

MINISTRY DIVISION

CODE OF PROCEDURE

Reports on sponsored candidates, arrangements for first appointments and assessment at the end of curacy

Updated January 2018

1. This Code of Procedure is published by the Ministry Division on the authority of the House of Bishops.
2. It sets out the procedures which should be observed by the Bishops and their officers, by the Principals of Theological Education Institutions (TEIs), by incumbents, and by the candidates themselves.
3. This code should be read in conjunction with the general advice in the report, *Preparing for Ordained Ministry. Good Practice in assessment and on reporting on candidates within initial training*, Ministry Division, 2002. However, the practical procedures in this Code supersede those set out in that report.
4. Since 2014 the code of procedure incorporates guidance on the training and assessment of curates building on the key points of the paper approved by the House of Bishops, *Formation and assessment in curacy*, May 2010 and in the letter to bishops of November 2010, with particular reference to good practice in the light of common tenure.

CONTENTS

- A. SOME ISSUES AT THE POINT OF SELECTION**
- B. REPORTS ON SPONSORED CANDIDATES IN IME PHASE 1**
- C. ARRANGEMENTS FOR FIRST APPOINTMENTS**
- D. TRAINING AND ASSESSMENT IN IME PHASE 2**
- E. FIVE GUIDING PRINCIPLES and GUIDANCE on them.**

A. SOME ISSUES AT THE POINT OF SELECTION

Statement of Financial Position

1. All candidates should be asked to fill in the Statement of Financial Position (Appendix A) by their dioceses before they are sponsored for a Bishops' Advisory Panel. The DDO should begin working with candidates on issues of debt as early as possible but certainly once the decision has been made to sponsor the candidate for a selection conference. Candidates who have stipendiary ministry as their focus of ministry should be asked by their dioceses to fill in the Statement of Financial Position for a second time in conjunction with the interim report.

Health

2. Dioceses and candidates should inform training institutions about any significant health issues that have come to light during the selection process. Candidates and Principals should keep dioceses informed about any significant health issues occurring during training. At any stage during IME Phase 1 candidates can be referred to the Ministry Division's Senior Medical Advisor for a medical assessment should the need arise. At the point of the offer of a title post, all candidates will be required to complete a medical questionnaire which should be returned to the Senior Medical Advisor and may be followed by further medical enquiries.
3. Where a health issue is, or could be, a "disability" for the purposes of the Equality Act 2010, training institutions should consider whether any adjustments are needed to enable the candidate to participate fully in training.

Safeguarding

4. Candidates should be asked by their dioceses to gain clearance under the procedures operated by the Disclosure and Barring Service
 - (i) before being sponsored for a Bishops' Advisory Panel;
 - (ii) prior to ordination.

Any issues that arise should be handled by the candidate's diocese.

B. REPORTS ON SPONSORED CANDIDATES IN IME PHASE 1

5. Principals should arrange for a written and dated report to be made on each sponsored candidate before the end of both the penultimate ('the interim report') and final year ('the final report') of training. In addition, an internal report should be written on candidates who have three years in training at the end of the first year. This report should set goals for the remainder of the period in training. If requested by the sponsoring Bishop, in respect of a particular candidate, a report should be provided at the end of the first year of a three year course.
6. Candidates should have the opportunity to read and discuss with a staff member each report when complete, to sign that they have read it, and to add their own comments. The Principal should always be one of the signatories of the report. The candidate's declaration at the end of the report should read 'I have read and discussed the above report with a member of staff.'
7. The interim report should be sent to the sponsoring Bishops by 20th June in the candidate's penultimate year in training.
8. Reports on candidates who meet all three of the following conditions may be sent to the sponsoring Bishop by 20th September: a) they will exercise a self supporting ministry, b) whose title has been arranged by 20th June, and c) whose ordination is to be at Michaelmas or at a later ordination date.
9. Interim reports should be accompanied by the attached Personal Profile (Appendix B), which is to be completed by the candidates themselves, and will be available for sponsoring Bishops, Diocesan Directors of Ordinands, and potential training incumbents.
10. Final reports should be sent to the ordaining Bishop by 31st May. Reports for candidates who are to be ordained at Michaelmas or at a later ordination date should be sent at least four weeks before the date of the ordination.
11. Reports should indicate clearly the candidate's suitability for and progress towards ordination. They should cover all those aspects of the candidate's life-style and performance which might be significant for future ministry. Reports should comment on family and domestic issues which may affect the exercise of ordained ministry. Attention should be paid to "the quality of such as are to be ordained deacons or priests" as set out in Canon C4 of the Canons of the Church of England, the Ordinal of the Book of Common Prayer and ordination services in Common Worship; together with the Formational Criteria.
12. With regard to personal issues which may impact on ministry, any issue should be articulated as early as possible, shared with the ordinand, and a plan of action drawn up with clear goals set out. Expert advice should be sought and where necessary treatment/therapy/counseling offered so that the problem can be tackled as soon as possible. All this should be done in full consultation with the sponsoring diocese and if the ordinand is to serve his/her title in a different diocese, any pertinent issues should be clearly communicated in the final report so that proper provision can be made for any ongoing support that might be necessary and that issues which might affect training are known from the outset.
13. All reports will be confidential to the named parties below and will not be available to others without the candidate's knowledge and consent.

