Ministry and Training Agreement

for Self-Supporting Clergy

# The Ministry and Training Agreement

*When drawing up a ‘local’ Ministry & Training Agreement (MTA), clergy are reminded to read the ‘SSM Guidance Notes’ pertaining to Common Tenure and MTAs on the Diocesan website.*

***It is important that MTAs reflect the SSMs Statement of Particulars (SOP).***

*NB, this template is for use by SSMs who have completed the IME phase of training. A separate template for those undertaking IME is available from the IME Officer. All text in italics can be deleted.*

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| Name of SSM | *Enter name here...* |
| In the Parish, the SSM is to be known as | *Curate, Assistant Priest, Associate minister etc* |
| Name of Incumbent / P-i-C | *Enter name here...* |

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| **Contact details** (preferred email and phone details for contact regarding parish matters) | Home:  Mobile:  Email: |

**Employment / Other Commitments**

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| *Enter details of employment and how this can / could impact upon availability in the Parish. If not employed, there may well be other demands ion your time, such as childcare or care commitments etc. Indicate also, any non-Parochial commitments in the Diocese, such as spiritual director, or community, such as school governor etc.* |

**Skills and Experience**

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| *Enter in this box any specific skills that the Parish could utilise, such as funeral ministry, working with children etc. also indicate your experience as a whole, such as ordained for ‘12 years’...* |

**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 must take account of special responsibilities and commitments outside the faith community, as well any at a Diocesan level.

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| How many hours per week is the SSM offering to the parish? | *Refer to the SoP* |
| How many Sundays per month will he/she be leading worship? | *This needs not a ‘hard and fast’ rule, but more a generalisation, such as ‘at least...’ or ‘at most…’* |
| How many times per month will he/she be preaching, including homilies and other addresses? | *This needs not a ‘hard and fast’ rule, but more a generalisation, such as ‘at least...’ or ‘at most…’* |
| Approximately how many funerals, weddings and baptisms will the SSM be doing through the year? | *This needs not a ‘hard and fast’ rule, but more a generalisation, such as ‘at least...’ or ‘at most…’* |
| What are the expectations regarding the daily offices? | *Work commitments may prohibit saying the Offices with other clergy within the Parish* |
| When will the SSM and Incumbent / P-i-C pray together? | *Indicate when, where, frequency etc* |

**Time off**

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| What is the day off? | *Or even days...* |

**Holidays**

What holidays will be taken, and how will holiday dates be coordinated between the SSM and Incumbent / P-i-C?

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| *Refer to the Guidance Notes. It is important that holidays are taken by SSMs, in addition to however many Sundays per year may be given as ‘time off’. It is unhelpful for SSMs to be limited to only six Sundays per year off, especially if they are in fulltime employment* |

**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? | *Suggest at least four times per year?* |
| Where will they take place? | *Indicate where and when...* |
| What will the “rules” of meeting be? | *These may include standing items* |

**Other meetings**

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

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| *Be realistic in terms of time commitment. These meetings ‘count’ towards the ‘hours per week’ allocation / agreement* |

**Special responsibilities within the parish**

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| Will the SSM have any particular responsibilities within the parish? If so, what are they? | *Such as pastoral ministry, children’s work etc* |
| Will the SSM have opportunity for pioneering ministry? If so, how? | *State how, and what format this will take if necessary* |

**Office space**

What office space and/or administrative support will the SSM have?

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| *This can include support towards the purchase of consumables etc.* |

**Clerical dress**

What is normal liturgical dress? What other expectations are there regarding dress code?

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| *Within the Parish generally, when undertaking ministry (e.g., clerical collar), and for services – cassock, stole, chasuble etc.* |

**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 SSM claim expenses? How frequently and to whom? | *Also, will a claim for be used?* |
| What can the SSM claim for? | *The SSM should never be out of pocket for ministry* |

**Ministerial formation and continuing ministerial development**

The SSM should take responsibility for his/her own professional development, and be supported by their Incumbent / P-i-C:

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| What time is to be allocated to learning events, ministerial formation and study? | *This should be included in the hours per week offered to the Parish* |
| What plans are there for making a retreat and attending conferences? | *Additionally, can / will the parish pay anything towards the cost of these?* |

**Ministerial support**

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

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| *How can the Parish support and facilitate this?* |

*Other boxes can be added at this point to capture any aspects not covered elsewhere in this template*

**Confidentiality**

Parishioners should be made aware by the SSM and the Incumbent / P-i-C that all matters disclosed to one another may be shared between them, for the purposes of pastoral oversight and ministerial provision, although professional / ministerial judgement will be used accordingly.

In the case of any safeguarding matters, all disclosures will be dealt with in line with Diocesan guidelines and confidentially will **NOT** be maintained.

**Grievance procedures**

The SSM and the Incumbent / P-i-C agree that any misunderstandings and/or grievances they experience will be discussed in private, never in public, although it may be appropriate to invite Churchwardens to any meetings. The SSM should be free to contribute openly and with integrity to discussions within the parish but should also demonstrate loyalty to colleagues and church officers, as well as be afforded the same loyalty back.

The SSM and Incumbent / P-i-C 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 Bishop’s Officer for Self-Supporting Ordained Ministry in the first instance, or the relevant Rural Dean, before approaching the Archdeacon and/or Bishop.

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| Signed and dated: | *Enter name* | *Date* |
| Signed and dated: | *Enter name* | *Date* |

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| Agreed date for reviewing this agreement | *Generally, annually...* |

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