Please use this template in negotiating and signing off your Working Agreement

IME2 WORKING AGREEMENT template

Curate: .......................................................................... Cohort:

Incumbent: .........................................................................

Benefice: .........................................................................

Date: ........................................ or Review Date: .................................

This form is in six parts:

1. Hopes and Expectations
2. Areas relating to Self-Supporting Curates
3. Particulars of Work
4. Support and Supervision
5. Working Conditions
6. Training Agenda (effective from Year 2 of the curacy)

In the first instance the Working Agreement will be drawn up between the curate, and Training Incumbent at a meeting held **not later than the end of September**. It should then be submitted to the DDO for review. It should also then be reviewed, updated and returned to the DDO by the end of June, with the Training Agenda, **for each subsequent year** of curacy.

In identifying priorities for training, careful use should be made of the new **Formation Framework for Ordained Priestly Ministry for IME2**. This offers a map of the development that IME2 needs to enable, and is the basis on which Assessment at the End of Curacy takes place.

# HOPES and EXPECTATIONS

## This curacy is intended to prepare the curate for: [please select one]

 ‐ a continuing supporting role, or

 ‐ a future role of incumbent-level responsibility?

## Please each say something about your hopes for the coming year. Please each write your own hopes, then compare and discuss them. NB boxes are expandable – use whatever space you need):

 Curate Incumbent

## What are your hopes for the working relationship between you as curate and incumbent for the coming year? (please discuss and agree this, using as much space as you need):

 Curate Incumbent

## What hopes or plans do the incumbent and PCC have for the parish and patterns of ministry in it during the coming year, and how might this affect the curate’s work and training (please discuss and agree this)?

## What expectations are there about standards of dress / clerical uniform? What expectations are there about availability (e.g. attendance at parish office hours, use of answerphone, departure time after Sunday services, etc.)?

## What areas of past experience and expertise will the curate bring into ordained ministry?

## Either:

## (1) For married curates: what are the expectations and needs of the curate’s spouse / family (where appropriate)? There can also be issues about the family’s privacy and/or the possible difficulty of the curate having space to work well at home that need careful discussion.

Or:

(2) For single curates: what needs will the curate have for time with friends, family and other supporters? How will this work with the restrictions of a single day off / what provisions need to be made to enable the curate to sustain these significant networks?

# AREAS RELATING TO SSM CURATES

## What is the focus of the curate’s ministry: a ministry exercised in a place of secular employment, or a parish focus? If both, where does the emphasis lie? How will this ministry be expressed, affirmed and communicated in the parish?

## The curate’s secular employment, or retirement, or domestic commitments, and other claims on time need to be understood and communicated within the parish. How is this to be done?

## What weekday involvement is expected in the regular ministry of the parish, including Staff meetings, PCC etc?

# PARTICULARS OF WORK

1. **Attendance and participation:**

**Worship** *(please specify how often the curate is expected to attend, lead or preach):*

* Daily Offices:
* Sunday services:
* Other services:
* How often will the curate be expected to preach?
*(a deacon should not prepare more than two sermons a month)*

**Occasional Offices:**

* Funerals:
* Baptisms:
* Weddings :
*(except for particular circumstances with the Bishop's permission,
deacons should not officiate at weddings)*

**Pastoral Work:**

* Visiting at home:
* Hospitals:
* Care Homes:
* Other:

**Education, Nurture and Outreach:**

* Children’s Groups:
* Schools:
* Youth Work:
* Home group / prayer group / confirmation group / Emmaus / Alpha:
* Adult Education:

**Structures:**

* PCC:
* Parish Committees:
* Chapter/Deanery Synod:
* Churches Together/Fraternal:

**Community involvement:**

* Schools:
* Community Groups:
* Other:
1. **Areas of special responsibility**

*Are there any areas where the curate will have special responsibilities this year (which should reflect areas in the Training Agenda)?*

*The curate should, in the course of the curacy, have experience of significant responsibility for a particular project or area of ministry, including initiating new development and mentoring / supervising others.*

