Setting up a curacy in the Diocese of Gloucester – flow chart

It is the responsibility of the parish to pay the travelling expenses of the ordinand to the parish/diocese for all essential visits prior to ordination.

Ordinand and training incumbent meet to discuss a possible curacy.
Documents needed:
- Setting up a curacy
- Church of England formation qualities
- Discussion Starters

When feeling confident ordinand and incumbent draft a working agreement and send to DDO
Documents needed:
- Working Agreement pro-forma

Head of Ministerial Development meets with ordinand and incumbent to review working agreement and agree the shape of the curacy
Documents needed:
- Completed draft Working Agreement

Incumbent requests permission from Bishop of Gloucester (copied to HMD) to invite ordinand to the parish and attaches agreed working agreement to the request.
Documents needed:
- Agreed Working Agreement

Bishop of Gloucester replies and asks for several statutory paragraphs to be included in the invitation. Bishop attaches medical questionnaire.

Incumbent writes to invite ordinand. Ordinand replies. Both letters are copied to Bishop of Gloucester and the HMD. Then announcements at the receiving and sending church can be made.

Ordinand completes medical questionnaire and sends off to Health Management Ltd. Ordinand applies for DBS

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