

A CURACY IN THE DIOCESE OF SALISBURY

The Definitive Guide!

ORDINATION



THE ORDINANDS HAVE
TOILED AT THEIR BOOKS
FOR MANY YEARS



THEY HAVE PREPARED
THEIR RECENTLY PURCHASED
VESTMENTS



THEY HAVE RECEIVED
A BLESSING FROM
THE BISHOP



NOW, AT LAST, THEY ARE FULLY QUALIFIED TO SERVE THE CHURCH

You are receiving this booklet because you have accepted Bishop Nicholas' offer of a Title Post within the Diocese of Salisbury - congratulations! We are delighted that you will be serving your Curacy with us and very much look forward to having you as a colleague over the coming years.

This booklet aims to answer some of the immediate questions that may be in your mind, as well as providing you with a general introduction to the Curacy itself. If you need any further information please do not hesitate to be in touch. You will find a variety of contact details in the relevant sections of the booklet, but if you're unsure where to direct your enquiry do speak to our Team Administrator, Andrea Dredge:

Phone: 01722 411944
Email: andrea.dredge@salisbury.anglican.org
Address: Church House, Crane Street, Salisbury SP1 2QB

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A Curacy is a time to discover what it means for you to inhabit ordained ministry in a way that is authentic to the unique person God has created you to be. This chapter explains the various ways in which we seek to help you explore this 'vocation within a vocation' and discern where and how you may be called to serve after your Curacy.

FROM COLLEGE TO CURACY

The Practicalities

Once you have celebrated the agreement of your Curacy, your mind is bound to turn to practicalities. We try to keep the paperwork to a minimum at this stage so you are not distracted from your studies, but the following timetable should help you to keep in touch with what happens when. The practicalities will be slightly different for those entering into a stipendiary Curacy and those beginning a non-stipendiary Curacy, but the following should be useful nevertheless:

- **Housing** - If you are moving into a stipendiary Curacy, the Diocesan Property Department will contact your Training Incumbent as soon as your Title Post is confirmed to ensure that appropriate housing is provided. Your Training Incumbent will draw you into this conversation but the Property Department will be happy to speak to you directly if you have any questions.
- **Paperwork** - In the new year you will receive a variety of forms from different departments within the Diocese as details of your appointment find their way into the system. Many of these are triggers for other aspects of the appointment process so do return them as swiftly as you can. If you are moving into a stipendiary Curacy our Stipends Secretary, Carolyn Cropp, will be in touch to enable you to make arrangements with a removal company and to provide you with details of your resettlement grant. The Diocese will pay your removal expenses once a quote has been agreed.
- **Vestments** - You will receive a grant in May/early June to assist you in purchasing vestments and clerical shirts. Your Training Incumbent will be able to advise which vestments you may need to buy for your Parish/Benefice and the Bishop's Office will be in touch to provide you with details of vestments you will need for the ordination. Your College may organise a 'vestments fair' to introduce you to different suppliers, but if you need any advice do contact the DDO and we will be happy to help.
- **Moving** - The norm is for stipendiary Curates to move into their new house early-mid June. It is important to let the Property Department know the date when you take up residence, and to forward on to them any correspondence from the local authority and water/sewerage company. The Diocese will pay Council Tax and water/sewerage bills for the property, but you will be responsible for other bills. Once you have your new phone number and email address established don't forget to let the Property Department know so that they can ensure the details are circulated. If a problem arises with the accommodation don't be afraid to be in touch with the Property Department - they are always happy to help!

- **The Ordination** - The Bishop's Office will be in touch after Easter to let you know details of the Ordination and Retreat. The retreat usually begins on the Wednesday before the Ordination itself.
- **Introduction to your Curacy** - A couple of weeks after the Ordination Service you will attend a day with your Training Incumbent that will introduce you to the nuts and bolts of your Curacy. Dates for this, and for other training events, are included in the programme enclosed with this booklet.

