# Outline *pro forma* of letters to Curates

*However the letter is rephrased, it should contain reference to the subject mentioned. Adjustments will need to be made for part-time appointments.*

# Assistant clergy (formerly non-stipendiary curate)

Dear

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| I am pleased to offer you the appointment of ‘Non-Stipendiary’ Assistant Curate in: | | |
|  | | |
| with effect from |  | (*usually the date of ordination*). |

This offer is subject to the satisfactory completion of your course of training and to you completing the CRB process satisfactorily; the Assistant IME 4-6 Coordinator for the Protection of Children and Vulnerable Adults will be sending you details of the latter. I am writing now to let you know the formal terms and conditions. Details of the ordination arrangements, including retreats and the purchase of robes, will come to you in due course from others.

Every Assistant Curate, before being licensed, shall produce to the Bishop the appropriate Letters of Orders and testimonials as required by Canon 13, Section 3, and make the subscriptions prescribed by Canon 12.

In the Charge(s) there will be arrangements to provide you with a place to work undisturbed, and a space where you can hold pastoral conversations. You are entitled to the reimbursement of expenses reasonably incurred in connection with the exercise of your office. Such reimbursement is the responsibility of the Vestry of the charge/s in which you serve. You do not retain fees for occasional offices. The details of these things will be set out in your working agreement.

Your Working Agreement will also set out the expectation of working hours, including the times when you will not be available.

Your ongoing training is to be provided in accordance with a Learning Agreement between you and your Training Incumbent, which sets out what is expected of each party. You have a duty to participate in and complete any training provided for you.

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| The training through the IME 4-6 period will come to an end on |  |

before which time future deployment will be discussed with you. You are expected to have satisfactorily completed your training by this date.

In response to this formal offer of the appointment, will you please complete the section at the foot of the enclosed duplicate copy of this letter and return it to me as soon as possible.

(FOR FOOT OF DUPLICATE LETTER)

I confirm my acceptance of this post and understand the terms and conditions of the offer.

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| Signed | |
| Curate: |  |
| Date: |  |