

**IME Phase 2 – Supervision Log Assistant Focus ministry**

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| **Name of Curate:** |  |
| **Ministerial Context/Benefice:** |  |
| **Name of Training incumbent:** |  |

**Please note:**

- Supervision sessions for curates preparing for Assistant focus ministry should be planned around the curate’s commitments (work, family etc) outside formal ministry. We suggest meeting approximately fortnightly if possible, especially in the early stages of the curacy.

- The supervision topics listed below recognise that across the course of the curacy, supervision will become increasingly context and curate-specific, as the curate gains experience and discerns future ministry. The list of topics is not exhaustive and do not all necessarily need to be discussed - they are intended simply to guide your supervisions and cover key formational topics. However, you are required in the first and final year to include a discussion about the benefice/s safeguarding policies and procedures and submit a written report on these reflections. Feel free to include other topics with reference to the formational qualities. The bullet points listed under each topic are intended to serve as starting points/inspiration for your discussion. Feel free to edit and move topics around as necessary.

- The TBD (To Be Determined) refers to the freedom for Curate and Training Incumbent to plan a supervision topic relevant to your context.

- Both TI and Curate should make adequate preparation in advance of each supervision to ensure fruitful discussion and reflection.

**Guidelines for Curates:**

- It is your responsibility to make a record in this Supervision Log of the supervision sessions that you have with your TI. Please include bullet points of the key content discussed and any short reflections in the right hand column. These short reflections can be used as a basis for your four annual portfolio ‘Supervision Record’ 500 word assignments. The completed Supervision Log needs to be included in your Portfolio.

**Guidelines for TIs:**

- Good practice for a 90 minute supervision might include 50 minutes to explore and reflect theologically on the agreed topic (either listed below or TBD), 20 minutes to share perceptions about the curate’s progress (both generally and in relation to the IME2 Training Plan) and 10 minutes in prayer. Coffee, tea, and cake also help.

- A supervision session may also take the form of practical teaching such as, how to conduct a baptism/funeral/wedding, or celebrate the Eucharist.

- It is best to separate formal supervision sessions from general church administration discussions – although it is understandable if there is some cross over from time to time.

