

Curacy Summary

A short guide to Curacies
2025-26

Welcome to a new year of curacy training in the Diocese of Manchester. We are really excited to be coming on this journey with you and walking together through these formative years of your ordained leadership.

Our vision for Manchester Diocese

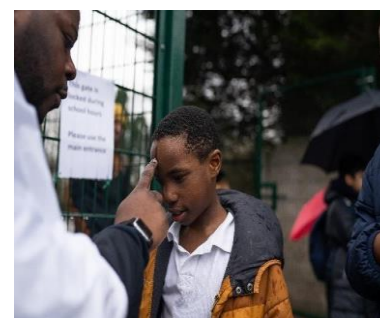
Our curacy training is an important part of our strategy and plans for the diocese based on four distinct but interconnected themes:

- Growing younger
- Church planting and revitalisation
- Developing missional leaders, lay and ordained
- Supporting parish renewal

These priorities align with the Church of England's overall vision, and it's important that in all our training we are inhabiting these themes and the wider missional context. Whether funerals, finance, music or pastoral care, we want to be equipping a new generation of leaders to be thinking missionally, and to be drawing common threads between these four themes.

This stage of IME is the programme of formation and learning for three to four years for those at the beginning of their ordained ministry, deacons and priests. Alongside the context-based training – primarily in a parish – this group training is an essential part of laying strong foundations for life and leadership ahead.

This shorter document seeks to set out some of the experiences you should be gaining along the way. It isn't exhaustive and should be set alongside the much longer "Curacy Handbook", which includes the grid of core competencies required for ministry within the Church of England. Curates in their second and third years will have a copy of this document already, and it is currently available on the website. However, over the next few months we will be updating this to make it more accessible, readable and useful.



THE SHAPE OF A CURACY

This next season of ministry will give you the opportunity to grow in ministry effectiveness, leadership skills and missional outlook. Our hope and prayer are that, over the coming years, you'll become a deeply missional leader, living and sharing the gospel wherever you serve: in your parish, schools, communities, and, for those in full-time work, your workplaces.

IME4

As curacy starts, you'll have been ordained as a deacon, and parish ministry will begin. You'll be learning from your Training Priest (TP) about the joys and challenges of day-to-day ministry. In your first year you should be gaining experience in core areas like preaching, leading worship, funeral ministry, pastoral care, attending PCC's, collective worship and many other ministry areas unique to your context.

As you find your feet, start asking questions about missional opportunities: How can I share Jesus in a school? How can I share the gospel in word and deed in the local care home? How can I engage in multi-faith dialogue or work alongside my ecumenical colleagues?

In your first year, the relationship with your TP is key. You'll be meeting with them for supervision, very regularly at first as they guide you and offer feedback and support. You'll also have been assigned to an Intentional Learning Group with other curates, these fellow curates will journey with you through the next 3 years. All the information about ILG syllabus and requirements is in the handbook.

As the year progresses, keep reflecting on your ministry. How are you modelling the servant leadership of Jesus? How are you encouraging people in their discipleship journey? How are you sustaining and growing in your own faith?

In the second half of your first year the IME training schedule supports you (as will your TP) as you prepare to be ordained as a priest (unless you a Distinctive Deacon). This involves theological reflection, practical explanation and working with your TP as to how to preside in your own context. Prior to ordination as a Priest, you'll be attending a retreat organised by the Vocations Team.

By the early spring, you'll be asked by the Vocations Team to write appraisals, as will your TP. This is your first chance to reflect deeply on your ministry and how it's developing. There is no report written about your appraisal, but it will form part of your assessment at end of curacy (AEC).

For those ordained as priests, the end of the first year is marked by presiding at your first Holy Communion services, and preparation for officiating at weddings and baptisms.

IME5

By the start of IME5 you'll already have experience as a preacher and worship leader. You'll be growing in confidence as a missional leader. Throughout the middle year of curacy, the focus shifts from exploring the skills foundational to all parish ministry to carefully working through how God

is calling you to serve him most effectively. Where can you offer unique leadership to God's people? How can the Diocesan priority around 'Growing Younger' find root in your own context? The IME5 weekend away focuses on leadership and encourages you to think deeply about your calling as a leader in God's church.

There is the expectation that in the second year of curacy you will begin to take the lead in some area of church life. This may be facilitating an Alpha Course (or similar) or leading a standalone missional event. It may be taking a leading role in a social action initiative or leading the church into a deeper life of missional prayer. One of the areas your AEC (Assessment at End of Curacy) report will be looking at is how your own leadership is developing.

The second year is also a time to gain further experience around the occasional offices. If your context only gives limited opportunities for this, please contact the Head of Clergy Development (HCD), or speak to your Area Dean who will be more than happy to help you in gaining experience in other local churches. All curates are required to have officiated at weddings, funerals and baptism to be signed off.

By early in the New Year, you'll be writing your IME5 appraisals, which will be summarised by the HCD into your IME5 report which will be shared and approved by your cohort bishop. (Your IME5 report and appraisals should be submitted again as part of your AEC folder) This report will highlight any areas needed for development. It may suggest more experience is needed in a particular area or suggest a placement in a different context or exploration of chaplaincy. It is expected you will work through the development points in your final year in consultation with your TP and the HCD.

IME6

The IME2 training in IME6 is geared to equipping you to flourish post-curacy, with the weekend away focusing missional leadership. For some, the final year is about preparing for first incumbency and similar posts of first responsibility. For those who will remain in their curacy contexts in a different role it's about exploring what ministry will entail moving forward. Your cohort bishop will meet with you during your final year and will offer support and guidance as you explore next steps.

Your AEC folder should be gathered in the Autumn term ready for submission. The Curacy Handbook gives a thorough list of what should be included, including core items and supporting items. The core items which must be included are:

- IME4-6 – Appraisals from you and your TP
- HCD Report IME5
- 4-6 References



Please include as many of the supporting items as possible, but please don't let this become burdensome and don't be overly concerned if you don't have all these documents. This should be submitted electronically to the HCD on or before the date it's been requested. (for NSM's the HCD will agree a date with you which can up to 5 years from commencing curacy). The HCD writes an AEC report, based on your folder, and their experience of journeying with you through curacy. If commended to the bishops as having completed curacy, you will receive a letter indicating you have been signed off.

Please note, no curate will be signed off early, there are no exceptions to this. At this stage of the process (if you are moving to incumbency) please arrange a conversation with your Archdeacon who will talk through possibilities and guide you through the next steps. Please only apply for one role at a time, as this is a discernment process, not a regular job interview.

Curacy training draws to a close with an end of curacy retreat, an opportunity to pray, and reflect together with your cohort as to your experiences over the past three years. For those NSM's who are remaining curates for a longer period, please stay in regular contact with the HCD, and work through any remaining development points.

Glossary of Terms

- **AEC (Assessment at End of Curacy):** The formal process at the end of curacy where a curate's development is reviewed. It includes appraisals, reports, and references, and determines whether the curate is signed off as having completed their curacy.
- **HCD (Head of Clergy Development):** The diocesan officer responsible for overseeing clergy development, including curate assessments and reports.
- **ILG (Intentional Learning Group):** The small group of curates who journey together through curacy, offering peer support and shared learning.
- **IME (Initial Ministerial Education):** The formal training for ordained ministry. **IME4** = First year of curacy (Deacon year) **IME5** = Second year (Middle year) **IME6** = Final year (Preparation for post-curacy ministry)
- **TP (Training Priest):** The experienced priest who supervises and mentors a curate during their curacy. These are most normally incumbents, though not exclusively...

Overview on a page...

Your curacy (3–5 years) is a time for growth in **ministry effectiveness**, **leadership skills** and **Missional outlook**. You'll learn by doing, supported by your **Training Priest (TP)**, **Intentional Learning Group (ILG)**, and **IME training** (Initial Ministerial Education). Refer to the **Curacy Handbook** for full details, including the **Core Competency Grid**.

Year 1 – IME4 (Deacon Year)

Key Areas of Experience

- Preaching and leading worship
- Funeral ministry
- Pastoral care
- PCC meetings
- Collective worship

Support & Expectations

- Regular **supervision** with TP
- Participation in **IME2 sessions** (mandatory unless working hours clash for NSMs)
- Join and journey with your **ILG**
- Engage in **theological reflection** and **ordination preparation** (if becoming a priest)
- Complete your **first appraisal** with your TP (used in AEC – Assessment at End of Curacy)

Year 2 – IME5 (Middle Year)

Developing Leadership

- Take lead in an area of church life (e.g., Alpha, social action, missional prayer)
- Focus on **missional leadership**, especially linked to diocesan priorities like *Growing Younger*

Occasional Offices

- Required to **officiate at baptisms, weddings, funerals**
- If opportunities are limited, contact **Head of Clergy Development** or **Area Dean**

Assessment

- Submit **IME5 appraisals** (yourself & TP)
- Reviewed by HCD, included in your **IME5 Report** and AEC file
- May include further development suggestions (e.g. chaplaincy, placements)

Year 3+ – IME6 (Final Year)

Looking Ahead

- Focus on flourishing post-curacy
- Weekend away centred on leadership and vocational growth
- Prepare **AEC folder** (due in autumn, exact date provided)

AEC Folder Must Include:

- IME4-6 Appraisals (you & TP)
- IME5 HCD Report
- 4–6 References

Include as many supporting documents as possible, but don't let this become a burden.

Sign-Off Process

- AEC report written by HCD based on your journey and folder
- If successful, you'll receive a **sign-off letter** from the bishops
- **No early sign-off allowed**

Next Steps

- Arrange a conversation with your **Archdeacon** before applying for roles
- Apply for only **one role at a time** – this is **discernment**, not a job market

End of Curacy

- **End of curacy retreat** for reflection and prayer with your cohort
- NSMs staying longer: keep in regular contact with HCD and complete development points

A few practical things...

Especially for those entering their first year it's helpful to lay out a few expectations and principles around our curacy training. This is also important given role changes coming up with Jonathan Bramwell's departure as Head of Clergy Development in July 2025 and pending the expected arrival of a new colleague at some stage in the autumn.

1. **Diary Dates and Attendance.** Attendance at curacy training is a firm requirement, and we place a very high expectation on full participation over the three years of the training programme. Please put **all** the relevant dates for the year into your diaries, as well as ensuring that your Training Incumbent is aware of them. It would be good practice to ensure that you are not overly committed in the parish around the weekend sessions in particular. If you know that you are unable to attend a session, please notify us (see below) as far in advance as you can, and we would hope to arrange for you to attend that session in another year so that you don't miss out on the input.
We will endeavour to send out a reminder of each session a week ahead, and if there are any changes to any of the training sessions you will be notified by email.
2. **Venue.** Most curacy training takes place in Saint Johns' House in Bury, either in the conference room or in room 1.5 (which seats up to 30). Training is sometimes held in other locations, including Sacred Trinity Church, Chapel Street, Salford. Do please consider public transport options or talk to others about car sharing!
3. **Timings.** Most of our training sessions last for two hours, though there are a few longer days or weekends each year. Our usual format is to begin with opening worship led by the session host, then the main input which will include a break, and finishing with a closing prayer and any particular 'news and forthcoming events' for curates to know. We will always aim to finish on time, especially in the evening sessions.

For longer sessions, e.g. whole day or weekend, we will be making arrangements for meals together. If we don't yet have any allergies or dietary requirements etc then please do notify us as soon as possible.

4. **Ministry Training Agreement.** At the end of this pack is a document which sets out expectations of what you will do as a curate, what your TP will do, and how you will best work together. For first year curates this will form the basis of our September session together, and it is expected that a completed version of this will be sent by the end of September. It then provides a helpful reference point as the early months of your curacy continue.
5. **Safeguarding and inclusion** are foundational to all aspects of curacy training. We ask all involved to be mindful of creating a safe and respectful environment where every participant feels valued and protected. This includes being alert to any disclosures or signs of distress and knowing that any safeguarding concerns should be reported to the session host or the Diocesan Safeguarding Team.