14. Interim reports on candidates will be made up of two parts.

Part A, the general report, will be available to

- i) the Bishop with continuing pastoral responsibility for the individual, and to the relevant DDO;
- ii) the incumbent of an OLM/locally deployed candidate in training, on account of his or her role in the candidate's training;
- iii) a prospective training incumbent when, after initial visits and meetings, he or she is minded to offer the title post to the candidate. This copy should be requested from the bishop's office.

Part B, the recommendation to the Bishop, will be confidential to the candidate's Bishop and DDO.

Each part (A and B) should state clearly to whom a confidential report is being made ('Confidential to the Bishop and....').

15. Final reports on candidates will be made up of two parts.

- i) **Part A**, the general report, will be confidential to the Bishop, DDO, the officer responsible for IME Phase 2 and training incumbent.
- ii) **Part B**, the recommendation to the Bishop, will be confidential to the Bishop and DDO.

Each part (A and B) should state clearly to whom a confidential report is being made ('Confidential to the Bishop and....').

16. The general report should use the format provided below, and should contain the training institution's view of the candidate and should give an account of the training undertaken, what the candidate has gained from training, reflection on the personal and ministerial formation of the candidate, and where appropriate, comment on future goals in training or future training needs.

17. The recommendation to the Bishop should give advice to the Bishop on the advisability of ordination. In this section, the training institution may raise personal or sensitive issues about the candidate in confidence to the Bishop and DDO.

18. If the candidate wishes to add a paragraph to the report (see 2 above), it may be appended to either or both sections of the report.

A common format for reports

19. The following format is based on the Formation Criteria. Training institutions should use the following headings and standard questions.

A. Headings to be used:

Note: The **standard headings** are in bold while *guidance* is given in italics.

Introduction

To include...

Comments on areas for further development identified in the BAP report or report from TEI

Christian tradition, faith and life

To include...

A summary of the candidate's pathway of study and comment on its completion

The candidate's development of the habit and skills of theological reflection and reflective practice with a focus on their engagement with diversity

Areas for development

Mission, evangelism and discipleship

To include...

Evidence of a developing and embodied understanding of mission and evangelism

Comment on the candidate's experience and skills of enabling others to grow in Christian discipleship

Areas for development

Spirituality and Worship

To include...

Comment on rootedness in patterns of personal and corporate prayer

Comment on the candidate's development of skills in preaching and leading public worship

Comment on growth in the love of God, Christlikeness and a spirituality that informs their relationships with others and their engagement with the world

Areas for development

Personality, character and relationships

To include...

The candidate's reflexivity in relation to personality and relationships

The candidate's personal qualities in relating to others

The candidate's capacity to live within boundaries

Areas for development

Leadership, collaboration and community

To include...

Examples of the candidate's ability to lead, collaborate, release and enable others in leadership

Areas for development

Vocation to and ministry within the Church of England

To include...

Comment on the candidate's willingness to serve within the breadth and diversity of the Church of England

Comment on the candidate's willingness to be accountable within the frameworks of the Church of England

Evidence for the candidate's understanding of the nature and scope of public ministry within the Church of England

Areas for development

For Pioneer Ministers: Pioneer ministry

To include...

Evidence of the candidate's enthusiasm for and skills in ministry and mission in uncharted contexts

Areas for development

B. Questions:

- 1 Has the candidate met the agreed church-wide standard as set out in the formation criteria?
- 2 Have the *Five Guiding Principles* been discussed with the candidate and has s/he indicated that s/he assents to all of them?
- 3 Is the candidate on track to complete assessed work satisfactorily by the projected time of ordination (IME Phase 1) or move to a post with permanent common tenure (Phase 2)?
- 4 What safeguarding training has the candidate undertaken? Is there anything expected in the national *Training and Development Practice Guidance* which the candidate has not yet completed?

[As at January 2018, ordinands are expected to undertake module C1 before undertaking a placement, and module C2 prior to ordination. Modules S2 and S6 are also expected prior to ordination, but are not yet available for delivery.]

- 5 Are there any issues that need to be addressed before
 - In IME Phase 1: the candidate can be recommended for ordination?
 - In Phase 2: move to a post with permanent common tenure?
- 6 Is there anything else about the candidate and his/her circumstances that the bishop needs to know?
- 6 In the light of the report above are there any particular training needs for the next phase of development, i.e. in IME Phase 2 or CMD as appropriate?

Reminder to DDOs

On receipt of the interim report, please ask the candidates proceeding to a stipendiary post to fill in the Statement of Financial Position again and to follow up any financial issues with them

Candidate's confidential file

20. When a diocese is considering offering a title to a candidate from another diocese, it may request the sponsoring papers, report from the Bishops' Advisory Panel and any relevant medical information from the sponsoring diocese and, depending on the timing of the transfer, the interim and final reports from the training institution. The Ministry Division may also be consulted. When a candidate is appointed to a title outside his or her sponsoring diocese, the candidate's confidential file will be sent by the sponsoring Bishop to the ordaining Bishop.
21. In addition to the written reporting procedure set out in this Code, there may be need for other types of communication (for example, telephone conversations) between a principal and a bishop. Where matters of substance are dealt with, a note should be made by the principal and bishop giving the reasons for any decisions made. The content of the note will be conveyed to the candidate as soon as is practicable, unless exceptional pastoral circumstances dictate otherwise, in which case a note will be made of the reason for the delay.
22. All documents should be clearly dated. Confidential material should only be retained by Bishops, their officers, training institutions and training incumbents for as long as is necessary, subject to current Data Protection legislation.

C. ARRANGEMENTS FOR FIRST APPOINTMENTS

23. Bishops who ordain and TEI Principals share responsibility for advising about the parish where a minister will serve. Principals will normally have a more recent and intimate knowledge of the candidate; Bishops and their advisers will normally have a more recent and intimate knowledge of the parishes and their incumbents, and what they can provide by way of experience and training.
24. In placing the candidates, the over-ruling consideration should be the candidate's need for training, not the parish's need for staff. As a matter of good practice, the Bishop will normally offer a title post to a candidate only after studying the interim report on the candidate.
25. Candidates are not obliged to serve their title in their sponsoring diocese; but up until 31st October, candidates should only consider posts in their sponsoring diocese unless they have received, in writing, the goodwill of their diocese to look elsewhere.
26. Responsibility for the pastoral care of candidates for ordination, and where appropriate their family, remains with the sponsoring Bishop until it is accepted by another Bishop prior to ordination. During training this care is shared with the Principal of the training institution that the candidate attends. The Principal, as indicated above, has an important role in advising the candidate about a suitable first appointment. Candidates who at or before 31st October are released by the sponsoring Bishop to look at parishes in other diocese remain in the care of the sponsoring Bishop until accepted for ordination by another Bishop.
27. If the Bishops' advisors do not recommend a candidate for training and the Bishop sets aside the advice, the responsibility for ensuring that a suitable training parish is found for the candidate remains with the sponsoring Bishop.
28. Issues about housing will often be handled by the prospective training incumbent. As a matter of good practice, an appropriate diocesan official should also play a role in ensuring that the accommodation needs of the incoming curate (and any family) are fairly assessed.

The annual programme

29. In May of each year, Bishops should ask the relevant training incumbents in their dioceses to complete profiles of their parishes, using the Parish Profile Form (Appendix C). These should be available for review at the Bishop's Staff Meeting in July.
30. In June a year before a candidate's likely ordination, the training institution should discuss with the candidate his or her future and arrange for the candidate to complete the Personal Profile set out in Appendix B, which will be made available to any training incumbent by whom the candidate is to be interviewed.
31. By the end of June, if the sponsoring Bishop has not already been in touch, the candidate should write to the Bishop either asking for an interview to discuss the possibility of a post in the diocese or seeking goodwill in looking for one elsewhere. The Bishop will not normally enter into such discussion before studying the interim report.

