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**A Handbook for Curates  
&  
Training Incumbents  
2024-25**

**IME Phase 2**

# Welcome to ordained ministry in partnership with all God's people in Lichfield Diocese

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'Will you be diligent in prayer, in reading Holy Scripture, and in all studies that will deepen your faith and fit you to bear witness to the truth of the gospel?' That is the question which you will be asked at your ordination whether as deacon or as priest, and your answer will be: 'By the help of God, I will'. The question and promise are a powerful reminder of the lifelong learning and formation that must underpin our ministry as deacons and priests. That commitment to education is particularly crucial in the years immediately following ordination, when the habits of a lifetime of service of God and God's people are being formed in us.

In the Diocese of Lichfield, we take that commitment very seriously. My expectation is that you in turn will make a correspondingly strong commitment, prioritising IME meetings and events, and entering fully into the shared learning which lies at their heart. The guidance we receive from the Holy Scriptures speaks to us with a fresh vigour and directness when we prayerfully integrate our studies with the everyday realities we are encountering in our ministerial service, and when we are opened up to insights from one another too. I am glad that IME phase 2 in this diocese is delivered through a framework that is biblical, contextual and ecclesial; my hope is that through your whole-hearted participation in this programme you will find your excitement is constantly in learning more and more of the mysteries of God's loving purposes in Christ. May what was said of the Jewish communities of Eastern Europe be said of the curates of Lichfield: 'They get drunk with the love of learning in the way that other people get drunk with the love of wine'.

*+ Michael Lichfield*

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# Welcome to IME Phase 2 Training in the Diocese of Lichfield



I am delighted to welcome you as you begin to engage with the Diocese of Lichfield's Initial Ministerial Education Phase 2 programme (IME 2). This Handbook provides practical information for you and your Training Incumbent.

During IME 2 you will undertake training and assessment within the Diocese as you engage in ministry under the supervision of your Training Incumbent and as part of a group of curates. Most of your formation and learning will take place in the local church as you gain everyday ministerial experience. I very much hope that this will be a rich and rewarding experience both for yourself and for those you are called to serve. Alongside this is the more formal training that the diocese provides, and for which I have overall responsibility.

Supporting me in the delivery of IME2 training is the Revd Sue Watson and Mrs Angela Bruno. Sue offers pastoral support and contributes to the assessment of curates against the Formation Framework. Angela gives administrative support and will often be communicating with you about the programme and diocesan matters. In addition, Revd Dr Catrin Harland-Davies of the Queen's Foundation acts as Director of Studies for all curates continuing with accredited study through the Queen's Foundation.

IME 2 is a continuation of the formation and learning that took place in your ordination training (IME 1) and is part of an ongoing process that continues beyond completion of your curacy. Understandably there is a formation framework set by the Church of England to which to aspire in order that at the end of your curacy your Area Bishop might have confidence in recommending you for the next stage of your ministry. Our role over the next few years alongside your Training Incumbent and Parish is to provide the opportunities for ministry, learning and reflection that will prepare you well for moving into Assistant or Incumbent ministry posts in the future. To do that we ask all curates to complete a number of assignments and to maintain a learning portfolio in order to enable us all to have confidence that you meet the relevant formation framework. Some of you may also wish to consider further accredited study alongside your IME 2 training.

We appreciate that you are taking up your new responsibilities at a time of great uncertainty and concern for the future of the Church of England and this Diocese. Over recent years we have all had to respond in sometimes new and both challenging and exciting ways to ministry and mission in our local contexts. However, we see God working in new ways through the church and we continue to be a people of hope witnessing to the Good News of Jesus Christ. Holding together traditional patterns of church life and exploring the new is exciting and, at times, a struggle. Enabling the culture of the church to change so that the ministry of all God's people is recognised and supported is at times a joy, at others hard

work and sometimes both. We aim to support you as you engage in your curacy working towards taking your place as ordained ministers in the mission and ministry of the whole people of God.

*The Revd Preb Dr Jeanette Hartwell  
Director of Ministry  
June 2024*

## Key Contacts

<https://www.lichfield.anglican.org/vocations-and-training/>

The Revd Preb Dr Jeanette Hartwell  
Director of Ministry  
[jeanette.hartwell@lichfield.anglican.org](mailto:jeanette.hartwell@lichfield.anglican.org)

The Revd Sue Watson  
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[suewatson6@gmail.com](mailto:suewatson6@gmail.com)

Mrs Angela Bruno  
Executive Assistant to the BDO  
[angela.bruno@lichfield.anglican.org](mailto:angela.bruno@lichfield.anglican.org)

The Revd Dr Catrin Harland-Davies  
Co-Director of The Centre for Continuing Ministry Development at the Queen's Foundation  
[harland-daviesc@queens.ac.uk](mailto:harland-daviesc@queens.ac.uk)

## Safeguarding and DBS

All curates in the Diocese of Lichfield are expected to be attentive to the legal and diocesan requirements concerning the safeguarding of children and vulnerable adults. Within the current guidelines for best practice ordinands are required to have completed the Safeguarding Leadership, Raising Awareness of Domestic Abuse, and Safer Recruitment and People Management modules prior to ordination as a deacon and to renew their training prior to completion of their curacy within the Diocese of Lichfield.

