

## **Learning Agreement for a Training Post – guidance for dioceses**

### **1 Introduction**

1.1 This Learning Agreement is not intended to be a legally binding agreement but it ensures that the learner and their supervisors have discussed, understood, and accepted the expectations of the training post. The agreement is between:

The **learner**

[the Reverend or other title] [name], as Assistant Curate of [parish],

and the **supervisors**

the incumbent [the Reverend or other title] [name], as the incumbent of [parish] ,

and the diocesan supervisor [name], [title or description of office held e.g. Diocesan IME Officer] appointed by the Bishop of [name of diocese] .

### **2 Duration**

2.1 The agreement shall apply for the period of the training post as detailed in the Statement of Particulars of Office. The agreement should be reviewed regularly and at least once a year.

### **3 Mutual Expectations**

3.1 The learner and supervisors have discussed the purpose of ministry in the parish/benefice and how the incumbent sees his or her role in relation to the congregation and community. A note of this discussion has been made and is attached to this agreement, it covers the following points:-

- What the incumbent can expect of the curate:
- What the curate can expect of the incumbent:
- Parameters of authority and confidentiality.

3.2 It is agreed that there will be consideration of the learner's specific training needs relating to their personal development and IME 4-7 and a pathway should be agreed.

3.3 It is the responsibility of the incumbent and learner to identify opportunities for training in the parish [in accordance with diocesan/RTP guidelines where available].

3.4 It is the responsibility of the learner to participate in identifying their personal training needs; to co-operate with the supervisors; to attend training programmes provided by the diocese; and to keep an appropriate record of their development according to diocesan/RTP guidelines over the period of the training post.

## 4 Supervisory and Working Arrangements

4.1 The [IME Officer/incumbent] has explained the respective roles of themselves and the other member/s of the supervisory team

4.2 The supervisors and learner have agreed who is responsible for arranging formal meetings/contact and agree the agenda, if appropriate, for the regular formal contacts each year (*at least 12 for full-time training posts*) between learner and supervisor or supervisory team. However additional meetings may be initiated if necessary.

4.3 It is the responsibility of the learner to make a record of the formal contact with their supervisors in their TP, along with a list of any agreed action points.

4.4 The supervisors will ensure that the learner is advised of appropriate diocesan policy and procedures. The student agrees to observe these requirements.

4.5 The supervisors will give guidance about the nature of work to be carried out and the standards expected.

## 5 Allocation of Time

5.1 A programme has been prepared, agreed between the learner and supervisors and attached to this agreement to show how the learner's time will be allocated appropriately to the following activities. This also details any quality standards we have agreed will be maintained.

### Worship

- Time spent in attendance
- Conduct of public worship
- Developing, leading and creating liturgy
- Time spent preaching

### Spirituality and personal development

- A regular pattern of private prayer and daily worship
- Provision of spiritual direction/companionship and time off to receive
- Annual Retreat (at least a minimum of 5 days for full-time posts in addition of annual leave allowance)
- Spiritual reading and reflection

Structured learning and reflection **no less than 15 % of ministerial time each week, (for full-time posts this is the equivalent of one day per week).**

- As described in to the agreed IME Pathway

### Team Working

- Staff and Team meetings
- PCC, Deanery, Deanery Synod and Chapter meetings

### Pastoral Responsibilities

- Supervision and development of Lay ministry
- Conduct of occasional offices
- Engaging in the community and relative institutions
- Developing an area of pastoral ministry

### Administration and Finance

- Time/diary management
- Organising the office
- Correspondence
- Managing parish finance – fees and expenses
- Familiarisation with church law and regulations

### Time off and annual leave

- *Full-time posts only* The weekly day off has been specified
- Clear and timely arrangements are agreed for cover during periods when the incumbent or other supervisors will be unavailable.
- Arrangements for agreeing annual leave with the incumbent

## 6 Progression and Monitoring

6.1 The supervisors will ensure that the student is aware of the requirements for progression including, the procedures for supervision sessions, reviews of progress and the methods of assessment and in particular: the assessment for priesting or entry into the second year of the diaconate; and the interim and final assessment, both of which will be subject to assessment against an agreed national standard.

6.2 The learner and the supervisors will agree deadlines for the completion of tasks and submission of work.

6.3 The supervisors will outline the extent of assistance that will be given for the learner to prepare work and the responsibility the supervisors will have contribute to the reports on the student which go to the Bishop.

6.4 The supervisors will ensure that the student is made aware of any inadequacy in his/her progress or standards of work below that generally expected, confirming this in writing to the student and arranging any supportive action necessary.

6.5 Any circumstances which might require the learning pathway to be modified or for the training to be extended, suspended or withdrawn should be brought to the attention of the supervisors.

**This agreement should be completed within the first 3 months of the curate's appointment to a training post.**

**7 Collaborating and Sponsoring Organizations**

7.1 Both the learner and supervisory team agree to fulfill their responsibility to any collaborating or sponsoring organization (*college, RTP, funding provider*)

**8 Commitment**

We confirm that, at our meeting on .....(date)  
We committed ourselves to striving for a productive, trustful and honest working relationship, aiming for readiness for [a first post of incumbent status / an assistant curate post / a pioneer minister post].  
We reached agreement on our roles and responsibilities as learner and supervisors in accordance with the above summary.

..... **Learner**

..... **Incumbent**

..... **Diocesan IME Officer**

Once signed this a copy of this agreement should be kept for reference by each party.