32. In September, the staff of the Ministry Division will send Bishops two comprehensive sets of address labels for TEI Principals.
33. By 31st October, sponsoring Bishops should:
- indicate to Principals which candidates due for ordination the following year they undertake to place;
 - send to Principals profiles of those parishes where vacancies remain unfilled. Supplementary or amended details may follow.
34. After 31st October, candidates not yet placed by their sponsoring dioceses are free to look at parishes in any diocese.

Seeking a Title parish

35. Principals should not entertain direct approaches from incumbents looking for staff without having evidence that the incumbent has the permission of the Bishop. Principals should not discuss with candidates possible posts in dioceses other than their sponsoring ones before 31st October, unless such candidates have already received the goodwill of their sponsoring dioceses in looking elsewhere.
36. Candidates should see one parish at a time and should not visit a second without prior reference to the Principal and the Bishop or Bishops concerned.
37. In the same way, Bishops or Directors of Ordinands should ensure that parishes see only one candidate at a time.
38. Bishops or Directors of Ordinands should make sure that parishes are aware that it is the parish's responsibility to pay the travelling expenses of candidates and their spouses for all visits prior to appointment.

Information exchange, via the Ministry Division

39. By the first week of January, Bishops are asked to provide details of vacancies which still remain; and Principals are asked to provide information about those candidates whose title has been arranged, and those who are still looking for a title. This information is to be sent to the Ministry Division by 7th January. As near to 21st January as possible, the Ministry Division will send brief information about unplaced candidates to Bishops and details of unfilled diocesan vacancies to Principals. Full details are available on the Ministry Division website. This process will be repeated in the following March/April if all candidates have not been placed by then.
40. By the first week of January, Bishops are asked to inform the Ministry Division if they are not planning to take their full allocation of candidates.

D. TRAINING AND ASSESSMENT IN IME PHASE 2

41. Under the Clergy Terms of Service legislation the majority of parish clergy will be in permanent tenured posts. However, curacies are subject to time-limited tenure for the purpose of training. It is the responsibility of the diocese in which the curacy is offered to provide the appropriate training that could enable the curate to proceed to a post which can be held permanently under common tenure either as an assistant or as incumbent status minister. The end of the curacy should include a formal process of assessment to determine whether it is appropriate for the curate to proceed either to a post of assistant minister or that of incumbent.
42. Under the clergy terms of service, a training post for a curate is a time-limited post with common tenure which gives the curate the opportunity to demonstrate suitability to be considered for an assistant role or incumbency (or equivalent), both with common tenure. If the curate has not demonstrated suitability, through the assessment procedures, even though suitable training has been offered, then the post expires and the curate will need to make other arrangements.
43. As with other similar training posts, in this situation the person who has not reached the required standard, does not have a claim for compensation against the 'employer'. However, dioceses will need to ensure that such curates are well supported in terms of career guidance and opportunities to find other training.
44. The standards to be achieved for these two ministries are set out in the Formational criteria.
45. It is the responsibility of each diocese to decide how it carries out this assessment to this common standard.
46. The current House of Bishops' policy is that curates should normally serve four years and never less than three years in a training post before taking on a post of incumbent status.
47. In order to achieve these goals, the diocese should, as a minimum:
 - (i) at the beginning of the curacy set out a programme of learning, ministerial development and approach to assessment;
 - (ii) conduct a formal interim assessment, normally, 18-24 months into the curacy with a view to celebrating achievement, clarifying goals for the second part of the curacy and highlighting any areas of concern which need to be addressed. (In the case of curates offering only very limited time to formal and recognised ministry, it may be preferable to extend the curacy from the outset to 5 – 6 years and then conduct the assessment at an appropriate mid-point. Curates themselves will often be able to give advice about when they are ready for such an assessment.)
 - (iii) conduct a final assessment around nine months before the end of the curacy;
 - (iv) gather together all the evidence including reports from the incumbent, the wardens or other suitable lay people and those responsible for continuing development in the post-ordination phase and assess

whether or not these demonstrate that the curate has met the agreed national standard for an incumbency or an assistant ministry;