## Wellbeing resources

The wellbeing of clergy is the responsibility of the whole people of God. The Diocese of Lichfield takes seriously its responsibility to support its clergy and their families and provides a wide range of resource which can be accessed. These resources are available as a means of establishing good habits for sustainable ministry, early intervention and aid in more acute cases. Details of the provision can be found on the Diocesan website:

[www.lichfield.anglican.org/pastoral-care-and-wellbeing/](http://www.lichfield.anglican.org/pastoral-care-and-wellbeing/)

## Curacy in the Diocese of Lichfield

The Diocese of Lichfield is committed to training curates to be effective, reflective ministers serving this region and prioritising Discipleship, Vocation and Evangelism (DVE). It is based on the following priorities:

- 1) Curacy training is shaped around a journey of DVE, with attention to the formation of the curate and the development of discipleship, vocation, evangelism. Each year has a particular focus:

Year 1 **Discipleship**      What does it mean to be a disciple in a leadership role in the church?  
(Putting roots down and developing resilience)

Year 2 **Vocation**      In the call to ordained ministry how are we open to the potential within ourselves and others?  
(Looking out and embracing 'other')

Year 3 **Evangelism**      What is the Good News that I am sharing and how am I sharing this?  
(Looking forward and growing the kingdom)

- 2) Curacy training offers a high degree of flexibility to encourage sixth day ministries and engagement with pioneering and fresh expressions of church. Evidence of meeting formational framework need not be solely parish based; curacy competence may also be demonstrated through other areas of work such as chaplaincy.
- 3) The Diocese is interested in developing curates who have an appetite to continue learning and for theological reflection. Written work and accreditation is valued in as far as they support this aim, but are not sought as ends in themselves.
- 4) Gifts and skills of individuals should be integrated into the formation process and peer learning encouraged. The curacy period looks to build on learning at IME1 but offers a distinctively different feel.

In addition to these priorities, overall pastoral responsibility for curates lies with the bishops and archdeacons of the Diocese. The bishops and archdeacons, as means of drawing on their own interests and skills, and to get to know curates better endeavour to be involved in some teaching and training of curates where appropriate.

Additional key roles and resources available to curates both within the diocese and beyond is listed in Appendix 2.

# The IME2 Programme for those ordained Deacon in 2024

Attendance at the whole of the programme is compulsory for curates preparing for Incumbent status ministry; attendance at compulsory core events (including residential) is required for those preparing to be Assistant Ministers, although they are welcome to attend any sessions.

Please put the dates in your diary now and make sure your Training Incumbent is aware of them too. When a day clashes with a day off, an alternative day off should be taken. As far as possible, arrange holidays so that they do not clash with IME2 study days or residential.

If you are unable to attend a study day or residential because of illness, please let Jeanette Hartwell know as soon as possible. Note that if you do miss a study day or residential because of illness or holiday then you may need to provide evidence that you meet the formation framework in another way.

In addition to the IME2 programme, all curates are welcome to attend other diocesan and external training events as they wish (in consultation with their TI). Incumbent status curates are also expected to attend Bishop's Continuing Ministry Development (CMD) days, the Annual Selwyn Lecture at the Cathedral (usually in the autumn) and the Bishop's Clergy Conference (held every two or three years). Other curates are invited to attend these events as is practicable.

The IME2 programme **over 3 years** in summary consists of:

- A Deacon and a Priest Retreat
- 4 Compulsory Residentials
- 16 Study days            8 compulsory topics  
   8 optional topics to be selected by the curate.

Assistant ministry curates are encouraged to join the sessions as scheduled.

Details of training events offered by the Diocese can be found here:

<https://www.lichfield.anglican.org/vocations-and-training/training/>

## IME 2 General Timetable

<b>Year 1 2024- 25</b>	
Deacon Retreat	Thursday 27 <sup>th</sup> June - Saturday 29 <sup>th</sup> June Shallowford
Deacon Induction Day (with TIs)	Wednesday 10 <sup>th</sup> July 2024 10am – 4pm Reeve Room, St Mary’s House, Lichfield
Pastoral Conversation 1	July 2024
Residential 1 – Who do you say I am?	11 <sup>th</sup> – 13 <sup>th</sup> October 2024
Compulsory Study Day 1 – Canon Law	Wednesday 20 <sup>th</sup> November 2024 10am – 4pm Reeve Room, St Mary’s House, Lichfield
Pastoral Conversation 2	December 2024
Priesting Report and Portfolio (9 months)	March 2025
Compulsory Study Day 2 – Preparing for Priesthood	Thursday 13 <sup>th</sup> March 2025 10am – 4pm Reeve Room, St Mary’s House, Lichfield
Annual review Yr 1 with Director of Ministry	April 2025
Compulsory Study Day 3 – Legalities of Weddings	Thursday 15 <sup>th</sup> May 2025 3pm – 5pm (Zoom)
Pre-priesting Interview with the Area Bishop	May 2025
Optional Study Days 1 & 2 (to be selected from the diocesan suite of training)	



