**DIOCESE OF**

**Scottish Episcopal Church   
Working Agreement**

*for calendar year:*

This agreement is made between:

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| The Reverend: |  |
| Rector of: |  |
| And Curate: |  |

in respect of the latter’s ministry attached to the above charge and responsible to the above Training Incumbent.

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| The agreement shall apply for the period: |  |
| The agreement will be reviewed on: |  |
| The expectation is that this curacy will not end before: |  |
| and will not continue beyond: |  |

*Please fill in the boxes after discussing fully the topics above each box. One copy of the completed report   
is to be retained by the Curate, one by the Training Incumbent and one sent to the Bishop.*

*Please expand the boxes as needed.*

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| 1. Pattern of private and public prayer   * When will the Incumbent and Curate pray together? * When not praying together, what pattern of public prayer is expected from the Curate? * How might private prayer fit into this pattern? |
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| 2. Primary components of the Curate’s ministry   * List the agreed primary components of the Curate’s pastoral, missional and administrative involvement, their frequency and locus. * Detail the pattern of attendance at and participation in worship; that is the expectations regarding attendance at public worship and those regarding participation – leading worship and preaching. * Describe any oversight responsibilities (tasks and people)   (*This will be a substantial section of the Working Agreement*) |
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| 3. Expectations regarding ministerial dress   * Describe requirements of dress for public office. * Describe requirements of dress for robing for services, and when attending worship in the charge and ecumenically |
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| 4. Staff meetings   * Detail the arrangements made for regular staff meetings: frequency of meetings, who else might be present * Detail the expectations regarding attendance at Vestry meetings and other committees |
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| 5. Supervision meetings   * Details the arrangements for supervisory meetings: frequency of sessions and method of agenda-setting * Describe the methods of theological reflection to be used |
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| 6. ‘Working hours’, time off, holidays   * Describe the pattern of ‘working hours’ through the week * What day will the Curate have off? Does this include the evening before? * If the day off is lost for a good reason (e.g. a funeral) how will time off be reclaimed? * Describe the usual pattern of holidays and how block time off is agreed. * Detail what level of availability is expected (use of answering machine, home for meetings, hospitality, departure time after Sunday services, etc.) * Detail expectations regarding time keeping and punctuality |
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| 7. Study, reading and preparation time   * Noting that one study day per week (on average) is required to support the ongoing academic requirements of the curacy, describe how this will be taken, the content and hoped-for outcomes. * In addition, note that time will be needed for preparation of worship, especially preaching and for ministerial tasks * Describe how and when shared diary planning will be done |
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| 8. Nurture of spiritual life   * It is expected that the Curate will receive spiritual direction. Detail the time requirement for this. * What time will be made for regular retreats? * Will the charge make any contributions towards the cost of these? |
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| 9. IME 4-6   * Noting that attendance at the Diocesan provision for IME 4-6 is a requirement that takes priority in the diary, detail the expected dates of such attendance. * It is good practice to require a Curate to attend training events provided for clergy in the diocese. Detail the expectations of attendance at diocesan/provincial training events. * What is the expectation regarding conference attendance, either with the Training Incumbent or by the Curate alone. How is conference attendance funded? |
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| 10. Out-of-pocket expenses of ministry including travel   * Describe in general terms what out-of-pocket expenses might be claimed, and the system for doing so. * Will the charge offer any other allowances, for books for example? |
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| 11. Issues that require permission   * Clarify that responding to invitations and taking initiatives might need permission from the incumbent – speaking, preaching, serving on external bodies. * Detail how such permissions will be negotiated. |
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| 12. Administrative support   * Detail the level of administrative support and on-site working space available for the Curate. |
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| 13. Confidentiality and matters relating to professional working   * Include a statement about the boundaries around conversations between incumbent and Curate * What values might you hope to foster for professional working? * Detail how disagreement will best be handled |
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| 14. Feedback   * Detail how the Training Incumbent will ensure that the Curate is made aware of any inadequacy in his/her progress or standards of work, and the process for addressing that * Detail similarly how the Curate can feed back any dissatisfaction to his/her Training Supervisor in a safe way. |
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| **Date of Annual Review** | | | |
| Dates: |  |  |  |
|  | IME 4 | IME 5 | IME 6 |

We confirm that at a meeting on we committed ourselves to striving for a productive, trusting and honest working relationship. We reached agreement on our roles and responsibilities as Curate and Training Incumbent in accordance with the above summary.

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| Signed: | |
| Curate |  |
| Training Incumbent |  |
| Vestry Representative |  |
| Diocesan IME 4-6 Coordinator |  |
| Diocesan Bishop |  |

*Once signed this a copy of this agreement should be kept for reference by each party, and a further copy sent by the Training Incumbent to the Diocesan IME 4-6 Coordinator who will forward it to the Bishop and to SEI.*