning & Training Priorities for Next 12 month Period (after reviewing the qualities grid and core skills checklist together):**Click or tap here to enter text. |

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| **First Six Months after Ordination: July to December**  |
| **Area of Ministry** | **Projected Involvement** | **Responsibilities** |
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| (Please add extra rows as needed) |
| **Second Six Months: January to June**  |
| **Area of Ministry** | **Projected Involvement** | **Responsibilities** |
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(Please add extra rows as needed)

**Before submitting this form annually, please PRINT your name, and date below to confirm that you have discussed this together:**

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| **Curate:** | Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
| **Training Incumbent** | Click or tap here to enter text. | **Date:** Click or tap to enter a date. |

**With Year One Report** (Having completed the Qualities Grid, Reporting Form and Core Skills Checklist):

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| **How have any learning and training needs identified by the IME 1 Final Report been addressed this year?**Click or tap here to enter text.**Agreed Learning & Training Priorities for Next Ministry Period:**Click or tap here to enter text. |

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| **Third Six Months: July to December** |
| **Area of Ministry** | **Projected Involvement** | **Responsibilities** |
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| **Fourth Six Months: January to June**  |
| **Area of Ministry** | **Projected Involvement** | **Responsibilities** |
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**Before submitting this form annually, please PRINT your name, and date below to confirm that you have discussed this together:**

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| **Curate:** | Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
| **Training Incumbent** | Click or tap here to enter text. | **Date:** Click or tap to enter a date. |

**With Mid-Term Report or Year 2 Portfolio** (Having completed the Qualities Grid, Reporting Form and Core Skills Checklist):

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| **How have the previously agreed learning and training priorities (above) been met?**Click or tap here to enter text.**Agreed Learning & Training Priorities ahead of Final Report:**Click or tap here to enter text. |

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| **Fifth Six Months: July to December**  |
| **Area of Ministry** | **Projected Involvement** | **Leadership Responsibilities** |
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| **Sixth Six Months: January to June**  |
| **Area of Ministry** | **Projected Involvement** | **Leadership Responsibilities** |
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**Before submitting this form annually, please PRINT your name, and date below to confirm that you have discussed this together:**

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| **Curate:** | Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
| **Training Incumbent** | Click or tap here to enter text. | **Date:** Click or tap to enter a date. |

**With Final Report** **or Mid-Term Report** (Having completed the Qualities Grid, Reporting Form and Core Skills Checklist):

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| **How have the previously agreed learning and training priorities been met?**Click or tap here to enter text.**Agreed Learning & Training Priorities ahead of Final Report OR****Any Suggested Ongoing CMD Training Needs for Future Ministry:**Click or tap here to enter text. |

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| **Seventh Six Months: July to December**  |
| **Area of Ministry** | **Projected Involvement** | **Leadership Responsibilities** |
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| **Eighth Six Months: January to June**  |
| **Area of Ministry** | **Projected Involvement** | **Leadership Responsibilities** |
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**Before submitting this form annually, please PRINT your name, and date below to confirm that you have discussed this together:**

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| **Curate:** | Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
| **Training Incumbent** | Click or tap here to enter text. | **Date:** Click or tap to enter a date. |

**With Final Report** (if applicable) (Having completed the Qualities Grid, Reporting Form and Core Skills Checklist):

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| **How have the previously agreed learning and training priorities been met?**Click or tap here to enter text.**Any Suggested Ongoing CMD Training Needs for Future Ministry:**Click or tap here to enter text. |

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| **Ninth Six Months: July to December**  |
| **Area of Ministry** | **Projected Involvement** | **Leadership Responsibilities** |
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| **Tenth Six Months: January to June**  |
| **Area of Ministry** | **Projected Involvement** | **Leadership Responsibilities** |
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**Before submitting this form annually, please PRINT your name, and date below to confirm that you have discussed this together:**

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| **Curate:** | Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
| **Training Incumbent** | Click or tap here to enter text. | **Date:** Click or tap to enter a date. |