<b>Year 2 2025-26</b>	
Priest Retreat	Thursday 26 <sup>th</sup> –Sunday 29 <sup>th</sup> June 2025
Compulsory Study Day 4 - Unconscious Bias	November 2025
Pastoral Conversation 3	October 2025
Residential 2 – Mission and Apologetics	January 2026
Pastoral Conversation 4	February 2026
Compulsory Study Day 5 – Effective Conversations	March 2026
Mid Term Review inc. Y2 portfolio (24 months)	May - June 2026
Annual review Yr 2 with Director of Ministry	June 2026
Optional Study Day 3, 4 and 5 (to be selected from the diocesan suite of training)	

<b>Year 3 2026-27</b>	
Pastoral Conversation 5	September 2026
Compulsory Study Day 6 – Mental Health and Well-Being	October 2026
Residential 3 (including Moving On Day)	November 2026
Yr 3 portfolio and final report (30 months)	November 2026
Annual Review Yr 3 with Director of Ministry	January 2027
End of curacy conversation with Bishop	February 2027
Compulsory Study Day 7- Working with Difficult People	March 2027
Residential 4 (including How to be a Vicar)	March 2027
Compulsory Study Day 8 – Renewal of Safeguarding Training (Leadership module)	To be completed as training requires renewal.
Optional Study Days 6, 7 and 8 (to be selected from the diocesan suite of training)	

Please note dates from July 2025 onwards are approximate and may be moved.

## **Pastoral Supervision**

The diocese takes seriously clergy wellbeing and the joys and tensions that inhabiting the ordained life can bring. To that end we wish to support you as fully as possible in these early stages of your ordained ministry. All curates (Incumbent and Assistant) joining the diocese in IME 2 in 2024 are expected to participate in Pastoral Supervision throughout their curacy. Pastoral supervision provides the opportunity to meet regularly with an independent third party to reflect on your ministry. It offers a confidential one-to-one conversation and is completely outside of any diocesan reporting process.

## **Curate Reflective Practice Groups**

Curate Reflective Practice Groups are created for mutual support and encouragement. The groups consist of a maximum of four curates (usually within an episcopal area). Facilitation of the group is the responsibility of the members. You are encouraged to establish a regular pattern of meetings and to establish appropriate mutual commitment and accountability.

## Creating an effective training framework

A successful curacy is not only about the formal learning that takes place but of primary importance is the relationship between the curate and training incumbent. In establishing and developing a professional and mutually supportive working relationship the following points are given high priority.

**Statement of Particulars.** Issued by the Chief Executive Officer's office a Statement of Particulars sets out the terms and conditions on which the appointment is to be made, and will include:

- The details of the entitlement to stipend, fees, and reimbursement of expenses
- Terms and conditions relating to rest periods and holidays (including annual holiday entitlement, Sundays on which leave may be taken, and the public and special leave days on which leave may not be taken)
- Terms and conditions relating to sickness absence and long-term absence
- Pension provision
- Statutory rights (including maternity, paternity, parental and adoption leave)
- Right to time off to care for dependents
- An itemised monthly stipend statement
- Links to the processes, guidelines and policies which underpin the roles and responsibilities of clergy within the diocese.

**Working Agreement.** Curates and training incumbents should be open and honest in exploring together their expectations. When a new curate arrives priority attention should be given to formalising the Working Agreement to the satisfaction of both parties. This can be started before the curate arrives but should be completed within the first three months after ordination.

**Learning Agreement.** Curates and TIs are expected to work together to identify the priorities for the curate's learning for each year of curacy.

**Regular worship and prayer together.** Patterns of prayer will vary within local teams and traditions but there is an expectation that the curate and TI will meet for regular worship and prayer.

**Supervision.** Regular time for the supervision of ministry must be allocated. This is a distinct process separate from the staff meeting agenda. Its purpose is training, and its focus will be on reflecting theologically on ministry within the parish, reviewing aspects of the curate's ministry, and exploring areas of concern in his/her ministerial development. Some of this will be framed by an advance agreed agenda (e.g. check through the Formation Framework or review the Learning Agreement). Space should be given for the curate to come with their own questions and reflections.

