



DIOCESE OF ST ALBANS

IME 4-7



A Training Manual For New Curates

Contents

Introduction to the Training Manual	page 1
Introduction to IME 4-7	page 3
Quick Guide	page 5
Peer Groups	page 7
Curates' Conferences	page 11
Continued Study and Reflection	page 13
IME 4-7 and Further Study	page 15
Written Work	page 17
Training Agendas, Reviews and Assessment	page 19
Introduction to the Website and Ministry Development contact details	page 21

Other documents and Grant forms

CME Workshop Programme

Learning Outcomes

Training Agenda Form

Grant Forms

An Introduction to this manual

Welcome to your Training Manual for IME 4-7! Most of the contents should be self-explanatory but one or two notes may be helpful.

This manual is intended to be a working tool to help you, and us, monitor your training in these first 4 years of ordained ministry. It contains: information about group meetings, workshops & training events; the review and the assessment procedures; some resources; forms for your Local Training Agenda and the grants and allowances available to you.

There are a number of documents that will be useful to you in this manual; others can be found on our website. Information about the website and contact details can be found on page 17.

Please keep your manual somewhere you can find it easily and keep it up to date.

Your Training Agenda should also be kept up to date. This will make the preparation for your assessment meetings and reviews easier and will help you keep track of your training experiences and needs

New programmes, workshops, reminders, dates and information will be sent out on a regular basis.

Information about your Curacy

You should have received a Letter of Appointment from the Bishop and a Statement of Particulars. These documents outline the parameters of your appointment and any specific requirements on you for the period of the curacy. The Statement of Particulars also outlines the basic expectations you may have of the Diocese and the Church of England while you serve in this post.

As an Assistant Curate in a Title Post you are subject to 'Qualified Common Tenure' and your post is a fixed-term post for training purposes. This means that you cannot stay indefinitely in your post and that you must fulfil a series of training requirements before you can be said to have successfully completed your title post and can move on into Common Tenure proper. This is the case for both stipendiary and self-supporting curates, and for those in part time as well as full time roles; the practical out-workings and expectations vary a little between those groups and where this applies to you it will be explained.

Your Title post is for a fixed term. For full time stipendiary posts this is a maximum of 3 years 10 months from the date of ordination. You may not move on from this post before a full 36 months have been served. For part-time and Self Supporting curates the curacy may be up to 6 years.

Outcomes of the assessment process may require an extension (or reduction) in the length of the curacy. If you need to ask for an extension to your curacy for personal or family reasons you should make this need known as early as possible.

An introduction to IME 4-7

In this diocese we seek to support education and development for all licensed and ordained ministers throughout their years of ministry. In the first four years after licensing or ordination this takes the form of a structured programme. The programme includes opportunities for training and development, and reflection on practice. It also provides for the requirements on curates of Qualified Common Tenure to which all title posts are subject. All curates are required by the Bishop to participate in all aspects of this programme.

The aims of the programme

The aim of the diocesan IME 4-7 programme is to support and encourage the training of curates by:

- ~ providing a structure to support and to review learning and training in the parish
- ~ offering a framework for curates to fulfil the requirements of assessment under Qualified Common Tenure
- ~ providing a wider context, outside the parish, for mutual support, encouragement and reflection on experience
- ~ encouraging the development of self-directed and life-long learning
- ~ facilitating the development of particular skills and competencies that are important for leadership in mission and ministry
- ~ offering support and guidance to training incumbents

In developing the programme for IME 4-7 in this diocese we seek to respond to several questions:

What kind of church do we want?

Our Diocesan vision “Living God’s Love” gives us a starting point for identifying what this diocese believes to be the call of God to the church in this place at this time. The themes of “Living God’s Love” picture a church which is energized and always seeking to develop; people who are confident in their faith, willing to live it, share it and to grow; who are active in mission and ministry and upheld by worship, teaching, and fellowship. A people with vision rooted in solid foundations.

What kind of ministers do we need to serve it?

Ministers who have solid foundations:

- ~ Who have confidence in personal faith, & are able to communicate ‘the faith’ as opposed to simply ‘my faith’
- ~ Who are able to be a theological resource
- ~ Who have liturgical sense
- ~ Who can offer professional pastoral care
- ~ Who have sensitivity in leadership and have good working practices and habits
- ~ Who are willing to grow – in faith, as a person, in relationships, skills and role
- ~ Who have energy and vision and a clear understanding of the church of which they are a part

What are the implications for training in early years of ministry?

