

**MINISTRY DIVISION WORK LIST OF TRAINING IN THE FIRST FOUR YEARS OF MINISTRY**

This is based on Ministry Division guidelines and outlines the specific skills and areas of expertise, which might be addressed in IME 4-7 not all of which will be relevant to the particular context in which curates find themselves. It is therefore important that the list is used as a discussion document of areas that might be covered, in drawing up the personal Learning Plan for the coming year between the curate and the training incumbent. This work list is NOT to be submitted to the diocese.

Instructions:

1. *Indicate the level of experience that has been gained in relation to the listed skills by marking the relevant point on the scale (low to high)*
2. *Give a priority rating to the further development of those skills marked in the lower end of the scale where 10 = a high priority and 0 = not a priority*

	<b>Level of Experience gained to date</b>		<b>Priority rating for future development</b>
	Low	High	
<b>Personal Development</b>			
Spirituality and prayer life	..... ..... ..... ..... .....		.....
Daily Office/Prayer Time	..... ..... ..... ..... .....		.....
Meditation/Quiet Time,	..... ..... ..... ..... .....		.....
Retreat	..... ..... ..... ..... .....		.....
Different prayer styles,	..... ..... ..... ..... .....		.....
Spiritual director/Confessor/ Soul friend	..... ..... ..... ..... .....		.....
Biblical studies	..... ..... ..... ..... .....		.....
Reflection on role(s) and work	..... ..... ..... ..... .....		.....
Reflection on life journey	..... ..... ..... ..... .....		.....
Continuing theological reflection/ making connections	..... ..... ..... ..... .....		.....

	Level of Experience gained to date		Priority rating for future development
	Low	High	
Development of appropriate working rhythm, including time off, retreats etc.	..... ..... ..... ..... .....		.....
Awareness of sexual dynamics in working relationships	..... ..... ..... ..... .....		.....
Development of understanding of partnership in ministry	..... ..... ..... ..... .....		.....
Development of creative support networks	..... ..... ..... ..... .....		.....
Hobbies and non-church interests	..... ..... ..... ..... .....		.....
Understanding of confidentiality	..... ..... ..... ..... .....		.....
Exercising a leadership role/ awareness of own leadership style	..... ..... ..... ..... .....		.....
<b>Conduct of Worship</b>			
Requirements of Canon Law regarding worship	..... ..... ..... ..... .....		.....
1662 Holy Communion/CW Order 2	..... ..... ..... ..... .....		.....
1662 Morning or Evening Prayer (said/sung)	..... ..... ..... ..... .....		.....
CW – Order 1	..... ..... ..... ..... .....		.....
CW Morning & Evening Prayer (full)	..... ..... ..... ..... .....		.....
Baptisms in different contexts	..... ..... ..... ..... .....		.....
Weddings - CW/BCP/Nuptial Eucharist	..... ..... ..... ..... .....		.....
Blessing after civil marriage	..... ..... ..... ..... .....		.....
Funerals (Church/Crematorium/Requiem)	..... ..... ..... ..... .....		.....
Holy Week in more than one context	..... ..... ..... ..... .....		.....
Worship not following a prescribed form	..... ..... ..... ..... .....		.....

	Level of Experience gained to date		Priority rating for future development
	Low	High	
All-age worship	..... ..... ..... .....		.....
Familiarity with newly authorised forms of worship	..... ..... ..... .....		.....
Writing and planning special services	..... ..... ..... .....		.....
Choosing music & liaison with musicians	..... ..... ..... .....		.....
Reading, speaking & singing in church	..... ..... ..... .....		.....
Leading intercessions	..... ..... ..... .....		.....
Preparing the church & books for worship	..... ..... ..... .....		.....
Preparing/cleansing communion vessels	..... ..... ..... .....		.....
Proper use/care of Reserved Sacrament	1..... ..... ..... .....		.....
Use of oils in initiation services/ministry to sick	1..... ..... ..... .....		.....
Practical awareness of traditions other than own (e.g. use of vestments, incense, North End celebration)	..... ..... ..... .....		.....
Choreography of worship	..... ..... ..... .....		.....
<b>Preaching</b>			
Parish Eucharist	..... ..... ..... .....		.....
All-age worship	..... ..... ..... .....		.....
Preparation of audio/visual aids	..... ..... ..... .....		.....
Youth Services	..... ..... ..... .....		.....
Weddings	..... ..... ..... .....		.....
Funerals	..... ..... ..... .....		.....
To non-regular churchgoers (e.g. civic occasions)	..... ..... ..... .....		.....
Public speaking - not preaching	..... ..... ..... .....		.....

