**Record of supervision**

*This form is designed for the curate’s record of the regular supervision meeting held with the curate. Please feel free to adapt and customise the form to suit your particular needs and preferences. Using the template will help the supervision become more focused and purposeful. The completed record should be copied to the incumbent promptly for her / his comments, and will then become part of the curate’s Ministry Portfolio.*

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| **Curate** |  | **incumbent** |  |
| **Date of supervision:** |  | | |
| **Summary of work since last meeting** | | | |
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| **Main themes for this supervision** | | | |
| **Curate:**  **Incumbent** | | | |
| **Summary of discussion and reflection** | | | |
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| **Record of decisions taken** | | | |
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| **Actions / agenda for next supervision meeting** | | | |
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| **Incumbent’s notes / reflection** |
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