Ministry and Training Agreement for Self-Supporting Curates[[1]](#footnote-1)

# The Ministry and Training Agreement

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| Name of Curate |  |
| Name of Supervising Minister |  |

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| **Contact details** (preferred email and phone details for contact regarding parish matters) |  |

Please note:

1. Training curates need to come to an agreement with their supervising ministers regarding their work, learning and development during curacy. This document is designed to enable productive conversations between clergy colleagues. It is intended to describe a working relationship, manage expectations, check assumptions and anticipate areas of tension or role conflict. It is not a contract.
2. The Agreement will be a live document and should be a key reference during supervision which should be reviewed every six months. **Agreements should be submitted annually** to [jane.hood@chester.anglican.org](mailto:jane.hood@chester.anglican.org) by September 15th and should be shared with, at least, churchwardens.
3. The Ministry Agreement compliments the more generic *Role Description for the Post* and the *Statement of Particulars of Office*.
4. Bishop Peter has issued guidance that full time clergy would work a minimum of 38 hours in a week and that all clergy should not work more than 48 hours. There should be a rest period of at least 24 hours each week, and two consecutive rest days each month. Stipendiary clergy have a holiday leave entitlement of six Sundays. Self-supporting ministers should agree with their supervising ministers about Sundays off. All curates should agree holidays, working hours and time off with their supervising minister.

**Employment**

For self-supporting ministers, what is the place of work and employment status (eg part time or full time)? What are the basic responsibilities? Is the work commitment seen as integral to ministerial formation, and if so, will work commitments be part of supervision?

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**Skills and Experience**

What are the skills and experience the Curate brings with him/her which should be accounted for in terms of his/her formation and in terms of what he/she can offer in ministry in the parish?

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**Time commitment within the parish**

The self-supporting minister’s time spent on parochial duties will include time for leading worship, taking occasional offices (including preparation and follow-up), meetings, reading, prayer and sermon preparation. Time spent within the parish needs to take account of special responsibilities and commitments outside the faith community.

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| How many hours per week is the Curate offering to the parish? |  |
| How many Sundays per month will he/she be leading worship? |  |
| How many times per month will he/she be preaching, including homilies and other addresses? |  |
| Approximately how many funerals, weddings and baptisms will the Curate be doing through the year? (This may be important in terms of how the Curate manages his/her time) |  |
| What are the expectations regarding the daily offices? |  |

**Time off**

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| What is the day off? |  |

**Holidays**

What holidays will be taken, and how will holiday dates be coordinated between Curate and Supervising Minister?

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**Meetings for supervision**

These meetings are for mutual support, personal review and growth, and theological reflection.

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| How often will they take place? |  |
| Where will they take place? |  |
| What will the “rules” of meeting be? |  |

**Other meetings**

At what meetings (eg, ministry team, Chapter, Synod) will attendance be expected (subject to availability)?

What additional meetings will he/she attend if relevant?

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**Special responsibilities within the parish**

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| Will the Curate have any particular responsibilities within the parish? If so, what are they? |  |
| Will the Curate have opportunity for pioneering ministry? If so, how? |  |

**Office space**

What office space will the Curate have?

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**Clerical dress**

What is normal liturgical dress?

What other expectations are there regarding dress code?

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**Expenses**

Reference should be made to *Parochial Expenses of the Clergy 2017* (available online)which gives guidance to clergy and Treasurers about the reimbursement of expenses.

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| How will the Curate claim expenses? How frequently and to whom? |  |
| What can the Curate claim for? |  |

**Ministerial formation and continuing ministerial development**

IME Phase 2 is “on the job” training. The Curate takes responsibility for his/her own professional development, supported by the Supervising Minister and the local church.

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| What time is to be allocated to learning events, ministerial formation and study? |  |
| Is the Curate registered on an academic programme? If so, what is it and what are the modules he/she is registered for? |  |
| What plans are there for making a retreat and attending conferences? |  |
| Name three or four areas for development over the next twelve months, identified by the Curate and supported by the Supervising Minister |  |
| List the events in the IME2 training programme which the Curate will be attending |  |

**Ministerial support**

What arrangements are in place in terms of professional support in terms of mentoring, coaching and spiritual direction?

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**Confidentiality**

Parishioners will be made aware by the Curate and the Supervising Minister that all matters disclosed to the Curate may be shared with the Supervising Minister for the purposes of supervision.

**PLEASE FEEL FREE TO ADD FURTHER SECTIONS TO THIS DOCUMENT**

**Grievance procedures**

*Name* and *Supervising Minister’s name* agree that any misunderstandings and/or grievances they experience will be discussed in private, never in public. The Curate should be free to contribute openly and with integrity to discussions within the parish but should also demonstrate loyalty to colleagues and church officers. Name and Name therefore agree to support each other publicly but maintain their individual viewpoints and contributions. If any issue cannot be resolved and is too fundamental for colleagues simply to agree to differ, then advice should be sought from the IME Officer

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| Signature of Curate | Date |
| Signature of Supervising Minister | Date |
| Agreed date for reviewing this agreement |  |

David Herbert

June 8th 2018

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1. I am grateful to John Lees for the appendix in his book *Self-Supporting Ministry: a Practical Guide* (2018, SPCK)offering a template for a working agreement for self-supporting ministers. I have adapted that for use for training curates. [↑](#footnote-ref-1)