Useful Contact Details

The Diocesan Team are here to assist you in any way that we can, so don't be afraid to be in touch if you have any questions. You may find the following contact details helpful:

- **Team Administrator** -
Miss Andrea Dredge
Office: Church House, Crane Street, Salisbury SP1 2QB
Telephone: 01722 411944
Email: andrea.dredge@salisbury.anglican.org
- **DDO and Coordinator for Initial Ministerial Education** -
The Revd Charlie Allen
Office: Church House, Crane Street, Salisbury SP1 2QB
Telephone: 01722 438661 Mobile: 07540 058125
Email: charlie.allen@salisbury.anglican.org
- **Property Manager** -
Mr Simon Ferris
Office: Church House, Crane Street, Salisbury SP1 2QB
Telephone: 01722 411933
Email: simon.ferris@salisbury.anglican.org
- **Stipends Secretary** -
Mrs Carolyn Cropp
Office: Church House, Crane Street, Salisbury SP1 2QB
Telephone: 01722 411955
Email: carolyn.cropp@salisbury.anglican.org
- **Secretaries to Bishop Nicholas** -
Mrs Diana Brisbane and Mrs Bridget Trump
Office: South Canonry, 71 The Close, Salisbury SP1 2ER
Telephone: 01722 334031
Email: bishop.salisbury@salisbury.anglican.org

Ending Well and Beginning Well

The transition from College to Curacy is a significant one, and you are bound to feel a little disorientated en route. Most Colleges spend some time in your final term reflecting on this, and you may be encouraged to form a cell group with fellow ordinands. It can be helpful to ask to receive copies of parish magazines from your new Parish/Benefice during your last few terms at College so that you can begin to get a sense of the context you will be moving into.

If you are moving some distance to a Curacy you may find that your spiritual director is too far away to see regularly. If you would like some assistance in finding a new spiritual director our Spirituality Advisor, Ian Cowley, will be very happy to help. He can be contacted at Church House in Salisbury by phone (01722 411944) or by email (ian.cowley@salisbury.anglican.org).

It won't be long until you feel at home in your Curacy and with your fellow Curates. The ordination retreat is a key opportunity to get to know your new peer group, and you will build on these relationships over the years as you gather for events and training days. As you settle into ordained ministry you will soon establish new patterns of being that allow you to find a life-giving balance between ministry, time with family and friends, and a commitment to your own journey as a disciple.

Embracing IME

As you look to the beginning of your Curacy, you will hear the term 'IME' mentioned from time to time. IME stands for 'Initial Ministerial Education' and it refers to your Curacy in the broadest of senses, incorporating not only your ministry in the Parish/Benefice, but also the Diocesan aspects of your training and formation.

Although there are national guidelines for IME, each Diocese inhabits these differently - so don't listen too much to information you hear from fellow ordinands who are serving their Curacy elsewhere! In Salisbury Diocese we do not have an accredited IME programme, as we wish to ensure that you have the opportunity to make the most of the experiences your particular context will provide. Instead, we have a varied programme that is designed to complement the formation and learning that takes place in your Parish/Benefice. The format and content of the programme is regularly reviewed and the feedback from Curates is excellent, with participants valuing the dynamic of reflecting together on key areas of mission and ministry with input from those who are specialists in their field.

FINDING YOUR FEET

Ministry within the Parish / Benefice

The aspect of your Curacy you will think of first and foremost will naturally be the Parish or Benefice in which you are to serve. This is the context in which you will be formed in your early years of ordained ministry and embrace many new skills and experiences. Your Parish/Benefice has been carefully chosen as an environment in which there are plenty of opportunities for all of this to take place - you will find it to be a safe and affirming environment in which you can try new things and engage with a breadth of ministry and mission.

A key person within this experience will be your Training Incumbent. You will work closely together as you grow into being a reflective practitioner, meeting regularly for supervision. During your first IME Day we will explain the process of drawing up a Working Agreement with your Training Incumbent - this will provide the opportunity to discuss practicalities such as days off, annual leave and retreats, as well exploring the hopes you both have for the coming years. Towards the end of your first year, your Training Incumbent will be asked to write to Bishop Nicholas as part of the discernment process for ordination to the priesthood - he/she will comment on your sense of vocation and the growth and formation they have seen in you since your ordination as deacon.

Whilst your Training Incumbent will be a focal point for your time in the Parish/Benefice, the entire congregation and wider community will have a role in your training too. You will also be part of the Deanery and Deanery Chapter and, later on in your Curacy, you will be encouraged to explore the possibility of a short placement to further broaden your experience.

The IME Year Group and Tutor Group

Your IME Year Group will become a key network for you during your Curacy. You will share the experiences of the retreat and Ordination with one another, journey through the joys and challenges of Curacy together, and friendships will be formed that will last a lifetime.

