**CURATE’S NAME: 4.5 Final Assessment Formation Grid**

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| 1. **Personal Formation**   *The following list is a guide for you to monitor your personal formation and includes suggestions and recommendations for support and topics to discuss with your training minister* | | | | | |
| **Spirituality and prayer life** | | | **LEVEL**  **(1 – 5)**  C - At penultimate review | **Experience** | **Priority and plans for future development** |
| **IME Phase 2**  **Years 2 – 3** | Personal prayer/prayer with others | |  |  |  |
| Leading different styles of prayer | |  |  |  |
| **Personality, character and relationships** | | |  | **Experience** | **Priority and plans for future development** |
| **Years 2 - 3** | | Work/life balance as ministry develops |  |  |  |
| Non-church interests and activities |  |  |  |
| Utilising/integrating previous experience and skills |  |  |  |
| Personal boundaries and sexual dynamics |  |  |  |
|  | | Reflection impact of your role on family & friends |  |  |  |
|  | | Have you read the *Guidelines for the Professional Conduct of the Clergy (link below)*? | **√** or X |  |  |
| **Vocation & Quality of Mind** | | |  | **Experience** | **Priority and plans for future development** |
| **Years 2 – 3** | | Which 3 theology books / speakers have you found most stimulating over the past year? | ---------- |  |  |
| Have you attended any training events/courses in addition to the IME programme? |  |  |  |
| ***Note:*** *The Church of England booklet Guidelines for the Professional Conduct of the Clergy (downloadable from the Ministry Division website):*  [*https://www.churchofengland.org/sites/default/files/2017-10/Clergy%20Guidelines%202015.pdf*](https://www.churchofengland.org/sites/default/files/2017-10/Clergy%20Guidelines%202015.pdf)  *is a useful and informative document. Do read it!* | | | | | |

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| 1. **Conduct of worship**   *It is important that you experience the breadth of traditions in the Church of England so you may need to arrange opportunities in other churches. Note that this is about developing competence and understanding rather than just ticking off a checklist.* | | | | |
|  |  | **LEVEL**  **(1 – 5)**  C - At penultimate review | **Experience** | **Priority and plans for future development** |
| **Years 2 – 3** | All commonly used authorised services e.g. BCP 1662, Common Worship, said and sung |  |  |  |
| Preparing and leading online worship |  |  |  |
| Writing and planning special services/ liturgy |  |  |  |
| Use of liturgical resources: - e.g. New Patterns for Worship, Times & Seasons. |  |  |  |
| Weddings ministry (including marriage preparation, and services of blessing) |  |  |  |
| Holy Week services |  |  |  |
| Working with music and musicians |  |  |  |
| Sacramental use of oils *(not essential experience)* |  |  |  |
| “Fresh Expressions” worship style(s) |  |  |  |
| Continued awareness of other traditions |  |  |  |
| ***Notes:***   1. *Curacy is a good time to visit other churches in order to widen your experience. It is entirely appropriate for you to take this opportunity on occasional Sundays during your curacy. Please discuss this possibility with your Training Minister.* | | | | |

**Final Assessment Formation Grid (cont.)**

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| 1. **Preaching at:-**   *Curacy is the time to develop your repertoire of preaching and communication styles. Aim to develop skills in a speaking for different lengths of time, and using a variety of visual or audio-visual aids. Experiment with different approaches to preaching e.g. exegetical, thematic, issue- based.* | | | | |
|  |  | **LEVEL**  **(1 – 5)**  C - At penultimate review | **Experience** | **Priority and plans for future development** |
| **Years 2 - 3** | Preaching in a variety of different contexts, and in different styles, including online worship. Please give a range of examples. |  |  |  |
| Preaching a series of sermons (e.g.. 3 Hours  Service on Good Friday or on consecutive Sundays) |  |  |  |
| **NOTES:**   1. It is helpful to ask members of the congregation or colleagues to provide occasional feedback on your sermons. Please include in your portfolio one assessed sermon, with feedback sheets, from IME 2 and one from IME 3. 2. It is instructive to read and to hear sermons preached by able communicators – and to note down the lessons learned! | | | | |

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| 1. **Pastoral and Educational**   *Where the following opportunities and experiences are not available in your title parish you may need to arrange a visit elsewhere.* | | | | |
|  |  | **LEVEL**  **(1 – 5)**  C - At penultimate review | **Experience** | **Priority and plans for future development** |
| **Years 2-3** | Ministry in other contexts e.g. prisons, care homes for the elderly, colleges etc. |  |  |  |
| Ministry of Healing – services and liturgies |  |  |  |
| Awareness of issues involved in Deliverance Ministry |  |  |  |
| Care of the dying |  |  |  |
| Disability Awareness and church policies |  |  |  |
| Grave pastoral situations – e.g. suicide, cot death |  |  |  |
|  | Familiarity with adult education methods |  |  |  |
| Involvement in nurture /discipleship/ lay training courses |  |  |  |
| Involvement in schools (church / non-church schools) |  |  |  |
| **NOTES**: 1.MSE Curates will need to have time and space to reflect on workplace issues | | | | |

