

Section 11

INFORMATION AND ADVICE FOR ALL CURATES (version 5 January 2017)

1. Introduction

- 1.1 Across the Diocese our commitment to those joining us in training roles is to offer them the broadest quality opportunities for developing their ministry backed up with an appropriate 'package' of support tailored to an individual's needs.
- 1.2 The Department of Discipleship and Ministry provide a handbook for both curates and training incumbents which sets out the detail of what occurs in each year of the training which is normally expected to last between three and four years.
- 1.3 This Handbook, is available through this diocesan website link
<http://www.gloucester.anglican.org/your-ministry/curates-and-training-incumbents/>

2. Statement of Particulars for Curates - stipendiary

- 2.1 On appointment to a curacy role the individual will have a clear Statement of Particulars which sets out the detail and arrangements for the role (see Section 2).
- 2.2 Training incumbents and the DDO/Co-ordinator of MED 4-7 will be able to give advice on key aspects of the role as well.
- 2.3 The Statement will set out clearly that in the fourth year, the year of transition, that there is no duty on behalf of the Diocese to find the curate a permanent post, or a post within the Diocese.
- 2.4 From February 2011 under Common Tenure all curacy posts will be held under Qualified Common Tenure which are time limited posts. Under these terms where a curacy needs to be extended eg through maternity leave or other circumstance a revised training programme will be agreed with the DDO/Co-ordinator of MED 4-7 and a revised Statement of Particulars issued by the Head of HR and Safeguarding.

3. Statement of Particulars for Curates – self supporting

- 3.1 On appointment to a curacy role the individual will have a clear Statement of Particulars and Working Agreement which sets out the detail and arrangements for that training role – based on what is realistic for the individuals' circumstances.
- 3.2 Whilst the diocese will agree with an individual and then put in place what it can in terms of quality training and formation, it is expected that the individual NSM curate, must make every effort to attend events, learn and develop.

- 3.3 Training incumbents and the DDO/Co-ordinator of MED 4-7 will be able to give advice on key aspects of curacy/training.
- 3.4 From February 2011 under Common Tenure all curacy posts are held under Qualified Common which are time limited posts. Under these terms where a curacy needs to be extended eg through maternity leave or other circumstance a revised training programme will be agreed with the DDO/Co-ordinator of MED 4-7 and a revised Statement of Particulars issued by the Head of HR and Safeguarding.

4 Training, development and support

- 4.1 Training and ministerial development opportunities and ongoing reviews, supervision and guidance are part of the day to day curacy arrangements, however there may be times when further specific training and support are required. Additional support may be needed:
- where an individual may be struggling in a particular area
 - where pastoral/local/domestic circumstances have changed
 - where there are issues of disability or long term sickness absence
 - where during the fourth year an individual has not secured a permanent role
- 4.2 The Diocese will do all that it can during these times to be sensitive and will work with the curate and the training incumbent to put into place additional support. Support will be tailored to individual circumstances but may include for example:
- Health advice with Occupational Health support and guidance
 - reasonable adjustment for a temporary or permanent disability
 - specialist support for a particular aspect of ministry
 - Human Resources 1:1 advice with pre interview practices, support with CV's and interview skills
- 4.3 If an issue does come up for which additional support and guidance may be appropriate, either the training incumbent or the curate themselves should contact the DDO/Co-ordinator of MED 4-7 or the Head of HR and Safeguarding.

