**Curacy Assessment and Reflection Record**

Welcome to your curacy assessment and reflection record.

This is a working document where you can keep track of all the things that you do throughout your curacy which will provide evidence that you have inhabited the qualities expected of you by the time you come to be signed off at the end of curacy. It is therefore an important tool for you throughout your curacy, both for regular review at supervision with your Training Incumbent, and also for your own record of your curacy.

As well as space for bullet pointed evidences, there is also space for short reflection. Ongoing reflection is an essential part of learning and development, and so please use this record as a place to record reflections upon particular aspects of curacy which struck you.

By the end of curacy, this document will provide your Ministerial Development Officer with evidence that you inhabit the qualities of a priest ready to be signed off, and also that you are a reflective practitioner who is ready for the rigours of incumbency in whatever role or sector that may be.

Of course, all curates will have different experiences during their curacy and are all based in different contexts, and so not everyone will encounter everything on the reflection record. This is not a checklist of items, all of which must have been accomplished within the curacy, but instead a way of recording your experiences and reflections based on what you have encountered. There is a short checklist at the end and also a space for noting areas of future development, but overall the reflection record is about logging your experiences and learning from them. The holistic experience of curacy is what you learn, not just a set of hoops to be jumped through. This will form part of your ongoing assessment, but please see it as much more than that – it is your chance to reflect on what you have learned and note down the experiences you have had.

NB – this record would be a huge task if you leave it until the end, or only look at it once a year. It is only an effective learning and recording tool if you keep updating it as a working document as you go along. Please therefore make it a discipline to briefly review and add evidence and reflections as appropriate, perhaps on a monthly basis.

Curate Name:

Training Parish:

Training Incumbent:

**Quality – Love For God**

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| --- | --- |
| Domain – Christ - Is reliant on God – Father, Son and Holy Spirit - and lives out an infectious, life-transforming faith | Evidence  (May include examples of how faith has been tested in curacy, what you have learned from it, where you have seen God at work in your life) |
| 1.Shows a vibrant faith that can speak about their own joys and disappointments, experience of change or failure and is able to interpret how grace is at work in their life  2.Is growing in Christlike character in daily living for example in love, humility, patience, prayerfulness, and obedience  3. Has a well-developed pattern of life based on four foundational texts (Jesus’ summary of the law; the Lord’s Prayer; the Apostles’ creed; the Beatitudes)  4. Can describe how their faith is maturing through their curacy | Year 1   * Attended funeral of 21-year-old suicide and reflected as supervision upon grace amidst sadness * Evolving pattern of daily prayer and bible reading in response to change of circumstances and family commitments   Year 2  Year 3 |
| Reflection on the Quality  Year 1 – First year was a tough introduction to ministry, which seemed theoretical at college, but rapidly became attritional and emotionally demanding. Sadly (and embarrassingly) I struggled with prayer time, and had to work with my spiritual director to renegotiate and explore other patterns of personal prayer. This feels like a key piece of work for my ongoing ministry and a good experience.  Year 2 –  Year 3 – | |

**Quality – Love For God**

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| Domain – Church - Is rooted in scripture, the worship of the Church and the living traditions  of faith | Evidence  (May include examples of services devised and led, reflections upon preaching experience, and examples of times where you have applied scripture to particular issues within your context) |
| 1. Shows a love for scripture and  makes responsible use of it to  explore issues of faith, for  example in preaching and pastoral care  2. Has led a variety of services of  worship with authority,  confidence and imagination  3. Can apply the Bible and  tradition of faith to specific issues  in the contemporary church and  society critically and reflectively | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Love For God**

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| --- | --- |
| Domain – World - Whole-heartedly, generously and attractively engages with God’s world | Evidence |
| 1. Can articulate God’s saving  purpose for creation and  humanity in the context of major  issues facing the world and local  community  2. Can draw on the resources of  scripture and theology to explore  ethical issues, in their own lives, in the local community, and in the wider world  3. Can draw on the resources of  disciplines other than theology  and of reflection upon their own  experience and that of others, and integrate these with the insights of theology  4. Can share the good news of  Jesus Christ, and has experience of mission and evangelism and of  watching for the signs of God’s  kingdom  5. Has inspired and led others to  be actively engaged with issues of  justice, peace and the integrity of  creation | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Love For God**