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| 1. **Mission and evangelism**   *Whether they serve in parochial, chaplaincy or work place settings, clergy are called to be leaders in mission and to make their contribution to the task of making Christ known. In addition, a key requirement is that they acquire skills that enable them to equip and enable lay people who by virtue of their baptism are called to be Christ’s ambassadors and witnesses in their communities.* | | | | |
|  |  | **LEVEL**  **(1 – 5)**  C - At penultimate review | **Experience** | **Priority and plans for future development** |
| **Years 2 - 3** | Continue to develop a deeper understanding and experience of mission and evangelism in your own ministry |  |  |  |
| Enable others in their mission and evangelism |  |  |  |
| Engagement with people from other faith traditions |  |  |  |
| Helping parishioners reflect theologically on their work situation |  |  |  |
| Experience of engagement with local community |  |  |  |
| Experience of fresh expression of Church |  |  |  |
| **NOTES**   1. During Year 2 or 3 you will attend a module on ‘The Local Church and Mission’ and give a peer presentation (or do the module assignments for credit). | | | | |

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| 1. **Leadership & Collaboration**   *These issues will be woven into every aspect of your formation and training through curacy. Some Curates begin public ministry with considerable pre-ordination experience in leadership and collaboration. Appropriate sharing of these insights with others brings great enrichment to the Church and to the IME programme.* | | | | |
|  |  | **LEVEL**  **(1 – 5)**  C - At penultimate review | **Experience** | **Priority and plans for future development** |
| **Years 2 – 3** | Identifying and fostering the gifts/vocation of others |  |  |  |
| Developing and supporting lay ministry and leadership teams |  |  |  |
| Developing your own leadership style |  |  |  |
| Understanding Group process |  |  |  |
| Handling Change |  |  |  |
| Dealing with conflict |  |  |  |
| Working with ecumenical partners |  |  |  |
| Creating partnerships with other professionals  and community leaders |  |  |  |
| **NOTE**  During Year 2 or 3 you will attend a module on Leadership and Managing Change and give a peer presentation (or do the module assignments for credit). | | | | |

**Final Assessment Formation Grid (cont.)**

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| **7. Personal and Parish organisation skills (NB. some of these areas may not be covered until year 4)**  *The life and witness of the church and the personal ministry of the ordained require good and effective administration. Many of the skills below relate to parochial ministry. MSE Curates will also need to reflect on the necessary skills appropriate to their workplace setting.* | | | | |
|  |  | **LEVEL**  **(1 – 5)**  C - At penultimate review | **Experience** | **Priority and plans for future development** |
| **Years 2 - 3** | Completing registers |  |  |  |
| Record keeping/data protection |  |  |  |
| Basics of law re employment, health & safety |  |  |  |
| Marriage law including preliminaries, marriage of divorcees, the marriage of persons subject to immigration control, registers, quarterly returns |  |  |  |
| Church Representation Rules, Churchwardens Measure, constitution of PCC, conduct of ACM |  |  |  |
| Leading PCC meeting (under supervision of chair) (minimum once a year in IME 2 & 3) |  |  |  |
| Churchyards, DAC, faculties |  |  |  |
| Church buildings: maintenance, development, (&reordering) |  |  |  |
| Diocesan structures/resources |  |  |  |
| Preparing for and chairing meetings |  |  |  |
| Awareness of Parish Share, basic accounting/budgeting |  |  |  |
| Mission planning, objectives and evaluation |  |  |  |
| Long term planning and development, including objective setting and evaluation |  |  |  |
| Working with the media (anything from parish magazines to television or radio interviews) |  |  |  |
| Have you read through all sections of Canon Law? |  |  |  |
| **NOTES 1.** Some of the matters in the above list will be covered in the IME programme, but may not be scheduled until year 4.   1. It is understood that some of the details above may not be relevant to MSE Curates and those training for Assistant roles. | | | | |

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| **8) Ordained Pioneer Ministers**  *You will remember that the initial special selection criteria for Ordained Pioneer Ministers (OPM) are additional to the general criteria for all ordination training candidates. Similarly, by the end of curacy assessment you must have covered the same core skills and experiences as other curates to enable you to take up a range of posts in parochial ministry or chaplaincy. In addition, OPMs will need to address the following principal areas.* | | | | |
|  |  | **LEVEL**  **(1 – 5)**  C - At penultimate review | **Experience** | **Priority and plans for future development** |
| **Years 2-3** | Experience in self-directed learning and reflection through mission accompaniment and participation in a learning network. |  |  |  |
|  | Skills and experience of using mission audit |  |  |  |
|  | Forming a fresh expression of church in a sustainable way appropriate to the context |  |  |  |
|  | Evangelism and the nurture of new Christians |  |  |  |
|  | The ability to teach and equip other pioneers |  |  |  |
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| **9) Further areas of expertise**  This section includes other specialist skills and experiences that may apply or occur during curacy particularly, but not exclusively, for those whose ministry is mainly work-based (e.g. MSEs). You may want to add to the list! | | | | |
|  |  | **LEVEL**  **(1 – 5)**  C - At penultimate review | **Experience** | **Priority and plans for future development** |
|  | Community involvement |  |  |  |
|  | Media skills |  |  |  |
|  | Chaplaincy work |  |  |  |
|  | Tourism |  |  |  |
|  | Ministry to structures (e.g. committee work, input into work policy, shaping ethos of professional body/company) |  |  |  |
|  | Interpretation of the Gospel for the world of work |  |  |  |
|  | Application of theology to work situation |  |  |  |
|  | Prophetic Ministry – Faith, Culture and Society |  |  |  |
|  | Personal ministry to colleagues |  |  |  |
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