We also encourage inclusive practice in language, content, and delivery, recognising the diversity of backgrounds, identities, and experiences among our curates, and ensuring that everyone is able to participate fully and with dignity. Please avoid any language which may be deemed offensive, this includes any swearing (including using God as a swear word) or any language that could be deemed discriminatory in any way.

6. **Feedback.** We do welcome feedback from everyone involved throughout our curacy training. If you are struggling – pastorally, practically or vocationally – please do speak to one of the team as soon as you feel able. Alongside other networks of support around – Training Incumbents, Bishops and Archdeacons, other colleagues at St John’s House - we are here to walk with you in these formational months and years of your training.

Contact details:

Pending the arrival of the new Head of Clergy Development (autumn 2025) there are a team involved in hosting and overseeing our curacy training programme:

Contact Details

Shaun Reynolds is the **Development and Training Officer**. Shaun will be overseeing the practical day-to-day management of Curacy Training. If you can’t make an event, or have practical issues around a session, please start with him.

shaunreynolds@manchester.anglican.org

Rev Canon Rachel Watts is **Director of Vocations**. Rachel holds the overall responsibility for training curacies, including placing of curates, ongoing support, identifying further training opportunities, and equipping those who train curates.

rachelwatts@manchester.anglican.org

Revd Phil Cansdale is **Director of Mission and Ministry**. Phil oversees some of our more strategic work around “developing missional leaders” and “Church growth and revitalisation”, and as curacies continue will be part of the network of support.

philcansdale@manchester.anglican.org .

The **Head of Clergy Development** is currently vacant, with a new appointment expected Autumn 2025. When in post they will be responsible for much of the week-by-week life of supporting training curacies, including assessments and reports.

IME4 CURATE TRAINING 2025-2026 (FIRST YEAR)

CORRECT AS OF 9/7/2025

Project/Event IME CURACY
TRAINING

Organiser SHAUN
REYNOLDS



**THE CHURCH
OF ENGLAND**
Diocese of Manchester

**CHURCH
FOR A
DIFFERENT
WORLD**

Event	Date/Time	Venue	Event	Date/Time	VENUE
STARTING THE JOURNEY: RACHEL WATTS, PHIL CANSDALE, BISHOP MARK	16/09/25 7pm – 9pm	SJH	PREPARATION FOR PRIESTHOOD: LUKE MACGUIRE, VINNIE WHITWORTH, ARCHDEACON KAREN BEST	7/03/26 10am-3pm	Sacred Trinity
GROWING YOUNGER 1: EDUCATION TEAM	7/10/25 7-9pm	SJH	CHURCH PLANTING: JANIE CRONIN	22/04/26 7-9pm	Nelson Street Church
FUNERAL MINISTRY: ANN GILBERT	6/11/25 7-9pm	SJH	LOOKING AFTER YOURSELF IN MINISTRY	16/05/26 Full day 10am-8pm	SJH
BEING MISSIONAL @ CHRISTMAS: KATRIN ALLDAVOODI	2/12/25 7-9pm	SJH	ORDINATION RETREAT	TBC	
MID YEAR REVIEWS: RACHEL WATTS & PHIL CANSDALE	13/01/26 8-9pm	ZOOM			
MARRIAGE MINISTRY: DONNA MYERS	3/02/25 7-9pm	SJH			

IME5 CURATE TRAINING 2025-2026 (SECOND YEAR)

CORRECT AS OF 9/7/2025

Project/Event	IME CURACY TRAINING	 THE CHURCH OF ENGLAND	CHURCH FOR A DIFFERENT WORLD
Organiser	SHAUN REYNOLDS	Diocese of Manchester	