A weekly supervision session is essential for those in full time ministry within the parish, particularly in the first year, reducing, in a manner appropriate to the local situation, to monthly by the end of the curacy. For those offering less than fulltime ministry supervision sessions should be at least monthly. Where there is more than one curate it is important to provide individual supervision.

Entering ordained ministry demands considerable adjustments to home, family and social life. Establishing healthy working patterns should be discussed regularly at supervision.

**Staff Meetings.** A regular staff meeting is essential and cannot be satisfactorily replaced by a short chat after the daily office. This should be weekly with fulltime staff and at convenient intervals for others, but never less than once per month. The meeting will include a review of the past week, forward planning for next week, exchange of pastoral information and detailed arrangements for coming events or responsibilities.

One area where the curate may especially appreciate help is in realistic planning of the daily and weekly programme. The training incumbent should be prepared to share his or her experience (warts and all!) and enable their colleague to divide time realistically with reasonable space for reading, prayer and single/family life issues - as well as parish commitments.

**Personal Reflection and Study Day.** A regular study day should be agreed. This will be essential for successful completion of the requirements of IME2. It should not be used for matters such as preparing sermons or house group material. For some parishes and curates, a 5 day study week every 5 weeks serves this purpose better than individual study days. This is a matter for local agreement. Where study days are lost at times of pressure, these must be allocated to a later date (e.g. study days lost in Advent could form a study week early in the new year). In total the curates should receive 46 study days per year. Curates' residential weekends are in addition to this.

Both training incumbent and curate will receive at the time of ordination a list of dates for IME2 events. They should plan these together in their diaries. All these activities are regarded by the diocese as mandatory in the first three years. Absence for illness should be reported to Jeanette Hartwell.

The curate will arrive having received a Final Report from the theological college or course. The training incumbent will be sent a copy of this report by the BDO, and should use it, in consultation with the curate, to look at training needs.

**Support for the training relationship.** Even when it is good, the training relationship can be demanding and complex. Early support is essential when the relationship is facing difficulties, and Jeanette Hartwell should be contacted by either curate or incumbent.

**Child and Vulnerable Adult Protection and Professional conduct of ministry.** It is essential that the curate is fully introduced to church policy and understanding of Child Protection legislation. A specialist advisor is available in the diocese. Curates are required to have completed the Safeguarding Leadership module prior to ordination as a deacon and are expected to have renewed their training prior to completion of their curacy. It is also important to share understanding of professional conduct and boundary in ministry. All clergy holding the Bishop's licence are expected to be familiar with the **Guidelines for the Professional Conduct of the Clergy.**

<https://www.churchofengland.org/sites/default/files/2017-10/Clergy%20Guidelines%202015.pdf>

## Assessment of Curacy

Jeanette Hartwell oversees the development and support of curates within the diocese. Curacy is assessed against the formation framework approved by the House of Bishops and can be found on the Church of England Website:

[IME2 Priest qualities and evidence](#)

[IME2 Priest PIONEER qualities and evidence](#)

[IME2 Distinctive Deacon qualities and evidence](#)

These are not meant to be restrictive; rather they provide a framework for which evidence can be gathered to satisfy all parties; the focus is on how well a curate inhabits each of the seven formation qualities (Love for God, Call to Ministry, Love for People, Wisdom, Fruitfulness, Potential, Trustworthiness) over the Four domains (Christ, Church, World, Self).

It is the responsibility of the curate, with the help of the Training Incumbent, to ensure that they have evidence to show that they inhabit each of the qualities competently by the end of their curacy: careful planning to achieve this aim is strongly encouraged at the outset and during the curacy.

### Assistant or Incumbent Status Ministry?

Curates will have originally been selected for training as either an Assistant or Incumbent status minister and the assessment of curacy reflects this. The curate should be aware of the category for which they were originally sponsored. If there is any doubt, then they should seek clarification from the BDO or Jeanette Hartwell.

Occasionally, an Assistant minister curate may feel prompted to explore a change in category of ministry from the one for which they were originally sponsored (e.g. to Incumbent status ministry). This should be discussed with Jeanette Hartwell in the first instance. It should be noted that **the diocese will not normally agree to such a change during curacy** as it is expected that the original commitment should be fulfilled. However, in exceptional circumstances, the option may be explored in the latter stages of a curacy and the process involves the candidate attending a national or diocesan candidate's panel and requires the approval of the Diocesan Bishop.

Any subsequent change in category usually requires the curate to serve an additional curacy.

### Meeting the Formation Framework: Annual Portfolios

It is the curate's responsibility to provide sufficient evidence that the formation framework has been met. To facilitate the careful and consistent gathering of the required evidence each year the curate is expected to submit a portfolio of evidence, as follows:

## Year 1

Log of supervision meetings with Training Incumbent  
Log of attendance at IME 2 and CMD events  
Six Supervision Records (about 500 words each including meeting notes and reflections)  
Short Piece 1: Beginning ordained ministry (1,000 words by end of September)  
Short Piece 2: Place and people (1,000 words by end of January)  
Short Piece 3: On being a priest (1,000 words by end of April)  
Completed Annual Report: Pre-Priesting (April); Distinctive Diaconate (May)  
Learning Agreement

## Year 2

Log of supervision meetings with Training Incumbent  
Log of attendance at IME 2 and CMD events  
Six Supervision Records (about 500 words each including meeting notes and reflections)  
Reflection on Pastoral Supervision (about 1,000 words)  
Short Case Study: Reflection on an Occasional office (1,500 words by end of November)  
Long Piece: Reflection on Cross-cultural experience (2,500 words by end of April)  
Completed Mid Term Assessment (May/June)  
Learning Agreement

## Year 3

Log of supervision meetings with Training Incumbent  
Log of attendance at IME 2 and CMD events  
Four Supervision Records (about 500 words including meeting notes and reflections)  
Reflection on Pastoral Supervision (about 1,000 words)  
Completed Additional Training requirements  
Long Case Study – Independent topic with facilitated conversation (by end of March)  
Final Grids of Evidence for Incumbent or Assistant Ministry (Learning Agreement)

The Portfolio is required to be submitted each year of curacy and will be reviewed by Jeanette Hartwell who will identify key areas for learning.

All reports and documents are available on the diocesan website here:

<https://www.lichfield.anglican.org/vocations-and-training/curates/curates-training/>

Further details and guidance for each of the elements of the portfolio will be provided, but please do ask if you have any questions.

The key point for assessment against the formation framework is the Mid-Term Assessment and occurs towards the end of Year 2 of curacy, although a curate may choose in consultation with their TI to postpone the process until Year 3. For curates serving part-time curacies (Incumbent or Assistant ministry) of less than 15 hours per week, the Mid-Term assessment takes place towards the end of year 3 of curacy. The Mid-Term Assessment process incorporates 360-degree review and the portfolio (including feedback from diocesan officers on assignments) is submitted to a Bishop's Assessor, who is one of a panel of assessors chosen by the Area Bishops. The purpose of this assessment is fourfold:

- to enable discernment to be made about the curate's fitness to move beyond IME 2 to a position of further responsibility as an assistant or incumbent status minister.
- to discern continuing and emerging gifts/ministries – including areas of potential for ministry.
- to determine priorities for issues of further training and experience in the curacy that remains.
- to offer guidance as to where future ministry might lie.

Curates and Training Incumbents are expected to pay particular attention to the training requirements identified in the Mid Term Assessment Report to meet the formation framework before the end of the curacy.

## Completion of curacy

All Curates are required to provide evidence that they satisfy national Church of England standards of ministry for Common Tenure, in such a way that their Diocesan Bishop is confident to commend them. Suitability of any Curate for Common Tenure Primary Responsibility/Assistant Ministry/Pioneer Ministry is the decision of the Diocesan Bishop. In the Diocese of Lichfield, the Area Bishop, advised by the Director of Ministry, will assess whether a Curate has met the required standards. Where appropriate, the Area Bishop may consult with the bishop with responsibility for extended pastoral and sacramental oversight. The formation and assessment process is designed to evidence and advise Bishops of the Curate's suitability. The final decision on Common Tenure suitability rests in all cases with the Diocesan Bishop.

Following successful completion of the Mid-term Assessment and Final Year reports curates are invited to meet with their Area Bishop for their 'end of curacy meeting' in the spring term of the 3<sup>rd</sup> year of curacy (the following year if the Mid-term Assessment has been postponed). The Area Bishop should **always** be informed and consulted about any personal initiatives or approaches from others regarding moving on. Curates should not ask for permission to apply for a post prior to the 'end of curacy' conversation as the Area Bishop is, at that stage, unable to provide a satisfactory reference. Ordinarily curates will not be licensed to a new post before the end of three years of curacy (July of year 3) at the earliest. Moves are permitted from the May Spring bank holiday week onwards.

Curates trained for Incumbent status ministry can apply for Primary Posts of Responsibility or Assistant posts (parish, chaplaincy etc).

Curates trained for Assistant Minister posts may consider the following options:

- Remaining in the present post as Associate Minister or Priest.
- Moving to a new parish as Associate Minister or Priest.
- Applying for a 'house for duty' or other stipendiary post of Assistant capacity.



- Changing category to stipendiary or SSM incumbent status ministry. This will only happen after a due process of discernment (which will probably require the candidate to undertake further training), the recommendation of a Candidates Panel and the Bishop of Lichfield's approval.