**Supervision Log - Year 1 Priest Assistant Focus**

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| **Month** | **Date** | **Topic** | **Inspiration for your discussion** | **Supervision reflections and comments** |
| **Jul** |  | **Transition from private individual to public office holder** | - Reflect on how your ministry as a newly ordained minister has been so far: what has been as you expected, what has been different?  - Reflect on where you see or feel God at work in the parish/congregation |  |
| **Jul** |  | **Role Description & Training Agreement** | - Meet together to begin to fill in and agree the *Working Agreement* and *Learning Plan*. |  |
| **Aug** |  | **Conduct of Public Worship** | - The place of spontaneity in worship making room for the Spirit/pastoral responsiveness  - If you have not changed place and moved to a new context, discuss what changes you may have noticed now you are in a new role. Are the expectations of the congregation different? If yes, how, why? If not, how, why? Are your own expectations different?  - Exercising authority on leadership of liturgy.  - Adjustment to and acknowledgement of ‘symbolism’.  - The place of silence in worship  - What are worshippers seeking? |  |
| **Aug** |  | **Finalising Working Agreement and IME2 Training Plan** | - Meet together to finalise the Working Agreement and Training Plan and submit to IME Phase 2 Officer |  |
| **Sept** |  | **Safeguarding** | - Discuss your understanding of the theological and practical foundation of healthy safeguarding.  - Talk about and reflect on your current benefice safeguarding policies and procedures and areas for improvement. |  |
| **Sept** |  | **Preaching** | - Please meet together following a recent sermon you have preached.  - Discuss what you feel went well and what didn’t go so well.  - Discuss attitudes to appropriate disclosure.  - Discuss the place of challenge in preaching.  - Discuss areas for development. |  |
| **Oct** |  | **Funerals** | - Theology, cultural expectations, and potential misunderstandings  - Funerals – church/cremation/burial.  - Liaison with funeral directors.  - Administrative practices.  - Churchyard issues (where appropriate).  - Shape of the liturgy as a liturgical journey and balancing this with family wishes - how flexible can we be?  - Place of prayer in visits.  - Follow up. |  |
| **Oct** |  | **TBD** |  |  |
| **Nov** |  | **Personal Organization** | - Introvert/extrovert, tasks/activities in ministry that drain/recharge.  - Shared helpful habits for diary management techniques ensuring healthy balance in work, rest, play and time with significant family/friendship relationships including planning ahead and respecting each other’s boundaries.  - Adjustment to open-ended nature of ministry.  - Setting time aside for reading to enhance ministry (opportunity to conduct an assessment of reading level – decreased, stayed the same, increased?)  - Pick a book to read together and reflect on.  - The difference between rest and recreation. |  |
| **Nov** |  | **TBD** |  |  |
| **Dec** |  | **Mission and Evangelism** | - How are mission and evangelism the same or different?  - How are they carried out in your context?  - What are the pros and cons of you parish MAP?  - What if any, link is there between occasional offices and mission?  - Why does God care about mission and evangelism? |  |
| **Dec** |  | **Christmas Social** | - Take some time to relax together amidst the busyness of Christmas preparations. |  |
| **Jan** |  | **Six-Month Review** | - Review the last six months with reference to your Working Agreement and Learning Plan.  - What has worked well?  - What has been challenging?  - What needs adjusting? |  |
| **Jan** |  | **Work with Children & Young People** | - What is the theology/ecclesiology that underpins how children/young people are engaged in your context?  - Where would you like ministry with children and young people in your church/parish to be in five years’ time?  - What would it take to get it there? - - Children and young people included or excluded in your context?  - All age worship  - church organisations  - uniformed organisations  - Junior Church/Sunday school  - babies and toddlers services, buggy mass; Godly Play; messy church  - children’s choir/ music group  - youth groups  - What is new for you (the curate) in working with children/young people. |  |
| **Feb** |  | **Work with Children & Young People (continued)** |  |  |
| **Feb** |  | **TBD** |  |  |
| **Mar** |  | **Prayer** | - What prayer practices have you found to be most sustaining in your life and why? Has this changed?  - Describe the prayer life of your congregation.  - How might your congregation be encouraged in their life of prayer? |  |
| **Mar** |  | **TBD** |  |  |
| **Apr** |  | **Conduct of Public Worship** | Please meet together following a recent time of leading/deaconing to discuss your development in leading worship since ordination to the diaconate. |  |
| **Apr** |  | **Year 1 Annual Review** | - Discuss and complete the Annual Review with reference to the Learning Plan and Skills Checklist. Send completed form to IME Phase 2 Officer. |  |
| **May** |  | **TBD** |  |  |
| **May** |  | **The Eucharist** | - What is your theology of the Eucharist and is it one you can explain to your congregation?  - What is the understanding of the Eucharist prevalent in your congregation?  - What do people understand/expect by way of preparation for receiving communion?  - What is the parish policy on admission of children to communion before confirmation?  - Who distributes? Why?  - How is communion administered? Why?  - How often is communion celebrated? Why? |  |
| **June** |  | **Preparing for Priesting** | - What does being a priest mean to you?  - What are you most looking forward to/anxious about? |  |
| **June** |  | **TBD** |  |  |

