

IME PHASE 2 HANDBOOK FOR CURATES & TRAINING INCUMBENTS

BISHOP'S WELCOME

Welcome to IME Phase 2 in the Diocese of Truro and the next stage of your ongoing growth, learning and ministry. Thank you for the faithful response to God's call on your life that has brought you to this point.

In this diocese we are deeply committed to following what we call The Saints' Way. We see ourselves as part of a story of the grace of God, made manifest in Cornwall, which stretches back many hundreds of years, possibly to the very earliest days of the Christian faith. It's a story that calls us on into the future too, in loving mission, ministry and service.

I hope and pray that your curacy journey is rich and rewarding, that you grow in faith and learning, develop deep friendships and see God at work in, through and around you.

With thanks for our partnership in the Gospel.



THE RT REVD DAVID WILLIAMS
BISHOP OF TRURO

2025 - 2026

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‘You cannot bear the weight of this calling in your own strength, but only by the grace and power of God. Pray therefore that your heart may daily be enlarged and your understanding of the Scriptures enlightened. Pray earnestly for the gift of the Holy Spirit.’

The Ordinal

Prayer attributed to Oscar Romero

It helps, now and then, to step back and take a long view.
The kingdom is not only beyond our efforts,
it is even beyond our vision.
We accomplish in our lifetime only a tiny fraction
of the magnificent enterprise that is God’s work.
Nothing we do is complete,
which is a way of saying that the Kingdom always lies beyond us.
No statement says all that could be said.
No prayer fully expresses our faith.
No confession brings perfection.
No pastoral visit brings wholeness.
No program accomplishes the Church’s mission.
No set of goals and objectives includes everything.
This is what we are about:
We plant the seeds that one day will grow.
We water seeds already planted,
knowing that they hold future promise.
We lay foundations that will need further development.
We provide yeast that produces effects far beyond our capabilities.
We cannot do everything,
and there is a sense of liberation in realizing that.
This enables us to do something,
and to do it very well.
It may be incomplete, but it is a beginning, a step along the way, an opportunity
for the Lord’s grace to enter and do the rest.
We may never see the end results,
but that is the difference between the master builder and the worker.
We are workers, not master builders;
ministers, not messiahs.
We are prophets of a future not our own.
Amen.

INTRODUCTION

Welcome to the Diocese of Truro’s Initial Ministerial Education (IME) Phase 2 programme. This Handbook contains practical information that will help you to have a rich and fulfilling curacy. Do not hesitate to ask any questions that arise now, or during the next weeks, months, or years.

A curacy is intended to provide an environment for curates to continue growing the skills, knowledge and understanding required for a sustainable and fruitful ministerial life. However, they are secondary to Christ-like character. The Church of England Ordinals state that deacons and priests are ‘to set the example of the Good Shepherd always before them as the pattern of their calling.’ It is our prayer that your Christ-like character will deepen and grow, alongside your knowledge and skills, as you are continually transformed into the person God is calling you to be.

Initial Ministerial Education Phase 2 follows prior training at a college or regional course (i.e. IME Phase 1). It is, therefore, part of an ongoing process that will continue beyond the end of your curacy and throughout your life. Our aim during the next few years is to provide you with opportunities for ministry, learning and reflection that will enable you to take your next steps along this life-long journey of growth and development.