- (v) inform the bishop, through the relevant officer, of the outcome of the assessment and will write to the curate informing him or her whether or not they have met the agreed standards for assistant minister or incumbent;
- (vi) before making an appointment to either assistant or incumbent post, the bishop should have regard to the outcome of the assessment.
- (vii) if, exceptionally, the bishop is minded not to act in line with the outcome of the assessment a full note should be made of the reasons for the decision and any subsequent actions, eg, provision of additional training.
- (viii) if the candidate is not satisfied with the process of the assessment, there is right to appeal. The bishop should set up a review process to see if there is a *prima facie* case for a further assessment to be carried out. Both the review process and a further assessment should be carried out by competent people who have not been involved in the case up to this point. The outcome of the further assessment is final.
- (ix) after the assessment the bishop should write to the curate concerned, to indicate that the curate has/has not completed the curacy satisfactorily in the light of the standards required by the Church of England and to confirm that the curate is/is not ready to seek a post with permanent common tenure.
- (x) Dioceses should ensure that they only keep papers relating to individual candidates within the parameters of current Data Protection legislation and should bear in mind the relevant guidance and retention periods set out in the guidance in relation to "Personal Files Relating to Clergy" (Approved by the House of Bishops March 2013).

Statement of Financial Position Form

Name	
Diocese	
TEI	

Bank/Building Society Overdraft		Bank/Building Society Loan	
Mortgage	Total outstanding		Monthly repayments
Student Loans (1)	1. Student Loans Company (include date of loan(s))		
	2. Other student loans		
Loans from family and friends			
Other loans, including any business/professional loans			
Hire Purchase		Total outstanding	Monthly repayments
	1. Car		
	2. Household goods		
	3. Other items		
Credit/Store Cards	Please give details of balances which cannot be paid within the current month.		
	1.		
	2.		
	3.		
Any other continuing financial obligations (2)			

MANAGEMENT OF A DEBT

If there is an existing debt or other significant financial obligation, please give details of how it is planned that this will be managed.

Signature

Date

NOTES

PURPOSE

The purpose of this form is to ensure that candidates embark upon ordained ministry free of significant financial difficulties. This is of particular importance in the case of candidates who will be ordained to a stipendiary title since the level of stipend is not intended to cover the repayment of existing debts. The form should be completed by all candidates prior to attending a Bishops' Advisory Panel. Candidates who have incumbent ministry in their category of sponsorship are asked to complete the form again at the end of the penultimate year of training. It is important to stress that this form must be completed carefully and with total honesty.

SPOUSES

In the case of married candidates who are applying or who have applied for a diocesan family maintenance grant, the candidate's spouse is asked to jointly complete and sign the form or, if preferred, to complete a separate form.

(1) STUDENT LOANS

It should be noted that grants from Central Church Funds are allocated on the basis that ordinands will not receive loans within the Government Student Loan Scheme. The Student Loan Scheme, up until September 1998, stipulated that a loan need not be repaid in any year where a graduate's income falls below 85% of national average earnings. Student loans taken out since September 1998, however, currently have to be repaid, in instalments, where earned income is in excess of £21,000 per annum.

(2) OTHER CONTINUING FINANCIAL OBLIGATIONS

Such obligations may include alimony; maintenance payments made through the Child Support Agency or voluntarily; financial obligations involving leased property; outstanding bills which, for whatever reason, will be unable to be paid on time.

Personal Profile

This form is intended to help candidates to clarify their thinking about a title, and also help dioceses in placing ordinands. It should be completed by all candidates for ordination. It will be sent with the interim report to the Sponsoring Bishop, who will make it available to any training incumbent in the Diocese who will be discussing the possibility of a title with the candidate. The theological education institution should keep a copy so that it can send it to any ordaining bishop who requests it before a title parish is offered.

Please attach to this form a full CV, except where it is clearly unnecessary to provide this information for the bishop, for example where the candidate is returning to the home parish. This should include your personal, employment and educational history.

1. Please tick any or all of the statements that are applicable to you:

- I am a candidate for OLM/locally deployable ministry (please go to question 5)
- I am a candidate for self supporting ministry and seek a title in my home church (please go to question 5)
- I am a candidate for self supporting ministry and seek a title other than my home church
- I am a candidate seeking a title for self supporting ministry in my sponsoring diocese
- I am a candidate for seeking a stipendiary title in my sponsoring diocese
- I am content to wait for an offer of a stipendiary title from my sponsoring diocese, but am ready to look elsewhere if need be
- I seek the goodwill of my sponsoring diocese to be free to look now for a title elsewhere
- I am specifically looking for opportunities to develop fresh expressions of church during my title post
- I am a candidate for the permanent diaconate
- I have been sponsored with a Faculty under Canon C4

2. The Church needs clergy who are equipped to serve in a wide variety of geographical and social settings. The first years after ordination are vital for the next stage in training for ministry. Please indicate by a number to give priority or simply tick those out of the following contexts in which you consider you might most effectively work and be trained.

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Anywhere | <input type="checkbox"/> Suburban |
| <input type="checkbox"/> Rural | <input type="checkbox"/> Urban |
| <input type="checkbox"/> Semi-rural | <input type="checkbox"/> City centre |
| <input type="checkbox"/> Country town | <input type="checkbox"/> Inner city |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Housing estate |

3. Within the Church of England there are many traditions of churchmanship and theological emphasis. Please tick the categories below where you might most effectively work and be trained.

	I would be willing to consider:	I would be keen to consider:
Conservative evangelical	<input type="checkbox"/>	<input type="checkbox"/>
Open evangelical	<input type="checkbox"/>	<input type="checkbox"/>
Central	<input type="checkbox"/>	<input type="checkbox"/>
Modern Catholic	<input type="checkbox"/>	<input type="checkbox"/>
Traditional Catholic	<input type="checkbox"/>	<input type="checkbox"/>
Fresh expression	<input type="checkbox"/>	<input type="checkbox"/>
Charismatic/Influenced by renewal	<input type="checkbox"/>	<input type="checkbox"/>
Local Ecumenical Partnership	<input type="checkbox"/>	<input type="checkbox"/>
Parish which has passed a resolution under the House of Bishops Declaration on the Ministry of Bishops and Priests	<input type="checkbox"/>	<input type="checkbox"/>

Please add further comments if you wish:

4. What are your housing requirements? Please give details.

5. Are there any matters that affect your future ministry which you would like to note here?

Your Name and sponsoring diocese:

(Where applicable) the name of your spouse:

(Where applicable) the name(s) and age(s) of your children:

Address:

Telephone No:

Email address:

Parish Profile

This form should be completed by all training parishes, to be supplied to prospective ordinands. Please provide information under the following headings. Parishes may prefer to produce their own profile, but it is strongly recommended that a completed copy of this form be included as a summary with such a profile. If this is not done, it is expected that all such information will be included within the profile produced.

1. General Information

Parish(es)

Diocese (and area, if relevant):

Incumbent's name, preferred style, address, and telephone number:

E-mail address (if any):

Date of ordination:

Length of time in present parish(es):

Other responsibilities and duties currently undertaken by incumbent:

Previous posts and experience of incumbent, including details of experience with previous curates:

2. Nature of post

Please tick which are applicable:

- Training post for deacon who expects to be ordained priest
- Training post for permanent deacon

3. The context: the parish setting

Please indicate: size of population, geographical spread of area served and distances involved, types of housing, kinds of job people do, availability of public transport, institutions (e.g. hospitals, schools, old peoples' homes), social mix, and other salient features. It may be helpful to include a simple map to help to indicate the setting of the parish.

Please also indicate from the following the main broad category (or categories), as you think most accurate:

- | | | | |
|--------------------------|--------------|--------------------------|----------------|
| <input type="checkbox"/> | Rural | <input type="checkbox"/> | Urban |
| <input type="checkbox"/> | Semi-rural | <input type="checkbox"/> | City centre |
| <input type="checkbox"/> | Country town | <input type="checkbox"/> | Inner city |
| <input type="checkbox"/> | Industrial | <input type="checkbox"/> | Housing estate |
| <input type="checkbox"/> | Suburban | | |

4. The Church(es)

Please indicate how many Church of England churches lie within the relevant parish(es) or benefices(s):

Ecclesiastical tradition: if there is more than one church please indicate the tradition in each church:

Electoral roll number(s):

If a Team Ministry, Group Ministry or LEP, please give a general description of it:

Pattern of Sunday worship (please indicate services, times, forms of service used, and 'usual Sunday attendance':

Weekday services:

Occasional Offices: approximate numbers p.a. of baptisms, weddings, and funerals:

Pattern of daily offices or daily prayers:

Staff or team members:

Lay involvement:

House, study and prayer groups:

Parochial organisations:

Areas of particular mission and ministry of parish(es) (e.g. schools, hospitals, industry, prison, youth, elderly people, single parents, homeless, healing):

Opportunities for the development of fresh expressions of church:

Particular future plans already established:

Congregations(s) mainly communal or mainly gathered:

Has a resolution under the House of Bishops Declaration on the Ministry of Bishops and Priests been passed? If so, what arrangements have been put in place under the Declaration? (N.B. Resolutions A and B and petitions under the 1993 Act of Synod are treated as if they were resolutions passed under the House of Bishops Declaration for a transitional period ending on 17 November 2016.)