**Supervision Log - Year 2 Priest Assistant Focus**

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| **Month** | **Date** | **Topic** | **Inspiration for your discussion** | **Supervision reflections and comments** |
| **July** |  | **Devising, planning and staging acts of worship** | - Inhabiting the Church calendar and using Common Worship seasonal provisions.  - Choice & place of music – most ‘bust-ups’ are about music rather than liturgy – why?  - The place of healing services. |  |
| **July** |  | **Weddings** | - What’s your theology of marriage?  - Marriage preparation  - personalising the service - how flexible can we be and what are the essential aspects that have to be included and amendments that can’t be accommodated e.g. own vows.  - Involving others in planning  - Follow-up  - Legal aspects of marriage, banns, Marriage Document and Register, marriage returns including 2020 changes to marriage registration  - Who you can bless/marry – and who you can’t!  - Divorce and remarriage  - Rehearsal  - The joys – and the tensions! |  |
| **Aug** |  | **Baptisms & Confirmations** | - Baptism of adults; relating baptism to confirmation  - Confirmation Preparation  - Pre- baptism; visiting at home, preparation  - The service; practicalities, rehearsal, preparation  - Theology, cultural expectations, and potential misunderstandings  - Exploring the difficulties and the joys of baptism, with reference to particular experiences in the parish.  - Offering an alternative: thanksgiving for the birth of a child or dedication  - Follow-up with the family/adult |  |
| **Aug** |  | **Cure of Souls** | - What does it mean to have the ‘cure of souls’ for a parish and how your church connects with those who may never set foot in your church building/s. Consider the theological intentions behind these decisions.  - The difference between working beyond the walls and making the walls porous and the theological significance.  - Discuss some of the different groups within your benefice/s and their connection (or lack of) with the church.  - The elderly & nursing homes.  - Different agendas of partner organisations – what we and they expect.  - Engaging with secular agencies – local council, social services, mental health.  - Significance of ‘dog collar’/clerical attire.  - Use of media.  - Schools & Young people in the community.  - Civic church & civic leaders. |  |
| **Sept** |  | **Finalising IME2 Training Plan Yr1-3 and Working Agreement.** | Meet together to finalise the IME2 Training plan Yr 1-3 for year two and revised Working Agreement. |  |
| **Sept** |  | **Working in a team or group** | - Spend time discussing and reflecting on what ‘team’ means in your setting.  - Strategy and purpose of teams/groups.  - Do we model a team approach to ministry as clergy – how can we be developing our team building skills?  - Dealing with hurt & conflict.  - How effective are we at recruiting and keeping appropriate volunteers?  - If we have paid staff, what is the relationship between them and volunteers?  Is it healthy, clear and appropriate?  - ‘High accountability, low control’. To what extent do you agree this is a good framework for working with volunteers in your context?  - Are you prepared to give real responsibility to volunteers and lay leaders, supporting, training and equipping them to grow, or is this too much of a risk?  - Are we confident enough in our lay leaders to delegate real responsibility to them, if not, why not? |  |
| **Oct** |  | **Pastoral care** | - Your theology of pastoral care and how that interacts with congregation/parish expectations  - Developing collaborative approaches.  The place of ‘prayer ministry’ in your context and how this relates to your theological understanding of pastoral care.  - The place of Spiritual Direction in pastoral care.  - The place of Confession & Absolution in pastoral care.  - The appropriateness of ‘challenge’ in pastoral conversations.  - Blessing of objects, homes & people.  - Best use of time in pastoral visiting/pastoral conversations.  - The use of ‘a celebration of Wholeness and Healing’ from CW Pastoral Services  - Home/hospital Communions  - Personal safety: Taking risks/avoiding risks |  |
| **Oct** |  | **TBD** |  |  |
| **Nov** |  | **TBD** |  |  |
| **Nov** |  | **TBD** |  |  |
| **Dec** |  | **TBD** |  |  |
| **Dec** |  | **TBD** |  |  |
| **Jan** |  | **6 Month Review** | - Review the last six months with reference to your Working Agreement and Learning Plan.  - What has worked well?  - What has been challenging?  - What needs adjusting?  - What has been significant about priestly ministry? |  |
| **Jan** |  | **TBD** |  |  |
| **Feb** |  | **TBD** |  |  |
| **Feb** |  | **TBD** |  |  |
| **Mar** |  | **Ecumenical Engagement/other tradition** | - What does it mean to be Anglican?  - Why aren’t you a Roman Catholic/Baptist/Methodist etc?  - How much does it matter?  - What is Christian Unity?  - How much experience have you had of worshipping in other traditions?  - What ecumenism takes place in your parish? |  |
| **Mar** |  | **TBD** |  |  |
| **Apr** |  | **Healthy Leadership** | - What is healthy church leadership?  - How would you and your TI describe each of your leadership styles. What are the positives and negatives.  - What refills you and helps you to minister? Discuss your rhythms of rest and recreation. |  |
| **Apr** |  | **360° Review** | - Discuss your 360° Reviews and how the feedback made you think and feel about your ministry. |  |
| **May** |  | **Year 2 Annual Review TBD** | - Discuss and complete the Annual Review with reference to the Learning Plan and Skills Checklist. Send completed form to IME Phase 2 Officer. |  |
| **May** |  | **TBD** |  |  |
| **June** |  | **TBD** |  |  |
| **June** |  | **TBD** |  |  |