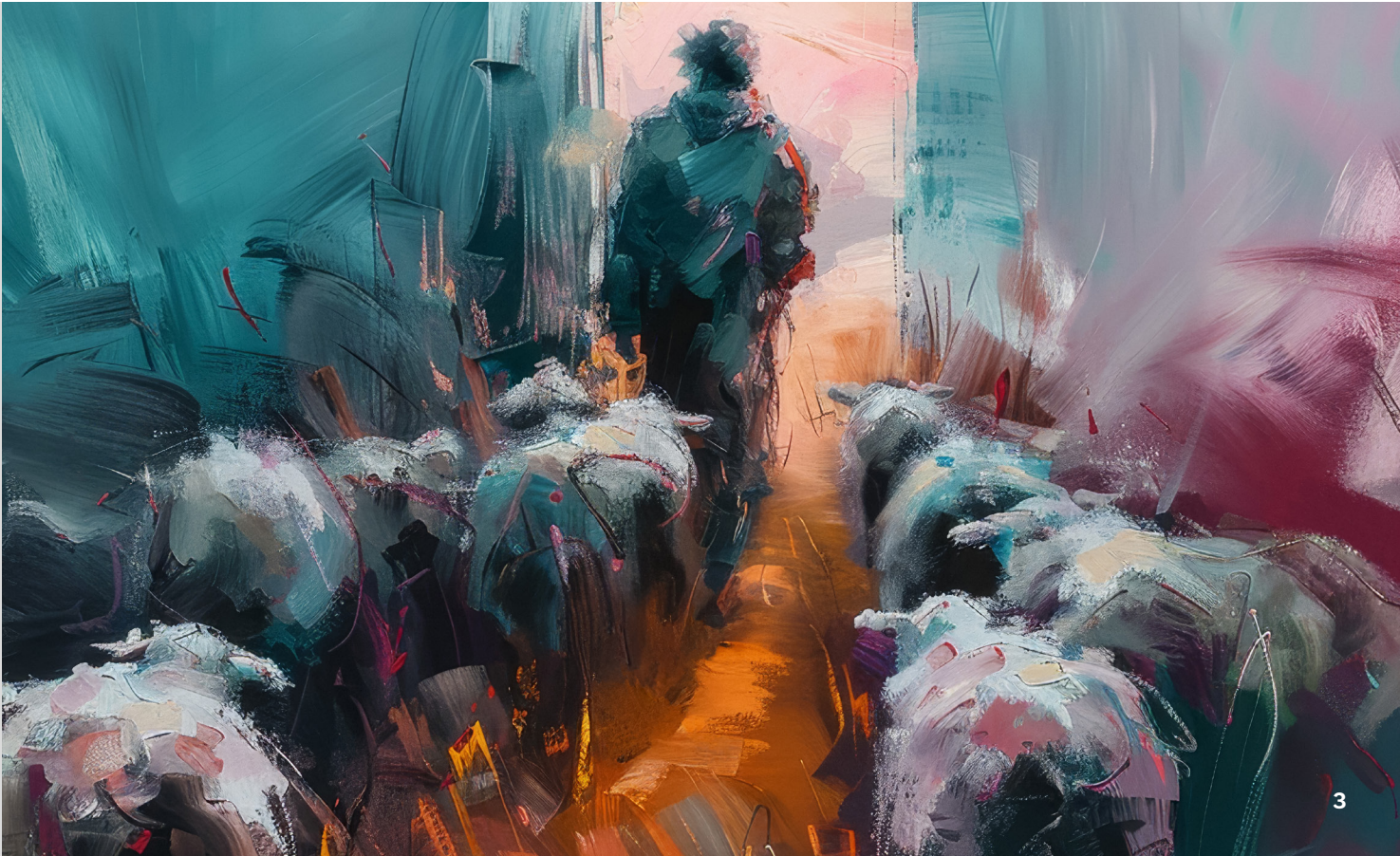
To evidence your growth in ministerial proficiency, spiritual formation, pastoral experience, and theological wisdom we ask all curates to complete a number of assignments to form your ‘Portfolio’. These will enable us

all to be confident that you meet the relevant formational qualities. The Handbook details what is required but be assured that committed engagement in parish ministry alongside conscientious participation in the IME Phase 2 programme will provide what you need.

We recognise that the calling to ministry is one that we cannot bear alone. For this reason, you will be accompanied, given opportunities to flourish and, we hope, have some fun along the way.

We look forward to journeying with you as you share in God’s joyful mission to the world.

REVD CANON ELLY SHEARD
IME PHASE 2 OFFICER



CURACY

The majority of a curate's formation and training takes place in the local church as he or she gains everyday ministry experience.

A new minister will be provided with opportunities to learn at an appropriate pace, to observe, participate, experiment, and make mistakes. Curates should concentrate on preparing to be a blessing to others in the years ahead, taking time to reflect, be still and grow at God's pace.

Many people are involved in curacy training. These include people in the communities in which you live and

THE WORKING AGREEMENT

The Working Agreement will help you to be clear about your mutual expectations and aspirations. It should be sent to the IME Phase 2 Officer by the end of August in the first year of curacy. Curates and Training Incumbents are asked to review, discuss, and renew the Working Agreement each year.

The Working Agreement sets out expectations like the curate's usual day off, when you will pray together, holidays and expenses. It also touches upon things like what time the curate is to arrive before services, dress codes, phoning each other on days off, how quickly

THE LEARNING PLAN

So that the curacy is tailored to the individual's training needs, the Diocese of Truro emphasises careful, detailed planning. We advise that each year, the curate and Training Incumbent agree a Learning Plan using the pro-forma which can be found on the [diocesan website](#) (in the 'Ministry' section under 'Curates and Training Incumbents'). This will help you take account of your current experience and enable you to plan how to meet the required formation qualities during your curacy.

serve as well as bishops and their staff. The key learning relationship, though, is with the Training Incumbent (TI).

There are three main ways in which curates and Training Incumbents can work to create and nurture this important relationship, namely, a clear Working Agreement at the outset of your curacy, a Learning Plan, and frequent supervision.

emails/phone calls should be replied to, as well as organisation, record keeping and any areas of ministerial focus and attention.