## Non-completion of curacy

Curates who do not satisfy the formation framework for Common Tenure, will receive notification from their Area Bishop identifying the areas where they have failed to meet the framework. In such circumstances the training post will come to an end at the expiry of the license because of the time-limited nature of the post. The responsibility for the next step for such Curates will be with the person themselves, although the Area Bishop, supported by Bishop's Officers, will want to give the Curate appropriate support as they look for other types of employment or training and/or other avenues for service.

A Curate for whom the Area Bishop is not willing to write a recommendation for Common Tenure has the option to request the Diocesan Bishop to reconsider the decision through an appeal process. *The Formation and Assessment in Curacy: Appeals Procedure* can be found here -

<https://d3hgrlq6yacptf.cloudfront.net/5f3ffdd147bb3/content/pages/documents/formation-and-assessment-in-curacy-appeals-procedure-.pdf>

## Moving on

When the curate has accepted an offer of a post a date for licensing/institution is usually agreed mutually with the curate and the receiving bishop (whether in the Diocese of Lichfield or elsewhere). Ordinarily a period of 2-3 weeks is granted for moving and the curate should negotiate a suitable leaving date with the TI (taking account of any outstanding annual leave entitlement). The curate should write to the Diocesan Bishop (with a copy to the Area Bishop) effectively resigning from the training post and advising them of the date of licensing and intended date of departure. The Bishop's office raises internal documentation (the 'chit') which notifies the relevant diocesan departments of the impending move.

Incumbent Status curates entering their fourth year of curacy who have not secured a First Post of Responsibility will receive a letter from their Archdeacon in the autumn of their fourth year advising the date (the end of the license) when their stipend and entitlement to live in housing provided by the diocese will cease. In cases where there are school-age children living in the property the entitlement to housing may be extended to accommodate the end of the academic year.

## Undertaking further studies

Alongside completion of the IME 2 programme curates are welcome to consider completing further study during their curacy. If a curate wishes to complete a BA Hons under Common Awards through the Queen's Foundation this is encouraged by the diocese as a means of

strengthening confidence and knowledge in core disciplines and as an encouragement to lifelong learning. As part of its commitment to this priority the diocese is willing to fund this route of additional learning. Curates are also welcome to consider building on prior learning in a specialist subject by undertaking post graduate studies with Queen's or elsewhere. All curates wishing to undertake further studies at whatever level should have an initial discussion with Jeanette Hartwell.

## Help if things go awry

While every effort is made to ensure that curacies are successful, it is not unusual for curates and Training Incumbents to experience difficulties of one kind or another during curacy.

Clear expectations, along with regular supervision sessions, are key to providing opportunities for issues to be discussed in an open, honest and respectful manner. Matters of concern should be raised at the earliest opportunity and each party should take responsibility for what they find difficult and challenging and offer a potential way forward for discussion.

If a serious issue or difficulty presents itself, then in the first instance either party are asked to contact Jeanette Hartwell. Depending on the nature of the concern an appropriate course of action will be determined which may involve other senior members of diocesan staff being informed of the situation.

## And finally...

The diocesan vision statement undergirds our priorities of Discipleship, Vocation and Evangelism:

*"As we follow Christ in the footsteps of St Chad, we pray that the two million people in our diocese encounter a church that is confident in the gospel, knows and loves its communities, and is excited to find God already at work in the world. We pray for a church that reflects the richness and variety of those communities. We pray for a church that partners with others in seeking the common good, working for justice as a people of hope."*

In autumn 2020 the Diocese of Lichfield began its *Shaping for Mission* process ([www.lichfield.anglican.org/shaping-for-mission](http://www.lichfield.anglican.org/shaping-for-mission)) to strengthen our life of discipleship, vocation and evangelism while facing a significant reduction in financial income as a result of the Covid-19 pandemic. We are working together as people of hope to make our mission sustainable in helping fulfil our diocesan vision. In Spring 2024 the diocese adopted a strategic framework to shape its mission and ministry endeavour for the coming years: [strategyframework.pdf \(d3hgrrlq6yacptf.cloudfront.net\)](https://d3hgrrlq6yacptf.cloudfront.net/strategyframework.pdf)

The years immediately following your ordination are of great importance as you settle into and develop your life as an ordained minister. The Diocese of Lichfield is rich in diversity, and we endeavour to reflect and honour that at parish, deanery and diocesan level. Our focus on the breadth of ministry in our parishes, chaplaincies, Fresh Expressions, schools and the Cathedral, and the ways in which they live out the diocesan vision provides a rich and varied diet with which to engage. We trust that this provides a context in which curates will flourish.

The call to ministry cannot be borne alone and we look forward to accompanying you in this next stage of your ministry.