Areas and types of co-operation with other local churches (either Anglican or ecumenical):

Any other activities or comments:

5. Vision and Priorities

How does the church in the relevant parish(es) see itself?

What is its vision of mission?

What are the incumbent's and PCC's vision and priorities? Please indicate whether the incumbent and PCC jointly share these priorities or whether there are significant differences.

6. How does the incumbent understand the role of training?

7. What is the likely role of the curate in future plans?

8. Areas of particular responsibility for curate in training:

9. Accommodation: please give details indicating whether house/flat, number of bedrooms, garage, availability of study, garden, etc.

10. Any additional information the incumbent feels it is important to give at this stage:

11. Who should be contacted in the first instance: Please give name, address, telephone number and e-mail address, if not the incumbent.

E: THE FIVE GUIDING PRINCIPLES: GUIDANCE FOR CANDIDATES FOR ORDINATION IN THE CHURCH OF ENGLAND

In July 2014 legislation was passed to enable women to be consecrated to the episcopate in the Church of England. This means that the Church of England is now fully committed to all orders of ministry being open equally to all, without reference to gender. The Church of England also remains committed to ensuring that those who cannot receive the ministry of women priests or bishops are able to flourish. The House of Bishops has therefore agreed *Five Guiding Principles* as the basis for this mutual flourishing. From January 2015, all candidates coming to a BAP are required to give their assent to all of the *Five Guiding Principles*. The House of Bishops confirm that the *Principles* need to be read 'one with the other and held in tension, rather than being applied selectively.'

The *Five Guiding Principles* are:

- Now that legislation has been passed to enable women to become bishops the Church of England is fully and unequivocally committed to all orders of ministry being open equally to all, without reference to gender, and holds that those whom it has duly ordained and appointed to office are true and lawful holders of the office which they occupy and thus deserve due respect and canonical obedience;
- Anyone who ministers within the Church of England must be prepared to acknowledge that the Church of England has reached a clear decision on the matter;
- Since it continues to share the historic episcopate with other Churches, including the Roman Catholic Church, the Orthodox Church and those provinces of the Anglican Communion which continue to ordain only men as priests or bishops, the Church of England acknowledges that its own clear decision on ministry and gender is set within a broader process of discernment within the Anglican Communion and the whole Church of God;
- Since those within the Church of England who, on grounds of theological conviction, are unable to receive the ministry of women bishops or priests continue to be within the spectrum of teaching and tradition of the Anglican Communion, the Church of England remains committed to enabling them to flourish within its life and structures; and
- Pastoral and sacramental provision for the minority within the Church of England will be made without specifying a limit of time and in a way that maintains the highest possible degree of communion and contributes to mutual flourishing across the whole Church of England.

Under Criterion B (Ministry within the Church of England) you are required to confirm that you assent to all five of these *Principles* and, in the Sponsoring papers that your DDO will write for you in preparation for your attending a Bishops' Advisory Panel, he or she is required to acknowledge your assent to these *Principles*.

You will be asked again for your assent to these *Principles* by your TEI Principal when you come to the end of your ordination training. The TEI Principal will ask this in order to provide an assurance for your sponsoring and ordaining Bishop.

Further Guidance Notes for DDOs, Bishops' Advisers and Principals of TEIs on Handling the *Five Guiding Principles* in the Diocesan Discernment Process, at Selection and Prior to Ordination.

At its meeting in December 2014, the House of Bishops approved a proposal to require all candidates coming to BAPs and at the end of their training to indicate their assent to the *Five Guiding Principles*; and it also approved that assent to the *Five Guiding Principles* become an additional core element of Criterion B (Ministry within the Church of England) in the Selection Criteria and become an additional core element of Criterion G (Vocation and Ministry within the Church of England) in the Formation Criteria.

What are the Five Guiding Principles?