It is with your Year Group that you will participate in the IME Programme, a copy of which is enclosed with this booklet. The Programme exists to complement the experiences you will engage with in your Parish/Benefice, by providing you with a peer group to reflect on them with. The Programme also allows you to broaden the experience you have at a local level by bringing it into dialogue with that of others. In the first year of your Curacy you may expect to participate in IME days on funerals, baptism, working with schools, and preparing to preside at the Eucharist; in the second year, you will focus on broader themes such as enabling discipleship and leading communities in

mission; towards the end of the third year you will be given the opportunity to reflect on the move into an Incumbency or Associate post during the final year of your Curacy. The programme also offers regular *Curate's Choice* events in which each Year Group is invited to identify areas of mission and ministry they would like to explore more deeply. The IME Programme takes precedence over Parish/Benefice commitments, so do make sure you add all the dates into your diary when your programme arrives each year.

In addition to your Year Group, you will also find yourself part of a smaller Tutor Group. These groups meet every 4-6 weeks and the membership is largely determined by geography. The Tutor Groups are an opportunity for you to take responsibility for your own learning and formation and each group develops differently with this in mind, discerning areas to reflect on, and enabling group members to take a lead in facilitating discussion. Each group has a Tutor to ensure the group is attentive to its reason for being, and you may find that this person becomes a significant pastoral or reflective resource for you over the coming years.

Life within the Diocese

Although much of your time will be spent in the local context you are, of course, part of the wider Diocese and Church of England. Salisbury Diocese is a friendly and welcoming environment and it won't be long until you are feeling very much at home within it. You will be expected to join your clergy colleagues each Maundy Thursday for the Chrism Eucharist at the Cathedral - a wonderful celebration of ministry, renewal and recommitment. You will also join with your colleagues at the Diocesan Conference (which currently takes place every four years), and at annual Archdeaconry/Bishop's Training Days. These are opportunities to explore common areas of interest together, and to enjoy time with one another.

The Diocese has an excellent 'Continuing Ministerial Development' (CMD) programme, and you will be given a copy of this during your first IME Day. The CMD programme exists to ensure that everyone has the opportunity to be growing and developing in ministry and mission. You are welcome to tap into this programme during your Curacy, although it's wise not to sign up to too many events initially as your commitments to the IME Programme and Parish/Benefice take priority - if you allow yourself time to settle in you will soon discover a good balance between all these aspects of your Curacy.

The IME Team

There are many different parts that come together to make a Curacy - each aims to enable you to continue to grow into the vocation to which God is calling, engaging with key areas of formation and learning en route. The IME Team are here to assist you with all of these and we will meet with you and your Training Incumbent regularly throughout your Curacy to ensure that all is well.

If you would value a conversation at any point, don't hesitate to be in touch - the contact details for the Team are as follows:

- **Team Administrator** -
Miss Andrea Dredge
Office: Church House, Crane Street, Salisbury SP1 2QB
Telephone: 01722 411944
Email: andrea.dredge@salisbury.anglican.org
- **DDO and Coordinator for IME** -
The Revd Charlie Allen
Office: Church House, Crane Street, Salisbury SP1 2QB
Telephone: 01722 438661 Mobile: 07540 058125
Email: charlie.allen@salisbury.anglican.org
- **IME Support Officer** -
Mrs Sue Chandler
Office: Church House, Crane Street, Salisbury SP1 2QB
Telephone: 01722 411944
Email: sue.chandler@salisbury.anglican.org

FORMATION AND LEARNING

The Reflective Practitioner

A Curacy is an immensely formative time. Whilst there are many skills to learn and experiences to engage with, the journey into becoming a reflective practitioner is the most important aspect of all - it is this way of being that will help you to enable the church to share as fully and faithfully as possible in God's mission in the world. The ordination service speaks of the "faith the church is called upon to proclaim afresh in each generation". We do not know what the church or world will look like in 10, 20 or 30 years time, but we do know that we can commit ourselves to forming ministers who are equipped to engage practically and theologically with the situations and contexts that they may find themselves in.

The character of a reflective practitioner will be nurtured within you in a variety of ways - through regular times of supervision with your Training Incumbent, through the IME Programme and Tutor Group, and through the writing of Theological Reflections exploring experiences within your Curacy itself.

Formation and Learning Outcomes

The House of Bishops have produced a number of 'Formation and Learning Outcomes' that they expect you to engage with during your Curacy. They are good common sense, and you will find within them an affirmation of all that you would expect to grow into over the coming years. There are slightly different expectations within these Outcomes depending on whether a Curate is preparing for ministry as an Incumbent, Associate, or Pioneer - you will find out about all of these at your first IME Day.

