**Sample Templates and Examples, for Supervision and Weekly Planning**

The templates set out below are examples we offer for you to adopt or adapt as your starting point. There is no obligation to use these formats, other than a guide to help you. Please work with whatever will suit you best and gives you clarity.

For supervision sessions, the curate is expected to draw up the agenda and be responsible for the notes made. The training incumbent should be aware of the agenda beforehand and add to it as required for the curate’s needs. Both should sign and date each record.

For further information, see the relevant sections in the current Curates’ Handbook, including differences for SSM curates.

The Clergy Development Team

February 2023

**Part 1 Supervision**

**Supervision Record Sheet. Template 1**

**Date of meeting:**

**Reflection – issue raised by curate:**

**Review – ‘Planning’ from previous meeting(s):**

**Planning:**

Resources:

Signed:

Curate ………………………………………………………………..

Training Incumbent……………………………………………………

Date…………………………………………………………………….

**Sample Completed Supervision Record Sheet. Template 1**

**Date of meeting:** 23rd May 2021

**Reflection – issue raised by curate:**

Talked about funeral curate took for 45 year old man, died suddenly from meningitis

Things which went well:

Sensitive choice of readings and prayers to fit the occasion

Things to learn from this:

Diocesan rules governing churchyards – where to find them / need to be familiar with them (family requested a memorial stone in shape of an open book)

**Review – ‘Planning’ from previous meeting(s):**

All targets re baptism (identified at meeting in January) now achieved.

**Planning:**

Weddings coming up: preparation to involve:

* Curate to observe wedding: June 4th
* Curate to give address at wedding: June 11th / incumbent take service
* Curate take wedding: July 31st / incumbent give address
* Curate goes solo; wedding October 5th

Resources: Common Worship Pastoral Services

Anglican Marriage in England and Wales – A Guide to the Law for Clergy and relevant updates in legal requirements (see GRO)

Your Church Wedding –

https://www.churchofengland.org/life-events/your-church-wedding

IME 4-7 training day on weddings (March 2021)

Signed:

Curate ………………………………………………………………..

Training Incumbent……………………………………………………

Date…………………………………………………………………….

**Sheffield Diocese Supervision Record: Template 2**

|  |  |
| --- | --- |
| **Before meeting** | Date, time & venue |
| ‘’ | Topics to be raised |
| ‘’ | Progress made since last meeting |
| ‘’ | How feeling? (1-10) |
| **Actual meeting** | Reflections and insights |
| ‘’ | Actions to take |
| ‘’ | Date, time & venue of next meeting |
| ‘’ | Signed by both |

**Sample Completed Supervision Record Sheet Template 2 (SSM Curate)**

**Curacy Supervision Meeting**

**20thJuly 2020- 8pm (Zoom)**

Curate’s Name; Supervisor’s Name

Agenda

* Catch up
* When work takes over!
* Revised working agreement
* Penultimate review:
  + An assessed sermon, with at least 2 feedback sheets from members of the congregation
  + A sample of notes from three supervision sessions
  + Final assessment grid, identifying areas of priority to be addressed before the final assessment

Minutes

* Work
  + Has taken over!
  + SSM – sometimes work takes priority over church activities
  + Change of perspective, to put work first
  + My current experience reflects many people’s experiences of work
  + Simple faith / second naiveté
  + Impact on prayer life – prayer for colleagues / work ministry focus
* Working Agreement
  + Observations – academic theology supervisor.
  + Retreat
  + Workplace responsibility
* Reflection
  + Ways of being a blessing in a secular workplace
* Penultimate Review
  + Ideas for sermon assessors (Alistair, Harry, Amelia, Meg?)
  + Possibility of work contribution?

Actions / Next Time

* Review Assessment Formation Grid.

Next 2 months

* ~~15/7 – PCC 7pm~~
* Annual Leave 1st – 16th August
* 30/8 – Livestream 11am
* Sept – Penultimate Review

Next Meeting:Early Sept

Signed: Signed:

**Part 2 Weekly Timetable Outline - Supervision of time and tasks**

A simple weekly planning sheet.

The idea is that each week the curate and incumbent plan out together how the curate should spend their time. This sheet is offered as a tool to help you. It is not a requirement. If both curate and incumbent find it is a burden, please find a different way to plan your diary that works for you.

* First you need to adapt the sheet to the **fixed points in your own context**: curate’s day off, the regular Sunday and mid-week services, daily offices, staff meeting etc.
* **In the early weeks the incumbent will need to provide dates and times of things that are going on**, like a PCC meeting, for instance. As the weeks go by **the curate will become more proactive in planning their time**.
* It is important you plan in **preparation time**. So if the curate is preaching a sermon, you should block out realistic chunks of time for reading, thinking and writing.
* **You should make sure the timetable is not full**. There are some days when they will work morning, afternoon and evening – that is just how ministry is. But it is not sustainable to do that every day. It is right and proper for there to be spaces in the day (for family, leisure, household jobs etc). If they have an evening meeting, it is reasonable to plan some time out during the afternoon or morning.
* **Allow space in their working hours to respond to what comes up**. Ministry is full of unexpected demands – a funeral, pastoral emergency etc. If the diary is completely full it is harder to respond to these.
* The incumbent should give a list of **suggestions for things to do when there are gaps in the curate’s diary**: e.g. a list of people to visit, places in the parish one can pop in without an appointment, prayer walking round the parish, information to read (statistical, historical etc.)
* In the early weeks, the curate may do quite a lot of observing. This can be tiring. It is better to have a **mix of observing and doing** (e.g. visiting, leading intercessions in a service etc). As time goes by, the curate will do less observing and more doing (though this is not an either/or; even when you are leading something you should always be observing).
* In the early weeks of curacy, curates are sometimes at a loss how to spend their time – **so this sheet provides structure**.
* As time goes on, incumbents sometimes ask more of their curates than is realistic in the time they have. **This sheet can help prevent overload**. It gives a useful visual aid as to how busy they are.
* It is reasonable for a training incumbent to know what their curate is doing each week. The role of a curate role offers plenty of freedom, but in ministry we are not operating solo and curates are accountable to their incumbent as well as to God.

**Weekly Planning Sheet *(Sample Format)***

Week beginning:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning | Afternoon | Evening |
| Sunday | (8 am HC)  10 am HC |  | (6 pm Evensong) |
| Monday |  |  |  |
| Tuesday | 9 am Staff meeting |  |  |
| Wednesday | 9.15 am HC |  |  |
| Thursday |  |  | 6 .30 pm Youth group  8 pm Healing  (1st of month) |
| Friday | Day off | Day off | Day off |
| Saturday |  |  |  |

Tasks to fit in the ‘gaps’: