**Curacy Learning Agreement**

This Learning Agreement is not intended to be a legally binding agreement but it ensures that the Assistant Curate and their Training Incumbent have discussed, understood, and accepted the expectations of the training post.

The agreement is between:

The **Assistant Curate**

The Reverend *NAME*, as Assistant Curate of *PARISH/BENEFICE/CONTEXT*

and the **Supervisors**

the Training Incumbent, the Reverend *NAME* in *PARISH/BENEFICE/CONTEXT*

and the Adviser for Curacy, the Reverend Lee Barnes

**1 Duration**

The agreement shall begin on [insert date] and apply for the period of the training post as detailed in the Statement of Particulars of Office. The agreement should be submitted at the beginning of the Assistant Curate’s first year and may be revised during the Curacy if necessary.

**2 Statement of Particulars**

A Statement of Particulars is produced for assistant curates by HR and should be appended to this learning agreement.

**3 Mutual Expectations**

A discussion should be had between the Assistant Curate and the Training Incumbent concerning the purpose of ministry in the Training Post and how the Training Incumbent sees the curate’s role in relation to the congregation and community. The discussion should cover the following points:

* What the Training Incumbent can expect of the Assistant Curate
* What the Assistant Curate can expect of the Training Incumbent (which should include regular guidance about the nature of work to be carried out and the standards expected)
* Parameters of authority and confidentiality
* Recognition of the Assistant Curate’s specific training needs relating to their personal development and IME
* Supervision arrangements, specifying who will be responsible for arranging meetings (best practice for year one of curacy is weekly or fortnightly, moving to monthly from year two) and how these will be structured
* How will activities and responsibilities be negotiated and reviewed?

It should be noted:

* That the Training Incumbent and Assistant Curate have a shared responsibility for identifying training needs and opportunities for meeting these in the Training Post and, where appropriate, beyond it
* That the Training Incumbent will ensure that the Assistant Curate is advised of appropriate Diocesan policy and procedures and that the Assistant Curate agrees to observe these requirements

Please summarize your discussion in this section.

**4 Allocation of Time**

During the curacy it is expected that time will be allocated appropriately to cover learning and formational activities associated with the Learning Outcomes. It is expected that time will be allocated to ensure attendance at Diocesan IME Sessions, the Tutor Group and any other appropriate activities agreed with the Adviser for Curacy.

**5 Assessment in Curacy**

It is the joint responsibility of the Assistant Curate and the Training Incumbent to submit Annual Reviews to the Adviser for Curacy and to ensure that the requirements for the Assessment in Curacy are met. Details of submission dates for each year will be provided at the IME assessment session.

Any circumstances which might require the learning pathway to be modified or for the training to be extended, suspended or withdrawn should be brought to the attention of the Adviser for Curacy.

**6 Working in Partnership**

The Assistant Curate and Training Incumbent agree to fulfill their responsibilities for the curacy to the Diocese.

**7 Rest Periods, Annual Leave, Sickness Absence and Additional Time Off**

**Rest Periods:**

Entitlement to rest periods is detailed in section 8 of the appended Statement of Particulars.

Discuss what rhythms of rest and Sabbath will be necessary and appropriate and clarify expectations.

**Annual Leave:**

Entitlement to annual leave is detailed in section 8 of the appended Statement of Particulars.

All annual leave and other time off should be authorized by your Training Incumbent.

**Sickness Absence:**

Please see section 9 of the appended Statement of Particulars.

Please note that you should always inform your Training Incumbent if you are unwell and need to take time off from your curacy. Additionally, if you believe your illness has had an effect on your progress, or if you are given a phased return to work, you should also inform the Adviser for Curacy who will work with you to ensure appropriate support is provided.

**Working Time:**

All curates who DO NOT work full time should complete the following table to indicate when their normal working sessions will be in addition to Sundays:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning | Afternoon | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |

**8. Study, Spiritual Direction and Prayer**

**Study:**

What will be the patterns and expectations of further study – formal or informal?

We have agreed that [insert number] hours each week will be set aside for studying – this will normally be on a [insert day]

**Prayer and Spiritual Direction:**

Discuss expectations about rhythms and patterns of prayer and spiritual direction that will sustain the Assistant Curate and how these will be met in curacy.

**9. Additional Commitments**

**Attendance at Deanery Chapter Meetings and Synods:**

It is expected that full time Assistant Curates will attend Deanery Chapter Meetings and Synods. Part-time Assistant Curates are expected to attend as regularly as possible.

We confirm that, at our meeting on [insert date], we committed ourselves to strive for a productive, trustful and honest working relationship, aiming for readiness for [a first post of Incumbent status / an Associate Minister post].

We reached agreement on our roles and responsibilities in accordance with the above summary.

Signed: ……………………………………… Assistant Curate

……………………………………… Training Minister

Date: ………………………………………

Received and agreed by:

……………………………………… Adviser for Curacy

……………………………………. Date

A copy of this document signed by Training Incumbent and Assistant Curate should be kept by both. Please email a signed (either electronic-signature or signed hard copy, then scanned) Word copy of this document by Training Incumbent and Assistant Curate to the Diocesan Adviser for Curacy, Revd Lee Barnes to [lee.barnes@bristoldiocese.org](mailto:lee.barnes@bristoldiocese.org)

(One copy will be retained by the Mission and Ministry Support Team and a copy will be sent to be included in your file at the Bishop’s Office). If you are at all worried about returning a Word copy rather than a PDF please password protect it and send the password in a following email*.*