**Ministry and Training Agreement (MTA) for Stipendiary Curates**

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| **Name of curate** | **Name of training incumbent** |
|  |  |
| **Date of MTA** | **Agreed review date** |
|  |  |
| **Sponsorship category (delete as applicable):** Incumbent / Assistant / MSE / Pioneer | |

This document is not a contract, but acknowledges the discussion and agreement between the curate and training incumbent of the following:

**Full time stipendiary curates will have:**

* One regular full day off each week
* One extra day off per month taken with a regular day off to make a two-day break when no other leave is taken in that month
* One lighter day or study day each week
* Protected time for IME 2 events, placements and meetings
* A retreat of up to 3 days each year
* Six weeks holiday including six Sundays each year

**Provision will be made for:**

* Regular times of prayer together and for each other
* Spiritual Direction / pastoral supervision / mentoring
* Business / staff / diary / planning meetings
* Regular supervision time
* Attendance at Chapter, Deanery and Diocesan meetings
* Attendance at other CMD events as appropriate
* Full expenses to be paid

The incumbent and curate will work with the IME 2 Officer and others to engage in all aspects of training for formation and professional and personal development. Where opportunities for training are not readily available (e.g. a parish with few weddings), arrangements can be made for experience beyond the parish.

The MTA will be **reviewed and updated every 6 months** and will evolve depending on the curate’s training needs. MTAs should be sent annually with end of year reports to the IME 2 Officer.

The MTA is intended to describe a working relationship, manage expectations, check assumptions and anticipate areas of tension or role conflict. It is not a contract. It complements the more generic *Role Description for the Post* and the *Statement of Particulars of Office*.

**Any questions or concerns should be raised at the earliest opportunity with the IME 2 Officer.**

**Part 1:**

**To be completed as the curacy is arranged, and then amended as necessary**

**Prior experience**

What are the particular skills and experience that the curate brings with him/her which should be accounted for in terms of his/her formation and in terms of what he/she can offer in ministry?

**Time commitment within the parish**

Questions to consider:

* *What are the expectations about how the curate will use their time?*
* *What will be the weekly pattern of expectation as regards attendance and involvement in services, occasional offices, and parish events?*
* *What time will the curate have for preparation, planning, reading, and prayer?*
* *When will the curate take their day off?*
* *How/when will the curate take time off within each working day?*
* *How will holidays and other time off be arranged and communicated?*

*(N.B. A full time stipendiary curate should work a maximum of 48 hours per week)*

**Meetings**

Questions to consider:

* *When will the curate and incumbent/others meet?*
* *How regularly will supervision take place, and where?*
* *How will the curate and incumbent prepare for and follow up on topics discussed at supervision?*
* *What additional meetings will the curate attend?*

**Other things to consider**

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| What office/meeting space will the curate have? |  |
| What is normal/expected liturgical dress? |  |
| What other expectations are there regarding dress code? |  |
| How will the curate claim expenses, what can they claim for, how frequently, and to whom? (Reference should be made to [*Parochial Expenses of the Clergy 2017*](https://www.churchofengland.org/sites/default/files/2017-10/parochial-expenses-guide-2017.pdf)*,* available online) |  |

**Part 2:**

**To be completed as the curacy begins, and then kept up to date throughout the curacy**

What areas for development have been identified in the IME Phase 1 Final Report, and how might these be met in the curacy?

*Or, for curates in Years 2 and 3:*

With reference to the Formation Criteria for Ordained Ministry and the curate’s envisaged future ministry: What areas for development have been identified in the first/second year of curacy, and how might these be met in the remaining time?

Will the Curate have any particular responsibilities within the parish? If so, what are they?

What arrangements are in place in terms of professional support in terms of mentoring, pastoral supervision, and spiritual direction?

**Signed (electronic signatures are acceptable):**

**Training incumbent Curate**