## Working Agreement for a Training Post

This Working Agreement is not intended to be a legally binding agreement but it ensures that the Assistant Curate and their supervisors have discussed, understood, and accepted the expectations of the training post. Under the Clergy terms of service Measure the curate will also be given a statement of particulars.

The agreement is between:

The **Assistant Curate**

*[the Reverend or other title] [name]*, as Licensed Lay Minister (and subsequently Assistant Curate of ***[parish],***

and the **supervisors**

the incumbent *[the Reverend or other title] [name],* as the incumbent of *[parish],*

and the diocesan supervisor The Revd Dr Jeanette Hartwell, Ministry Training Enabler, appointed by the Bishop of Lichfield.

1. Duration

The agreement shall apply for the period of the training post as detailed in the Statement of Particulars of Office. The post is for a 4 year period (stipendiary) / 5 year period (SSM/OLM). The learning agreement should be reviewed regularly and at least once a year. The agreement should specify the amount of time to be offered to parish ministry. For some this is designated as fulltime. For others it will be a proportion of the working week, expressed as a percentage or as a number of sessions per week. In the case of those offering a varied amount of time each week a monthly average should be given. (In rare cases, such as for those working in a secular occupation with periods of time away from home, the average may be given over a greater period.)

1. Mutual Expectations

The Assistant Curate and supervisors should discuss the purpose of ministry in the parish/benefice and how the incumbent sees his or her role in relation to the congregation and community. A note of this discussion should be made and attached to this agreement; it should cover the following points:-

What the incumbent can expect of the curate;  
What the curate can expect of the incumbent;  
Parameters of authority and confidentiality.

It is agreed that there will be consideration of the Assistant Curate’s specific training needs relating to their personal development and IME Phase 2. Due consideration will be given to the Assistant Curate’s desire (if applicable) to complete further accredited study.

It is the responsibility of the incumbent and Assistant Curate to identify opportunities for training in the parish, in accordance with diocesan guidelines.

It is the responsibility of the Assistant Curate to participate in identifying their personal training needs; to co-operate with the supervisors; to attend training programmes provided by the diocese; and to keep an appropriate record of their development according to diocesan guidelines over the period of the training post.

1. Supervisory and Working Arrangements

The Ministry Training Enabler has explained the respective roles of themselves and the other member/s of the supervisory team

The supervisors and Assistant Curate have agreed who is responsible for arranging formal meetings/contact and agree the agenda, if appropriate, for the regular formal contacts each year (at least once per week in the first year of the appointment for full time training posts, scaled down pro rata for other posts, but never less than once per month) between Assistant Curate and supervisor or supervisory team. However additional meetings may be initiated if necessary.

It is the responsibility of the Assistant Curate to make a record of the formal contact with their supervisors, along with a list of any agreed action points.

The supervisors will ensure that the Assistant Curate is advised of appropriate diocesan policy and procedures. The student agrees to observe these requirements.

The supervisors will give guidance about the nature of work to be carried out and the standards expected.

1. Allocation of Time

A programme has been prepared, agreed between the Assistant Curate and supervisors and attached to this agreement to show how the Assistant Curate’s time will be allocated appropriately to the following activities. It is not expected that every activity will be entered into every week or even every month. The number of sessions offered to parish ministry each week or the proportion of time to be spent in parish ministry should be noted. For those in full time ministry this should be noted just as FT. This programme also details any quality standards we have agreed will be maintained.

#### Worship

Time spent in attendance

Conduct of public worship

Developing, leading and creating liturgy

Time spent preaching

#### Spirituality and personal development

A regular pattern of private prayer and daily worship

Provision of spiritual direction/companionship and time off to receive

Annual Retreat (at least a minimum of 5 days for full-time posts in addition of annual leave allowance. For part-time posts it should be in proportion to their ministerial time commitment)

Spiritual reading and reflection

#### Structured learning and reflection

No less than 15 % of ministerial time each week, in addition to 2 study weekends each year (for full-time posts this is the equivalent of one day per week – the study day should be specified, proportional for part-time posts).

As described in to the agreed IME Pathway

#### Team Working

Staff and Team meetings

PCC, Deanery, Deanery Synod and Chapter meetings

#### Pastoral Responsibilities

Supervision and development of Lay ministry

Conducting of occasional offices

Engaging in the community and relative institutions

Developing an area of pastoral ministry

#### Administration and Finance

Time/diary management

Organising the office

Correspondence

Managing parish finance – fees and expenses

Familiarisation with church law and regulations

#### Time off and annual leave

The weekly day off has been specified / For part-time the days available for ministry have been agreed.

Clear and timely arrangements are agreed for cover during periods when the incumbent or other supervisors will be unavailable.

Arrangements for agreeing annual leave with the incumbent

The working week will not exceed 48 hours.

1. Progression and Monitoring

The supervisors will ensure that the student is aware of the requirements for progression including the procedures for supervision sessions, reviews of progress and the methods of assessment and in particular: the assessment for priesting or entry into the second year of the diaconate; and the final assessment at the end of training, both of which will be subject to assessment against an agreed national standard.

The Assistant Curate and the supervisors will agree deadlines for the completion of tasks and submission of work.

The supervisors will outline the extent of assistance that will be given for the Assistant Curate to prepare work and the responsibility the supervisors will have to report on the student’s progress to the Bishop and Director of Ministry Development.

The supervisors will ensure that the student is made aware of any inadequacy in his/her progress or standards of work below that generally expected, confirming this in writing to the student and arranging any supportive action necessary.

Any circumstances which might require the learning pathway to be modified or for the training to be extended, suspended or withdrawn should be brought to the attention of the supervisors.

1. Commitment

We confirm that, at our meeting on *[date]*

we committed ourselves to striving for a productive, trustful and honest working relationship, aiming for readiness for *[a first post of incumbent status / an assistant curate post / a pioneer minister post].*

We reached agreement on our roles and responsibilities as Assistant Curate and supervisors in accordance with the above summary.

Assistant Curate

Incumbent

Ministry Training Enabler

Once signed a copy of this document should be kept for reference by each party. Please return two signed copies to the Ministry Training Enabler; one copy to be kept by the Ministry Training Enabler, the other kept in the Bishop’s office.

**This agreement should be completed by 31st August 2021**