



— DIOCESE OF —  
**LONDON**  
WILLESDEN AREA



**Willesden Episcopal Area**

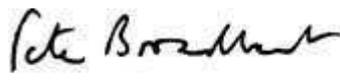
**POT Handbook  
with dates 2020 -2021**

**Welcome to the Diocese of London; welcome to Willesden;  
and welcome to POT!**

Many of you already know this part of NW London, having been sponsored for ordination here. For others, this is a new place, as well as a new experience. The first three years of ministry are a crucial part of your formation and set strong and important patterns for the rest of your ordained life. This is only the beginning of a process. We are committed to lifelong learning and the continued acquisition of knowledge and skills in the context of Christian formation. Our aim in POT is to ensure a good experience for you, in three different ways:

- through a good community of learning and mutual support within your POT peer group. Groups get to know each other well, and develop an excellent culture of discussion, debate and friendship. They also laugh a lot together!
- through ensuring that you get a balance of the academic, the theologically reflective and the pastoral/practical in POT. The Diocese of London doesn't obsess about learning outcomes and doesn't buy into "tick box" training! Rather, we want you to develop as the deacon/priest that God has called you to be, and to work with you on this.
- through the work of your training incumbent and POT Tutor. Both these folk are here to help you in your ministerial formation, and this handbook explains how this takes place.

It's also important that you know that, despite the fact that you don't have much direct contact with me during your first three years, I'm always ready and willing, as your Bishop, to see you (as with all the clergy in the Area) on any matter.

  
Bishop of Willesden

## Welcome to Post Ordination training in the Willesden 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 with their year pastor during their first three years of ministry
- Ongoing evaluations produced in conjunction with Training Incumbents and submitted to the Director of POT and Year Pastor.

The structure of Post Ordination Training in Willesden takes place over a three-year cycle. This allows for curates in training to have the benefit of interactions with all Curates in the Diocese, as well as in their own episcopal area, and within a tutor group with those in the same cohort.

Over the three years there are **Diocese Wide Training Events**.

In the Deacon year, there is usually a Deacons Residential in **September** over four days. *In 2020 due to the impact of Covid-19, this will now be your delayed Deacon's retreat. As a result there will be no additional residential this year.*

Each January there is also a curate's training day – this is usually day in the third week of January. Once each Triennium this is a 3 - day residential. **(January 2023)**.

In 2021 this will be a day on Weddings (**21st January 2021**) and on funerals on the 20th January 2022. (9.30am – 3pm.)

There are also the compulsory training sessions which all new London Clergy are expected to attend. These are Safe Guarding, Inter Faith Awareness and Engaging with Difference which must be completed during your first two years. **Please note that Safe Guarding Course must be completed as soon as possible in your first year!**

### **Area POT Days**

Three Saturdays each year, all Willesden Curates will meet together. There will also be a weekday session to allow us to access resources which are not available on Saturday's or evenings. This will still include some time with your tutor group, and on some occasions, there will be a choice of sessions during the day. This gives us a chance to explore issues which we all face in ministry including (but not limited to):

- Leading Worship (E1) (E10)
- Time Management and Sustaining Spirituality (E5)
- Work with Children and Young People (E6)
- Working with Teams (E7)
- Working with Adults
- Communication Skills
- Finance, Administration, PCC's
- Care and Use of Buildings

These topics may also come up in Tutor Groups.

### **Tutor Groups**

Will be hosted by your tutor and will be all those in your ordination cohort. These sessions will take place on a Tuesday evening, and will occur 4-5 times a year depending on your year group. The topics covered will be more focused on the stage of ministry you are encountering and will be more tailored to the experience of your group. It will also be a safe place for pastoral support, and your Tutor Group will be a space to share how you experience and learn throughout your curacy.

Your Tutor will also work with you in relation to your Reflections/Evaluations.

**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 Year Pastor and 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. All resources for POT are on the Diocesan Website, including all the forms you will need. See <https://www.london.anglican.org/support/ministry-and-vocations/training-and-development/post-ordination-training/>

If there are any concerns or queries about this booklet or anything relating to the curacy please be contact with **(Rev'd Christine Cargill, POT Director [christine.cargill@london.anglican.org](mailto:christine.cargill@london.anglican.org) or 07906067569 or your year Tutor.)**

## **POT groups and timetable for July 2020 – 2021**

**POT Groups will generally meet on either the second Tuesday or Saturday of the month.**

**Year One tutor will be Rev'd Christine Cargill, Vicar of St Anne's with Holy Trinity Brondesbury**

Christine's contact details are [christine.cargill@london.anglican.org](mailto:christine.cargill@london.anglican.org)  
07906067569

**Year Two tutor will be Rev'd Dr Robert Chapman, Vicar of St Thomas, Hanwell.**

Robert's contact details are [fatherrobert@thomashanwell.org.uk](mailto:fatherrobert@thomashanwell.org.uk) 0203  
3021040

**Year Three tutor will be the Rev'd Graham Noyce, Vicar of St Martin's Kensal Rise.**

Graham's contact details are [graham@noycefamily.co.uk](mailto:graham@noycefamily.co.uk)  
07515702862

**Year Four** - will attend Saturday Training events only and have individual meetings with the **Director of POT.**

The role of the POT Pastor is to arrange the group meetings and subjects to be covered and to give guidance and support when needed. Unless otherwise specified, all POT meetings operate within the boundaries of group confidentiality, and meetings between Curate and POT Tutor/Director are also confidential. It is particularly important that all paperwork (Role Descriptions, etc) are completed and sent through to the Bishop's Office as per the timetable as well as sent to the POT director.

