# Congregational *pro forma*

*Pro forma for charges seeking to become training settings, to be completed by the Rector and the Vestry*.

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| Name of Charge: |  |

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| **Context** – general description including the following details: |
| * setting and surrounding community/ies: size of population, types of housing, kinds of jobs people do, institutions (e.g. hospitals, schools, residential homes), social mix
* type of congregation (mainly local/gathered/niche)
* ecclesiastical tradition/s and patterns of worship
* mission statement; vision and priorities for the charge
* membership and money
* frequency of occasional offices in the past year
* the capacity for undertaking training at this juncture
* the reasons for wishing a Curate at this juncture
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| **Training Incumbent** - description of length and type of service, churchmanship, particular gifts, experience of supervision, etc. |
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| **The curacy offers the following range of experiences to a Curate in training;** describe the following, as applicable: |
| * the range of worship opportunities
* the type of missional opportunities
* the charge’s strategic direction and attitude to change management
* how team working and lay leadership function the make-up and functioning of the Vestry
* how the whole people of God are resourced theologically
* the level and manner of community engagement
* the level and manner of ecumenical engagement
* the level and manner of engagement with the Diocese and wider Province
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| **The curacy will include** - general description including the following details: |
| * provision for regular supervision
* day off, holidays and retreat provision
* provision for IME 4-6 study time
* how the charge will offer support, encouragement and allow the new Curate to develop
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| **Terms and Conditions** – detail how the following provisions are to be met: |
| * stipend, NI, pension
* housing
* expenses – telephone, car, stationery, study, retreat
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| Signed Rector: | Date: |
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| Signed Vestry Representative: | Date: |
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| Bishop’s comments: |
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| Signed Bishop: | Date: |
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