## Appendix 1: Diocesan Directory

**Website** [www.lichfield.anglican.org](http://www.lichfield.anglican.org)

### Bishops and Archdeacons

Bishop of Lichfield	The Rt Revd Dr Michael Ipgrave OBE	<a href="mailto:bishop.lichfield@anglican.org">bishop.lichfield@anglican.org</a>
Bishop's PA	Sally Churchill	<a href="mailto:sally.churchill@lichfield.anglican.org">sally.churchill@lichfield.anglican.org</a>

Chaplain to the Bishop of Lichfield	The Revd Treena Larkin	<a href="mailto:treena.larkin@lichfield.anglican.org">treena.larkin@lichfield.anglican.org</a>
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Bishop of Oswestry	The Rt Revd Paul Thomas	<a href="mailto:bishop@seeofoswestry.org.uk">bishop@seeofoswestry.org.uk</a>
Bishop of Ebbsfleet	The Rt Revd Rob Munro	<a href="mailto:admin@bishopofebbsfleet.org">admin@bishopofebbsfleet.org</a>

### Shrewsbury Episcopal Area

Bishop of Shrewsbury	The Rt Revd Sarah Bullock	<a href="mailto:bishop.shrewsbury@lichfield.anglican.org">bishop.shrewsbury@lichfield.anglican.org</a>
Bishop's PA	Carole Markham	<a href="mailto:admin.shrewsbury@lichfield.anglican.org">admin.shrewsbury@lichfield.anglican.org</a>

Acting Archdeacons of Salop	The Revd Preb Jo Farnworth and The Revd Mary Thomas <a href="mailto:actingarchdeacon@lichfield.anglican.org">actingarchdeacon@lichfield.anglican.org</a>	
Archdeacon's PA	Lucy Wilson	<a href="mailto:lucy.wilson@lichfield.anglican.org">lucy.wilson@lichfield.anglican.org</a>

### Stafford Episcopal Area

Bishop of Stafford	The Rt Revd Matthew Parker	<a href="mailto:bishop.stafford@lichfield.anglican.org">bishop.stafford@lichfield.anglican.org</a>
Bishop's PA	Gemma Trueman	<a href="mailto:gemma.trueman@lichfield.anglican.org">gemma.trueman@lichfield.anglican.org</a>

Archdeacon of Stoke-upon-Trent	The Ven Dr Megan Smith <a href="mailto:archdeacon.stoke@lichfield.anglican.org">archdeacon.stoke@lichfield.anglican.org</a>	
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Associate Archdeacon of Stoke-upon-Trent	The Revd Preb Terry Bloor <a href="mailto:terry.bloor@lichfield.anglican.org">terry.bloor@lichfield.anglican.org</a>	
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Archdeacon's PA	The Revd Lucinda Wray-Wear	<a href="mailto:lucinda.wray-wear@lichfield.anglican.org">lucinda.wray-wear@lichfield.anglican.org</a>
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### Wolverhampton Episcopal Area

Bishop of Wolverhampton	Vacant	<a href="mailto:bishop.wolverhampton@lichfield.anglican.org">bishop.wolverhampton@lichfield.anglican.org</a>
Bishop's PA	Carol Adams	<a href="mailto:carol.adams@lichfield.anglican.org">carol.adams@lichfield.anglican.org</a>

Archdeacon of Lichfield	The Ven Dr Susan Weller <a href="mailto:archdeacon.lichfield@lichfield.anglican.org">archdeacon.lichfield@lichfield.anglican.org</a>	
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Archdeacon's PA	Jimm Rennie	<a href="mailto:jimm.rennie@lichfield.anglican.org">jimm.rennie@lichfield.anglican.org</a>
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Acting Archdeacons of Walsall	The Revd Julia Cody (Walsall, Wolverhampton and Wulfrun) <a href="mailto:julia.cody@lichfiueled.anglican.org">julia.cody@lichfiueled.anglican.org</a>	
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Archdeacon's PA	The Revd Jim Trood (Trysull, Wednesbury and West Bromwich) <a href="mailto:Jim.trood@lichfield.anglican.org">Jim.trood@lichfield.anglican.org</a>	
	Jodie Galley	<a href="mailto:jodie.galley@lichfield.anglican.org">jodie.galley@lichfield.anglican.org</a>

## Diocesan Staff

### Chief Executive Officer and Diocesan Secretary

Julie Jones [julie.jones@lichfield.anglican.org](mailto:julie.jones@lichfield.anglican.org)

PA to the Diocesan CEO and Officer for Governance and HR  
Jo Durber [jo.durber@lichfield.anglican.org](mailto:jo.durber@lichfield.anglican.org)

**Communications** [comms@lichfield.anglican.org](mailto:comms@lichfield.anglican.org)

### Finance

Director of Finance Jonathan Hill [jonathan.hill@lichfield.anglican.org](mailto:jonathan.hill@lichfield.anglican.org)  
Deputy to the Director of Finance Jess Dace [jess.dace@lichfield.anglican.org](mailto:jess.dace@lichfield.anglican.org)

