## The Working Agreement logo-final-signature

## *d*

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

The agreement is between:

The **Assistant Curate**

[ ], as Assistant Curate of [ ],

and the **Supervisor**

the Training Incumbent, [ ] in [ ]

and the IME Phase 2 Officer for The Diocese of Truro.

1. Duration

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 by the 31st August in the first year of curacy and should be reviewed at least once a year.

# 2. Statement of Particulars

All Assistant Curates will receive a Statement of Particulars. Please make sure that you attach it to this Working Agreement and return to the IME Phase 2 Officer.

3. Mutual Expectations and Hopes

A discussion should be had between the Assistant Curate and the Training Incumbent concerning the purpose of ministry in the Training Post and how the Training Incumbent sees the Assistant Curate’s role in relation to the congregation and community.

It should be noted:

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

During the 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?
3. What previous experience and expertise does the curate bring to this post?
4. Please both say something about your hopes for this first experience of ordained ministry.

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

1. 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 Training Incumbent | What the Training Incumbent can expect of the curate |

# 4. Supervision arrangements

Who will be responsible for arranging meetings?

Where will you meet?

How often will supervision sessions occur and how long will they last? (These should preferably be weekly for full-time/Incumbent Status Curates and whenever is practicable for part-time Associate/Assistant Status Curates)?

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 needs to be prepared in advance?

Who will be responsible for recording these sessions? (note that records and a log of these meetings are to be included in the curate’s annual portfolio)

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.

5. Allocation of Time

There are certain time allocations that are the normal expectations of the curacy which you should be discussed together, 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 days:

*Or* if you are an Assistant 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 / am actively seeking a new Spiritual director (delete as appropriate)

**Study Days:** Study days are for learning and formational activities associated with the Formation Criteria. These include attendance at IME study days and residentials plus any other appropriate activities agreed with the Director of Ordinands/IME Phase 2 Officer. *It is expected that not less than one day a week (for full-time posts; 15% for other posts) will be dedicated to such formation.*

**Continuing Studies:** If you are continuing to study externally during the coming 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 a [ ].

**Attendance at Deanery Chapter Meetings and Synods:** It is expected that full-time Assistant Curates will attend Deanery Chapter Meetings and Synods. Part-time Assistant Curates are expected to attend as regularly as possible.

**Rest Periods:** Entitlement to rest periods is detailed in section 8 of the Statement of Particulars.

The curate’s normal day off will be ……………………………………………

**Annual Leave:** Entitlement to annual leave is detailed in section 8 of the Statement of Particulars. All annual leave and other time off should be authorized by your Training Incumbent.

**Sickness Absence:** Please see section 9 of 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 Director of Ordinands/IME Phase 2 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. Roughly allocate time for:

* private and corporate prayer (in addition to that noted above)
* attendance at worship, Sunday services and other services during the week
* preparation for leading services and preaching
* occasional offices (when appropriate)
* Administration
* an annual retreat
* staff meetings
* team meetings, PCCs, ecumenical gatherings etc.
* pastoral responsibilities e.g. visiting, hospitals, care homes etc.
* children’s groups, schools, youth work
* home groups/prayer groups/ confirmation classes etc.
* a possible specific area of responsibility
* other, e.g. community involvement

**Especially for part-time Assistant/Associate Status Curates**

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?

Curates who work part-time might like to complete the following table to indicate when their normal working sessions will be in addition to Sundays:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning | Afternoon | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |

# 6. Professional Standards

What expectations can be agreed about:

1. Standards of dress, including clerical and liturgical dress.
2. An appropriate time to arrive before a service and to remain after a service.
3. 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 around the use of telephones?
* What issues about email correspondence would be good to agree?
1. How will feedback from the congregation, colleagues and Incumbent be managed?

**6. 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?

# 7. Assessment in Curacy

It is the joint responsibility of the Assistant Curate and the Training Incumbent to submit Annual Reviews to the IME Phase 2 Officer and to ensure that the requirements for the Assessment in Curacy are met. Details of submission dates for each year will be circulated.

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 Director of Ordinands/IME Phase 2 Officer.

We confirm that, at our meeting on [ ], we committed ourselves to strive for a productive working relationship, aiming for readiness for [a first post of Incumbent status / an Associate Minister post].

We reached agreement on our roles and responsibilities in accordance with the above summary.

Signed: ……………………………………… Assistant Curate

 ……………………………………… Training Incumbent

Date: ………………………………………

Received and agreed by: ……………………………………… IME Phase 2 Office

Date …………………………………….

*A copy of this document signed by Training Incumbent and Assistant Curate should be kept by them both. Please return two copies signed by Training Incumbent and Assistant Curate (one will be retained by the IME Phase 2 Officer and the other will be sent to be included in your file at the Bishop’s Office) by post to Melanie Pomery at the following address: Church House, Woodlands Court, Truro Business Park, Threemilestone, Truro TR4 9NH.*