Each Diocese is required to produce evidence to affirm that Curates have engaged fully with the Formation and Learning Outcomes by the end of their Curacy, and different Dioceses approach this in different ways. In Salisbury, we aim to ensure that the scheme complements all that you are already doing as a Curate so that it enhances your experience rather than sit awkwardly alongside it. We evidence the breadth and depth of your engagement in the following ways:

- **Breadth** - The breadth of your engagement with the Formation and Learning Outcomes is demonstrated through an Annual Review, which includes your comments as well as those of your Training Incumbent and the IME Team. The Annual Review is a good opportunity to celebrate all that has been achieved over the past year and to plan for new experiences in the year ahead.
- **Depth** - The depth of your engagement with the Formation and Learning Outcomes is demonstrated through seven Theological Reflections based on the Criteria for Selection and rooted in your experience within the Parish/Benefice. These Reflections provide a snapshot of your growing ability as a reflective practitioner.

Towards the end of the third year of your Curacy you will submit a portfolio containing your Annual Reviews and Theological Reflections and, if all is in order, this should enable Bishop Nicholas to write to you to confirm that you have completed this aspect of your Curacy. All of this will be explained at your first IME Day, but you may find the timetable on the following page helpful to gain an insight into how the process works.

Dates for your Diary

The table on the following page provides some key dates that should help you to envisage how the next few years will develop. The submission deadlines for Working Agreements, Annual Reviews and Theological Reflections are highlighted, so you may wish to keep this document for reference, although you'll be given another copy when the details are explained more fully at your first IME Day. The IME 'year' begins each Petertide, so don't forget to check which year group you are in when you enter dates into your diary.

IME 3 (The end of your last year at Theological College)	
Retreat / Ordination to the Diaconate	<i>Petertide</i>

IME 4 (Year 1 of your Curacy)	
Curate to submit their Working Agreement to the IME Team	<i>By 31st August</i>
Training Incumbent to submit a Report to Bishop Nicholas	<i>By 28th February</i>
Curate to submit their Annual Review and two Theological Reflections to the IME Team	<i>By 30th April</i>
The Bishop's Office will arrange for your end of year meeting with Bishop Nicholas between April and June	<i>April - June</i>
Retreat / Ordination to the Priesthood	<i>Petertide</i>

IME 5 (Year 2 of your Curacy)	
Curate to submit their Annual Review and three Theological Reflections to the IME Team	<i>By 30th June</i>

IME 6 (Year 3 of your Curacy)	
Your Archdeacon will arrange a 'Where Next?' interview with you between February and May	<i>February - May</i>
Curate to submit their completed Portfolio to the IME Team (including an IME6 Annual Review and two new Theological Reflections)	<i>By Palm Sunday</i>

IME 7 (Year 4 of your Curacy)

On appointment to a new post, or on licensing as an Associate Minister, the Curate is invited to provide feedback on their Curacy to the IME Team

Those seeking an Incumbency will move during this year
Those moving to Associate Ministry will be licensed between Easter and June towards the end of this year

THE VOCATION WITHIN THE VOCATION

Journeying in Vocation

An important aspect of a Curacy is the opportunity to explore the uniqueness that you bring to ordained ministry as you grow into the deacon/priest that God is calling you to be. Whilst you are at College the focus is on preparing for ordained ministry, but once you are ordained the focus changes to discerning what it means for you to inhabit it and to be inhabited by it, and how this draws you into engagement with the wider Church and world - this is where the 'vocation within a vocation' begins to emerge.

Life beyond a Curacy

As you move into the third year of your Curacy, we will help you to engage with life beyond it, discerning how God may be calling, and discovering the practicalities of appointment processes too. As your Curacy draws to a close we will explore ways of ending well, as we rejoice with you in all that the future may hold.

The Sacrament of the Present Moment

It's all too easy to look to the future and miss out on the wonders of the present. As you prepare to begin your Curacy in Salisbury Diocese it is our prayer that you will make the most of the opportunities around you, allowing yourself to grow more fully into the disciple, deacon and priest that God is calling you to be. We look forward to journeying with you over the coming years, and we hold you in our thoughts and prayers as you prepare to leave College and embark on the next stage of your journey in faith.