Clergy expenses and resources  
[www.lichfield.anglican.org/about-us/finance/financeclergyexpensesandresources/](http://www.lichfield.anglican.org/about-us/finance/financeclergyexpensesandresources/)

### Property

In an emergency [www.lichfield.anglican.org/in-an-emergency.php](http://www.lichfield.anglican.org/in-an-emergency.php)

Planned Maintenance  
Charles Glenn (Diocesan Surveyor) [charles.glenn@lichfield.anglican.org](mailto:charles.glenn@lichfield.anglican.org)

Responsive Maintenance (including urgent/emergency work)  
Simon Ray (Maintenance Surveyor) [simon.ray@lichfield.anglican.org](mailto:simon.ray@lichfield.anglican.org)

### Safeguarding

[www.lichfield.anglican.org/safeguarding/](http://www.lichfield.anglican.org/safeguarding/)

Senior Lead for Safeguarding	Neil Spring	<a href="mailto:nNeil.spring@Lichfield.anglican.org">nNeil.spring@Lichfield.anglican.org</a>
Deputy Lead for Safeguarding	Peter Hurd	<a href="mailto:peter.hurd@lichfield.anglican.org">peter.hurd@lichfield.anglican.org</a>
Assistant Safeguarding Officer	Kim Hodgkins	<a href="mailto:kim.hodgkins@lichfield.anglican.org">kim.hodgkins@lichfield.anglican.org</a>
Safeguarding Training Advisor	Sarah Fullard	<a href="mailto:sarah.fullard@lichfield.anglican.org">sarah.fullard@lichfield.anglican.org</a>
DBS Administrator	Sue Lord	<a href="mailto:dbs@lichfield.anglican.org">dbs@lichfield.anglican.org</a>

## Appendix 2: Other Key Roles and Resources

### Bishop of Lichfield's Adviser for Women in Ministry

The Revd Mary Thomas [revmarythomas@gmail.com](mailto:revmarythomas@gmail.com)

### Diocesan Enabling Church Adviser

The Revd Zoe Heming [zoe.heming@lichfield.anglican.org](mailto:zoe.heming@lichfield.anglican.org)

### Support for Specific Learning Difficulty (SpLD)

Alison Earey: <http://www.dyslexia-consultant.com/>

The diocese uses the services of Alison Earey to support curates who require assistance with SpLDs. Please speak with Jeanette Hartwell if you would like the diocese to consider funding an assessment or ongoing support.

### Racial Justice and Inclusion Task Group (RJITG)

[www.lichfield.anglican.org/inclusion/racial-justice/](http://www.lichfield.anglican.org/inclusion/racial-justice/)

The Racial Justice and Inclusion Task Group was created in December 2020 to provide strategic oversight and act as a steering group that supports the Diocese of Lichfield in becoming a 'racially just' diocese at all levels and stages. The co-conveners of the group are Canon Debbie Parkes [debbieparkes4@gmail.com](mailto:debbieparkes4@gmail.com) and the Revd Graham Adamson [graham.adamson@berkswich.org.uk](mailto:graham.adamson@berkswich.org.uk)

### LGBT+

[www.lichfield.anglican.org/inclusion/lgbt/](http://www.lichfield.anglican.org/inclusion/lgbt/)

Following the General Synod Vote in February 2023 in relation to Living in Love and Faith, the Diocese of Lichfield offers a chaplaincy support team to provide a confidential space for anyone within the diocese, both within the LGBT+ community and outside it with differing convictions on the issue. The chaplains are:

**Matt Edwards** offers chaplaincy support from an 'affirming perspective'

[lgbtchaplain@lichfield.anglican.org](mailto:lgbtchaplain@lichfield.anglican.org)

**The Revd James Gandon** offers chaplaincy support from an 'orthodox perspective'

[james@standrewssneydgreen.com](mailto:james@standrewssneydgreen.com)

### UKME Ordinands and Curates Group

<https://ukmeordinands.wixsite.com/ukmeordinandsandcura>

The UKMEOC group seeks to support ordinands and curates of UKME/GMH in the Church of England.

### Ministry Mentor Directory

[www.churchofengland.org/life-events/vocations/ministry-mentor-directory](http://www.churchofengland.org/life-events/vocations/ministry-mentor-directory)

An open access resource providing one to one support for Anglicans exploring or on the journey

toward ministry (lay and ordained). The Directory is aimed at those who would consider themselves from under-recognised groups within the Church of England.

### **Access to Work**

[www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)

Access to Work is a publicly funded employment support programme that aims to help more disabled people start or stay in work. It can provide practical and financial support if you have a disability or physical or mental health condition. Grants are available under this scheme for Stipendiary curates only (as claimants must be in 'paid' work to qualify).

### **Clergy Support Trust**

[www.clergysupport.org.uk](http://www.clergysupport.org.uk)

Clergy Support Trust is an independent Charity which provides support to Anglican Clergy, ordinands and their families.