There are also some potentially trickier areas that it would be worth discussing such as how much the Training Incumbent needs to know about what the curate is doing, and vice versa, or under which circumstances the authority of the Training Incumbent needs to be acknowledged. Lack of clarity about these practical issues can cause difficulties later, so do take time to complete the Working Agreement thoroughly.

It is important that the curate and Training Incumbent have a shared understanding of the curate's ministry and how it might develop and grow. For this reason, thinking about how and when you will acquire particular ministry experiences is time well spent. A 'Skills Checklist' is also available to help you think through and plan different areas of learning and development.

SUPERVISION

Positive relationships are vital to clergy development. Effective professional supervision has been shown to be key in maintaining good relationships and successful curacies.

The Training Incumbent, as supervisor, is in a position of authority in the working relationship. Yet he or she also has a duty of care. His or her role has three elements: educational (formative), supportive (restorative) and managerial (normative). Training for the successful exercise of the supervisory role is provided and support is available for both the curate and Training Incumbent throughout the curacy.

The purpose of supervision is the planning and management of the curacy, and to aid reflection and learning. It is a vital part of IME Phase 2. Supervision is purposeful and intentional and for the day-to-day work of ministry. It involves skills of reflection and reflexivity that help to bridge the gap, as Donald Schön famously expressed it in the Reflective Practitioner, 'between the high ground of theory and the swampy lowlands of practice.' (1984, p.41) It is reflection in the present, on the past, for the sake of the future.

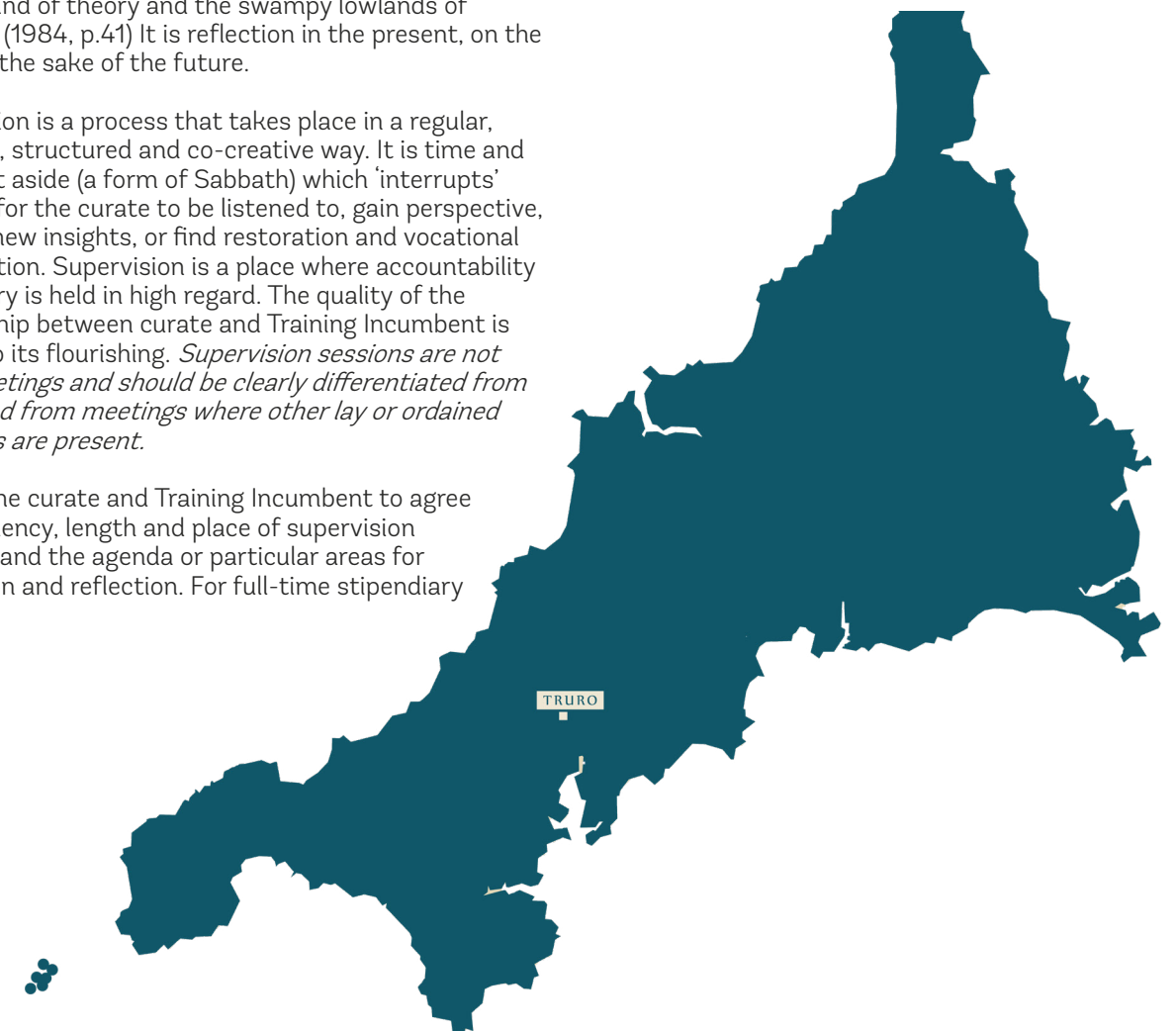
Supervision is a process that takes place in a regular, focussed, structured and co-creative way. It is time and space set aside (a form of Sabbath) which 'interrupts' practice for the curate to be listened to, gain perspective, develop new insights, or find restoration and vocational regeneration. Supervision is a place where accountability in ministry is held in high regard. The quality of the relationship between curate and Training Incumbent is critical to its flourishing. *Supervision sessions are not staff meetings and should be clearly differentiated from them, and from meetings where other lay or ordained ministers are present.*

