**IME Phase 2 – Formation Skills Checklist – Incumbent Focus Priest**

**The ‘Formation Skills Checklist’ is designed to be used alongside the ‘Qualities Framework’, ‘Learning Plan’**

**and ‘Annual Review’ to identify current learning and areas for ongoing formation.**

**Instructions:**

1. Indicate with the level of experience and/or satisfaction that has been gained in relation to the listed skills by marking the relevant point with a **‘X’** on the scale (low to high). This should be done towards the start of each ordained year, around September is suggested.

2. Indicate with a **‘Y’** to what extent developing each skill or item should be a priority for the coming year. Then prioritise by using **‘YY’** for the most important items. Do not mark more than ten items as priorities for the coming year.

3. These categories are neither definitive nor exhaustive. Feel free to ignore ones that are not relevant or to add others.

4. You may find it helpful to elaborate on your responses and reflections in your Annual Review Form.

5. There is space at the end of the document to write further comments, notes or actions as you work through the Checklist.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1** |  |  | **Year 2** |  |  | **Year 3** |  |
|  | **Present Level** **Low-----------------High** | **Priority this year** |  | **Present level****Low----------------High** | **Priority****this year** |  | **Present level****Low----------------- High** | **Priority****this year** |
| **Personal Development** |  |  |  |  |  |  |  |  |
| Spirituality and prayer life; daily office, quiet time, prayer styles, spiritual director | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Biblical and theological studies | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Reflection on life journey | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Awareness of own learning style | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Continuing theological reflection / making connections | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Development of appropriate working rhythm, including time off, retreats, etc. | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Awareness of sexual dynamics in working relationships | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Reflection on role(s) within the community | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Affirmation of previous experience and learning | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Worshipping while leading worship | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Development of understanding of partnership in ministry | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Making time for hobbies and recreation | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Understanding confidentiality | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Exercising a leadership role - awareness of own leadership style | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| *For SSMs in secular employment*Reflection on interface between parish and workplace ministries | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| ***Additional Comments/Observations*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Conduct of Worship** | **Year 1** |  |  | **Year 2** |  |  | **Year 2** |  |
| Requirements of Canon Law | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| BCP Holy Communion | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| BCP Morning or Evening Prayer (sung) | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| CW - Eucharist, modern language | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| CW - Eucharist, traditional language | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| CW – Service of the Word | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Baptisms | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Thanksgiving for the birth of a child | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Marriages | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Blessing after a civil marriage | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Funerals – church, graveyard, crematorium | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Holy Week observance | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Informal worship | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| All-age worship | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Familiarity with other authorised forms of worship (particularly newer forms) | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Writing and planning special services | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Choosing music & liaison with musicians | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Reading, speaking and singing in church | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Leading intercessions | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Preparing church & books for worship | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Preparing communion vessels and linen | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Practical awareness of traditions other than own (e.g. use of vestments, incense, dance, movement) | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Choreography of worship and spatial awareness | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| ***Additional Comments/Observations*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Preaching** | **Year 1** |  |  | **Year 2** |  |  | **Year 3** |  |
| Parish Eucharist / main Sunday service | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| All-age worship | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Preparation of audio-visual aids | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Youth/Children’s Services | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Weddings | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Funerals | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| non-regular churchgoers (e.g. civic services) | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Public speaking - not preaching | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| ***Additional Comments/Observations*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Mission & Evangelism** | **Year 1** |  |  | **Year 2** |  |  | **Year 3** |  |
| Awareness of local context, in particular the social and ethnic profile | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Development of theology, understanding and practice of mission | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Ability to present the good news of Jesus to those with little or no church background | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Experience of using one of the evangelism resources, e.g. Pilgrim, Alpha, Emmaus etc. | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Interfaith activities and awareness | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| ***Additional Comments/Observations*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Pastoral and Educational** | **Year 1** |  |  | **Year 2** |  |  | **Year 3** |  |
| Knowledge of how adults learn | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Awareness of current issues in society, e.g. race, sexuality, gender etc. | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Baptism policy & preparation | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Sunday School | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| School Assemblies & Lessons | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Confirmation: children and young people | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Confirmation: adults | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Youth work | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Family issues: functional and dysfunctional | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Marriage policy & preparation | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Banns | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Licence, Supt Registrars Cert, Special Licence | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Funeral visiting | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Home group leadership | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Home Group / Bible study study leadership | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Pastoral visiting | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Visiting the sick: 1. At home | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
|  2. In hospital | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Healing Services | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Paranormal and/or deliverance ministry | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Ministry in an institutional setting (prison, hospital, care home, barracks) | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Emergency baptism in hospital | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Blessing of objects, homes, people | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Encountering the mentally ill | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Anointing the sick | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Death of babies, incl. stillbirth, abortion, miscarriage | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Sudden death e.g. accident, suicide, major incident | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Dealing with conflict | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Working with volunteers & pastoral management | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Counselling/listening skills | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| ***Additional Comments/Observations*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Parish organisation skills** | **Year 1** |  |  | **Year 2** |  |  | **Year 3** |  |
| Time Management | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Record keeping & filing | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Role of Wardens, PCC, APCM | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Preparation for and chairing of meetings | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Managing parish finances, fees, expenses | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Simple accounting and budgeting | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Church registers | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Church buildings, churchyards, DACs & faculties | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Planning, goal setting & evaluation | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Writing articles (parish, local news, online etc.) | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Working with the media | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Safeguarding | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Personal safety awareness | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Risk Assessments & Health & Safety | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| HR Legal requirements for parish employees | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| ***Additional Comments/Observations*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Links with the wider church** | **Year 1** |  |  | **Year 2** |  |  | **Year 3** |  |
| Involvement with local Chapter & Deanery | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Awareness of Diocesan strategy & resources | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Local ecumenical links | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Awareness of national church structures | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Awareness of world-wide church | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| ***Additional Comments/Observations*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Additional Areas** | **Year 1** |  |  | **Year 2** |  |  | **Year 3** |  |
| Church planting | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Further study | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Equal opportunities | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Media skills | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Spiritual Direction / Counselling | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Tourism & church buildings | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Rural ministry | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Urban ministry | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| Pioneer Ministry | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
|  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
|  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
|  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |  | |.....|.....|.....|.....|.....| |  |
| ***Additional Comments/Observations*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |