

CURACY HANDBOOK

Diocese
of Derby

 THE CHURCH
OF ENGLAND



Diocese of Derby 2024

The Diocese of Derby IME2 programme



Our stated aim is to see all those in IME2 ...

flourish within God's call

so that they may help others to do the same.

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WELCOME

Welcome to Diocese of Derby IME2!

We have developed a programme of blended learning which supports you in your primary learning context (often but not always a parish). We hope you will get to know your year group and the wider curate group, and we place a high value on learning in relationship. We are a comparatively small diocese, so you will have the opportunity to get to know those you work with well, and we hope you will invest in these relationships as you could be working side by side in our diocese for years to come.

IME phase 2 is not an optional extra tacked on to a curacy. It sets the curacy into the church's need for thoughtful, reflective, passionate, engaged, and empowering ministry now and in the future. **The expectations of the IME programme should therefore be seen as the priority when arranging other work or holidays.**

The IME2 programme prepares you for a ministry at potential incumbent or assistant ministry level, whether in an inherited church, a new church plant, or a pioneer context. There are clear national formational requirements we must meet. To that end we have a robust assessment system which requires you to produce a portfolio of evidence which will be assessed before you can be recommended to the Sponsoring Bishop as having fulfilled the requirements for a Common Tenure post in the Church of England. Though you will have to write some reflections, we hope you'll be creative about the portfolio and not see it as a chore. Rather, it's a record of experience and learning that enables you to apply much of the learning you have already done in previous training.

It is vital that we see training holistically. Jesus spoke of loving God with 'heart, mind, soul, and strength' (Matthew 22.37), and these four dimensions of the human personality provide a good reminder that thinking (mind) is only one part of the complex whole which God has created us to be. Heart (our feelings and emotions), soul (the spirit and our relationship with God) and strength (our capacity to work, build and create) are all also integral elements of your ministry. So, it may help to begin with four questions in any given situation:

- How do I feel (heart)?
- What do I think (mind)?
- How do I relate to God (soul)?
- What must I do (strength)?

You may find it helpful to keep a journal where you ask these questions at least once a week during your curacy. The journal will then often become the first draft of or the basis for the material that goes into your portfolio.

INTRODUCTION

In changing times, the Church needs individuals able to offer flexible and responsive leadership in ministry and mission. Those who are ordained have a unique responsibility in offering such oversight.

A title appointment, or curacy, is an important stage in the life and ministry of an individual deacon and priest. It is a time for adjusting to a new role, for trying out new ideas, making mistakes, and learning. A curacy is, above all else, a time of training and laying down good practice for future ministry. As such, priority should be given to this task.

The training that occurs in a curacy is focussed on the parish setting or pioneer context with the Training Incumbent being the lead training professional. It is in your training context and within this relationship that most learning will take place.

The relationship between curate and Training Incumbent is therefore vitally important to a curacy. This is not primarily a relationship of friendship (*although friendships may develop and are to be welcomed*), but a **relationship that enables learning and development**. Curacy works to the nationally agreed Formation Qualities for the end of curacy, which can be found on the diocesan and national websites. It is very helpful if both curate and Training Incumbent can be familiar with the appropriate Formation Qualities and keep them in mind throughout the curacy. Both curate and Training Incumbent must be committed to the relationship in this way. Given the situation facing the Church of England and the Diocese of Derby, it is impossible to make predictions about the church in which curates may be ministering in years to come. It is therefore vitally important that we form empowering ministers who are in the habit of deeply reflecting on their practice and learning from it.

This handbook aims to outline the major elements of a curacy, for both curate and Training Incumbent. It will be updated annually to take account of renewed programmes and other changes which may happen from time to time because of local or national policy changes. As it is regularly updated, all suggestions and comments are most welcome. Do please let me know of anything that should have been included, or anything that is inaccurate or unclear.

There may be moments when you are unsure what is expected of you or at times of transition. Alternatively, there may be other, more difficult concerns, in your relationship with your training minister or another person or dealing with stresses and anxieties. Alongside your own support networks, we're always available for conversation, practical advice, support, or as a mediator in difficult situations. Lastly, please know that both curates and Training Incumbents are prayed for regularly throughout the course of your curacy.

PRAYERS FOR CURACY

God of all wisdom,
whose Son, Jesus Christ, calls us to be his disciples;
form and teach us through the places and people to whom you call us,
help us to learn from one other and from you,
that we may grow in discipleship,
serve your Church,
and ever be renewed as ministers of your Kingdom;
we ask this in the name of Jesus Christ,
our Teacher, Shepherd, and Lord.
Amen.

Prayer for Courage from the Corrymeela Community

Courage comes from the heart
and we are always welcomed by God,
the Croí¹ of all being.

We bear witness to our faith,
knowing that we are called to live lives of courage,
love and reconciliation
in the ordinary and extraordinary moments
of each day.

We bear witness, too, to our failures
and our complicity in the fractures of our world.

May we be courageous today.
May we learn today.
May we love today.
Amen.

¹ The Irish word *Croí* (pronounced 'Kree') means 'heart'.

WHO'S WHO

Key Contacts

Role	Description	contact	e-mail
Sponsoring Bishop	Executive programme responsibility	Rt. Revd Libby Lane	bishop@bishopofderby.org
Director of Mission, Evangelism & Parish Revitalisation	Strategic programme responsibility (until Sept 2024)	Revd Canon Matt Barnes	matt.barnes@derby.anglican.org
Director of People & Ministry Development	Strategic programme responsibility (from Sept 2024)	Unknown	Role currently vacant
Ordained Ministries Development Officer	Operational programme responsibility	Revd Dwayne Engh	dwayne.engh@derby.anglican.org
Ministry Development Associate (Voluntary)	Programme design and delivery	Dr Elizabeth Bateman	elizabeth.bateman.derby@gmail.com
IME2 Administrator	Programme administration	Marietta Forman	marietta.forman@derby.anglican.org
Head of Safeguarding	Safeguarding Coordinator	Hannah Hogg	hannah.hogg@derby.anglican.org
Diocesan HR Manager	Responsible for personnel issues	Mandy Francis	mandy.francis@derby.anglican.org
Property Assistant	Responsibility for clergy housing	Jenny Allen	jenny.allen@derby.anglican.org

SAFEGUARDING

The Diocese of Derby takes the safeguarding of children and adults very seriously, not only as a legal issue but, more importantly, as a biblical, theological, and pastoral priority.

The Church of England has six overarching policy commitments:

1. Promoting a safer environment and culture
2. Safely recruiting and supporting all those with any responsibility related to children, young people, and vulnerable adults within the Church
3. Responding promptly to every safeguarding concern or allegation
4. Caring pastorally for victims/survivors of abuse and other affected persons
5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
6. Responding to those that may pose a present risk to others

All clergy in the Diocese are expected to work in such a way as to promote the safety of all people, to abide by all relevant safeguarding policies, and to undertake all training required by the Diocese. These requirements are set out below.

Policies

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016 all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical, and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

For policies practice and guidance see:

<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>
<https://www.derby.anglican.org/en/safeguarding>

Each Parish, Cathedral or Bishop's Mission Order (BMO) in the Diocese should have their own policy statement and may, in addition, have local policy or practice guidance. You should make yourself familiar with all policies that apply in your context.

Training

The Diocese of Derby takes safeguarding very seriously. All clergy are required to undergo required safeguarding training. Refusal to do so is a disciplinary offence. Currently all ordinands coming into the diocese are required, as prerequisite to ordination, to hold an enhanced DBS certificate and have completed the Basic Awareness (CO), Foundation and Leadership courses. As part of induction to the diocese on 'Being a Deacon Day' in May, curates are introduced to the Diocesan Safeguarding Advisor and in the course of the curacy, curates will be expected to complete the 'Responding to Domestic Abuse', 'Safer Recruitment' and 'Supervisor training' training. All training is tracked by the Safeguarding team (curates are required to submit all certificates to the safeguarding team) and it is your responsibility that the training is kept up to date (usually every three years).

You will find details of available training on the Diocesan Website by clicking on 'Safeguarding' and then 'Who needs to have Safeguarding Training'.

The Diocesan Safeguarding Team

The Diocesan Safeguarding Advisor (DSA), Hannah Hogg, leads the Diocesan Safeguarding Team. The team is based at Derby Church House. There are three Assistant Safeguarding Advisors – Amanda Clarke, Cath Shippides, and David Bowden. They are involved in casework around current or past safeguarding concerns.

The Safeguarding Team needs to be aware of **all** safeguarding concerns.

To contact the Safeguarding Team:

01332 388678

safeguarding@derby.anglican.org

IN AN EMERGENCY: call 999

REMEMBER: "Safeguarding is everyone's business"

It is central to our Gospel message of care to the vulnerable within our communities.

THE ROLE OF THE TRAINING INCUMBENT

It is a privilege to be given the opportunity of working with someone in the first few months and years of ordained ministry, but it is also an awesome responsibility. Being a good and experienced parish priest is one thing; having the ability to pass on what has been learned and the wisdom that has been gained is another matter. So, experience alone is not enough to make someone a good Training Incumbent. The statements below are the latest attempt to pin down what makes a good training incumbent.

A training incumbent should be someone who:

- Takes time for prayer and reflection. (Daily Office, Quiet Days, Retreats)
- Models strategic, reflective, theological thinking in parish leadership
- Engages regularly in in-service training and takes time for reading and reflection
- Is self-aware, secure but not defensive, vulnerable but not fragile
- Demonstrates a collaborative approach in discussion, planning and action in the parish
- Is able to let go of responsibility to others, after appropriate training and supervision
- Shares ministry, including difficulties and disappointments, with colleagues
- Has a personal theological and spiritual position which is creative and flexible so as to be able to engage and work constructively with different theological and spiritual positions
- Consistently allows colleagues to develop in ways different from their own
- Interprets the social dynamics of the parish/context and develops a strategy for mission and the implementation of change
- Has a genuine desire to be part of the training team rather than wanting an assistant and is therefore willing to agree to enable training experience that makes use of prior experience
- Is able to help the curate in the process of integrating their theological studies with ministerial experience

OR... THE TRAINING INCUMBENT FROM A DIFFERENT PERSPECTIVE

Mediator (Intercessor)

"Those with supervisory responsibility ... have a special responsibility to establish and sustain relationships in God's name"

- Pray for your curate
- Provide public support for curate and connect them to people, in church community and beyond
- Ensure the curate is well treated (housing, expenses, IME, etc.)
- Protect the curate from parish conflicts
- Ensure the curate has time off

Manager (Steward)

"In the New Testament, apostolic ministry is described as the ordering or stewardship of a household"

- Discuss, agree, and review work and goals
- Plan time effectively and set boundaries/areas of responsibility
- Monitor progress
- Handle issues of difference and conflict
- Discuss and agree reports

Educator (Teacher)

"The giving and receiving of instruction are a central responsibility of those who oversee the people of God"

- Help the curate with new knowledge, attitudes, and behaviour
- Explain how and why things are done
- Enable the curate's gifts to develop
- Reflect on practice (both curate's and Training Incumbent's)
- Integrate faith and learning (Theological Reflection)
- Offer feedback, praise, and criticism

Supporter (Pastor)

"The prime task of the shepherd is to keep the flock together, to provide for its nurture and safety"

- Help the curate face difficult issues and point to blind spots
- Help the curate to analyse what is going on for them
- Affirm the curate's work
- Enable the curate to express distress
- Help the curate discern future priorities and possibilities in ministry²

² Adapted from Keith Lamdin and David Tilley, *Supporting New Ministers in the Local Church (SPCK, 2007)*
Diocese of Derby Curacy Handbook 2024 (Version 1)

THE TRAINING RELATIONSHIPS

The primary training relationship is between the curate and the Training Incumbent. While this relationship is essentially that of colleagues sharing responsibility for leadership in a local Christian community, it will inevitably change over time as the curate's experience and confidence grows.

As the title suggests, the Training Incumbent also carries responsibility for ensuring that their curate develops in character and skills, gains the necessary competence to carry out the work of an ordained minister to which they may be called, and shares responsibility for assessing this growth in character, skill, and competence over at least a three-year period with diocesan colleagues under the oversight of the bishop. Because the commitment of the Training Incumbent to the IME process is vital, they are asked to make a formal commitment to work within, and support, the programme.

There are four pieces of written material which contain the three-way 'contract' between curate, training incumbent, and diocese.

- 1) The Working Agreement**
- 2) The Training Incumbent Code of Practice**
- 3) The Individual Learning Plan**
- 4) The Annual Training Incumbent Reports**

The Working Agreement

It is important that the Working Agreement you have already completed is regarded as a dynamic living document that may be reviewed at any time by either party to the agreement. At all stages prior to assessment at the end of curacy, the Working Agreement should be regularly reviewed to see if it requires any amendment. Curates in training will have their training plan and progress reviewed and there may be changes to the Working Agreement that stem from any of these reviews. Please ensure that updated versions of the Working Agreement are shared with all parties.

Negotiating a Working Agreement is a hard thing to do, because it is likely you are unknown quantities to each other. This makes it all the more imperative that the incumbent spends time making sure that the curate is happy not just with what is agreed, but that they understand why it has been agreed, as a means of safeguarding the curate's interests.

Working Agreements often express the laudable desire that curate and incumbent should be colleagues. Note that this word can carry some hidden problems. In the world, in general, it simply means those who work together, often in a management structure (I am my boss's colleague, for example).

But in the church, it often seems to be taken to imply an equality of relationship. Most incumbents like to think that they and their curates are on an equal footing, but only a moment's reflection shows that this is not the case: the Training Incumbent will usually also have the overall legal responsibility, for example, even if the work is shared. This is a *training* relationship, and while it may move towards equality it is never equal and it is misleading to pretend that it is.

From the beginning, it is important to be clear about the role of power in the relationship between you. Power is held between an incumbent and curate asymmetrically, which is to say that the incumbent is more powerful than the curate.

The Training Incumbent Code of Practice

This document is intended to offer clarity and to help Training Incumbents know what is expected of them before they take on the joy and responsibility of sharing in the training of a new minister. At the heart of the role of Training Incumbent is the supervision and training of a curate, which involves reflecting theologically with them throughout their curacy. The role is appropriately time consuming and requires genuine commitment; a significant amount of time will be committed to the curate's training, supervision, and theological reflection. Having a curate should never be seen as acquiring 'an extra pair of hands.' The role is, however, highly rewarding.

The Code of Practice for Training Incumbents is a list of statements that describe the standards of professional conduct and practice expected of a Training Incumbent in IME2. They are designed to release, affirm, and support by offering an agreed baseline of practice that all Training Incumbents follow. The codes articulate often unspoken assumptions that can, if left unaddressed, become sources of frustration, confusion, and conflict. They are intended to reflect existing good practice and it is anticipated that the Training Incumbent will recognise in the code the shared standards to which they already aspire. It can be found on the diocesan website.

The Learning Plan

Can be found online and in the 'Portfolio & Final Assessment 2024 Guidebook'. It will also be explained in detail in person at the Deacon Induction in July. It is essentially a table that allows the curate to look at the specific qualities required to be inhabited by the end of the curacy, what previous experience the curate already has from other contexts, what will need to be learned, and how that will be evidenced.

The Annual Training Incumbent Reports

Can be found online. There are formative reports that the Training Incumbent will fill in every year (if full time) or for the first two years plus the last year (if part time) on the same document, so that growth can be seen against the qualities. There are also short pre-priesting reports completed in March of the deacon year and an end of curacy report completed between November and January (depending on the curate) of the curate's final year.

CHECKLIST FOR CURATES IN SUPERVISION

We suggest that you work through this list from time to time with your Training Incumbent. A hierarchy of needs operates here – if you are not comfortable with the elements in Section A, then it will be hard to feel positive about the other sections, for example. (And if you aren't comfortable with the needs in Section A, then please immediately work to clarify those first).

A. Basic Needs

1. Do I know what is expected?
2. Do I have the resources I need to do the task right?
3. When do I have the opportunity to do what I do best?

B. Support

1. Have I received recognition and praise for my ministry recently?
2. Does my vicar, or my other colleagues, seem to care about me as a person?
3. Is there someone who cares about my development as a minister?

C. Teamwork (belonging)

1. Do my opinions count in our church?
2. Does the mission/ purpose of the church make me feel my contribution is important?
3. Are the other members of the team committed to the same quality of work as me?
4. Do I have a best friend at church?

D. Individual Growth

1. In the last six months, has someone talked about my development in ministry with me?
2. In the last year, what opportunities have I had to learn and grow for myself?³

³ These questions are adapted from the 'Gallup 12' questions developed to assess employee engagement

LEGALITIES

Reading the Curate's License to the Congregation

Because the curate will have been licensed in the Cathedral rather than in one of the churches in which they are to serve, the Curate's License needs to be read in front of the congregation on the first Sunday they are present in one of the churches in which they are to serve. (If you are interested, the authority for this lies in Canon C15.4a).

Common Tenure

All curates (and most clergy) hold office under Common Tenure. This derives from the Ecclesiastical Offices (Terms of Service) Measure 2009 and sets out a range of entitlements and obligations for clergy.

All clergy are entitled to a **Statement of Particulars** detailing the nature of the post they hold. Curates should receive this document shortly after their ordination as Deacon. Common Tenure also sets out the basis of a grievance procedure, arrangements for a stipend (if appropriate) and for leave (including days off, holiday, maternity/paternity leave – see current clergy policy on diocesan website).

Under Common Tenure, all clergy are obliged to take part in **Ministerial Development Review** (MDR). For curates, the MDR process is covered by the processes of assessment in curacy. All clergy are also obliged to take part in **Continuing Ministerial Development** (CMD). For curates, this is covered by the IME Phase 2 programme. Other obligations include a capability process and requirements around sickness.

Training appointments are made on a fixed or limited term basis under Regulation 29 (1) (c). As an office holder, you are required by the bishop to undertake Initial Ministerial Education. During the term of your office, it is expected that you will have satisfactorily completed the required training by the time the term of the post expires.

As a Stipendiary, or deployable Self-Supporting Minister, it is recommended the curate plans to meet with a member of the Senior Staff during year three of your training to discuss your preparation for future ministry. You will also be provided with guidance and support to help you identify suitable positions following the completion of your training. This will include training around understanding the process, spiritually discerning vocation, completing applications, preparation for interview and follow-up.

For some, participation in a leadership pipeline placement during their third year may be an appropriate way of exploring a potential first post. Should you not be successful in finding a suitable position, your designated training post will come to an end on the date given in your Statement of Particulars.

More information on Common Tenure and the Diocese of Derby's Grievance Procedure and Capability Procedure can be found in the clergy handbook on the diocesan website, search for 'clergy handbook' or visit:<https://derby.anglican.org/en/component/k2/clergy-handbook.html?Itemid=1951&highlight=WyJoYW5kYm9vayJd>

For help and guidance with this, please contact the Diocesan HR Administrator, **Mandy Francis** at mandy.francis@derby.anglican.org or 01332 388686.

Appeals

All or any appeals should be made to the **Bishop of Derby**. Any complaints regarding the IME2 Officer should be made to **the Bishop of Derby**.

The Conducting of Weddings by Deacons

As ordained ministers of the Church of England, Deacons are legally allowed to conduct weddings. However, as a matter of good practice, while a Deacon may participate in a service at appropriate moments (such as leading intercessions), the Diocese of Derby does not permit a minister to conduct a wedding in the first year of ordained ministry. There is nothing to prevent a Deacon preparing to take a wedding, including working with a wedding couple, for a service that will take place after the first full year of curacy has been completed.

The Conducting of Baptisms by Deacons

Baptism preparation is a very good area of ministry for the curate to explore alongside other ordained or lay leaders and all curates should be given some experience in participating in the baptism liturgy during their first year. In some contexts, deacons have opportunity to baptise, elsewhere that may not happen until after priesting. Note that curates may legally officiate at baptisms as a deacon. However, that is only if the Training Incumbent agrees theologically that this is appropriate and is confident about the curate doing so. The bishop does not insist on either way being obligatory.

Hearing Confessions in Curacy

The Church of England has always maintained that the discipline of confession (known more formally as the Ministry of Reconciliation) is the personal confession of sins to a priest followed by absolution. However, it has never made the discipline compulsory. The Anglican adage is that "none must, all may, and some should."

Curates may find themselves asked to hear confessions. Curates should not engage in this ministry during their curacy.

It is acknowledged that informal pastoral encounters often relate closely to the Ministry of Reconciliation. However, formal exercise of this ministry should not be undertaken by Curates.

The Length of a Curacy

From 2020, a stipendiary curacy in the Diocese of Derby will normally last between three and three and a half years. Illness or other circumstances may lead to an extension of this by explicit agreement. This means, under normal circumstances, a curate may not leave their curacy as completed before three years and may not remain in their curacy after three and a half years – in practice this means that curates will expect to be in their new post around the Christmas following the third anniversary of their ordination.

No curacy will be completed, such that the curate can move on to another position, unless both the process of Assessment at the end of curacy has been satisfactorily completed and the curate has been signed off by the bishop

Where a curate is offering part-time ministry, then a sliding scale is applied for the minimum time before the End of Title Assessment (which occurs at the end of curacy), based on the number of hours offered in a week (in order to enable them to sufficiently inhabit the Formation Qualities). **Please note that training events in the first three years take priority and attendance is required.** Individual bespoke arrangements can be worked out with the Ordained Ministries Development Officer. The following timeline might be:

20 hours and above	3 years (the expected full-time norm is 35-40 hours)
15-20 hours	4 years
10-15 hours	5 years

SOCIAL MEDIA GUIDELINES

Many clergy and church officers use social media every day – and this is fine. Some use it to spread the Word, to highlight events and stories or even to have a chuckle. But please remember that if you use social media, it should represent YOU, YOUR views, YOUR beliefs, etc.

Please don't write in such a way that implies that any view given is a diocesan or C of E opinion.

Be authentic:

- If you are going to use social media as YOU – then be you and be upfront. Don't hide behind an anonymous avatar, include your name and if appropriate your position or title
- Make it clear that any views are your own

Be Responsible:

- Comments you make online are permanently available and open to being shared by others. Stay within the law and be aware that safeguarding, defamation, copyright and data protection laws apply
- Defamation law in England and Wales currently states that each time a web page is viewed it becomes a published entity. Anyone defamed by a webpage has 12 months from that point to bring an action. Web pages are essentially permanently open to action until twelve months after they are taken offline
- Always give people proper credit for their work. Make sure you have the right to use something with attribution before you publish

Be aware of privacy settings:

- The use of social media blurs the boundary between public and private. The safest assumption is that the use of social media is always public
- The information we share with friends and family may be different to those we wish to share with colleagues or parishioners. Be careful when accepting friend requests or consider setting up a separate page for your church to allow parishioners to contact you and each other. (Our Communications Team at Derby Church House can advise you further on this.)
- Check your settings to ensure people can only see what you want them to see
- Don't be offended if a colleague or contact rejects your friend request - they may wish to keep their home life private

Consider your audience

- Remember that when you publish anything on the internet - via a blog, comments section or social media - your readers include current parishioners, potential parishioners, as well as current / past / future employers and employees. Treat the internet as you would any face-to-face meeting, party, or public forum
- Engaging in social media may attract the media
- Make it clear if you are joking. Humour doesn't always translate into the written word, and it is easy for it to be misinterpreted

A picture is worth 1,000 words

- Tweets and status updates with an image are shared more frequently and receive more 'likes'
- Remember: Just because a photo or video is already on the internet or social media, this does not automatically give you the right to use it. Photographers and artists whose work is used online have a right to be paid for its use

Use common sense

- If you wouldn't say it in real life, don't say it online
- Don't be argumentative, rude, or offensive... but do encourage debate and conversation
- Be sensible and sensitive about sharing information gleaned from conversations, emails, or meetings. Ask yourself if it is your story to tell

Safety

"The vast majority of people who use social media are like society. The vast majority are decent, intelligent, inspiring people. The problem comes with a small minority, as in society, who spoil it for everyone else." – John Cooper QC

Some posts may be distasteful, upsetting, or express unpopular views but may not be 'criminal'. In these cases:

- Think carefully before you respond. Will this calm the situation or simply 'feed the troll', provoking more of a reaction?
- Keep a record of any offensive tweets or posts by taking a screenshot
- Report the behaviour to the site administrator
- Use the 'block' settings on the sites to stop people contacting you
- Others may be grossly offensive or be part of a campaign of abuse or threats of violence against a group or individual... and could meet the threshold for prosecution
- Keep screenshots of the offending post
- Report to the network administrator
- Report to the police using the 101 number

WHERE CAN I FIND SUPPORT?

Both curates and Training Incumbents will need support during the curacy. It might be for themselves as individuals or for the training relationship itself. Support can come from several sources.

Ordained Ministries Development Officer

The Ordained Ministries Development Officer is the first point of contact for all concerns about the curacy. They are available to support all curates and Training Incumbents. They are also very concerned to support the training relationship. The Ordained Ministries Development Officer is based at Church House in Derby. Contact the Revd Dwayne Engh at dwayne.engh@derby.anglican.org or 07425 606421.

Training Accompaniers

Curates and their Training Incumbents have the option of having a Training Accompanier to support the training relationship. Training Accompaniers are experienced priests willing to share their wisdom and give guidance if approached. They work with the Ordained Ministries Development Officer to help and support both the curate and Training Incumbent relationship, as well as offer individual support for curates or TIs. If you would like an Accompanier, please feel free to contact one of the following directly:

The Revd Daniel Cooke	danielbcooke@hotmail.com
The Revd Dr Mike Firbank	mike.firbank@derby.anglican.org
The Revd Dawn Glen	dawn.glen@derby.anglican.org
The Revd Phil Michell	phil.michell@live.co.uk
The Revd Owain Mitchell	vicar@newmillschurch.co.uk
The Revd Clive Thrower	clive@thrower.org.uk
The Revd Mary Washbrook	maryatdove@gmail.com

Adviser for Women in Ministry (role currently vacant)

Women clergy can contact the Adviser for Women in Ministry regarding any aspect of their ministry (not just matters relating to gender).

Disability Inclusion Officer (role currently vacant)

Anyone may contact the Disability Inclusion Officer to discuss matters relating to disability inclusion.

External Resources for those with disabilities or SLDs also include:

- Access to Work Funding
- Resources and information available on the Church of England website
- Associated organisations such as Go-Sign! The Torch Trust, Through the Roof, or Churches for All.

BAME / UKME Champion (role currently vacant)

Anyone may contact the BAME Champion to discuss matters relating to BAME, UKME, BIPOC or Global Christian Majority concerns.

External Resources for Global Majority Curates also include:

- CMEAC
- The Ordained Vocations Mentor Directory
- Anglican Minority Ethnic Network (AMEN)

Diocesan HR Manager

If you need HR advice or have questions relating to Common Tenure, your Statement of Particulars or anything HR related, please contact the HR Manager, who is based at Church House in Derby. Contact: Mandy Francis at mandy.francis@derby.anglican.org

Clergy Housing

For curates living in Diocesan housing, the Clergy Housing Guide can be found at <https://derby.anglican.org/en/church-admin/clergy-housing-guide-2.html>

Contact: Jenny Allen (Property Assistant) at jenny.allen@derby.anglican.org or at 01332 388650

The Sponsoring Bishop

The Bishop of Derby is responsible for signing off curacies at the completion of the assessment, and for questions relating to applications for posts prior to the end of curacy. Contact: The Bishop of Derby's Office.

The Archdeacons

Whilst not part of the formal supervisory arrangements for curates, the Archdeacons remain an important part of the support offered to all clergy. They are always available for advice or as a listening ear. Talk to them early about upcoming posts in the diocese!

Contact:

Archdeacon of Derby City and South Derbyshire
The Venerable Matthew Trick
matthew.trick@derby.anglican.org

Archdeacon of East Derbyshire
The Venerable Karen Hamblin
Karen.Hamblin@derby.anglican.org

Archdeacon of Derbyshire Peak and Dales
The Venerable Nicky Fenton
Nicky.Fenton@derby.anglican.org

Spiritual Direction/ Accompaniment

All clergy are strongly advised to have a Spiritual Director or Spiritual Accompanier. If you need help to find a Spiritual Accompanier (or equivalent), please contact the diocesan lead, the Revd Dawn Knight at revdawn68@gmail.com.

Clergy Well Being

During curacy, the first point of contact is the Ordained Ministries Development Officer.

The Derby Diocese Clergy Counselling Service

This is a free counselling service available to all clergy and their immediate families in this Diocese. If you are struggling in your personal life or your ministry, this service could be of significant value to you personally. The service offers individual and couples counselling, and counselling for the children of the clergy.

The service provides a safe and confidential space to unpack any sort of emotional distress, whether it is from discordant relationships inside or outside of the family, or the church, or issues related to your ministry that just aren't working out well.

Whether you have experienced some loss and bereavement, depression or anxiety, a sense of loss of vocation, or anything else that is getting you down and is draining your energy and good will, there is someone in a team of experienced, qualified, and accredited counsellors with whom you can share your difficulty in complete confidence. It is free for you - the Diocese pays in full for eight sessions of professional counselling.

Contact Sheila Piggott, the co-ordinator of this service. She is a MBACP Senior Accredited Psychotherapist and Supervisor and will be able to guide you towards the best resources for present difficulty.

You can get in touch with her by email on contact.sheilapiggott@gmail.com or at 01433 631899.

Money Advice

According to recent statistics, as individuals, we are now borrowing on average twice what we earn. This means that many are pushing their borrowing to the limit. But even if you are careful with your money, all it takes is for one unexpected event such as a family illness or a domestic emergency, and the money-balancing act begins. The stress and worry of not having enough money to go around can often affect your whole family. Money problems affect a wide range of people for all kinds of reasons.

Because of these potential problems, a confidential Money Advice Service was initiated for the Clergy and their families in Derby Diocese. The service is completely FREE and STRICTLY CONFIDENTIAL.

It is being provided by a local advice agency manager who was formerly a Churchwarden within the Diocese. Given his experience, he acknowledges that admitting there is a problem and asking for help can often be the hardest part. He stresses that he will not make any judgements about how any difficulties arose. His role will be to help sort things out by using a nationally accepted system of making 'pro rata' offers based on what money is left to go towards paying your debts, after meeting all essential living expenses.

He is available for advice and can provide you with a pack that explains the procedure. Having taken advice and receiving the pack does not commit you to any further action unless you request it. Contact: Phil Morris by email at pmorris149@gmail.com or at 01246 453251.

Clergy Marriage Breakdown: The Bishop's Visitor

The Visitor's task is highly specific and practical. For example, if the breakdown of a clergy marriage leaves a spouse stranded and potentially homeless, the Visitor acts swiftly to befriend with advice and action around issues such as housing, finance, and sources of legal guidance. As appropriate, they will co-ordinate the response of several people and groups, including the Bishop, Archdeacon, and possibly the Diocesan Board of Finance. This would be done sensitively and pastorally, respecting the privacy of individuals while acting as their friend and advocate. Access to the Visitor is through the bishops or archdeacons.

INITIAL MINISTERIAL EDUCATION PHASE 2

Please note that this Curate's Handbook only provides a basic introduction to Assessment and Portfolios.

**PLEASE SEE COMPLETE INFORMATION IN THE SEPARATE
PORTFOLIO & FINAL ASSESSMENT GUIDEBOOK.**

Initial Ministerial Education (IME) is the term used to cover the whole of the training period for a minister. IME Phase 1 refers to training prior to ordination. IME Phase 2 covers the period after ordination (the period covered by curacy).

The Ordained Ministries Development Officer is responsible for arranging a course of training beyond that obtained in the parish. **IME events are to be regarded as compulsory for curates, and they should take priority in a Curate's diary over parish duties and holiday.**

A Pattern for IME Phase 2

IME Phase 2 offers a pattern that is a blended learning style together with specific training events especially tailored to particular types of ministries.

Core Programme

A core programme is offered to all curates. **Attendance is expected at all sessions.** Unless there is an illness or emergency, attendance is necessary to successfully complete the attendance criteria. Bespoke arrangements will be made with SSM and MSE curates who are doing their curacy part-time and unable to attend due to other commitments; please contact the Ordained Ministries Development Officer in good time to make alternative arrangements should this be the case. At the end of each session, participants will be invited to complete a session review/ feedback form.

Online Courses

In addition to safeguarding courses, there will be a couple of short online courses (between 30 minutes to 2 hours) that will need to be completed by curates each year.

Supervision with Curate & TI

Supervision is a very particular discipline within a curacy. It is vitally important and forms the key place where the Curate and Training Incumbent reflect together on the curate's ministry. Supervision is not an optional extra – it should form the core of a curacy.

Supervision is different to a staff meeting. It is a conscious and formal setting aside of time to support the curate's learning. Staff meeting issues, such as scheduling events or matters that involve other people, should be kept out of Supervision.

**Please see the *Derby Supervision Compendium*
for more detailed advice and examples of best practice.**

Pastoral Support Groups

All curates participate in bi-monthly Pastoral Support Groups throughout their curacy (starting in January of the deacon year).

This practice accomplishes a number of goals. It is intended to ensure a safer practice of ministry for the sake of those ministered amongst and to support the well-being of the ministers themselves. It is also expected to have a formative dimension through a balanced, three-legged stool of supervision (devised by Inskipp and Proctor)⁴ that attends to:

1. **The normative:** ensuring shared theological reflection on the practices and vocation of ministry within the horizon of God's mission and within the Church of England's code of conduct; and the shared identification of risks to self and others and the identification of steps to ameliorate those risks.
2. **The formative:** offering support for lifelong learning, formation, and development in ministry through shared reflection.
3. **The restorative:** ensuring that the vocation and work of the minister is shared, valued, and nurtured and that health and wellbeing issues for ministers are addressed.

Curate Residential Conferences

Twice a year, all those in the first three years of IME Phase 2 go away for a residential weekend conference. This is an important part of the IME programme and should be regarded as a compulsory part of the curate's training. It should take priority over parish duties and holiday.

Having a weekend away together allows us to engage in a subject with more depth. It is also important for building fellowship and support between curates. During the weekend, time will be spent in year groups for mutual support, prayer, and accountability. This is an important and valuable part of the weekend.

Whilst respecting the breadth of the Church of England, there will be times at a Curate Residential Conference when there is a woman presiding at the Eucharist. On these occasions, as with other services during the weekend, all curates are expected to attend the service. There is, of course, no compulsion to receive the Eucharist.

On return from Curate Residential Conference, curates should not engage in parish duties on the Sunday evening. Training Incumbents are asked to respect the fact that curates will have been working hard at the training event from Friday night until Sunday afternoon.

⁴ Material adapted from Jane Leach's article 'Responsible Grace – the role of supervision in the renewal of vocation and ministry' *Diocese of Derby Curacy Handbook 2024 (Version 1)*

Priests (Year 4 and beyond)

The fourth and subsequent years of curacy are normally free from compulsory IME events. If fourth year curates wish to attend any of the IME events advertised, they would be welcomed but should contact the Ordained Ministries Development Officer.

Specific Focus

The Diocese recognises curates may have a specific focus during training such as Inherited Church (Incumbency or Assistant), Planting, or Contextual/ Pioneer. It is expected the default stream will be 'inherited', but there are a variety of other support and training available on a person-by-person basis.

Extended Placements

Where an extended placement is deemed appropriate and mutually agreed by all parties (and with the support of the bishop), curates would remain licensed to their original church/ pioneer context/ chaplaincy but would be sent on a placement elsewhere to undertake a ministerial opportunity which will stretch them. The most common time to begin exploring the idea is the autumn after priesting, so start thinking about this opportunity early.

The Diocese is structured around three primary strategic mission contexts and curates are encouraged to engage in a short placement in a context different to the one where they are serving their title:

- Emerging Industrial
- Rural & Market Towns
- Urban Centres

Reasons why an extended placement is beneficial:

- To receive experience in a context different than their regular parish/ context
- Because there is a specific interest/ calling to a type of ministry the placement can best offer (for example, hospice or prison chaplaincy, or as a pioneer or church planter)
- Because the curate is ready for more responsibility than the curacy can offer

Extended placements are usually for two or three weeks of intensive in-depth experience. However, where appropriate and assuming the Training Incumbent agrees, we are also able to consider other options - such as a one or two day a week placement over the course of a year.

Every extended placement is unique and an agreement about all the factors must be drawn up in each case.

Leadership Pipeline Placements

Increasingly, curates on the incumbency track are taking the opportunity to participate in extended 'Leadership Pipeline Placements' which give exposure to holding increased responsibility in a new context whilst still under the oversight of a Training Incumbent. This often occurs in their third year and may be in a location where a future deployment is being considered.

The purpose of this is to better prepare our curates for the day after the curacy ends and incumbency begins. Research has shown that many curates in the past experienced the transition as 'falling off a cliff' in terms of comparative experience. (Essentially, traditional curacies only *ensured* that curates were trained to be good curates, not to be good incumbents). The Leadership Pipeline Placements occur outside of the parish on an extended placement of three months, with the option to extend for another six months upon approval from the bishop.

Every Leadership Pipeline Placement is unique and an agreement/ working agreement about all the factors must be drawn up in each case.

CMD beyond IME

Whilst the IME programme represents the provision of CMD for Curates under Common Tenure, there are further opportunities for development with which Curates are encouraged to engage. One opportunity is the annual **Clergy Conference**, which is an important part of the Diocesan year. It is an occasion for all the clergy of the diocese to gather. Curates are usually involved in assisting with and hosting the Conference.

Each member of the clergy in the Diocese has access to CMD grants to spend on development and training events beyond the parish. Curates are encouraged to use this money. Curates become eligible to apply from January in their deacon year post-ordination. The policy and application form are available on the diocesan website.

Shaping a Curacy

The nationally agreed Formation Qualities are the key tool used in assessment of a curacy. However, they do not provide the content of a curacy in a year-to-year way.

Curates and Training Incumbents are encouraged to work together to establish a shape for each curacy, enabling curates to cover a wide range of ministerial opportunities over their curacy. Curates who are SSMs or MSEs will require particular care in finding the right way of using the time that is available to cover the range of ministerial experience.

MENTORING & TUTORING IN READER TRAINING

We firmly believe in helping grow our curate's abilities as teachers, facilitators, trainers, and educators in the Diocese of Derby. While we recognise some curates may have a particular gifting and/ or experience in this area, this is a basic skill set we all need as clergy regardless of context or role.

Because of this, all curates assist in the LLM (Reader) Training Programme within the Diocese of Derby.

All first-year curates will act as a mentor for one of the Readers-in-Training for one 10-week term, assisting someone one-on-one with a particular course on zoom or in person (a maximum of once a week).

All second-year curates will act as tutor for one group of up to six Readers in Training for one particular course for one 10-week term.

If the curate is interested in more experience or increased responsibility, that can easily be arranged.

There will be induction training, support and a short final report written for you at the conclusion of your work each year. This will be coordinated by the Revd Dawn Glen, Director of Studies.

FORMAL ASSESSMENT

National Formation Qualities Framework

Since the introduction of Common Tenure in 2010, the assessment of curacies has become more formal than it was in the past. The Framework holds curates accountable to a minimum standard not only of professional competence but also of personal character and thus is a means of showing how they are fulfilling the ordination vows they made in anticipation of their ordained ministry as a deacon and a priest.

**PLEASE SEE COMPLETE INFORMATION IN THE SEPARATE
PORTFOLIO & FINAL ASSESSMENT GUIDEBOOK.**

The Formal Assessment of Curacy takes the following form:

Assessment prior to ordination as priest

The Training Incumbent completes a report on their curate using a standard two-part form. One is formative in nature and the same form will be used every year to show the continued growth of the curate. The other is a summative report that indicates the Training Incumbent feels the curate is ready to be priested. The Sponsoring Bishop also requests a recommendation from the Ordained Ministries Development Officer at this time. Both these reports recommend to the Sponsoring Bishop that the curate is ready to be priested and will be reviewed by the Sponsoring Bishop prior to ordaining the curate as a Priest.

If the reports raise any issues that require attention, the Sponsoring Bishop will meet with the curate (and possibly the Training Incumbent as well). The Sponsoring Bishop may also involve the Ordained Ministries Development Officer or others as they see fit.

Assessment at the end of the second year

The Training Incumbent completes their annual formative report to show the continued growth and areas for development. The Ordained Ministries Development Officer will also contact the Curate and Training Incumbent, inviting them to meet. The Meeting has several purposes:

- To check on how things are going generally
- To review progress against the nationally agreed Formation Qualities and fill in any gaps
- To check that a robust plan is in place for completing the curacy
- To begin to identify the Curate's next step in ministry

Following this meeting, a placement (of variable length) may be arranged for the curate with the assistance of the Ordained Ministries Development Officer.

End of Title Assessment (which occurs at the end of Curacy)

Curates will enter the Assessment process for the end of curacy during their third year of curacy.

- Stipendiary curates will enter the process during the third year of their curacy.
- Deployable non-stipendiary ministers may choose whether to enter the process in the third or fourth year of their curacy.
- This choice should be made based on when they will be best able to demonstrate that they sufficiently inhabit the Formation Qualities.
- Ministers in Secular Employment may find that leaving assessment to the fourth year will allow them more time to complete the curacy whilst simultaneously maintaining a working life.
- The Ordained Ministries Development Officer is happy to offer advice as to the best time for an individual curate to enter the assessment process.

End of Title Assessment involves the following:

- A Portfolio, compiled by the curate.
- A Report on the curate from the Training Incumbent, using a standard two-part form. One is the annual formative report to show the continued growth and areas for development that has followed the curate through their curacy. The other is a summative report that indicates the Training Incumbent feels the curate is ready to be recommended to be signed off.
- Reports from Lay People, Schools Representative, and a Safeguarding Officer
- Nine preaching and leading reports (three per year)
- Meeting with your End of Title Assessor
- An End of Title Assessor Report
- A Report on the curate from the Ordained Ministries Development Officer, written after having read the End of Title Assessor's Report, the Portfolio, and Training Incumbent's Report.
- An Interview between the curate and the Sponsoring Bishop.
- Curacy formally signed off by the bishop

The timescale for Assessment at the end of curacy looks like this:

- Late Summer/Early Autumn – Meeting with the curate, Training Incumbent and Ordained Ministries Development Officer to look at the portfolio and Learning Plan to determine what gaps need to be addressed before final submission
- Mid-December – Deadline for Lay Report Year 3 and Safeguarding Officer Report
- Late November – Earliest date to submit portfolio and TI final reports if desired
- early January - Deadline for final reports from the Training Incumbent
- 30 January – Last possible submission date of Portfolio to their End of Title Assessor
- mid-February – Individual Meeting with End of Title Assessor
- mid-February – End of Title Assessors Moderation Meeting
- 1 March – End of Title Assessors Report submitted to OMDO
- March – OMDO reads the Portfolios and writes final report for the Sponsoring Bishop recommending whether to sign off or if more work is required
- April/May/June – The Sponsoring Bishop sees the curate to confirm the successful completion of Curacy
- Signed off by May or June

Once a curate has had their final interview with the Sponsoring Bishop and received verbal agreement they will be signed off, they may apply for jobs, investigate deployment elsewhere or re-licensing to the parish they serve. No job, redeployment or re-licensing should begin until 3 years have been served from the date of ordination as a Deacon.

Curates wishing to apply for posts before the May/June meeting with the Sponsoring Bishop must contact the Ordained Ministries Development Officer and also seek permission with the bishop **prior to applying** in person or via email.

Interim Report

Should a Training Incumbent leave, or the curacy break down, then the Training Incumbent will normally be asked to complete an Interim Report on the curate. This will form part of the basis for considering the on-going training needs of the curate.

CURACY PORTFOLIOS

The Portfolio is the main means of assessment at the end of curacy. It is also a means of cultivating the habit of reflective practice throughout the rest of the curate's ministry. Remember that the portfolio is a positive exercise. It is to demonstrate what a curate can do, not to catch them out on what they can't.

A good portfolio will demonstrate how the curate inhabits all the Formation Qualities in different ways and with a range of types of evidence. Only enough evidence to demonstrate all the Formation Qualities should be included and certainly no more than one file in total.

This is a significant piece of work. It allows the Diocese of Derby to say with confidence that a curate has completed their curacy in a manner which is consistent with all other dioceses in the Church of England. Enough time should be allowed to complete the Portfolio properly. It is easier to look out for this evidence as the curacy progresses, rather than to try to gather it all at the end. The Ordained Ministries Development Officer is always happy to answer questions or to offer help in relation to portfolios.

**PLEASE SEE COMPLETE INFORMATION IN THE SEPARATE
PORTFOLIO & FINAL ASSESSMENT GUIDEBOOK.**

PROBLEMS IN CURACY

The first port of call for any problems in a curacy is the Ordained Ministries Development Officer. Training Accompaniers are also available to act as support.

It is always better to deal with a problem before it gets large. Please be in contact as soon as a problem appears to be developing.

The Ordained Ministries Development Officer will follow the approved breakdown process. If it involves a safeguarding concern, it will be immediately passed to the safeguarding team. If it is not a safeguarding concern, the Ordained Ministries Development Officer will try to meet with both Training Incumbent and curate individually and later together to help with the training relationship.

External help, e.g. the support of a mediator, may be available as appropriate. Additional pastoral support for curate and Training Incumbent may also be available.

Interim Report

Should a Training Incumbent leave, or the curacy break down, then the Training Incumbent will normally be asked to complete an Interim Report on the curate. This will form part of the basis for considering the on-going training needs of the curate.

Should a Curacy break down ...

... the curate ...

- will debrief with the Ordained Ministries Development Officer
- will normally be given a placement whilst arrangements are made for a further curacy
- will continue to be paid and housed (if Stipendiary) throughout the process
- will work with the Ordained Ministries Development Officer to find a new curacy
- will be given any necessary support through the transition
- may be asked to work to a Learning Plan, within the Learning Objectives/ Formation Qualities, to allay any possible concerns
- will meet with someone external to the diocese for pastoral supervision to unpack learnings from original context before moving to a new context

... the Training Incumbent ...

- will debrief with the Ordained Ministries Development Officer
- will be given any necessary support through the transition
- will be asked for an Interim Report on the curate

CURATES DURING A VACANCY

Occasionally, a Training Incumbent leaves the parish while a curacy is still ongoing.

Should that happen, then the following provisions come into force:

- If the Training Incumbent leaves during the Deacon year, then normally the curate will be moved into another parish with a new Training Incumbent.
- If the Training Incumbent leaves during the curate's first year as a Priest, then serious consideration will be given to moving the curate into another parish with a new Training Incumbent.
- If the Training Incumbent leaves during the third year of a curacy, normally the curate will stay in place and another Training Incumbent from a different church/ context will be found to supervise them from a distance.
- In all cases:
 - Curates will not be left without a named Training Incumbent
 - The Bishop, Archdeacon(s) and Area Dean(s) will be involved by the Ordained Ministries Development Officer in determining the best course of action for the particular curate
 - The consent of the curate involved is vital to decisions relating to a new Training Incumbent

Responsibility for the parish during a vacancy rests with the Church Wardens and the Area Dean. Under no circumstances should a curate take this responsibility.

The prime purpose of a curacy is the training and development of the curate. The existence of a vacancy does not change this. Curates are not to be used as a 'substitute vicar'.

The Working Agreement sets out the nature and quantity of the curate's workload and must be respected by all parties. The new Training Incumbent should act as a level of protection for the curate against attempts to make the curate take on too much. This will include protecting the curate from themselves. Regular meetings between the curate and the Church Wardens are important.

The bishop's advice to Church Wardens in the event of a vacancy asks them to make a careful assessment of the number of services being held and to make reductions where necessary.

The existence of a curate in the parish should not be used to justify the continuation of poorly attended services that would otherwise be discontinued.

The curate should not:

- automatically assume responsibility for all occasional offices during the vacancy
- chair all PCC meetings, APCMs or other meetings during the vacancy
- automatically take on the former incumbent's responsibilities in the community during the vacancy

The curate should ensure, and the new Training Incumbent monitor, that they take proper levels of time off during the week and as holiday.

Time for prayer, study, CMD and IME must be retained in the life of a curate during a vacancy.

The Ordained Ministries Development Officer will offer support and guidance to the curate in this situation.

TYPES OF MINISTRY

Curacy is organised around two different types of ministries: **Assistant Ministers** and **Potential Incumbents**.

These form the basis both for discernment by Bishops' Advisory Panels, and for Assessment at the end of curacy. There are different Formation Qualities for different types of ministry, and so it is important to be clear which ministry any individual Curate is offering. These different types of ministry are recognised throughout curacy, both in the IME Phase 2 programme and in assessment throughout a curacy.

In addition to these categories on which assessment is based, there are important other differences in the type of ministry that Curates may offer. Some are Stipendiary Ministers (S); some are Self Supporting Ministers (SSM); others are Ministers in Secular Employment (MSE); and others are Ordained Pioneer Ministers (OPM). Various permutations of the different types of ministry are possible. Curacy needs to enable all varieties of ministry, and each has particular needs. At the same time, all ministers share in a common diaconate and a common priesthood. This too is recognised and included in the design of a curacy.

Assistant Ministers

Assistant Ministers are those preparing to offer a ministry alongside an Incumbent. Assistant Ministers are deployable, and so at the end of their curacy they may be licensed to another parish. There is, however, no requirement that this happens. There is a set of nationally agreed Formation Qualities for Assistant Ministers. These are used for Assessment at the end of curacy, and for reporting throughout curacy.

Potential Incumbents

Potential Incumbents are those preparing to exercise ministry as an incumbent of a parish. They will not normally serve their curacy in the parish which supported them through the discernment of their vocation. A Potential Incumbent may move from curacy into an incumbency or may exercise ministry in other contexts before taking on an incumbency.

Other categories of ministry

Ordained Local Ministers (OLM)

Ordained Local Ministry, as the name suggests, is organised locally and each Diocese will have different arrangements for OLMs. OLMs are licensed to a single parish or benefice. Ministry beyond this geographical area requires the explicit permission of the bishop. Ordained Local Ministry is designed to serve the local parish and is a non-deployable ministry. This form of ministry is currently being phased out in the Diocese of Derby in favour of SSM ministry (*limited by licence*).

Stipendiary Ministers

Stipendiary Ministers are paid a stipend by the Church Commissioners. Normally, curates who are Stipendiary Ministers are full-time. They are expected to live in the house provided by the diocese for the better performance of their duties in the parish. If a Stipendiary Minister wishes to live elsewhere than in the house provided by the diocese, the bishop's permission is required. This permission is only granted under exceptional circumstances in-line with the diocesan guidelines for the housing of curates.

Self-Supporting Ministers (SSM)

The Diocese of Derby values the contribution of curates and all those clergy who are not paid for their ministry and are not eligible to collect fees for any offices or services they take. This group includes Ministers in Secular Employment (MSE) (see below).

Ministers in Secular Employment (MSE)

Those curates who are also in paid employment are known as MSEs. They have an additional ministry in the workplace, and evidence arising from the workplace is both accepted and encouraged as part of the Curate's Portfolio.

Ordained Pioneer Ministers (OPM)

Curates who have a specific brief for ministry as Pioneers are known as OPMs. They may or may not have been selected as OPMs. All OPM Curates must meet the Formation Qualities for Potential Incumbents or Assistant Ministers as appropriate and there are also additional Formation Qualities for OPMs. Contact the Director of Mission, Evangelism and Parish Revitalisation for more information.

Opportunities to Serve as a Chaplain

During Curacy, there is the opportunity for curates to serve as Chaplains through Workplace Chaplaincy in Derbyshire. This is a Local Ecumenical Partnership sponsored by Churches Together in Derbyshire. It provides voluntary pastoral support to people in the county by building bridges of understanding between industry, faith, commerce and society.

Chaplains offer confidential, non-judgmental support about all aspects of life and work for a couple of hours each week. Chaplains are placed in a number of sectors, including:

- Emergency Services: Derbyshire Fire and Rescue Service and the Police
- Transport: East Midlands Airport and Railways
- Industry and Agriculture
- Sport: Derby County and Chesterfield FC and Derbyshire County Cricket Club
- And in Derby City Centre, in retail, business, entertainment, education and social care

For more information, please contact the Revd Anita Matthews, one of the Principal Chaplains, Workplace Chaplaincy in Derbyshire office@stpetersderby.org.uk or at 01332 360790. For more information, check out www.workplacechaplaincyderbyshire.org.uk.

ABBREVIATIONS

The Church has a plethora of abbreviations that are not always easy to understand. Here are some of the most common (not all are used in this Handbook):

ABC	Archbishop of Canterbury
ABY	Archbishop of York
APCM	Annual Parochial Church Meeting
BMO	Bishop's Mission Order
CA	Church Army
CEEC	Church of England Evangelical Council
CEN	Church of England Newspaper
CMD	Continuing Ministerial Development
CMS	Church Mission Society
CNI	Church of North India
CofE	Church of England
CPAS	Church Pastoral Aid Society
CT	Church Times (another C of E newspaper)
CTD	Churches Together in Derbyshire
DAC	Diocesan Advisory Committee
DCH	Derby Church House
DBE	Diocesan Board of Education
DBF	Diocesan Board of Finance
DCC	District Church Council
DMO	Diocesan Ministry Officer

DDO	Diocesan Director of Ordinands
DL	Deputy Lieutenant
DSA	Diocesan Safeguarding Officer
FXC	Fresh Expression of Church
ICS	Intercontinental Church Society
IME	Initial Ministerial Development
LEP	Local Ecumenical Partnership
LPO	Local Pathway to Ordination
MAP	Mission Action Plan
MDR	Ministerial Development Review
MMA	Mission and Ministry Area
MSE	Minister in Secular Employment
NSM	Non-Stipendiary Minister
OLM	Ordained Local Minister
OMDO	Ordained Ministries Development Officer
OPM	Ordained Pioneer Minister
PBS	Prayer Book Society
PCC	Parochial Church Council
POT	Post-Ordination Training
PTO	Permission to Officiate
PEV	Provincial Episcopal Visitor
PSL	Parish Safeguarding Link
RTN	Regional Training Network
RTP	Regional Training Partnership
SACRE	Standing Advisory Council for Religious Education

SCP Society of Catholic Priests

SSM Self Supporting Minister

SOP Statement of Particulars

TLA Three Letter Acronym

SOME HELPFUL REFERENCES

Some Helpful Books

- Jeremy Fletcher, *Rules for Reverends* (Bible Reading Fellowship, 2013)
- Keith Lamdin and David Tilley, *Supporting New Ministers in the Church: A handbook* (SPCK, 2007)
- Jane Leach and Michael Peterson *Pastoral Supervision: A Handbook* (SCM, 2015 second edition)
- Jonathon Ross-McNairn and Sonia Barron (eds), *Being a Curate: Stories of What it's Really Like* (SPCK, 2014)
- Rick Simpson, *Supervising a Curate: A Short Guide to a Complex Task* (Grove Pastoral 128, 2011)
- Frances Ward, *Lifelong Learning: Theological Education and Supervision* (SCM, 2005)
- John Wiscombe (ed.), *The Curate's Guide: From Calling to First Parish* (Church House Publishing, 2009)

Some helpful websites

The Diocese of Derby: <https://www.derby.anglican.org/>

Ministry Division: <https://www.churchofengland.org/more/diocesan-resources/ministry-division>

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