**Supervision Log - Year 3 Priest Assistant Focus**

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| **Month** | **Date** | **Topic** | **Inspiration for your discussion** | **Supervision reflections and comments** |
| **July** |  | **Project Management** | - Discuss and reflect on a project you (curate) been involved in leading. Things that went well and not so well and lessons learnt. |  |
| **July** |  | **Equipping Discipleship** | - Barriers to learning  - Encouraging a learning culture  - Ways of providing a variety of opportunities for spiritual growth and learning  - Differing spiritual backgrounds and needs  - Differing cultural needs  - Different learning needs  - Learning in a non-book culture.  - Confirmation preparation.  - Discipleship and nurture programmes.  - Developing leaders and partners in ministry.  - Dealing with hurts and conflict.  - Working with small groups  - Personality types/learning styles  - Gender dynamics  - Learning difficulties and mental health  The appropriateness of ‘challenge’. |  |
| **Aug** |  | **TBD** |  |  |
| **Aug** |  | **TBD** |  |  |
| **Sept** |  | **Finalising IME2 Training Plan Yr1-3 and Working Agreement.** | Meet together to finalise the IME2 Training plan Yr 1-3 for year three and revised Working Agreement. |  |
| **Sept** |  | **Dealing with Change** | - Identify something in your life or ministry that has changed.  - Why did it change?  - Who changed it?  - How did it affect you, your incumbent?  - How did it affect others in and outside of the congregation?  - Do you welcome change or are you wary of it? Explain.  - What changes have you seen in your parish. |  |
| **Sept** |  | **Administration** | -What do you understand of parish administration?  -How does it affect you (curate) in an assistant role?  -how do you view the place of administration within the life of a priest? |  |
| **Sept** |  | **Planning for the Future** | - Draw up a list of goals and priorities for the next six months.  - what will be the shape of your ministry after curacy?  - Will you stay in the same parish/benefice or move?  - Is there some form of special responsibility that you would like to take on?  - How do you feel about the future? |  |
| **Oct** |  | **Church Law** | - Clergy conditions of service and SOPs  Clergy disciplinary measure (CDM) |  |
| **Oct** |  | **Line Management** | - Discuss best practice in line managing any paid staff and supervising volunteers. |  |
| **Nov** |  | **Ministry & Vocation** | - Share some of your reflections about how your sense of ministry and vocation are developing in your own life. How has this changed and developed since ordination.  - Share about how you might discern the gifts and vocation of others. |  |
| **Nov** |  | **Care and Use of Church Buildings** | An albatross or a vehicle for mission? |  |
| **Dec** |  | **TBD** |  |  |
| **Dec** |  | **TBD** |  |  |
| **Jan** |  | **6 Month Review** | - Review the last six months with reference to your Working Agreement and Learning Plan.  - What has worked well?  - What has been challenging?  - What needs adjusting? |  |
| **Feb** |  | **TBD** |  |  |
| **Feb** |  | **TBD** |  |  |
| **Mar** |  | **TBD** |  |  |
| **Mar** |  | **TBD** |  |  |
| **Apr** |  | **TBD** |  |  |
| **Apr** |  | **TBD** |  |  |
| **May** |  | **Year 3 Annual Review** | - Discuss and complete the Annual Review with reference to the Learning Plan and Skills Checklist. Send completed form to IME Phase 2 Officer. |  |
| **May** |  | **TBD** |  |  |
| **June** |  | **TBD** |  |  |
| **June** |  | **TBD** |  |  |