	Level of Experience gained to date		Priority rating for future development
	Low	High	
<b>Mission and Evangelism</b>			
Awareness of local context, in particular the social profile	..... ..... ..... ..... .....		.....
Developed theology, understanding and practice of mission	..... ..... ..... ..... .....		.....
Ability to present the Gospel message to those with little or no church background	..... ..... ..... ..... .....		.....
Experience of using one of the evangelism resources, e.g. Alpha, Emmaus etc.	..... ..... ..... ..... .....		.....
<b>Pastoral and Educational</b>			
Knowledge of how adults learn	..... ..... ..... ..... .....		.....
Awareness of current issues in society, e.g. racial, gender, sexuality etc.	..... ..... ..... ..... .....		.....
Baptism preparation:			
as an individual	..... ..... ..... ..... .....		.....
in a team	..... ..... ..... ..... .....		.....
Sunday School	..... ..... ..... ..... .....		.....
School Assemblies:			
church school	..... ..... ..... ..... .....		.....
non-church school	..... ..... ..... ..... .....		.....
Confirmation - children and young people	..... ..... ..... ..... .....		.....
Confirmation instruction - adults	..... ..... ..... ..... .....		.....
Communion before Confirmation	..... ..... ..... ..... .....		.....
Involvement in a church youth group	..... ..... ..... ..... .....		.....
Marriage requests e.g. from divorced people or co-habitees	..... ..... ..... ..... .....		.....
Marriage preparation	..... ..... ..... ..... .....		.....
Banns	..... ..... ..... ..... .....		.....

	Level of Experience gained to date		Priority rating for future development
	Low	High	
Special licences/Archbishop's licence	.....	.....	.....
Funeral visiting	.....	.....	.....
Teaching about prayer	.....	.....	.....
Home Group leadership	.....	.....	.....
Bible study leadership	.....	.....	.....
Pastoral visiting	.....	.....	.....
Visiting the sick at home	.....	.....	.....
Visiting the sick in hospital	.....	.....	.....
Ministry to sick and dying: in hospital	.....	.....	.....
at home	.....	.....	.....
Healing services	.....	.....	.....
Ministry in an institutional setting e.g. prison, old people's home	.....	.....	.....
Working with volunteers & pastoral management	.....	.....	.....
Counselling / listening skills and awareness of own limitations	.....	.....	.....
<b>Parish Organisation Skills</b>			
Preparation for & chairing of meetings	.....	.....	.....
Legalities of lay officers, PCC & APCM	.....	.....	.....
Paper management	.....	.....	.....
Time management	.....	.....	.....
Presentation skills & parish publicity	.....	.....	.....
Managing parish finances, fees & expenses	.....	.....	.....

	Level of Experience gained to date		Priority rating for future development
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Church registers	.....	.....	.....
Churchyards, DAC & Faculties	.....	.....	.....
Legalities of worship including interfaith & ecumenical worship	.....	.....	.....
The keeping of records	.....	.....	.....
Simple accounting & budgeting	.....	.....	.....
Long term planning & development	.....	.....	.....
Goal/objective setting & evaluation	.....	.....	.....
Writing magazine articles	.....	.....	.....
Working with the media	.....	.....	.....
Legal requirements for youth workers	.....	.....	.....
Personal safety awareness	.....	.....	.....
<b>Additional Skills</b>			
Emergency baptism in hospital	.....	.....	.....
Local incident emergency plans	.....	.....	.....
Blessing of objects, homes & people	.....	.....	.....
Encountering the mentally ill	.....	.....	.....
Anointing the sick/dying	.....	.....	.....
Thanksgiving for birth of a child / the churching of women	.....	.....	.....
Death of babies - including stillbirth, abortion, miscarriage	.....	.....	.....
Sudden death e.g. accident, suicide, major incident	.....	.....	.....
Dealing with conflict	.....	.....	.....



	<b>Level of Experience gained to date</b>		<b>Priority rating for future development</b>
	Low	High	
Confession and absolution in formal & informal settings	..... ..... ..... .....		.....
Deliverance ministry	..... ..... ..... .....		.....
Hearing of Confessions	..... ..... ..... .....		.....
<b>Areas of expertise</b>			
Schools - primary and secondary e.g. school governor	..... ..... ..... .....		.....
People with mental illness	..... ..... ..... .....		.....
People with disabilities of various kinds	..... ..... ..... .....		.....
Work amongst deaf people	..... ..... ..... .....		.....
Supporting laity in church life	..... ..... ..... .....		.....
Supporting laity in secular life - work and community involvement	..... ..... ..... .....		.....
Community development	..... ..... ..... .....		.....
Interfaith dialogue	..... ..... ..... .....		.....
Effective teaching of the Christian faith within a changing culture	..... ..... ..... .....		.....
Equal opportunities	..... ..... ..... .....		.....
Media skills	..... ..... ..... .....		.....
Chaplaincy work - industrial, hospital, school, prison, community groups	..... ..... ..... .....		.....
Tourism and use of church buildings	..... ..... ..... .....		.....
Rural ministry	..... ..... ..... .....		.....
Urban and inner city ministry	..... ..... ..... .....		.....
Suburban ministry	..... ..... ..... .....		.....
Spiritual direction / counselling	..... ..... ..... .....		.....



	<b>Level of Experience gained to date</b>		<b>Priority rating for future development</b>
	Low	High	
<b>Links with the wider Church</b>			
Awareness of diocesan resources and strategy for mission	..... ..... ..... ..... .....		.....
Involvement in local chapter	..... ..... ..... ..... .....		.....
Awareness of national church structures	..... ..... ..... ..... .....		.....
Awareness of world-wide Church	..... ..... ..... ..... .....		.....
<b>Ministry in the Workplace (MSEs)</b>			
Ministry to structures (committee work, input into work policy, mission statements etc)	..... ..... ..... ..... .....		.....
Interpretation of the Gospel for the world of work	..... ..... ..... ..... .....		.....
Application of theology to work situation	..... ..... ..... ..... .....		.....
Personal ministry to colleagues	..... ..... ..... ..... .....		.....