# Debriefing of the Training Incumbent at the end of a curacy

*The Training Incumbent should fill in the second column of the form below and send the comments* to the Bishop before meeting with him to talk over the experience. This meeting should take place after the Bishop has met with the Curate at the end of his/her third year. The Bishop will fill in the third column in the light of the meeting and send the completed form back to the Incumbent within a week of the meeting.

*Expand as required.*

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| Area of ministry | Reflection on how the activity has gone, eg how faithfully carried out; value of activity and outcomes; time spent on activity; effect on Training Incumbent; effect on congregation. | Comments in the light of the meeting |
| **Regular daily prayer** with the Curate |  |  |
| Drawing up and review of the **Working Agreement** |  |  |
| **Staff meetings** for administrative purposes |  |  |
| **Supervision sessions** for reflection |  |  |
| **Training** of Curate in ministerial skills |  |  |
| Helping the Curate meet the **IME 4-6 Formational Outcomes** |  |  |
| Enabling Curate’s engagement with Diocesan **IME 4-6 programme** |  |  |
| Meeting the **reporting** by the diocese |  |  |
| Attendance at **meetings for Training Incumbents** |  |  |
| Enabling the Curate to have **adequate study time** |  |  |
| **Amount of time needed** to supervise the Curate; effect on other work |  |  |
| Ability to give **constructive feedback** |  |  |
| **Interpersonal relationship** |  |  |
| **Summarising comment by the Bishop about future suitability for curacy supervision**. | | |

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| Signature: |  |
| Date: |  |