Details of the individual year group meetings will be regularly emailed out by the Year Tutor to the curates and training incumbents. **Please put the dates below in your diary at the start of the year so you are ready for all POT has to offer!**

## Willesden Area POT meeting Dates 2020-2021

**From 1 July 2020**

**Deacons/PA's – Christine**

**Year 2** (To be priested end of Sept) – Robert

**Year 3** – Graham

**Year 4** – Christine (*will attend Saturdays with individual meetings with Tutor*)

<b>July 2020</b>	
<b>1 July</b>	<i>New Co-hort in place as Pastoral Assistants</i>
<b>Tuesday 21st July</b>	<b>Year One (new to be Deacons) meeting with Training Incumbents at Brondesbury 6.30pm – 8pm</b> <i>or depending on Social Distancing a possible Zoom Room catch up</i>
<b>August 2020</b>	
	Drafting of working agreements and Training plans should be underway! Reports from previous year.
<b>September 2020</b>	
<b>Tuesday 8<sup>th</sup> September</b>	<b>Year 3</b> meet at Brondesbury 6pm – 8.30pm <b>Year 4</b> meet at Brondesbury 6pm – 8.30pm
<b>10<sup>th</sup> September</b>	Tutors Meeting 10am -12noon
<b>15<sup>th</sup> September</b>	‘Your next move’ course run by Diocese- <b><i>useful for those in their final year of curacy.</i></b> <b><i>Third year curates are STRONGLY ADVISED to attend.</i></b> To book your place email <a href="mailto:CMD@london.anglican.org">CMD@london.anglican.org</a>
<b>10am 21sept – 2pm 22 September</b>	Training Incumbents Residential Please <b>confirm your attendance</b> at the residential on Eventbrite: <a href="https://ti-residential-2020-09-21.eventbrite.co.uk">https://ti-residential-2020-09-21.eventbrite.co.uk</a>
<b>23<sup>rd</sup>-25<sup>th</sup> Sept</b>	Deacons and Priests retreats
<b>25<sup>th</sup> Sept</b>	Ordinations of Priests at Southall
<b>26<sup>th</sup> Sept</b>	Fulham Ordinations of Priests Ordination of Deacons
<b>30<sup>th</sup> September</b>	<b>All Training Plans and Working Agreements for this academic year must be submitted to Bishop and Director of POT by today!</b>
<b>October 2020</b>	
<b>Tuesday 13<sup>th</sup> October</b>	Year One meet in Brondesbury 6- 8.30pm
<b>Tuesday 13<sup>th</sup> October</b>	Year Two meet in Hanwell 7-9pm
<b>Tuesday 13<sup>th</sup> October</b>	Year Three meet in Brondesbury 6- 8.30pm

<b>October 2020 continued</b>	
<b>Wednesday 7th October</b>	Safeguarding Course from 9.30am-12.30pm (new module which is only half a day) Booking can be done here: <a href="https://www.eventbrite.co.uk/e/92948183519">https://www.eventbrite.co.uk/e/92948183519</a>
<b>October October</b>	Inter Faith Awareness Course
	Engaging with Difference (This course is to be completed at some point in first 2 years. It is offered at least twice a year, including on weekends).
<b>November 2020</b>	
<b>Thursday 5th November</b>	<b>Consultation for all Diocesan Training Incumbents</b> 10am – 1.30pm at St Mellitus College, 24 Collingham Road, London SW5 OLX. <a href="https://ti-consultation-2020-11-05.eventbrite.co.uk">https://ti-consultation-2020-11-05.eventbrite.co.uk</a>
<b>Saturday 7th Nov</b>	POT Saturday Session – All Year Groups 9am – 3pm (Bishop Pete, Changing landscapes of ministry)
<b>Thursday 12<sup>th</sup></b>	<b>Willesden Area Study Day</b>
<b>Thursday 19th</b>	POT Tutors Meeting 10am - 12noon
<b>December 2020</b>	
<b>Tuesday 8th Dec</b>	Year One meet in Brondesbury 6- 8.30pm
<b>Tuesday 8<sup>th</sup> Dec</b>	Year Two meet in Hanwell 7-9pm
<b>Tuesday 8<sup>th</sup> Dec</b>	Year Three meet in Brondesbury 6- 8.30pm
<b>January 2021</b>	
<b>21st January</b>	<b>Diocesan POT day for all curates at St Mellitus on Weddings.</b>
<b>28<sup>th</sup> January</b>	POT Tutors meeting 10-12
<b>February 2021</b>	
<b>Saturday 13<sup>th</sup> Feb</b>	POT Saturday Session – All Year Groups 9-3pm Dealing with Trauma in parish
<b>March 2021</b>	
<b>Tuesday 9<sup>th</sup> March</b>	Year One meet in Brondesbury 6- 8.30pm
<b>Tuesday 9<sup>th</sup> March</b>	Year Two meet in Hanwell 7-9pm
<b>Tuesday 9<sup>th</sup> March</b>	Year Three meet in Brondesbury 6- 8.30pm
<b>April 2021</b>	
<b>1<sup>st</sup> April</b>	Expectation to attend Chrism Mass on Maundy Thursday April 1 <sup>st</sup> 10.30am at St Pauls Cathedral

<b>May 2021</b>	
<b>Tbc</b>	<b>Willesden Area Inset Day</b>
<b>10am 11<sup>th</sup> – 2pm on 12<sup>th</sup> May</b>	New Training Incumbents Residential High Leigh
<b>Saturday 15th</b>	9am – 3pm Session at Brondesbury <b>Deacons</b> – Session on Eucharist <b>Year 2</b> – Day Retreat ( <i>venue to be confirmed</i> ) <b>Years 3 and 4</b> – Administration and Leadership
<b>18th May</b>	<i>Pre-priesting reports to collated</i>
<b>20th May 2021</b>	Meeting of Deacons and Training Incumbents with Bishop 10am
<b>May</b>	Each Deacon meets with the Bishop
<b>June 2021</b>	
<b>June</b>	<i>End of Curacy reports collated</i>
<b>17th June</b>	POT Tutors meeting
<b>Tuesday 8<sup>th</sup> June</b>	Year one meet in Brondesbury 6- 8.30pm
<b>Tuesday 8<sup>th</sup> June</b>	Year two meet in Hanwell 7-9pm
<b>Tuesday 8<sup>th</sup> June</b>	Year three meet in Brondesbury 6- 8.30pm
<b>Pre 2021/22</b>	
<b>30<sup>th</sup> June – 2<sup>nd</sup> July</b>	Provisional dates for priesting retreat
<b>2<sup>nd</sup> July</b>	Ordination of Priests
<b>30<sup>th</sup> June</b>	Final Day for Year 3 as curates

All deacons must take the Safeguarding, Interfaith and Engaging with difference courses **once** in the **first 18 months of ordination** and need to book themselves on these courses asap. *Please do not attend ones on Area Inset Days; or other compulsory events!*

**FOR TRAINING INCUMBENTS ONLY: Thursday 5<sup>th</sup> November 2020**

Annual event for all incumbents. You can already book on via Eventbrite: <https://ti-consultation-2020-11-05.eventbrite.co.uk>

## **What needs to be done as you start this curacy together ?**

### **1. Prepare a Role description**

A Role description is to be agreed, documented, and signed by both parties and sent to **Bishop, POT Director & Pastor by the end of September 2020 at the latest.**

This is intended to clarify how you propose to work together, particular areas of responsibility, practicalities such as days off and holidays, and any other relevant information. Please make sure there is clarity in each area to avoid problems later.

**There are downloadable forms which is used by all in the Diocese of London on the POT Webpage under downloadable resources -**

<https://www.london.anglican.org/support/ministry-and-vocations/training-and-development/post-ordination-training/>

### **2. Plan time together**

- **Regular weekly one to one supervision meetings**

Depending on your staff team these may include worship and diary planning but the curate should receive one to one time which includes longer term planning and reflection on their ministry and working life

- **Monthly evaluation meetings**

which is time set aside to ensure that the competencies expected of a curate are reflected upon and that the evaluation paperwork is completed.

### **3. Work hard at creating a good working relationship:**

**You are encouraged to think about the following:**

- **A clear understanding of what is expected:** Training Incumbents and curates need to be clear about what they expect of one another, particularly in terms of support and information about the tasks they are to undertake and how. Although this clarity is particularly important in the curate's early days in the parish, the principle holds throughout their time there.
- **A clear understanding about confidentiality:** Time needs to be spent discussing how confidential information is to be handled sensitively and effectively, but without either party compromising the confidence or becoming secretive. Training Incumbents and curates need to abide by what they have decided at all times. Practices of confidentiality need to be kept under periodic review.
- **A willingness to discuss concerns and seek advice:** This is important not only in areas of ministry where Training Incumbent and curate are planning to work together, or where a task or responsibility is to be delegated, but also generally. The willingness of training incumbents to seek and respect curate's views and experience, even where the curate is not personally involved, helps create a sense of mutual trust and respect.

- **A willingness to give genuine praise:** If someone has done something well, say so; this applies to both parties.

In working out a good relationship try to avoid the following:

- **Role confusions:** These may include Training Incumbents acting as the curates' pastoral counsellors or spiritual directors: Training Incumbents treating curates as members of their families: using a colleague's partner or close family members to communicate with, influence or reprimand them: allowing the Training Incumbent's partner to become an unofficial member of the staff group, possibly issuing the curate with directions about their work: Training Incumbents asking inappropriate or intrusive questions about a curate's personal life: seeking to organise colleagues' leisure time: involving one's colleague in one's own domestic problems or disputes.
- **Excessive expectations:** People who work together do not necessarily become friends, even though they may work together well for a long time and respect one another. It is better to be effective colleagues and see little or nothing of one another in leisure time than to overburden a working relationship with unrealistic expectations of friendship.

#### **4. The Annual Training plan**

This plan requires especially careful preparation, since it contains the substance of the work to be delivered by both parties in the training relationship. It must be drawn up after close consideration of:

1. The Formation Criteria, which are printed in the following pages; and for those whose ministry is full-time parish focused, the checklist of parish ministry which follows them.
2. The curate's previous experience within the last five years which is relevant to ministry formation.

Additionally, it will be important to note what Diocesan or Area POT days are being provided.

From this exercise it will be possible to form a three-year training plan of which particular areas need working on in each year. Naturally, this may be adapted in the light of experience, but it will be important to have a 'map' there in the first place.

***There are resources in the Diocese POT Handbook and on the website for how to do this, as well as the form which should be used.***

**5. Getting to know the parish** is obviously vitally important to a new curate and so Training Incumbents and parishes are encouraged to find every opportunity to help this happen. Be creative. The new curate can also take every opportunity to find out what's happening in their new location.

**6. What happens if things start to go wrong....**we hope and pray this won't happen but if there are concerns curates are encouraged to speak with the Year Pastor and Training Incumbents with the POT director.

**The documents needed for the Role description and Annual Training Plan can be found on the Diocesan website <https://www.london.anglican.org/support/ministry-and-vocations/training-and-development/post-ordination-training/> Please scroll down to the resources section.**

**The shape of curacy in Willesden YEAR 1 (July-June)**

<b>When</b>	<b>What</b>	<b>Who</b>
By end of September	Role description to be drawn up and signed Sent to Bishop, POT Director & Pastor by Sept 30 <sup>th</sup>	Put together by Curate and Incumbent
July-September	Year 1 Annual Training Plan drawn up (found on pages 42& 43) Sent to Bishop, POT Director & Pastor by Sept 30 <sup>th</sup> .	Curate and Incumbent
By December	6 month 'how's it going' interview	Curate, Training Incumbent and Director POT
May	Meeting of Curates and Training Incumbents with Bishop	Curate + Incumbent
May	Pre- Priesting Report in consultation with Curate, TI and Director POT. Form will be sent to you in early May.	Curate and Incumbent
June	Pre-priesting interview with Bishop	Curate and Bishop
June	Priesting retreat (usually 2 nights) and ordination by Area Bishop	Curate

### YEAR 2 (July-June)

When	What	Who
By end of September	Review Training Annual Training Plan with Year 2 in mind – to be sent to Bishop, POT Director & Pastor	Curate and Incumbent
Jan- March	18 month review - 3 way meeting with POT Director	Curate, Incumbent and POT director
In summer term	++Placement 2-4 weeks – arranged with help of POT director/pastor	Curate
July	Interview with Bishop regarding future	Curate & Bishop

### YEAR 3 (July- June 30<sup>th</sup>)

When	What	Who
July – September	Summary of Annual Review of Training for Year 2 and drawing up of Year 3 Annual Training Plan: both to be sent to the Bishop, POT Director & Pastor by 30 <sup>th</sup> September	Curate and Incumbent
December onwards	Having attended the CMD day entitled 'Your Next Move' (generally held in the autumn) stipendiary curates may consider applying for new posts	Curate with agreement of the Bishop
May – June	End of curacy report completed and submitted to the Bishop Bishop writes formal end-of-curacy letter to stipendiary curates	Year 3 Pastor and POT Director  Bishop
30 <sup>th</sup> June	Stipendiary curacy ends in line with Common Tenure	

#### ++ Placement

Curates are expected to arrange a placement in Year 2, for between 2 and 4 weeks, in a setting outside of their curacy. The Diocese of London preference is that this is a Chaplaincy placement, wherever possible. Curates are to be encouraged to think creatively within the bounds of what is possible, and to seek to embrace church cultures, identities other than their own, or in which they are comfortable.

It is expected that Training Incumbents will be supportive of the placement, and the POT team will work with the curate & incumbent in arranging the placement.

Also, a reflective report on their placement is required, of greater substance than the ongoing theological reflections

## **EVALUATION (Reflections)**

### **The Evaluation Process**

The goal of evaluation is to assist ministerial development and formation. It allows the identification and confirmation of particular gifts and strengths, and ensures competence in each area of ministry. Of course, there is much more to mission and ministry than technical competence in the exercise of ministerial tasks, and the learning outcomes point us towards:

- Competent exercise of ministerial skills;
- Formation of character: it is not sufficient that clergy do a technically competent job; rather we look for grace, love and spiritual depth;
- The ability to reflect – reflective practice – and self-awareness;
- The ability to relate well to and work well with other people, both when ‘alongside’ i.e. being a team player, and when ‘in charge’ i.e. team leader: collaborative working is not one leading among others, it has to be a whole way of being and working.

The evaluations, which for the most part take the form of theological reflections, which are laid down by Ministry Division, enable the assessment of the curate’s competence in a variety of areas of ministry. There are twenty-one of these and there is a degree of inter-relationship between them. It is anticipated that there will be a process of development between the years, so that broadly similar competencies are examined in a different light over the period of training. This will be helped by the use of an annual skills checklist.

The first year is primarily focused on establishing the possession of basic competencies that they could reasonably be expected to have acquired in the training process before ordination, or which are adaptations and extensions of such competencies.

The second year seeks to discover how the curate builds on these competencies in the light of early experience in ministry and in collaboration with others.

The third year asks whether the curate is developing a personal style and approach to ministry, grounded in their experience, contextual awareness, personal motivation and spirituality.

It should be noted that it is the Training Incumbent’s responsibility to ensure that each of the required evaluations is completed by the curate at the appropriate time. Failure to submit these evaluations could seriously jeopardize a curate’s future ministry especially their ability to secure a post curacy appointment. The evaluations will usually follow on from the POT sessions in year groups.

### **An Evaluation Meeting**

For each assessment there needs to be a meeting at which the parties involved make their evaluation of the curate’s abilities. It is perfectly possible for more than one competency to be reflected upon during an evaluation meeting. It is suggested that such meetings include some of the following:

- The curate is invited to make a personal assessment of their competence, based on prior experience, experience in ministry to date and reflection with their colleagues and others. Sometime should be set aside by both parties to prepare for the meeting
- The Training Incumbent offers their own observations and reflections on the curate, having regard to the curate's prior experience, opportunities for working in the field to date and progress noted.
- In all cases, assessment should involve more than simply judging a person's functional competence. It should inquire into the curate's ability to reflect on what they are doing, use insights from theology and other relevant disciplines to inform their practice, and be able to identify directions in which they wish to develop further.
- There is no reason why the basic evaluation format should not be built upon or expanded to cover other competencies and areas of ministry which curates and Training Incumbents consider important, as long as the competencies identified in the manual are not ignored.

### **EVALUATION CRITERIA**

This section sets out the basic areas within which the evaluation of curates in ministry can be undertaken. It needs to be read in connection with the material on structuring supervision meetings and the forms associated with it. There are five fundamental strands of evaluation which underlie all the work done within this framework:

#### **1. Functional Competence:**

- Where does the curate believe they have come from in terms of understanding and experience in this area of ministry and where they are now?
- Can the curate give account, orally or in writing, of how they would go about undertaking a piece of ministerial work?
- Can they indicate which are the possible pitfalls or divergent paths along which they might need to go and how they might deal with them?
- Do they understand how much time will be needed to undertake the tasks?
- Can they plan their time, be punctual and well organised?
- It is also important that the curate is observed in action to see whether they are capable of carrying out what they can describe and able to give a coherent explanation for why they do what they do.

#### **2. Collaboration**

Ministry should not be a solitary activity. Collaboration implies an ability to understand and practice:

- **Delegation:**  
 sharing work with other people;  
 choosing suitable people;  
 giving clear and appropriate information about what is expected and how they might do what is required;  
 affirming and acknowledging other people's contributions;

receiving other people's comments and evaluations.

- **Teamwork:**

- Can curates join existing teams in an appropriate and useful way?
- Or be willing to work with other people's ideas?
- Accept that their personal contributions must be made with the agreement and scrutiny of others?
- Avoid competitive or power-seeking behaviour?
- Be self-critical?
- Be willing to learn new skills to help with the team's task?
- Be committed to the collective endeavour?

- **Asking for help:**

- Can curates appreciate the limits of their knowledge or skill?
- Do they know where to look for help?
- Can they learn from others rather than try to off-load the task on them?

- **Collaboration:** Includes, but goes beyond the above.

- Can curates share power with others?
- Learn collective responsibility and accountability?
- Concentrate on issues arising out of their shared context rather than simply work on their own agenda?
- Recognise and honour the skill and insight of others?
- Challenge and work to transform inappropriate structures and expectations?
- Identify and build upon good practice?

### 3. Contextual awareness

Ministry does not take place in a vacuum:

- Do curates understand the place in which people live and the ways in which
- other people's social, economic, political and religious awareness and expectations affect how they see events and interpret what is happening,
- or possible, or desirable?
- Do they understand the meaning of social processes such as secularisation, and other ways in which society may be changing?
- How might these processes affect others people's expectations and understandings, and the curates' work?
- Can curates appreciate and learn from the practice of other professions and from other disciplines of knowledge?
- Do they respect other peoples' professional competence?
- What mission perspectives arise out of this area of competence?
- How do curates identify when people have different contextual backgrounds and expectations to themselves? How do they deal with this?

#### **4. Self-awareness**

- How realistic a picture do curates have of their own abilities and potential?
- Do they avoid both self-denigration and over-confidence? Do they appreciate what they have learned prior to ordination and show signs of knowing how to apply it in a new context?
- Do they use their experience, rather than simply lay claim to it?
- Do they appreciate the nature of the roles they play?
- Can they avoid role confusions, inappropriate behaviour, and denial of power?
- Do they present and conduct themselves appropriately?
- Take responsibility for their actions?
- Understand conventions of confidentiality and show an ability to work constructively within them?
- Do they show understanding of the personal effects of certain kinds of ministerial work?
- Can they avoid suppressing emotions, becoming over-stressed, exhausted, stale, self-satisfied, and too comfortable?

#### **5. Theological understanding and awareness**

Ministry is about more than functional competence and its practice must be reflected upon theologically; the realities of ministry must also raise questions about theological ideas which may need to be re-examined, reformulated or discarded as a result. Equally, situations may require an appreciation of theological insights which had previously seemed of little use or relevance.

- Do curates show signs of theological curiosity about what they are doing?
- Do insights gained in one area of ministry inform practice in others?
- Do they show signs of reading and reflection on the work they are doing?
- Do they still buy and read books and journals?
- Have they shown interest in particular areas of training connected with their work?
- Can they use theological ideas constructively, thoughtfully and imaginatively?
- Are they able to feed insights so gained into the life of the church and share them with other people in some kind of dialogue?
- How does the practice of ministry and theological reflection upon it draw upon and inform understanding about the calling of the People of God and God's mission in the world?
- What steps, including training, might be appropriate to further develop this area of ministry?

## EVALUATION TIMETABLE

***Please note that while this is the preferred sequence, it will not always be appropriate to complete in chronological order. For example, if you have not taken a funeral you cannot complete Evaluation. Where a task has not been experienced, another Evaluation topic may be selected. 6 Evaluation need to be completed each year! Dates are a guide only, however area best practice for staying on task.***

	Evaluation No.	Focus of evaluation
<b>1st Year</b>		
By end of Oct	E 1	Conduct of Public Worship
	E 2	Awareness of Context of Ministry
By end of Dec	E 3	Preaching
	E 4	Conduct of Funerals
By end of Feb	E 5	Time Management
By end of May	E 6	Work with Children & Young People
by 10 months		Meet to discuss first year report and plan for Year 2.

### **2nd Year**

By end of Oct	E 7	Working with groups & teams
	E 8	Offering pastoral care
By end of Nov	E 9	Working with those outside the church in your neighbourhood
By end of Feb	E 10	Devising, planning and staging acts of worship
By end of April	E 11	Baptisms and Marriages
By end of June	E12	Placement
		Meet to plan year 3

### **3rd Year**

By end of Oct	E13:	Working with adults..... Helping People Grow Spiritually
	E 14	Theological reflection on Ministry
By end of Jan	E15	Care and use of church buildings [includes faculties]
By end of Feb	E 16	Convening/chairing/facilitating meetings and groups/ Planning/Administration
By end of March	E 17	Communication
By end of May	E 18	Handling of stress

**EVALUATION FORM**

PERSONAL INFORMATION

Name:.....

Post.....

Evaluation title and reference number.....

Date of Evaluation.....

Signature of Training Incumbent.....

**EVALUATION AND NOTES**

**Once completed please send this form to your POT Year Pastor  
and the POT Director**

## EVALUATIONS

Please ensure that all reflections are completed and sent to both the POT year pastor and the POT director (preferably electronically)

### **Evaluation E1: Conduct of Public Worship**

#### **Formation Criteria :Spirituality and Worship**

Areas that could be considered include:

- Preparation of worship.
- Personal conduct.
- Adjustment to different congregations.
- Spontaneity.
- Exercising of authority in leadership of liturgy.
- Adjustment to and acknowledgement of 'symbolism'.
- Natural gifting or hard slog?
- Pace and use of silence.
- What are worshippers seeking?
- Can a Leader participate - how does the worship leader worship?
- Diction and voice projection.
- All Age styles of worship.

### **Evaluation 2: Context of Ministry**

#### **Formation Criteria : Mission, Evangelism & Discipleship**

### **Evaluation 3: Preaching**

#### **Formation Criteria :Christian Tradition, Faith and Life**

#### **Mission, Evangelism & Discipleship**

#### **Spirituality and Worship**

Areas that could be considered include:

- Sensitivity to congregation.
- Variability of style and approach in delivery, use of language, mannerisms.
- Preparation – breadth of approach, time taken.
- Audibility and tone and pitch of voice.
- Styles of preaching: exhortatory, reflective, interactive, visual aids.
- Setting aims and objectives.
- Developing rapport.
- Resourcing of sermons.
- Place of 'challenge'.

### **Evaluation 4: Conduct of Funerals**

#### **Formation Criteria :Spirituality and Worship**

Areas that could be considered include:

- Protocols for Occasional Offices.
- Funerals – church/cremation/burial.
- Liaison with funeral directors.
- Churchyard issues (where appropriate).
- Ministry to the dying.
- Funerals – integration of family wishes.
- Pastoral care – directive/non-directive approaches.
- Administrative practices.
- Follow up strategies.
- Place of prayer in visits.

## **Evaluation 5: Time Management/ Sustaining Spirituality**

### **Formation Criteria: Spirituality and Worship**

Areas that could be considered include:

- Conflicting demands.
- Diary techniques.
- Adjustment to open-ended nature of ministry.
- Balance between administration and people.
- Taking time off & learning to relax.
- Opportunity to conduct an assessment of these important areas.
- Reading level – decreased, stayed the same, increased?
- Building a sustaining pattern.
- Where does more time need directing?
- Setting time aside for reading to enhance ministry.
- Planning ahead.
- Consideration of retreat arrangements.
- Shared reading?

## **Evaluation 6: Work with children and young people**

### **Formation Criteria: Mission, Evangelism & Discipleship**

Areas that could be considered include:

- Within church – All age worship, church organisations, Junior Church.
- Schools – difference between church and state schools.
- Uniformed organisations.
- What is new in curacy experience?
- Children’s Act and Child Protection implications.
- Relationship with other leaders.

## **Evaluation 7: Working in a groups & teams**

### **Formation Criteria :Leadership, Collaboration & Community**

Areas that could be considered include:

- Facilitative and team building skills to increase effectiveness.
- Strategy and purpose.
- Working with volunteers.
- Involving newcomers.
- Styles of leadership.
- Personality types.

## **Evaluation 8: Offering Pastoral Care**

### **Formation Criteria : Relationships**

Areas that could be considered include:

- Issues that arise for self.
- Professional boundaries.
- Biblical models of pastoral care.
- Blessing of objects, homes & people.
- Developing collaborative approaches.
- Avoiding dependency.
- Best use of time.

## **Evaluation 9: Working with those outside the church in your neighbourhood**

### **Formation Criteria: Christian Tradition, Faith and Life**

#### **Mission, Evangelism & Discipleship**

Areas that could be considered include:

- Evangelism.
- Schools & Young people in the community
- The Elderly.
- Nursing Homes.
- Community and voluntary organisations- know who are working in your area
- Different agendas – what we and they expect.
- Secular agencies – social services, mental health.
- Contact through occasional offices.
- Significance of ‘dog collar’.
- What does the local church give to the local community and vice versa?
- Reflecting concerns at PCC and through intercession.

## **Evaluation 10: Devising, planning and staging acts of worship**

### **Formation Criteria: Spirituality and Worship**

Areas that could be considered include:

- Moving a congregation on in worship.
- Involving others in planning.
- Personalising occasional offices.
- Seasonal provision or special occasions.
- Healing services.
- Ecumenical worship.
- Use of ‘senses’, imagery, silence etc.
- Choice & place of music – most ‘bust-ups’ are about music rather than liturgy – why?
- Resources.

## **Evaluation 11: Baptisms and weddings**

### **Formation Criteria : Mission, Evangelism & Discipleship**

Areas that could be considered include:

- Baptism policy – in agreement or working with?
- Baptism preparation – matching biblical theology and public expectation.
- Weddings & remarriage issues.
- Personal experience

## **Evaluation 12: Placement**

## **Evaluation E13: Working with adults..... Helping People Grow Spiritually**

### **Formation Criteria: Leadership, Collaboration & Community**

Areas that could be considered include:

- Differing spiritual backgrounds.
- Different learning needs of different ages.
- Developing leaders & partners in ministry.
- Confirmation Preparation.
- Dealing with hurts & conflict.

- Personality types.
- Gender dynamics in working relationships.
- Learning difficulties and the mentally ill.
- Assessing one's own spiritual growth and stimuli.
- How, where and when does growth take place in others?
- The appropriateness of 'challenge'.
- Prayer ministry.
- Spiritual Direction.
- Confession & Absolution.

#### **Evaluation E14: Theological Reflection on Ministry**

##### **Formation Criteria :Christian Tradition, Faith and Life**

Areas that could be considered include:

- Assessment of time for reading and theological reflection.
- What fundamentals are 'powering' the outworking of Ministry?
- Identifying future areas to pursue in reading and research.
- Strengths and weaknesses in Ministry – likes and dislikes.
- How does the outworking of Ministry relate to the earlier vocational call to it?
- Sacraments – priesthood – authority sacrifice.

#### **Evaluation E15: Care and Use of Church Buildings**

##### **Formation Criteria : Vocation & Ministry within the Church of England**

Areas that could be considered include:

- Faculty processes – joint responsibility of parish and diocese, need for independent influence.
- Encouraging imaginative approaches.
- Focus for wider community.
- Letting policies for church premises.
- Increasing use – visitor information.

#### **Evaluation E16: Administration & PCC's**

##### **Formation Criteria: Vocation & Ministry within the Church of England**

Areas that could be considered include:

- Strategies for different meetings; purpose, use and abuse, leadership styles.
- Chairing skills and familiarity with procedures.
- Preparation for meetings and debriefing.
- Business vs. spiritual.
- When to chair a PCC. *(See details for Chairing PCC course run by Diocese)*
- Developing Parish strategy.
- Assessment of priorities.
- Management of Parish: role of Churchwardens, PCC & Committees, Annual Meetings, Elections, Electoral roll.
- Issues related to buildings: roles of responsibilities, faculties, Terrier and Inventory.
- Legal aspects of marriage.
- Requirements of Canon Law.
- Rotas & internal church communication.
- Data Protection legislation.
- Filing systems.

## **Evaluation E17: Communication**

### **Formation Criteria: Mission, Evangelism & Discipleship**

Areas that could be considered include:

- Audit of established styles of preaching and use of stories, visual aids and illustrations.
- Audit other means of communication – church magazine, pew-notes, promotional material.
- Use of media and advertising.
- Diocesan resources and news.
- National church events.
- World-wide church and mission.
- Promotion of causes, initiatives e.g. Fairtrade, environmental.

## **Evaluation 18: Handling of Stress**

### **Formation Criteria: Personality & Character**

Areas that could be considered include:

- Review of curacy – where have particular stresses manifested themselves or anxieties been generated?
- How can they be alleviated or prevented in a future post?
- Self-awareness - how open to recognise stresses.
- Accepting failure.
- Personal safety awareness.

In addition the curate should also been given opportunity to receive feedback on Preaching over the three years. There are possible Preaching Evaluation forms on Diocese Website. We would encourage the completion of one of these in each year of Curacy to ensure that preaching skills continue to develop.

## **SAMPLE EVALUATION**

### **Evaluation E1, on the Conduct of Public Worship**

**Preparation of Worship.** Building on my past experience as a Lay Reader I always attempt to prepare worship in a prayerful way, praying before beginning to plan and at any point of difficulty during the process. Being well prepared is, I believe essential and never more so than when leading worship with young children. The younger the age group the more preparation is required.

At Church I have led a number of the 0-5 years 'Pebbles' service which is a short act of worship to introduce children to church, to prayer, to singing songs and to activities. Good preparation is important as there needs to be swift changes of short activities so that the young can engage and not get bored. Their short concentration span requires short and concise stories, prayers, songs and a simple physical activity such as colouring, building or discovery play.

At the opposite end of the spectrum, when I lead Evening Prayer on a Sunday for a small group of parishioners much of the worship is taken from Common Worship and the preparation is more minimal. I begin with the lectionary readings and psalm before looking at which choice of canticle and then structuring a prayer time that brings all of the act of worship together.

Our daily services of morning and evening prayer again require a check of the lectionary and any theme or festival before thinking of the intercessions and whether a format from Common Worship will be used or a time of free prayer. I have helped in the planning of our pet service. In this service I took the lead while my incumbent preached. It was a joy to lead, brought new people into church and was informal and relaxed bringing peaceful blessings on us all.

**Leading Worship.** Having been a leader in church for some years, my focus for reflection is currently on how different it is now that I am in holy orders. As this is my deacon year and we are a Eucharistic church I deacon at the mass most Sundays. Occasionally I do not deacon if I am to preach. Deaconing is a very humbling act, serving the people and the president. As a Reader I deaconed, but not as I do now. Previously I was an extra pair of hands but now I have a more unique role. I prepare the table, lead the people in acclamation, the Lord's Prayer and I do the ablutions. I enter the service in procession with the gospel book and cense and proclaim the gospel.

This is a special moment for me. I feel that my gifts in oratory and performance are used to the glory of God and yet I try to read and sing with humility. The clarity of the words and the meaning of the reading are of great importance to me and I try to do them justice. The proclamation must not be about me, but about the good news that I am entrusted to share.

The school assembly I took was a very rewarding experience and I hope to build a relationship of value with the school.

**Styles of Worship.** Since beginning my curacy, I have preached at two all-age acts of worship and at these have chosen to 'walk about' in the centre aisle. The first was a straight forward preach, but the second at harvest was interactive with the congregation. I had good feedback from the congregation, that they engaged well with the theme and that the informal style helped to make the message personal. Both of these required me being relaxed enough to be able to think on my feet, and

certainly the second of these was more successful as I begin to feel at home among the worshippers.

I have assisted at two baptisms and a wedding, both are joyful occasions and the balance between something quite serious and solemn and yet being a time of happiness for those involved is an interesting dynamic. I look forward to next year when I lead these services myself and I am currently studying the good practice of my incumbent and storing up knowledge and reflections on presidency of the pastoral services.

**Symbolism.** My incumbent walked me through the mass before I took up my post and this was excellent, but gave me so much to remember. That the liturgy looks good yet without fussiness or distraction is important and over the weeks I have begun to relax and now do not fret about making any mistake. This allows me to worship, while leading worship. I cannot completely let go, because I must have an eye to what comes next, but time is kind in good habit forming which will prepare me well for presidency.

Bodily gestures must not be empty signs, and are only an aid to worship if done with true intention, clarity and conviction. The gestures of the deacon are minimal but still important and feeling confident now will be a good grounding for the future.

**What do the 'gathered' seek?** In my current role I can observe and relate with the congregation in a way that I haven't before and probably won't be able to in the future. This is a fruitful time to be able to reflect on what the congregation come to church for. Certainly the 'family' feel of the church is high on the agenda, with the welcoming inclusive approach paramount for all I talk to. They want to engage with the Bible through the readings and preaching and want to leave with a challenge or with new knowledge or experience. The sense of community and belonging is important for them. They want to share in the ups and downs of life and support each other in struggles and challenges. This is a prayerful community, though unfortunately very much a 'Sunday' group. It is difficult to get people to commit midweek and services midweek are poorly attended due to the pressures of modern city life.

### **Exploration.**

- I look forward to leading a 'Pilgrim' course group and building closer relationships with this small group which begins in a couple of weeks.
- I look forward to greater involvement in parish life, in an 'eco church' project and taking my first funeral as an ordained minister next week.
- I have taken two home communions and look forward to doing more.
- I am arranging a placement at a funeral directors to widen my experience of bereavement and funeral ministry.

Robert B  
St Mary's

## **EVALUATION FORM (Notes from Training Incumbent)**

### PERSONAL INFORMATION

**Name:** Robert B

**Post:** Assistant Curate at St Mary's

**Evaluation title and reference number:** E1 Conduct of Public Worship

**Date of Evaluation:** 27th October

**Signature of Training Incumbent:** BAC

### **EVALUATION AND NOTES:**

Having been here but a couple of months R has made surprising good use of what has been available to him. He is observant and understands the fragile nature of the balance required in leading public worship whilst maintaining the spiritual credibility of the occasion. He works well, even when taken out of his comfort zone as seen when working with a bunch of under 3s at 9.15 on a Sunday morning. Something not for the faint hearted.

R is soon to take his first funeral. The preparations have gone well and he is ready. On this one occasion, I shall observe, not to question but to support and allow for discussion.

In January we will start preparing for R's first mass and will explore the role of the president at the Eucharist. R has already grown into his diaconal role in the Mass using his gifts deftly to enhance the spiritual engagement of the congregation. R and I have had to work at focusing on his ministerial role whilst others in the worship team are keen to use his singing skills. This is a tension I feel he will have to work with for quite some time.

R is showing great potential and skill. He has a feel for the people and wants to help them engage with God, the key to priestly worship.

**Once completed please return this form to your POT Pastor and the POT Director**

In the name of our Lord, we bid you remember the greatness of the trust in which you are now to share: the ministry of Christ himself, who for our sake took the form of a servant. Remember always with thanksgiving that the people among whom you will minister are made in God's image and likeness. In serving them you are serving Christ himself, before whom you will be called to account.

You cannot bear the weight of this calling in your own strength, but only by the grace and power of God. Pray therefore that your heart may daily be enlarged and your understanding of the Scriptures enlightened.

Pray earnestly for the gift of the Holy Spirit.

The Ordinal