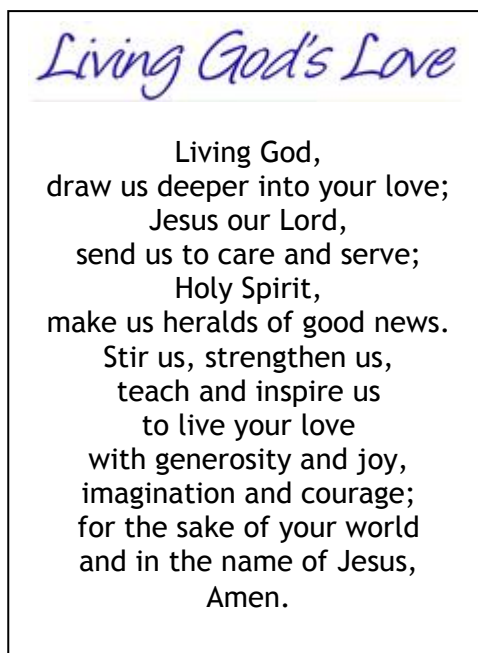
Training in early years needs to encourage development of skills and good habits for reflection and study by providing opportunities for:

- ~ Theological & biblical study and reflection
- ~ Reflection on experience and practice

- ~ The development of skills for mission, ministry and pastoral care
- ~ Breadth and variety of understanding and experience of ministry in the Church of England
- ~ Reflection on, and growth in, personal & spiritual development
- ~ Monitoring and review
- ~ Training and support for Training Incumbents

And how are we going to evaluate what we are doing?

The IME 4-7 Programme and Assessment Processes are administered by the Ministry Development Office and guided by the Bishop, national Continuing Ministerial Development (CMD) requirements and, where appropriate, feedback from participants. The programme is kept under review to ensure all curates are able to participate fully.



Time commitment

The national recommendation is that ministers in full time stipendiary appointments give approximately 13% of ministry time to their continuing ministerial education & professional development. That works out at around 40 days a year or (working on the basis of an 8 hour day which of course is far less than most clergy work!) 320 hours a year. Following that through gives us around 20 days or 160 hours a year for someone in a half-time appointment; and 10 days or 80 hours a year for someone who gives around a day/day and a half to parish ministry. Obviously these are not exact figures but should give an idea of the importance attached to ministerial development and education.

The programme we ask curates to engage in will take up a proportion of the time recommended for CMD. Time for IME 4-7 should be made within the Learning Agreement and Role Description. IME 4-7 commitments should normally be given priority over parish/deanery commitments. We seek to keep the demands of IME 4-7 and assessment reasonable so that curates do not feel undue pressure in keeping to all their commitments. Training Incumbents are asked to support their curate in fulfilling these requirements.

Guide to IME 4-7

Prior to Ordination

The Bishop's Letter of Appointment and the Statement of particulars will be sent out outlining the shape of the curacy

Parish profile is drawn up (this forms the basis of the Role Description - see point 3 below)

Residential workshop for all Incumbents preparing to receive a new deacon

Training Incumbent and potential Assistant Curate meet to draw up the Learning Agreement and Role Description

After Ordination

First Year

Assistant Curate and Training Incumbent attend an Induction Meeting which will take place during the summer Curates' Conference (*July 9th 2011*)

Training Incumbent and Assistant Curate draw up 'Local Training Agenda' a copy which should be sent to the Ministry Development Office by the end of August

February - May: Deacons write and discuss their Deacons' Essay with their bishop or Archdeacon

At the same time the Training Incumbent writes a report to the Bishop which includes recommendation of whether or not the Assistant Curate should proceed to priesting at this stage

Training Incumbent and Assistant Curate meet with a convener for the end of year Training Review and to develop the Training Agenda for year 2.

Assistant Curate meets with Bishop prior to ordination to the priesthood

Second Year

August - December: Written work - Sermon, evaluation and reflection

January - March: Assistant Curate meets with Diocesan Officer for IME 4-7 for the Interim Assessment meeting.

The Training Incumbent produces a report for this process which includes evidence from parish representatives, supervision meetings and so on.