It is for the curate and Training Incumbent to agree the frequency, length and place of supervision sessions and the agenda or particular areas for discussion and reflection. For full-time stipendiary

curates, however, we would expect curates and Training Incumbents to meet once a week for an hour or so. For part-time or self-supporting ministers we suggest meeting about every two weeks.

If you do not have a formal agenda, you could begin by asking 'What are the main things we want to work on in the time we've got?'; 'What is the focus of our time together?' or you may wish to identify a suitable experience, a 'critical incident' or issue to reflect on together.

We require curates to keep a Supervision Log of the date and length of supervision sessions along with a note of the topics discussed. Curates are also required to write reflections on selected supervision sessions. The log and reflections should be included in the annual Portfolio. A Supervision Log Template with suggested supervision topics can be found on the [diocesan website](#) or from the IME Phase 2 Officer.



THE IME PROGRAMME

An essential part of curacy training is the IME Phase 2 programme, summarised below.

AIMS

Our aim is to equip curates for service in the 21st century church of the present and future which may look substantially different from that of the past. However, inspired by our diocesan emphases on fruitfulness and sustainability in ministry, the principles underlying the IME Phase 2 Programme are to:

- Develop the character, knowledge and skills required for the practice of effective, Christ-like leadership.
- Further enhance curates’ ability to interpret their contexts, anticipate potential issues and navigate complex interpersonal relationships, all of which are essential to effective leadership.
- Encourage learning through reflective practice upon experience that includes theological insight.
- Emphasise the importance of self-awareness and self-care for long-term sustainability in ministry.
- Create a mutually supportive community of learners and a culture of grace/graciousness towards one another.

ATTENDANCE

Attendance at the whole of the programme is compulsory for curates preparing for Incumbent Status ministry, attendance at core events (such as Residentials) is required for those preparing to be Assistant Ministers - although they are welcome to attend all/any sessions. A record of attendance is made and included in the Annual Report to the Bishop.

Please put the dates in your diary now and make sure your Training Incumbent is aware of them, too. When a day clashes with a day off, an alternative day off should be taken. As far as possible, arrange holidays so that they do not clash with IME Phase 2 Study Days or Residentials.

If you are unable to attend an IME day or residential because of illness or other extenuating circumstances, please let the IME Phase 2 Officer know.

Note that if you do miss a study day or residential because of illness or holiday or another circumstance then you may need to provide evidence that you meet the formation requirements in another way.

In addition to the IME Phase 2 programme, curates are expected to attend Bishop’s Study Days and are welcome to attend other Continuing Ministerial Development (CMD) events as they wish.

IME PHASE 2 PROGRAMME 2025 - 26

The following table provides a general overview of the IME Phase 2 programme for the academic year 2025-2026. Themes for study days and Residentials will be confirmed in due course.

2025	THEME
September 9	Induction for new curates (yr 1 only)
September 23	Skills for ministry
October 13 - 15 Residential	Skills for ministry (leadership)
October 22 (10am to 12 noon)	Applying for jobs in the Church of England (yr 3 only) Bishop Hugh Nelson
November 18*	Topics in ministry
December 16	Skills for ministry

2026	THEME
January 13	Topic in ministry
February 10	Skills for ministry
March 13 - 15	Skills for ministry (pastoral)
April 21	Topics in ministry
May 12	Skills for ministry
June 16	Topics in ministry

DATES FOR TRAINING INCUMBENTS

2025	TRAINING DAY
September 9	Training Day - Induction (yr 1 only)
October 7	Training Day
2026	TRAINING DAY
February 24*	Training Day
June 23	Training Day

*All dates will be at Epiphany House except these dates which will be held at the Old Cathedral School.

