

POT Timeline

	Date	Event	Training	Process	With Whom	Paperwork	Area or Diocese
Year 0		Curacy in Diocese or Release					
		Curacy Offer			Confer with Bishop Offer from Incumbent	Exchange of Letters Incumbent & Ordinand. Copied to Bishop	Area
	May			1 st Draft of Role Description and Learning Agreement	Ordinand/ Incumbent / POT Director	Draft to POT Director	Area
	June			Statement of Particulars	Bishop's Office		Area
Year 1	Petertide	Ordination to the Diaconate			Diocesan		Diocesan
	Summer		Induction to the Parish Initial POT Meeting		Incumbent POT Director		Area
	Sept		Deacons Residential		Diocesan		Diocesan
	By 30 Sept			Training Plan agreed	Incumbent	Submitted to POT Director. Copied to Bishop's Office	Area
	By 30 Sept			Role Description and Learning Agreement completed & submitted	Incumbent	Submitted to POT Director. Copied to Bishop's Office	Area
	Oct		Attend Safeguarding Training		Diocese (Mandatory to be completed before the end of Year 1)		Diocesan
	Dec / Jan			Six Month Review	POT Staff & Incumbent	Report copied to Bishop's Office	Area
	By Palm Sunday			Pre-Priesting Report (Year 1 report for Distinctive Deacons)	Completed by Incumbent & POT Director	Report to Bishop's Office	Area
	April	Pre-Priesting Interview (Year 1 interview Distinctive Deacons)			Bishop		Area

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Year 2	Petertide	Ordination to the Priesthood			Area		Area
	By 30 Sept			Review & Revise Training Plan	Incumbent	Submitted to POT Director. Copied to Bishop's Office	Area
	Jan/Feb			18 Month Review Review Learning Agreement	POT Director with Incumbent and Curate.	Report & Revised Docs to Bishop's Office	Area
	<i>Ad lib</i>		Chaplaincy Placement		Arranged Locally	Report for POT	Area
	<i>Ad lib</i>		Engaging with Difference Interfaith Awareness		These two Diocesan Courses must be completed before the end of Year 2		Diocesan
Year 3	<i>Ad lib</i> Year 3			Ministerial Development Review	Area Scheme		Area
	By 30 Sept			Review & Revise Training Plan	Incumbent	Submitted to POT Director. Copied to Bishop's Office	Area
	Sept	Begin to consider what next	Your Next Move		Discussions with Incumbent POT Director, Bishop, etc		Area / Diocesan
	By Palm Sunday			End of Curacy Report (with list of Evaluations completed / incomplete)	Incumbent and POT Director	Report to Bishop's Office	Area
	March / April	Final interview with Bishop					Area
	Post-Easter	Earliest time to move			Incumbent, POT Director and Bishop must agree		
	30 June	End of Curacy					

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Throughout Curacy		Mandatory Attendance at POT					Area
		POT Triennial Residential Conference (once during curacy)					Diocesan
		Annual Diocesan POT Event					Diocesan
		Stay up to date with Theological Reflections					Area