The *Five Guiding Principles* which have been affirmed by the House of Bishops establish a settlement within the life of the Church that fully supports women as Bishops while providing for the flourishing of those opposed on the grounds of theological conviction. The House of Bishops is clear that the *Five Guiding Principles* 'need to be read one with the other and held in tension, rather than being applied selectively'. The *Five Guiding Principles* are:

- Now that legislation has been passed to enable women to become bishops the Church of England is fully and unequivocally committed to all orders of ministry being open equally to all, without reference to gender, and holds that those whom it has duly ordained and appointed to office are true and lawful holders of the office which they occupy and thus deserve due respect and canonical obedience;
- Anyone who ministers within the Church of England must be prepared to acknowledge that the Church of England has reached a clear decision on the matter;
- Since it continues to share the historic episcopate with other Churches, including the Roman Catholic Church, the Orthodox Church and those provinces of the Anglican Communion which continue to ordain only men as priests or bishops, the Church of England acknowledges that its own clear decision on ministry and gender is set within a broader process of discernment within the Anglican Communion and the whole Church of God;
- Since those within the Church of England who, on grounds of theological conviction, are unable to receive the ministry of women bishops or priests continue to be within the spectrum of teaching and tradition of the Anglican Communion, the Church of England remains committed to enabling them to flourish within its life and structures; and
- Pastoral and sacramental provision for the minority within the Church of England will be made without specifying a limit of time and in a way that maintains the highest possible degree of communion and contributes to mutual flourishing across the whole Church of England.

What are the implications for DDOs?

The expectation is that DDOs discuss the *Five Guiding Principles* with candidates in the same way as they discuss *Issues in Human Sexuality* with them. Candidates should be given a copy of the *Five Guiding Principles* and asked to reflect upon them and whether they are prepared to assent to them. One of the key points that the House of Bishops makes is that the *Five Guiding Principles* '**need to be read one with the other and held in tension, rather than being applied selectively**'. Thus DDOs need to make it clear to candidates that all five of the *Principles* need to be assented to and that candidates cannot separate out and cherry pick the particular

Principles which appeal to them or which reflect their own ecclesiological perspective. Candidates should be encouraged to reflect on what assent to the *Principles* might mean practically for them in their training and ministry. The *Principles* are about working with and respecting diversity within the life of the Church (one of the key themes which undergird the Criteria for Selection) and DDOs need to be persuaded that candidates are genuinely prepared to live contentedly and respectfully with that diversity. If candidates assent to the *Five Guiding Principles* in their entirety, that assent would be acknowledged by the DDO in the BAP Sponsoring Papers under Criterion B (Ministry within the Church of England) with a statement such as 'X has read the *Five Guiding Principles* and I have discussed them with him/her and s/he has indicated that s/he assents to all of them'. If a candidate was unable to assent to the *Five Guiding Principles* pre-BAP, the matter would be referred to the Sponsoring Bishop as to whether or not the candidate would be sponsored for a BAP.

What are the implications for Bishops' Advisers?

With the task of questioning candidates on the *Five Guiding Principles* falling to the DDOs, ordinarily Bishops' Advisers at a BAP would not question candidates on the *Five Guiding Principles*. This would follow the same practice as *Issues in Human Sexuality* where ordinarily candidates would not be questioned in this area at a BAP. However, if at a BAP a candidate expressed a significant view or attitude which suggested that the candidate did not genuinely assent to the *Five Guiding Principles* in their entirety or was dismissive of one or more of the *Principles*, Bishops' Advisers would be at liberty to question the candidate in interview on their views on the subject. Any observations or concerns arising from such questioning would be reflected in the Bishops' Advisers' report to the Sponsoring Bishop under Criterion B (Ministry within the Church of England).

What are the implications for TEI Principals?

The expectation is that TEI Principals handle the *Five Guiding Principles* with ordinands in much the same way as the DDOs outlined above i.e. in the ordinand's final year of training to check that s/he is aware of the *Five Guiding Principles* and is prepared to assent to them in their entirety. If an ordinand indicates their assent, that assent would be acknowledged by the TEI Principal in the ordinand's Interim and Final Report with a statement such as 'X has read the *Five Guiding Principles* and I have discussed them with her/him and s/he has indicated that s/he assents to all of them'. If a candidate was unable to assent to the *Five Guiding Principles*, the Final Report to the Bishop would make this clear. It would be a matter then for the Bishop to decide as to whether the candidate proceeded to ordination or not.