



— DIOCESE OF —
LONDON
EDMONTON AREA



Edmonton Episcopal Area

POT Handbook 2019-20

Welcome to Post Ordination training in the Edmonton Area

We hope that your time as a curate or as Training Incumbent will be a good and fruitful one. We are aiming to give you the very best training and hope and pray that the relationship between each of our curates and training incumbents will be a positive one.

POT is taken with great seriousness within the Diocese of London. Some of the training is done across the diocese and some by area. It is designed for both stipendiary and self-supporting clergy and includes a programme of study days, seminars and conferences, sometimes on a diocesan basis, but mostly within the context of the Area curates gathering together during their first three years of ministry. Ongoing portfolio pieces are produced in conjunction with Training Incumbents and submitted to the Director of POT.

POT is mandatory under the terms of Common Tenure and a requirement of your Assistant Curacy. It is not optional and comes before all else in the diary. Apologies should be made to the POT director.

Our main concern is that you are further equipped during your curacy, building on your ordination training, to be able to serve in the very many and varied contexts of the Church of England. The relationship between Training Incumbent and curate is key to that development and so it is our hope and prayer that this will start and develop well.

Please read this handbook alongside the Diocesan handbook for Curates and Training Incumbents as they both outline some of the essential elements that are required in a training curacy. The key elements will be explained below. If there are any concerns or queries about this booklet or anything relating to the curacy please contact Jeremy Fletcher POT Director, Nigel Taylor, ADTD.

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Important Information about Post-Ordination Training

POT Study Days

Study days aim to:

- Complement the work of training incumbents in shaping the ministerial life and practice of curates
- nurture professional development and ministerial formation
- enable curates, both individually and as a group, to reflect theologically on their ministry as it evolves and develops
- provide opportunities for mutual support and encouragement
- support the bishop in the exercise of his pastoral oversight

Most curates will attend the sessions provided in the Area, but SSMs whose work prevents this, will attend the Diocesan evening sessions for SSMs held in the Stepney Area, and led by the Rev'd Irene Edgecumbe. Curates will normally attend the same group for all three years, unless their circumstances change.

POT days are not optional extras, but are compulsory, taking precedence over all parochial commitments. Permission for absence should be obtained in advance from the POT Director who maintains a register. The register of attendance is part of the POT Director's reporting to the Bishop.

An email reminder will be sent. **Please ensure your email address is up to date and that you check it regularly.**

Role Description.

A role description for the curate should be compiled and submitted to the Bishop and the Director of POT. See pages 34 – 39 of the Diocesan Handbook. This should be reviewed at the start of each academic year.

Training Plan.

At the start of each academic year the curate and Incumbent should draw up a training plan for the year. See pages 22, 23 and 31 of the Diocesan Handbook.

Reporting Milestones:

- Before ordaining anyone Priest, the Bishop interviews each deacon, usually after Easter, and obtains a report from the Training Incumbent.
- After 18 months there is a review meeting between the ADTD, Incumbent and Curate.
- In October or November of the third year the Bishop meets with the curate to discuss next steps.
Curates are normally able to apply for new roles in the January of their final year.
Director(s).

POT Portfolio

The portfolio consists of reflections which come out of supervision sessions between curate and Training Incumbent. It provides a framework through which theological reflection and ministerial development can be identified and monitored, enabling training incumbents, POT staff and the Bishop to guide each curate in a manner that is both personal and collegiate. Copies of the Portfolio will be kept only by the curate, Incumbent and POT Director and are not intended to be shared further. The number of reflections submitted each year is part of the Director's report to the Bishop.

Supervisions

The Training Incumbent and Curate should will meet regularly in an agreed pattern of supervision sessions, enabling theological reflection, team-building and informal assessment. As part of this ongoing supervision the curate should reflect briefly upon a particular topic or theme and discuss it with their incumbent. The curate then writes up the reflection, the incumbent adds a paragraph, and the document is sent to the Director of POT.

It is suggested that the initial reflection should be one A4 page (4-500 words). The aim is to provide an **opportunity for theological reflection**, and the questions underlying each topic are given to aid this process. Deadlines for submitting the portfolio items are offered in order to assist the pacing of this work, and to prevent an approach which attempts to do it all at once.

Supervisions are an expected dimension of the relationship between Incumbent and Curate and should not be neglected.

Placement

Curates in their second year are required to spend either a block placement, or a weekly involvement with some form of sector ministry or in a context that is not their training parish. This should be done in consultation with Incumbents and any other clergy involved. Curates are invited to organise this themselves, and the Director of POT and ADTD may be able to help with suggestions and contacts.

POT PORTFOLIO TOPICS

The following topics are suggested. The order is flexible. The sub-questions are to assist theological reflection and need not be taken as too heavily prescriptive, nor as subtitles under which to respond. They do however indicate the desired areas of thinking and levels of depth.

Each year 7 portfolio items are to be discussed with the Training Incumbent in supervision, written, and then forwarded to the Director of POT. The Supervision Notes supplied to Training Incumbents should be used in association with the supervision and Assessment meeting that accompanies the portfolio item. See pages 14 – 19 of the Diocesan Handbook

Deadlines:

- A – St Gregory the Great (3/9)*
- B – St Luke (18/10)*
- C – Advent Sunday (end November)*
- D – Candlemas/Presentation (2/2)*
- E – Thomas Cranmer (2/13)*
- F – St Athanasius (2/5)*
- G – Ss Peter and Paul (29/6)*

Year One

IA. First Impressions

- 1. What did your ordination feel like?*
- 2. Do you feel equipped for what lies ahead?*
- 3. What are your first impressions of the parish?*
- 4. What are your expectations/hopes for the next 3 years?*
- 5. What anxieties or concerns do you have?*
- 6. Where is God in all this?*

IB. Funerals

- 1. Describe briefly the liturgy you used.*
- 2. What went well or not?*
- 3. What might be done differently next time?*
- 4. Where was God?*
 - a) for you?*
 - b) for the immediate mourners?*
 - c) for the congregation?*
- 5. How has this experience changed your attitude to death?*

IC Being a Deacon

1. *What is a deacon?*
2. *Has being ordained deacon changed you and how?*
3. *Do others see or treat you differently and why?*
4. *When do you wear your dog collar and why (not)?*
5. *Where was God at your ordination?*

ID Baptisms

1. *Describe briefly the context and liturgy you used.*
2. *What went well or not?*
3. *What might be done differently next time?*
4. *Where was God?*
 - a) *for you?*
 - b) *for the child?*
 - c) *for the parents and godparents?*
 - d) *for the congregation?*
5. *How has this experience changed your attitude to baptism?*
6. *Are Baptisms missional?*

IE Leading Worship

1. *Summarise a service you have led and/or planned recently*
2. *How did you feel?*
3. *What impact did it have in others and what feedback did you get??*
4. *Were you able to worship?*
5. *Where was God?*
6. *How did you feel 10 minutes afterwards?*
7. *How did you feel the next day?*

IF Time Management/work habits

1. *How well do you manage your time?*
2. *What are your priorities?*
3. *What do you do or feel when you lose your day off?*
4. *Where are the boundaries between work, social life and rest?*
5. *How might you change your work habits?*
6. *Where is God in your work and in your rest?*
7. *How might your time management be improved?*

IG Priesting

1. *How are you preparing?*
2. *What changes do you anticipate in yourself?*
3. *How will it affect others?*
4. *Where is God in this?*
5. *What can you bring from your Diaconal ministry to your priestly ministry?*

Year Two

2A Weddings

1. Describe briefly the liturgy you used.
2. What went well or not?
3. What might be done differently next time?
4. Where was God?
 - a) for you?
 - b) for the couple?
 - c) for the congregation?
5. How has this experience changed your attitude to marriage?
6. As a single/married person, how did conducting the wedding make you feel?

2B Pastoral Visiting

1. Write a sentence on each of 6 pastoral visits you have made recently.
2. How easy was it for you, practically and emotionally?
3. Describe your feelings before, during and after a visit.
4. Did you pray with the person/s you visited? Explain why (not).
5. Where is God on a pastoral visit?
6. Why do we visit people?

2C Change

1. Identify something in your life or ministry that has changed.
2. Why did it change?
3. Who changed it?
4. How did it affect you, your incumbent?
5. How did it affect others in and outside of the congregation?
6. Do you welcome change or are you wary of it? Explain.

2D Self Care

1. Who looks after you?
2. Describe a situation where you felt or would feel unsafe?
3. How did/would you behave?
4. Where was/would be God?
5. What did/can you learn from the experience?
6. Where is God when you are outside your comfort zone?

2E Prayer

1. How important is personal prayer for you? Describe your current pattern/rule/approach.
2. In what way has your prayer life changed since ordination?
3. Describe the prayer life of your congregation.
4. How might they be helped?
5. How do you react when your prayer life falters?
5. When did you last see your Spiritual Director?
6. Where is God in your life now?

2F Authority, Hierarchy and Law

- 1. What is a curate?*
- 2. Why does your parish have a curate (i.e. you!)?*
- 3. What are a Bishop and an Archdeacon (for)?*
- 4. What is the advantage of Canon Law?*
- 5. Are there disadvantages?*
- 6. What aspects of the legal side of parish life are daunting, and why?*

2G Preaching

- 1. Briefly state the context and circumstances of a sermon you preached recently.*
- 2. What was the theme/text and length of the sermon?*
- 3. Do you use notes, full text, Power point or preach from memory, and why?*
- 4. What styles or approaches to preaching discomfit you and why?*
- 5. Do members of the congregation feed-back after you preach?*
- 6. How might you be helped to improve your preaching?*

Year Three

3A Leadership

- 1. What model(s) of leadership are you familiar with?*
- 2. What kinds of leadership are you comfortable with?*
- 3. What models of leadership are you uncomfortable with?*
- 4. What is the difference between leadership and management?*
- 5. What is Christian Leadership?*
- 6. How do you find working with lay people?*

3B Meetings

- 1. Describe a meeting you chaired.*
- 2. What makes a good meeting?*
- 3. What might be done differently next time?*
- 4. Where was God in the process?*
- 5. What feedback did you receive and was it fair?*

3C Young People

- 1. Briefly describe a Sunday School lesson you have led & one other youth involvement you have had.*
- 2. What went well or not?*
- 3. What would you do differently next time?*
- 4. Where was God in that room?*
- 5. How has this experience changed your attitude to the gifts young people bring to your church?*
- 6. Do you feel adequately equipped in terms of safeguarding issues?*

3D Mission and Evangelism

How are mission and evangelism the same or different?

- 2. How are they carried out in your context?*
- 3. What are the pros and cons of you parish MAP?*
- 4. What if any, link is there between occasional offices and mission?*
- 5. Why does God care about mission and evangelism?*

3E Moving on

- 1. Briefly describe 3 high points of your ministry to date.*
- 2. Briefly describe 3 failures or mistakes.*
- 3. What have you learned from these high points?*
- 4. What have you learned from things that did not go do well?*
- 5. When is the best time to leave a post or parish?*
- 6. Are you ready to leave? Why (not)?*

3F Wholeness and Healing

- 1. Is visiting the sick essential and why (not)?*
- 2. How often do you and your colleagues visit the sick?*
- 3. Describe a hospital visit - what did you say and do?*
- 4. Did you feel it went well? Could the experience be improved?*
- 5. Where was God?*

3G Wider church and Ecumenism

- 1. What does it mean to be Anglican?*
- 2. Why aren't you a Roman Catholic/Baptist/Methodist etc?*
- 3. How much does it matter?*
- 4. What is Christian Unity?*
- 5. How much experience have you had of worshipping in other traditions?*
- 6. What ecumenism takes place in your parish?*

Directory 2019-2020

Year One		
Andy Arnell E: andyarnell123@icloud.com	Emmanuel West Hampstead	Jonathan Kester
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