#  SUPPORT AND SUPERVISION

1. **What are your arrangements for:**

**Supervision meetings**.
*Supervision is protected time with disciplined and dedicated focus on the curate's work and development, held regularly throughout the length of the curacy, with the intention that the curate will grow in insight and confidence in ministry. In addition to more frequent and ad hoc meetings for checking in together, which may be shared with other team members, a supervision meeting of 90-120 mins should be planned* ***at least once each month****. Records are kept by the curate, with incumbent's comments, as part of the Ministry Portfolio. Please be specific about the dates and venues of your meetings through the year:*

**Staff meetings***Will there be work‐related meetings for incumbent and curate only and / or for a wider staff team?? How often / what will the arrangements be?*

1. **Review of Working Agreement and Training Agenda**

*Please set a date / timetable to review the Working Agreement and Training Agenda. It makes sense to do this in the light of the review / assessment process each year. Please see Assessment and Review Timetable.*

1. **Spiritual Director**

*All curates should have access to a spiritual director or equivalent. Have arrangements been made, and is the incumbent aware of them?*

1. **Annual retreat**

*Curates should have the opportunity for an annual retreat (3-4 nights or equivalent). What are the mutual expectations for this? How will it be funded and what is a reasonable expectation? When could a retreat take place?*

*(NB for deacons, arrangements are already in place for a retreat prior to ordination as priests)*

# WORKING CONDITIONS

1. **Expenses**

Parochial expenses are defined as 'all those running costs which clergy and PCCs agree are necessary for clergy to fulfil the duties of their post'. Please refer to the Statement of Particulars and *The Parochial Expenses of the Clergy: A Guide to Their Reimbursement* (https://tinyurl.com/parochialexpenses-2017*).*

Please specify the basis and procedure for claims and reimbursement in the following areas:

* Telephone (including mobile, if necessarily used for work purposes):
* Car mileage / other transport:
* Stationery etc:
* Other:
1. **Time off, study, etc:**

**Study time and IME2 events**

*The new framework for IME2 assumes that 15% of working time will be set aside for continuing study and learning. This will include reading, structured reflection on the experience and practice of ministry, Study / Training days etc.*

*Over a month or a year, taking into account hours used for diarised training events, this equates to a* ***half-day a week*** *or a* ***whole day each fortnight*** *being set aside for reading, writing Ministry Journal entries, organising Portfolio, etc . The curate should be able to account for how this time has been used in supervision.*

What dedicated time will be set aside for continuing study and learning?

**Day Off:**

*Stipendiary clergy should have a day off per week (not including IME 2 days, study days, retreats or time allowed for spiritual consultation). The SSM's day off should equally be closely guarded. It is accepted that at certain times of the year, flexibility will be necessary regarding days off. See* [*Handbook p28*](#TimeOff) *for further details regarding additional days off and Bank Holidays.*

The curate's day off will usually be:

*The provision of one day off does not mean that every moment of the other six days and evenings should be spent working! What is your understanding about the provision of some period of rest within working days, when it is and is not acceptable to call (and how flexibly or firmly this is understood), etc.?*

**Holidays:**

*F****or details of*** *annual holiday entitlement please see your Statement of Particulars. Is it clear how holiday time will be arranged between curate and incumbent?*

1. **House and Garden**

*Are there any arrangements about House and Garden that need to be specified (including detailing costs and responsibilities to be borne by parish and those by the individual)?*

# TRAINING AGENDA

The aim of this section is:

* + To strengthen existing areas of expertise, and / or …
	+ To address perceived gaps in experience, confidence or skill, and thus …
	+ To ensure that all areas of the Formation Criteria are covered in the course of IME 2, and also …
	+ To address issues raised in supervision and review

What specific areas of training will you focus on during this year?
How does each of these relate to the 7 Formational Qualities?

For each one, what do you hope will be achieved?

What arrangements need to be put in place?

How will you review progress and achievement?

Signature of Curate …………………………………….. date ……………………………………..

Signature of Incumbent …………………………………….. date ……………………………………..

*Copies of this agreement should be sent to the DDO by the end of September.*