IME PHASE 2 DAYS

SKILLS FOR MINISTRY AND TOPICS IN MINISTRY

We gather for IME days at Epiphany House (Epiphany House, Truro Cornwall, TR1 3DR - epiphanyhouse.co.uk) on selected Tuesdays throughout the year. These days are opportunities to be with other curates, and to learn and reflect together. The programme engages with key areas of ministerial formation.

IME study days focus on helping you to acquire the skills and knowledge that you need in order to minister in today's church. Much of the programme will engage you in active learning and enable you to grow in practical skills for ministry such as emotional literacy, facilitation and leadership of teams and groups, and the ability to engage relationally with a range of people. You will also be enabled to reflect on the challenges of sustaining ministry for the long term and the importance of caring for your own wellbeing.

Alongside skills for Ministry there will be a varied programme of Topics in Ministry which will help you to reflect on some of the essential knowledge involved in ministry today, such as the importance of Creation Care, working with schools, leading BCP services, Canon law and many other topics. Both strands of the programme will complement and reinforce the vital learning that you will encounter through your parish work and the supervision of your incumbent.

During both types of IME Day, you will consider the themes of the day, enjoy a good lunch and explore your experiences of ministry in a facilitated Reflective Practice Group (RPG) with your peers. The day ends with a time of prayer and worship.

Each year there are also sessions on Presiding at the Eucharist for Deacons and Applying for Jobs in the

Church of England for those nearing the end of their curacy.

IME PHASE 2 RESIDENTIALS

There are two Residentials during the year, one addressing leadership, the other pastoral care. Further details about the programme and practical arrangements will be circulated nearer the time.

THE CURATE'S PERSONAL REFLECTION & STUDY DAYS

We expect that an average of one a day a week, in addition to the curate's day off, should be set aside for ongoing reflection and study. Attendance at IME programme events will normally take place on this day.

Curates are encouraged to engage with further academic study during their curacy if they wish. Study days for academic work (probably one day a week) should be negotiated with the training incumbent at the beginning of the curacy (or whenever the course of study is embarked upon) and recorded on the Working Agreement for the relevant year.

ASSESSMENT OF CURACY

Curacy will be assessed against the formation qualities approved by the House of Bishops (Curates ordained in 2022 or before will be assessed against the previous Formation Criteria - please contact the IME Phase 2 Officer for relevant documentation).

The Church's aspiration is that these requirements are helpful rather than restrictive or detrimental to genuine learning. Nonetheless, evidence that they have been met is the way in which curacy is assessed, as outlined below.

INCUMBENT PRIEST, ASSISTANT/ASSOCIATE PRIEST, PIONEER PRIEST OR DISTINCTIVE DEACON FOCUS?

Curates will have been selected for training under one of the above ministerial foci and the assessment of curacy will reflect this. Please make sure that you use the appropriate documentation for the ministerial focus for which you are training. Packs for each type of ministerial training are on the [diocesan website](#). If you are unsure about which pack to use please ask the IME Phase 2 Officer or the Diocesan Director of Ordinands.

PLANNING TO MEET THE FORMATION QUALITIES

We have prepared a table (entitled Planning to meet the Formation Qualities) that will enable the curate and Training Incumbent to identify how the experience that the curate already has fits alongside the formation qualities and, in turn, agree what ministry experience the curate still requires. As mentioned in the previous section, the table is available on the diocesan website.

At the beginning of curacy, the curate and Training Incumbent should complete the table for the appropriate ministry focus. They should then agree what ministry experience the curate should aim to acquire during the next year and plan how this will be achieved. This will provide a clear set of objectives for the year which can be the subject both of regular review when the curate and Training Incumbent meet for supervision sessions and also the Annual Review (see below). This exercise should be repeated at the beginning of the second and third year of curacy.

ANNUAL PORTFOLIO REQUIREMENTS

Each year the curate will submit a portfolio of evidence. The detailed requirements for each of the different ministerial foci are listed within the document packs on the website [here](#). In general portfolios will contain copies of the working agreement, supervision records and reflections, completed Annual review, 360 deg review and reflection (2nd year only) and a variety of case studies on the ministerial work undertaken during the year. This material will be supported by evidence of the curate's activities during the year, detailed in the grid of evidence which shows how the evidence submitted fulfills the formation qualities required.

For the year 2025 – 2026, curate portfolios should be submitted to the IME Phase 2 Officer as follows:

- End of year 1 portfolios to be handed in by 1st May 2026
- End of year 2 portfolios to be handed in by 5th June 2026
- End of year 3 portfolios to be handed in by 3rd July 2026



ASSESSMENT OF CURACY

As explained above, all the forms, such as for the Annual Review and 360° Reviews are available on the [diocesan website](#). Further details and guidance for each of the elements of the portfolio will be provided, but please do ask the IME Officer if you have any questions. When the curate's portfolio has been submitted the IME Phase 2 Officer will review it and write a short end of year report.