Assistant Curate and Training Incumbent meet together for the end of year Training Review and to develop the Training Agenda for year 3. This is a self-evaluation process and should take into account the Interim Assessment meeting. Completed paperwork should be sent to the Ministry Development Office.

Third Year

Placement - ideally between July and December

January - March Final Assessment meeting

Following on from this meeting - Assistant Curate meets with Suffragan Bishop to confirm recommendations of the Final Assessment meeting

Assistant Curate and Training Incumbent meet together for the end of year Training Review and to establish further training priorities. This is a self-evaluation process and should take into account the outcomes of the Final Assessment meeting. Completed paperwork should be sent to the Ministry Development Office.

Fourth year and on

Assistant Curate continues with core elements of the IME 4-7 programme as outlined below

There may also be additional requirements arising out of assessment process

When a new post has been confirmed Assistant Curate and Training Incumbent participate in final review process

During all 4 years

Training Incumbent and Assistant Curate to meet by agreement for supervision (at the beginning of the curacy meetings should be weekly, as the curacy progresses no less than monthly)

Assistant Curate to attend Peer Group Meetings (6 x per year)

Assistant Curate to attend 2 Curates' Conferences each year

Assistant Curate to EITHER attend at least 3 workshops from a list published annually by the Ministry Development Office OR take up workshops/courses from other agreed providers OR continue with other formal agreed study (eg BA completion or research degree)

Training Incumbent to participate in events offered by the diocese or region

Training Grants and Reading Grants are available to Curate and Incumbent

Peer Group Meetings

Assistant Curates meet in Archdeaconry based groups for 6 meetings a year. Newly ordained curates will join the group at the first meeting after ordination.

Three of the groups' meetings will follow a rolling programme of areas for discussion and reflection.

Year A	Year B	Year C
Death and Dying	Preaching	Liturgical Sense
Prayer	Mission	Children and Young People
Helping Christian Adults Grow	Sector Ministry	Leadership

The other three meetings of the year may include:

- 1 – The first meeting of each year will need to be planning and establishment of the new group. This could include a meal or other social elements
- 2 – A book review or discussion of a recent Church report or publication
- 3 – A group initiated meeting to explore a subject or issue relevant to group or wider church

Meetings will be about 2 hours. The topic or theme for each meeting should allow for reflection on practice, and some significant input (from group members, a guest speaker or the convener – as seems appropriate) which should include consideration of necessary skills (what is required, how such skills are acquired and the experience of using them), pastoral practice and theological reflection.

Each meeting should include prayer and time for catch-up, notices etc

Please keep a note of your peer group meetings - date, venue, subject, resources offered, anything you may wish to take forward and so on.

2011 - 2012 Peer Groups

Hertford Archdeaconry Peer Group Convenor: The Revd Ysmena Pentelow

Diane Whittaker	Welwyn	yr 4
Anthea Platt	Thorley	yr 4
Jill Suttie	Colney Heath	yr 4
Audrey Couper	Panshanger	yr 4
Rob O'Neill	Luton	yr 4
Tim Weeks	Royston	yr 4
Ruth Goatly	Boxmoor	yr 3
Lindsey Moss	Standon	yr 3
Karen Mitchell	Cheshunt	yr 3
Warrick Martin	Little Heath	yr 3
Mandy Brown	Bishops' Hatfield	yr 2
Charlotte Ballinger	Chipping Barnet	yr 2
Anthony Searle	Bishops Stortford	yr 2
David Price	Aldenham	yr 2
Su Tarran	Bishops Stortford	yr 1
Sue Stilwell	Bishops' Hatfield	yr 1
Eliot James	Hertford	yr 1

The group will meet from 7:30 - 9:30pm on the following dates: Tuesday 27th September, Tuesday 8th November, Tuesday 7th February, Wednesday 7th March, Wednesday 2nd May, Wednesday 20th June

At: St Mary's Church Hall, Welwyn

Bedford Archdeaconry Peer Group Convenor: The Revd Nicola McIntosh

Jane Nash	Kempston	yr 4
David Miller	Eaton Socon	yr 4
Veronica Goodman	Dunstable	yr 4
Liz Bickley	Leagrave	yr 3
Jackie Buck	Cople, Moggerhanger, Willington	yr 3
Gladys Finlayson	Luton	yr 3
Ngozi Njoku	Bedford	yr 3
David Poultney	Luton	yr 3
Matthew Swires-Hennessy	Luton	yr 3
Isabella Image	Luton	yr 2
Martin Naylor	Bedford	yr 2
Jan Bunday	Potton	yr 2
Fiona Gibson	Bedford	yr 1
Bill Britt	Kempston	yr 1
Tom Sander	Sharnbrook	yr 1
Samuel Haigh	Wootton	yr 1

This group currently meets in Biddenham usually during the day...

Con't

St Albans Archdeaconry Peer Group Convenor: The Revd William Hogg

Karen Turner	Chambersbury Team	yr 4
Helen Gardner	Sunnyside	yr 4
Jeremy Haswell	St Albans	yr 4
Lizzie Hood	Boxmoor	yr 4
David Baverstock	Cheshunt	yr 3
Mary Kingsley	Croxley Green	yr 3
Stephen Massey	Watford	yr 3
Michele du Saire	Leavesden	yr 3
Grace Sentamu Baverstock	Watford	yr 2
Melanie Crowley	St Albans	yr 2
Peter Kay	Letchworth	yr 1
Jos Perris	St Albans	yr 1
Andrew Reid	Chorleywood	yr 1
Amanda Duncan	Harpenden	yr 1
Didier Jacquet	Tring	yr 1

The group is based at the Christ Church Vision Hall, Watling Street, Radlett and will meet on the following dates: Monday 26th September, Tuesday 29th November, Monday 23rd January, Tuesday 27th March, Monday 14th May, Tuesday 3rd July

Curates' Conferences

To supplement the group programme there will be Curates' Conferences each year which will take place in January/February and July.

Dates for 2012
Saturday January 21st
Saturday July 14th

These conferences are part of the core programme and are therefore required for all curates. Please ensure you have these dates in your diaries now and make sure they are noted in any parish diary as well, to avoid clashes.

Both conferences last for a full day (9:30am - 4pm) and include worship and lunch!

We will notify all curates as soon as dates are set for these conferences; dates are also included in the annual CMD Programme.

In January/February the conference will include year group specific workshops as well as shared input and worship.

The July conference is run more as a day for reflection - with in depth input from a visiting speaker to shape the day.

Please include any notes, resources etc from the conferences you attend in this file

Continued Study & Reflection

Assistant Curates, like all in ordained ministry, are encouraged to maintain their theological learning and growth. To help shape this the Ministry Development Team publishes a programme of workshops, lectures and courses each year - this is the CMD Programme and will be sent to you, and all other clergy and readers in your parish, by email in the autumn.

Curates are expected to do one of the following

- take up 3-4 of these events each year
- combine elements from this programme workshops or conferences run by other providers
- undertake another recognised course of study - eg MA/Phd
if you wish to take up this option please read page ... of this manual and discuss it with the relevant parties. You must contact the IME 4-7 Officer as soon as you begin this process

Please keep a note of workshops and courses you participate in - date, venue, subject, resources offered, anything you may wish to take forward and so on.

You may also find it helpful to keep a note of your theological reading.

Diocese of St Albans CME IME 4-7 and Further Study (BA/MA/PhD)

Goals We are committed to:

- having ministers who are highly trained as our society increasingly expects ministers to be decidedly professional and competent.
- establishing patterns for life-long learning in order to enable professional and personal development as a key component of any ministry.
- ensuring that as a new stage of ministry begins there is sufficient time and opportunity to assimilate and reflect on the new role and experiences.
- helping those who are on a recognised programme of study to continue with it in order to maintain momentum and good study habits.

Making the decision

Before any decision is made with regard to taking up or continuing undergraduate or postgraduate work the following factors must be considered:

Time

1. As a trainee minister this stage is about learning from doing, giving priority to the practice of ministry.

Academic study should not be seen as an alternative to the time you give to ministry. *NSMs and Readers who may only have a limited amount of time to give to ministry need to be particularly aware of this.*

In addition, it is important that you ensure your time commitment includes time to reflect on your ministry experience in order to develop understanding and improved practice.

2. IME 4-7 is considered part of your ministry time and it is not optional.
3. The national recommendation is that ministry development should comprise approximately 13% of your ministry time.
In St Albans Diocese, all newly ordained and licensed ministers are expected to participate in IME 4-7 in the following ways:
 1. Peer group meetings, six sessions a year
 2. Two curates study days
 3. At least three further workshops from the diocesan programme **or** another recognised and appropriate study programme.
4. When external study exceeds the 13% of time recommended for ministry development, the extra time will need to come from your own free time.
5. In addition to ministry time and further studies, you will have a commitment to your family and friends and, in some cases, employment. It is important that you are careful to maintain a good work-life balance.

Money

1. The diocese is able to make some grants towards completion of a qualification begun during training and for postgraduate study, and can point you towards other grant making bodies. You should discuss this at a very early stage with the Ministry Development Office. This money will **not** cover all of the costs of your course so it is imperative that you have made certain that you have appropriate funds available before you commit yourself to further study.

Consultation

Before making a commitment to take up or continue postgraduate studies you should consult:

1. Your potential training incumbent – you should discuss your wish to continue with your studies and explore whether your training parish/benefice will be an acceptable context for your continued study.
2. Your scheme, course, or college – your final report should give a recommendation that you are capable, academically and personally (i.e. that you have good personal management skills), to carry on with further studies.
3. The Diocesan Officer for IME 4-7, and where appropriate the DDO or ADDO, must be consulted to confirm expectations regarding ministry time and the commitment to IME 4-7, and to confirm the financial support the diocese is able to offer.
4. Your family and friends should be consulted to avoid problems that may otherwise arise as a result of your continuing study.

Written Work

Assistant curates are to participate in a process of assessment and the discernment of formation during their curacy. All the elements of the curacy contribute to this; and for this reason you are asked to keep records of experience, specific training and courses, supervision and so on to demonstrate this process throughout your curacy. This will all be useful for reference for your personal reflection and in your review and assessment meetings (see below). To further support this you will be asked to undertake one specific task for the first of your three years of curacy.

Year 1

A piece of written work reflecting on your first year in ordained ministry and your experience as a Deacon. This piece will form part of your discernment process as you move towards priesting. You will be asked to send your work to either a bishop or archdeacon who will meet with you to discuss your piece of work and the reflections you raise. They will also talk more generally with you about your experiences of ordained ministry so far and your perception of the development of your vocation.

Year 2

A sermon with feedback, notes from a supervision, and your own reflection and evaluation.

Year 3

- Full time & all stipendiary curates - A placement and written reflection
- Non-stipendiary curates who are part-time - Reflection on a particular piece of work undertaken in the parish

In the 4th year and beyond you may be asked to undertake particular study or experience arising out of your review and assessment meetings. In some cases the next step will be dependent on completion of such items.

Training Agendas, Reviews & Assessment

Training Agendas and Reviews

At the beginning of the curacy Training Incumbents and their curates should complete a Local Training Agenda (forms at the back of this manual). Reference should be made to the Learning Agreement and Role Description. At the end of each of the first three years this Training Agenda is reviewed and new training priorities set.

The intention is to ensure that the assistant's training needs are met as they develop; and that opportunities from within the parish, diocese and other parishes, groups and organisations are utilized as appropriate.

Assessment and Formation in Curacy

All of the elements outlined are intended to support formation and development during curacy. Under Qualified Common Tenure all Assistant Curates will be expected to participate in an evaluation of their growth and development in ministry. Along with the experience of the training parish, all of the elements of IME 4-7 will contribute to this. Evaluation will be through 2 meetings - one between January and March of the 2nd year and one between January and March of the 3rd year.

Website and Contact Details

The Ministry Development Office website can be found at:

www.stalbans.anglican.org/Resources/Developing-People-and-Parishes

Here you will find links to various pages and documents that may be of use to you during these first four years including:

Information on vacancies
Information for curates about moving on
Curates will also be sent this information near the beginning of the 3rd year of their curacy
Information about training events
Information about the Diocesan 'Support in Your Ministry' scheme
Local Training Agenda forms
Grant forms

Contacts:

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ypentelow@stalbans.anglican.org

Mrs Laura Hart - Administrator
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lhart@stalbans.anglican.org

The Revd Canon Dennis Stamps - Director of Ministry
01727 818151
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The Diocesan Office Address is:
Holywell Lodge
41 Holywell Hill
St Albans
Hertfordshire
AL1 1HE

Also in the Ministry Development Team:

Mrs Lauryn Awbrey - Reader Ministry Officer

In addition each Archdeaconry is served by an NSM Officer whose role is to offer support to clergy in NSM appointments:

Archdeaconry of Bedford:

The Revd. Mary Parrett
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