

Working Agreement for [curate]

Assistant Curate of [parish]

This working agreement is to be interpreted within the context of the Conditions of Appointment for Stipendiary Clergy and the Guidelines for Supervision issued by the Diocese of Chester.

This is a full-time post, to be worked on a professional basis. As a guide, the hours worked per week should average 38-48 hours.

Key Information

- Staff Meetings will take place on a Thursday morning (8.30am-9.30am) on a weekly basis. This will be with the Supervising Minister and the rest of the leadership team of the parish.
- Supervision meetings with the Supervising Minister will take place on Monday mornings (9.30am-11am) on a fortnightly basis.
- [curate] will say Morning Prayer in the parish on Mondays and Tuesdays, will pray with the staff team on Thursdays, and will pray according to her own pattern at home on Wednesdays and Saturdays.
- [curate]' day off will be a Friday. If anything interferes with this, an alternative full day off should be arranged well in advance, and once a month, it is expected that [curate] takes a 2-day rest period. In addition to this, it is expected that [curate] will take 1 day per month for a quiet day (or the equivalent of 12 days retreat time).
- [curate] will base herself between her office at home, and the desk provided in the Parish Centre, as is needed, and has been supplied with the appropriate office equipment.
- It is expected that [curate]' dress will be in keeping with the traditions of the congregations, when leading worship, and will otherwise be at her discretion throughout the week.

Expenses

- This will be in accordance to the Church of England's Guidelines concerning the reimbursement of expenses.
- In addition to this, the parish will pay for one return journey from [curate]' house to the Church, as she lives outside the parish.
- A claim form should be submitted to the treasurer at the end of each month.

Time for Ministerial Formation

- For all Curates, the Ministry Division Guidelines is 15% - for full time Curates, this is the equivalent to one day per week.

This will include supervision sessions, official IME sessions, reading (including the Bishops Book Group), conferences, and spiritual direction.

Confidentiality

- Refer to the Guidelines for the Professional Conduct of Clergy.
- It is recognized that, since a Curacy is a training post, some conversations will need to be shared with the Supervising Minister.

Role in the Parish

- [curate] will take a share in the school's ministry – taking assemblies in the Church School once per month, and in other schools, when the occasion presents itself. It is hoped that [curate] will also take a share in the Christian Union at the Secondary Girls School.
- [curate], along with a small team of others, will also take a share in the running of the parish's student group. Although this hasn't been fully fleshed out yet, it is hoped that [curate] will build relationships with the students who have both gone away to university, and those who have stayed at home; will provide pastoral care and support for them, when needed; will be a praying presence in their lives, and will encourage the different congregations to pray for our students; and will encourage the students to be thinking about their vocation(s).
- After spending a week acting as Chaplain to the [Parish] Choir on their annual choir tour, it is hoped that [curate] will continue to maintain links with the parish Choir, seeking to bring them closer into the wider life of the community. It has not yet been decided how [curate] will do this, but will be something she will work toward in these first few months of ministry.
- It is expected that [curate] will take a full share in the public leading of worship, and will preach twice monthly. This will initially be 2 Sunday's, plus any additional occasional services which take place, i.e. school services. [curate] will take an active role in planning and leading services throughout the year, and it is expected that she should take the lead on the planning of at least one of the major festivals.
- It is expected that [curate] will take a full share in Baptisms and Funerals, and once priested, Weddings also.

- [curate] will be a member of, and be expected to attend all PCC meetings, the bi-monthly St Blank's Committee meetings, the St Blank's Committee meetings which take place twice per term, and the bi-monthly Pastoral Care and Visiting meeting. [curate] has also been invited by the Bishop of Chester to be on the Clergy Conference Planning Group, and the parish will therefore make time for her to attend these meetings.
- [curate] will also be a member of Deanery Chapter, and is expected to attend Deanery Synod, also.

This Working Agreement was written, in consultation with [the Supervising Minister] on Monday 4th September, and it has been agreed that it will be renewed in 6 months' time (before Easter 2018).