Event	Date/Time	Venue	Event	Date/Time	Venue
AN EVENING WITH BISHOP DAVID	23/09/25 7-9pm	Sacred Trinity	UNDERSTANDING FINANCE: CAROLYN MCGLOUGHLIN	3/03/26 7-9pm	SJH
EFFECTIVE PASTORAL CARE: MICHELE RYAN	14/10/25 7-9pm	SJH	CHURCH MUSIC - PHIL CANSDALE & PHILIP BILSON	31/03/26 7-9pm	SJH
MISSIONAL PREACHING FOR THE LONG HAUL: PHIL CANSDALE AND GUESTS	8/11/25 10am-3pm	Sacred Trinity	INTERNATIONAL MISSION: JASON LAWTON & DELIVERANCE MINISTRY GILL BARNETT	5/05/26 7-9pm	SJH
CARE FOR THE ENVIRONMENT AS MISSION: GRACE THOMAS	2/12/25 7-9pm	Sacred Trinity	GROWING YOUNGER 2: EDUCATION TEAM	6/06/26 10-3pm	Sacred Trinity
LEADERSHIP WEEKEND: ANNE EDWARDS, STEPHEN MAWHINNEY & CHRIS SAUNDERS	16-18/01/26 Friday 5pm to Sunday 1.30pm	Foxhill			
THINKING ABOUT DISABILITY: DIOCESAN DISABILITY GROUP	10/02/26 7-9m	SJH			

IME6 CURATE TRAINING 2025-2026 (THIRD YEAR)

CORRECT AS OF 9/7/2025

Project/Event	IME CURACY TRAINING	 THE CHURCH OF ENGLAND	CHURCH FOR A DIFFERENT WORLD
Organiser	SHAUN REYNOLDS	Diocese of Manchester	

Event	Date/Time	Venue	Event	Date/Timing	Venue
GROWING CHURCHES: PHIL CANSDALE & DAN COOK	23/09/25 7-9pm	SJH	GROWING MISSIONAL LEADERS WEEKEND: VARIOUS SPEAKERS	6-8/02/26 5pm Friday to 1.30pm Sunday	Foxhill
INTERCULTURAL MINISTRY: DAVID ONABANJO	21/10/25 7-9pm	SJH	BRIDGE BUILDERS: HANDLING CONFLICT CONSTRUCTIVELY	12/03/26 10-5pm	SJH
LEGAL FRAMEWORK OF MINISTRY: ALAN SIMPSON	18/11/25 7-9pm	SJH			
ECUMENICAL WORKING: DANIEL RAMBLE & RACHEL WATTS	9/12/25 7-9pm	SJH	GROWING YOUNGER 3: EDUCATION TEAM	28/04/26 7-9pm	SJH
MOVING ON: 3D COACHING, SU BLANCH.	13/01/25 10am-3pm	SJH	EXPLORING CHAPLAINCY: JANE REYNOLDS, JO CALLADINE	12/05/26 7-9pm	SJH
MINISTRY IN A DIGITAL AGE: GEMMA GARDINER & PHIL CANSDALE	20/01/26 7-9pm	SJH	END OF CURACY RETREAT: RACHEL WATTS	9-10/06/26	The Briery, Ilkley

Ministry and Training Agreement: July 2025 – June 2026

for Training Priests and Curates

Curate:

Parish & Mission Community:

Training Priest

Category of ministry

The form should be kept available and referred back to regularly. It may need to be amended by mutual agreement. Please expand the boxes as necessary. Please send a copy of the Agreement to the Director of Vocations, Rachel Watts by the end of September; rachelwatts@manchester.anglican.org

Ministry Framework	Curate	Training Priest
Pattern of Sunday worship		
Leading Sunday worship (frequency)		
Preaching (frequency)		
Attendance when without specific role		
Midweek worship		
Other		
Day(s) off (free from parish, IME or other ministry commitments)		
Prayer together		
Usual pattern of prayer together		
Attendance at Meetings		
PCC/DCC/Mission Community Meetings		
Church Committees/Groups		
Chapter and Deanery Synod		
Churches Together, Interfaith groups or equivalent		

Other commitments		
Quiet days, retreat, spiritual director		
Dedicated time for personal study		
IME Phase 2 programme (Including ILG)		
Annual leave including five Sundays		

Curate's main areas of work and/or responsibility

Main areas of responsibility in Church e.g. pastoral visiting team, Mission Action Plan, Messy Church (It is not expected that these will all be decided at the start of the curacy.)