Following the review of the first-year portfolio, the IME Phase 2 Officer will write to the Diocesan Director of Ordinands and the bishop. The bishop then meets with the curate and decides whether to ordain the curate as priest if applicable to their ministerial focus. The portfolios submitted at the end of the second and third years are also reviewed by the IME Phase 2 Officer and a report is written.

GRIDS OF EVIDENCE

When the curate has met all the formation qualities requirements, they complete the Grids of Evidence to meet the Formation Qualities for the appropriate ministry focus. It is helpful if grids are completed year by year as the curacy progresses so that learning experiences can be planned to facilitate the completion of training. Material gathered as evidence of the curate's learning should be cross-referenced to the Grid of Evidence and the grids initialed by the Training Incumbent before final submission.

The submission of the final portfolio containing the curate's statement (ie the grid of evidence) of how they fulfil the formation qualities will normally be at the end of Year 3. Note, however, that the bishop's licence is usually for four years and there are often very good reasons why some curates take more than three years to provide evidence that they fulfil the qualities.

When the final portfolio has been received and reviewed by the IME Phase 2 Officer the Director of Ordinands writes with a recommendation to the Bishop, who then confirms to the curate that the curacy has been successfully completed.

It is the responsibility of the curate, with the help of the Training Incumbent, to ensure that the curate has met each of the qualities by the end of their curacy: careful planning at the outset and during the curacy, as outlined above, is very strongly encouraged.

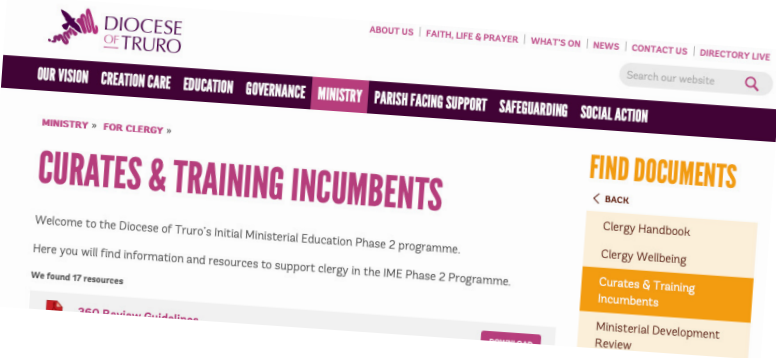
Completion of the portfolios as noted above will enable curates to evidence fulfilment of the formational qualities.

Alternative means of assessment may be negotiated with the IME Phase 2 Officer if the curate has additional needs (SEND) which may make the completion of the portfolio requirements in the ways outlined above inappropriate for the individual. Please enquire for more information from the IME Phase 2 Officer.

FORMATION QUALITIES	HOW THE QUALITIES COULD BE MET
Love for God	Morning Prayer Retreat Spiritual Direction Preaching Leading Services Ecumenical prayer events
Call to Ministry	Preparing candidates for baptism/confirmation IME Case Study
Love for People	Pastoral Visiting Taking Funerals, weddings, baptisms Community project Care home/schools visits
Wisdom	Supervision Log and Reflections 360's and Annual reviews IME, CMD & Bishop's Study Days Reflective Practice Group
Fruitfulness	Leading courses Developing Teams Schools work Mission Taking civic services Encouraging others in discipleship & vocation
Potential	Initiating a new course or project Chaplaincy placement Church planting Pioneering
Trustworthiness	IME attendance and participation Safeguarding PCC involvement Deanery & Diocesan involvement 360' Review and Annual Reviews

The following resources are available for each of the ministerial foci on the [diocesan website](#) or upon request, from the IME Phase 2 Officer or from Melanie Pomery, melanie.pomery@truro.anglican.org

- Working Agreement
- Skills checklist
- Formation framework
- Formation grid
- Grids of Evidence to meet the Formation Qualities
- Learning Plan to meet the Assessment of Formation Qualities
- Log of Attendance at IME Phase 2 and other events
- Log of Supervisions – Curate & Training Incumbent supervision sessions
- Annual Review Forms
- 360 Review Forms
- List of portfolio requirements



HELP SHOULD THINGS GO AWRY

It is quite normal for difficulties of one kind or another to arise during curacy. Clear expectations, along with regular supervision sessions, are key to providing opportunities for issues to be discussed.

Matters of concern should be raised gently and humbly but also clearly on the part of both curate and Training Incumbent. Avoid blame or general complaints, acknowledge that you find something difficult and suggest what would be better next time. As noted above, for stipendiary curates requirements such as IME 2 attendance or portfolio submission are requirements, the omission of which, except in extenuating circumstances, will also be regarded as a matter of concern.

If serious issues or difficulties persist then the following serves as a guide to the process that is typically followed:

1. **Contact the IME Phase 2 Officer** to discuss your concern. Although conversations are informal, she/he may let others, for example, the Director of Ordinands or Archdeacon, know about any issues so that they can be properly addressed.

