

## Second Year Curacy Review Process – flow chart

Reviewer will ring curate and TI separately in September to check in informally with how you're doing.

### Curate

Completes form using evidence from experience, portfolio, journal and written work.

**Two Church Wardens**  
(or senior church leaders)

Complete form and send to the Incumbent.

### Incumbent

Completes form using evidence from observation, discussions and anecdotes from others.

**Two others from church or community**

Complete form and send to the Incumbent.

### Curate and Incumbent

Meet to discuss reports.  
Incumbent discusses lay feedback with curate.  
Each may add comments to the other's report.  
Each signs to say they have read the other's report.  
Incumbent sends all finished reports to curacy reviewer by agreed deadline.

### Curate

Sends portfolio (including reflections and assignments)

By end of May Year 2

### Curacy Review Team Member

Receives all reports.  
Meets with the curate and incumbent to explore the reports, and portfolio.  
Compiles a report which is sent to the curate and Training Incumbent for comment.  
Emails their final report and all other paper work to the Head of Ministerial Development who will forward it to the Bishops.

By mid-June Year 2

### Head of Ministerial Development

If helpful HMD meets with curate and training incumbent to agree any specific training or additional experiences the curate might need in their third year.

Reviews Curate's Working Agreement.

By end August Year 2

### Curate

Begins year three with (hopefully) greater awareness of gifts, skills and successes, together with areas for development.

## Second Year Curacy Review

**Who is this for?** All second year curates.

### **Purpose of review.**

This review is intended to support the curate in the process of:

- **discerning** continuing and emerging gifts/ministries – including areas of *potential* for ministry
- **evaluating progress** on the Formation Criteria and indicating if significant extra support or experience is needed in order to achieve these by the end of the curacy
- **determining priorities** for issues of further training and experience in the curacy that remains
- **offering guidance** as to where future ministry might lie, in the case of SSM and stipendiary curates

### **Who is involved:**

- **Curate**
- **Training Incumbent** (who is responsible for setting up the review process in consultation with the curate)
- **Two church wardens or other senior church leaders where this is more appropriate** (where more than one church is involved choices must be made).
- **Two others from the church(es) or community chosen by the curate** (ideally who have worked with the curate in some capacity of ministry and experienced his/her ministry). The churchwardens and others together are the lay reviewers. The lay reviewers do not have to be church members. A voice from the community, such as the local school or a community project with which the curate has worked, will be very valuable.
- **Member of the Curacy Review Team**  
This is a 360 degree review, therefore, involving those with whom the curate ministers as well as the Training Incumbent.

### **Using the forms**

There are separate forms for the curate and the incumbent. You will need to refer to the Formation Criteria agreed by the House of Bishops for those in training for ministry in the Church of England. (The training period is regarded as ending at the end of curacy). Those whose ministry will continue in an assistant post should be working towards the standard criteria while those whose ministry will be of incumbent status (regardless of whether this is a paid or unpaid post) should also be working towards the additional criteria at the end of each section. Please share your forms with each other. There will be space to comment upon what each other has said. The completed forms should then be sent to the Curacy Reviewer.

### **Using the form – lay reviewers**

Lay reviewers have their own form. As shapes of curacies, skills and ministries and patterns of teams vary widely, please use these questions as a starting point and ask lay people to add further comments in the boxes where appropriate. When completed, the forms should be sent to the incumbent who will discuss them with the curate and then send them to the Curacy Reviewer. In some parishes it may be thought that the lay reviewers would have difficulty completing a form because of their lack of experience in review and assessment. Previous experience indicates that a good way forward is for incumbent and curate to gather together the lay reviewers and explain the form to them. This is also a useful opportunity to explain that critical feedback can be helpful and is not seen as disloyalty. In some places lay

reviewers have gathered together after a morning service to talk through their feedback with the curate. The important thing is for the curate to receive honest and helpful feedback and for that to be passed on to the Curacy Reviewer – please adapt this process to help your lay reviewers to do that most effectively in your context. Both curate and incumbent may want to comment on the lay feedback in their reports, but please make a first draft solely on your own impressions before being too influenced by what others have said.

### **Reporting**

The Curacy Reviewer will contact the curate and incumbent to book a meeting to discuss the reports with reference to the Formation Criteria, and any other issues that are relevant. The curacy reviewer usually meets the incumbent and curate separately and then together, as in the first year, but this can be adapted according to circumstances in negotiation with the reviewer. The curacy reviewer then compiles a report which they share with the curate and training incumbent for additional comments or corrections of fact. Attention will be paid to areas where the curate is particularly gifted, where the curate struggles and needs more support, where they have had little or no experience in the parish and where further training (most usually in an area of parish ministry) would help.

The curacy reviewer then sends the report to the Head of Ministerial Development who will forward it to the bishop. It will form part of the final assessment of curacy upon which the bishop will base his final reference.

The Head of Ministerial Development will arrange to see all curates with their training incumbents to discuss the implications of the report and the next steps in the curacy as soon as possible after receiving it.

### **Timing of Review**

Between March and the end of June of the second year of curacy.