**Guidelines for reporting on the development of ministry during the early years of ordained ministry**

Ministers in IME2 are supported by various forms of feedback. This feedback will include the reflections of curates and their Supervising Ministers in a report process which will contain evidence to complement the reports of the IME Officer and Bishops. This will inform a “common sense” of the development of a curate’s ministry with reference to the Church of England’s *Formation Criteria for Ordained Ministry*  *for IME Phase 2.*

## Reports will be required at the following stages:

1. Towards the end of the diaconate. This feedback is invited from Supervising Ministers and Curates and is administered by Bishop’s House.
2. In preparation for end of 2nd and 3rd year interviews with Suffragans. These annual reports will be written by Supervising Ministers and countersigned by the Curate including comments the Curate wants to add.
3. The IME Officer will also report to Suffragans and will forward Supervising Ministers’ reports and curate assignments to the suffragan bishop.

## Report feedback is framed by the seven areas of the Learning Outcomes. These are:

1. Vocation and Ministry in the Church of England
2. Spirituality
3. Personality and Character
4. Relationships
5. Leadership and Collaboration
6. Mission and Evangelism
7. Faith/Quality of Mind

## Please note:

1. Please use the form for reporting, or write a report of no more than two sides of A4 with reference to the Formation Criteria.
2. Curates may write a separate report.
3. Comments should be based on evidence and be specific. For example, about ‘collaborative leadership’, a comment could be: “Janet has shown the ability to exercise collaborative leadership, working effectively as a member of a team, as evidenced by her chairing of the Worship Team, drawing others into the design and delivery of all-age services, including a series of innovative services in August 2019.”
4. There should be indications of areas of strength and areas for development (which can be where there are strengths or weaknesses). This is part of being a ‘Learning Church’.
5. All critical comments should have been discussed with the Curate (if made by Supervising Minister) or with Supervising Minister (if made by Curate), or with the IME Officer.
6. All reports should be submitted electronically to [jane.hood@chester.anglican.org](mailto:jane.hood@chester.anglican.org) and [david.herbert@chester.anglican.org](mailto:david.herbert@chester.anglican.org) .
7. All queries should be addressed to the IME Officer, David Herbert at [david.herbert@chester.anglican.org](mailto:david.herbert@chester.anglican.org) (tel. 07889217589).