2. **Meet with the IME Phase 2 Officer.** A meeting often enables matters to be clarified and a way forward to be identified. If appropriate, retention and suitable records will be kept of this and further meetings for purposes of accuracy. If matters are not resolved, then...
3. **Meet with all parties.** The IME Phase 2 Officer, or someone else, might facilitate a conversation between, for example, the curate and Training Incumbent to address the concern. If the matter is still not resolved, then...
4. **The Archdeacon and/or the Director of Ordinands** is advised, and they determine the next steps.

In addition to the above, curates and Training Incumbents can consult Guidelines for the Professional Conduct of the Clergy (revised 2015), which can be downloaded from the Church of England [website](#).

TRAINING INCUMBENTS

The Report on Good Practice in the Appointment and Training of Training Incumbents (Ministry Division of the Archbishops' Council, 2014) contains a 'statement of expectations' of Training Incumbents:

Undergirding all the criteria set out below is the necessity for the training incumbent, as an experienced parish priest, to be committed to a life of prayer as the basis of all ministry, both personally and in the ministry that is shared with the curate who is being trained.

The report then lists desirable and essential features of a Training Incumbent, including the following:

- Is settled in her/his parish, will make a commitment to stay for the curate's diaconate, and expects to be there for the majority of the four-year training period.
- Has a genuine willingness to train a curate, as distinct from merely wanting an assistant, and is engaged in her/his own continuing ministerial education, pastoral

supervision and development making use of review to support their ministry development.

- Has a well-established pattern of personal prayer, reflection and reading, and, is committed to life-long learning including Ministerial Development Review and Pastoral Supervision.
- Has a mature degree of self-awareness and understanding of his/her own strengths and weaknesses in ministry.
- Is prepared for a curate to develop in ways different from her/his own with regard to the deployment of special gifts of ministry.
- Can work in a collegial rather than hierarchical style, maintaining a healthy professional, spiritual and social relationship with the curate, sharing both the joys and sorrows of ministry while at the same time establishing and respecting clear boundaries.
- Value the curate's experience from previous employment and responsibilities.
- Complete all reports required by the diocese and attend meetings for Training Incumbents.

This (abbreviated) list is quite long. In essence, though, it boils down to a willingness to learn from and support each other in ministry.

The Diocese of Truro will provide training days for Training Incumbents plus regular opportunities for group supervision. It is also part of the IME Phase 2 Officer's role to support Training Incumbents, including meeting when this is required.

FREQUENTLY ASKED QUESTIONS

HOW MANY HOURS AM I EXPECTED TO WORK?

The expectation is that you should not normally work more than a 40-hour week. If a minister is working regularly more than 55 hours per week, then there's a problem with the structure of the work required and/or the minister's approach to it. Overwork with its consequent loss of humanity and space for others is not good. You are entitled to an uninterrupted rest period of not less than 36 hours in each period of seven days, but are also strongly encouraged to take two consecutive days off at least once a month. You are also strongly encouraged to take all your annual leave and an annual retreat.

The expectation of hours for Self-Supporting Ministers and part-time stipendiary curates will be stipulated in the Working Agreement. It is essential that Self-Supporting and part-time stipendiary curates also ensure adequate time for rest, refreshment, self-care and well-being. The way in which work patterns develop will vary according to each individual situation. The 'working two sessions out of three' model only works if four-hour sessions are rigidly adhered to. Another possible pattern is to work four weekdays and evenings and then to have a lighter Saturday. The definition of work can be a 'grey area' and will need exploring in the training relationship. Work includes more than being in church, or writing emails or sermons, e.g. reading and reflection are part of the ministerial calling to be a practical theologian and daily private devotions are part of normal Christian discipleship but saying the Office and interceding for the parish are ministerial commitments, and therefore to be counted as work. Common sense and a reasonable and balanced approach are required. Reflecting on use of time after the event can be as important as planning beforehand: a possible helpful exercise for one supervision session might be for the incumbent and curate to undertake a mutual time analysis.

AM I EXPECTED TO SAY MORNING AND EVENING PRAYER DAILY?

Yes. The canonical obligation for Church of England clergy to say Morning and Evening Prayer daily still stands. It has very important values:

- It's an act of prayer shared with the wider church which helps to unite us in fellowship with it.
- It provides for a regular reading of the Psalms and of almost the whole of the rest of Scripture.
- It provides a balanced devotional diet, drawing on the best of Christian liturgical tradition.
- It helps to train the newly ordained in conducting public worship by familiarising them with the services, collects, lectionary etc.
- Above all, it is our work of worship offered freely to God.