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Specific commitments within the community. E.g. schools, community groups, residential homes (It is not expected that these will all be decided at the start of the curacy.)

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Staff / Ministry Team Meetings

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Office space

What office space will the Curate have?

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Clerical dress

What is normal liturgical dress?

What other expectations are there regarding dress code?

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Expenses

Reference should be made to *Parochial Expenses of the Clergy 2017* which gives guidance on expenses.

Available online at: <https://tinyurl.com/y9sn587j>

How will the Curate claim expenses, how frequently and from whom?	
What can the Curate claim for?	

Communication

What agreed expectations are there regarding the use of email and phone? What clergy contact details will be publicly available?

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Social Media

Whilst the use of social media can have huge benefits in ministry there are also potential drawbacks and some significant hazards to avoid. Please read the Diocesan guidelines on the use of social media available here:

<https://www.manchester.anglican.org/document?search=Social+media&sort=title-asc>

and the national Church of England guidelines available here:

<https://www.churchofengland.org/terms-and-conditions/our-social-media-community-guidelines>

How will parish social media accounts be used and what rules will apply to personal (but never private) accounts?

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Supervisions (not less than 9x a year for full-time stipendiary curates; not less than 6x a year for others)

In the first year of a curacy supervisions **for stipendiary curates** should include, among others, the following topics: the transition to ordained ministry; public ministry & The Guidelines for the Professional Conduct of the Clergy; conducting worship and preaching; preparing for ordination; administration, communication and time management. **For self-supporting curates** some of these topics should be included in supervisions.

<i>Date</i>	<i>Time</i>	<i>Venue</i>	<i>Specific topic</i>
3			
4			
5			
6			
7			
8			
9			
10			

Safeguarding

Please record the date of your most recent safeguarding Leadership Module training and the training provider and location.

Date of training	Leadership Module	Training Provider	Location

Notes

1. Under their training priest's supervision curates need to come to an agreement with them regarding their ministry, learning and development during curacy. This document is designed to enable open and productive conversations between clergy colleagues and to encourage mutual accountability. It is intended to support a working relationship, manage expectations, check assumptions and anticipate areas of tension or role conflict. Please use it flexibly to suit your context, the requirements of the parish and the training needs of the curate. It should be a key reference point throughout the curacy and should be reviewed at least annually and a copy sent to Director of Vocations and Head of Clergy Development.
2. The Ministry and Training Agreement is not a contract and complements the more generic *Statement of Particulars of Office*.
3. All curates should agree holidays, working hours and time off with their Priest. Stipendiary clergy have an annual holiday leave entitlement of thirty-six days including five Sundays and should have a rest period of at least 24 hours each week. In addition, 8 days may be taken as Bank Holidays or in lieu of Bank Holidays. The holiday year begins on 1st February. The situation for self-supporting clergy is more varied and should be mutually agreed with their Training Priest and discussed with the HCD if necessary. There is no standard pattern for SSM/OLM clergy.
4. Additional day off each month. 'The recommendation from the Bishop is that clergy should have one full day off per week, with an additional day off once a month so that two consecutive days are taken, and clergy are strongly advised to take this time off.' *Guidance for Ecclesiastical Office Holder*, 2022. This additional day must be agreed with the training Priest and may need to be varied according to the requirements of parish ministry, e.g. during Holy Week, at Christmas or to fit in with other priorities.

Privacy Statement:

Information gathered on this form will be used in strict accordance with the Diocesan Privacy Policy. Full details of the policy can be found at:

<https://www.manchester.anglican.org/support-for-parishes/gdpr/privacy>