All newly licensed ministers should already have a rule of life or a regular 'quiet time'. Supervision should be concerned to maintain and adapt this individual pattern

in response to changes in life and ministry of the curate. This needs to be sensitive to the spirituality of the new minister, as well as stretching her or him to encounter other aspects of the spiritual life.

Individual patterns of prayer and rules of life need to be complemented by ways of praying corporately. A Training Incumbent may need to be adaptable in changing corporate patterns of prayer to fit the minister's circumstances. For example, a non-stipendiary minister may be able to make an early morning or evening twice a week, or a curate may have a new baby and so a weekly or even monthly pattern may be more realistic than a daily one.

CAN I TAKE A RETREAT?

A regular quiet day and an annual retreat of at least three days are strongly encouraged.

HOW OFTEN AM I EXPECTED TO PREACH?

Once a month initially, increasing frequency with time. Where a new minister would find it helpful, it is possible for a draft of the sermon to be discussed with the Training Incumbent by the middle of the preceding week and/or for the sermon to be heard beforehand. It can also be beneficial to discuss the sermon afterwards with sensitive and supportive members of the congregation.

WILL I GET PREPARATION TIME FOR PREACHING AND TEACHING?

Yes, this should be built into your week in agreement with the Training Incumbent. Inexperienced ministers need longer preparation time for creative work than more experienced ministers, so preparation time is vital.

WHAT ARE THE EXPECTATIONS AROUND OCCASIONAL OFFICES DURING CURACY?

The new minister, depending on the nature of their work, will normally need to be trained in preparing participants for funeral, initiation and marriage rites, and this should include sitting in on sessions taken by others. The particular requirements of bereavement visiting and care should also be covered carefully, and further training sought as required. Good practical instruction needs to be given in the conduct of funerals, baptism, thanksgiving after the birth (or adoption) of a child, marriage services, services of prayer and dedication after civil marriage. There also needs to be instruction about the legalities of marriage registration and returns. Although deacons are legally able to solemnise marriages, this is often better left until the curate is priested.

WHAT ABOUT MY FAMILY AND A 'WORK/LIFE BALANCE'?

Family life is always a primary concern. Careful working through of issues to do with work and time off needs to involve the spouse or partner. The amount of involvement



that ministers' spouses wish to have in their ministry may vary enormously. Spouses shouldn't be pressurised into participation. Neither should they be discouraged from involvement provided that it's clear that they're participating as lay people in their own right.

Children also may need space to be themselves, especially where a parent's commitment to licensed ministry is a new factor in family life. Part of all of our work is a responsibility to maintain home life and good relationships, whatever our marital status or ministerial aspirations may be.

New ministers who have other employment need to have this clearly recognised by colleagues, and in their Working Agreement: their responsibilities to their employer will normally need to take precedence over their ministerial work. Mutual support, friendship and hospitality among ordained and lay colleagues is very valuable.

WHAT ABOUT EXPENSES?

All working expenses should be fully remunerated by the parish or benefice. If a car or public transport is required for official duties, then the expenses involved must be remunerated in accordance with Diocesan procedures. For tax reasons, new ministers should acquire the habit of making records of all actual mileage and expenditure and claiming on the basis of this, rather than accepting a monthly or annual sum which, if not justified by such records, will be liable to tax.

CAN I UNDERTAKE EXTERNAL OR FURTHER STUDIES?

Curates are encouraged to consider further study. The key considerations are:

- Is the curate committed to the course/study in the

light of their possible future ministry?

- Is the Training Incumbent satisfied that the course is compatible with the curacy, as envisaged?
- Is the Bishop happy that the curate should undertake the course/study (the Bishop will probably consult the DDO to form a view)?
- Are the DDO and IME Phase 2 Officer satisfied that the course/study is compatible with the IME programme, which is the curate's priority?
- Is the course/study affordable? Curates are responsible for raising any funds required for the course of study.

WHAT IF THE TRAINING PARISH CAN'T OFFER ME WHAT I NEED?

If the parish can't offer a particular experience which a curate seeks or needs then arrangements should be made, in consultation with the IME Phase 2 Officer and the Director of Ordinands for additional placements. Curates are encouraged to engage in a placement in a different setting (say in chaplaincy or in a city rather than rural area) during their curacy.

WHAT ABOUT MY WELL BEING?

The national church and the diocese are committed to clergy well-being. Clergy are strongly encouraged to establish healthy and sustainable work patterns including a clear working agreement, regular supervision and making time for adequate rest, retreat and annual leave. You are also encouraged to have a **Spiritual Director** and, when necessary, to make use of the diocesan confidential **Counselling Service**. The **diocesan website** also includes a **Well Being page** with further information resources regarding well-being such as **Pastoral Supervision** and regular wellbeing articles in the clergy newsletter, **Ministry Matters**.

KEY CONTACTS

The IME Phase 2 team will accompany curates and Training Incumbents to support a successful curacy. Our contact details are:



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