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| --- | --- |
| Domain – Self - Is prayerful and studies the Bible | Evidence |
| 1. Nurtures their private prayer life with regular spiritual practice with others (eg: spiritual accompaniment, quiet days, retreats, cell groups, prayer triplets) and can speak about the  accountability and challenge experienced in such relationships  2. Engages with different  approaches to prayer and  spirituality as they are found across the Anglican tradition and the wider church in a range of cultural contexts  3. Is committed to the Daily Office or other forms of public daily prayer  4. Is committed to independent study of scripture and theology as a resource for their ministry and personal growth  5. Has taught others how to pray, or to deepen their prayer lives using an approach which draws from outside their own tradition | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Call to Ministry**

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| --- | --- |
| Domain – Christ - Responds to the call of Christ to be a disciple | Evidence |
| 1.Is committed to their own growth as a disciple and to forming new disciples  2.Can speak about the call of Christ on their life (and that of their household) as it is emerging in their curacy and describe its impact in daily decision-making | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Call to Ministry**

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| --- | --- |
| Domain – Church - Understands the distinctive nature of ordained priestly ministry | Evidence |
| 1. Can articulate the shape of their ministry and the way they have been formed as a priest during their curacy  2.Deeply inhabits the practices of their own tradition within the Church of England, and shows evidence of being able to engage generously and humbly with those whose tradition and practice are different  3. Evidences that they have discerned and fostered the gifts of God’s people as part of a commitment to the whole people of God | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Call to ministry**

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| --- | --- |
| Domain – World - Is committed to being a public and representative person | Evidence |
| 1. Has developed an informed appreciation of the representative role of a minister in the Church of England and has had experience of practising this across a wide range of public settings  2. Evidences skills to communicate the hope of the gospel afresh to a wide audience  3. Can manage themselves and their family relationships in the context of the gifts and pressures of public ministry, including setting appropriate boundaries | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Call to Ministry**

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| --- | --- |
| Domain – Self - Articulates an inner sense of call grounded in priestly service | Evidence |
| 1.Continues to discern the call on their life and on what being open to God will entail in the future  2. Can speak of the joys and challenges of ministry, and the way in which ministry has promoted their flourishing and their developing relationship with Christ, whilst being able to speak honestly when this has been hard  3. Has explored different forms and contexts of ministry and is open to discerning their future in the light of the needs of the church  4. Displays a willingness to accept the costliness of ordained ministry, while growing in awareness of the proper limits to that costliness and of the support that they can expect as they face it  5. Can recognise, draw out and nurture the vocation of others, including those with a call to authorised or ordained ministry | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Love For People**

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| --- | --- |
| Domain – Christ - Welcomes Christ in others, listens, values and respects; cares for those in poverty and the marginalised | Evidence |
| 1.Demonstrates empathy and wisdom in pastoral relationships with a wide range of people so that they may learn from the diversity of God’s people  2. Builds healthy pastoral relationships in their curacy context which respect boundaries and go beyond the superficial  3. Can articulate the importance of Safeguarding and demonstrate good practice in managing the care of children and vulnerable adults in their curacy context  4. Demonstrates the disposition to resist evil, support the weak, defend the poor and intercede for the world | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Love For People**

|  |  |
| --- | --- |
| Domain – Church - Builds relationships which are collaborative and enabling | Evidence |
| 1.Demonstrates good listening skills in relationships with those inside and outside the church, including their own peers  2. Builds professional and trusting relationships with new colleagues that enable mutual respect, flourishing and learning  3. Evidences good reflective practice and learning from a wide range of pastoral and professional relationships from their IME 2 contexts  4. Has enabled others to assume roles of responsibility, drawing teams of volunteers together, mentoring and supervising others  5. Is alert to the existence of various forms of prejudice, including racism, in the church, and is learning how to challenge them, to support those who suffer from them and to create welcoming environments for all | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Love For People**

|  |  |
| --- | --- |
| Domain – World - Shows God’s compassion for the world | Evidence |
| 1. Evidences an ability to put others at their ease in a range of settings demonstrating compassion and curiosity about the life experiences of others  2. Can demonstrate how their faith is shared in specific acts of missional engagement, and how they have led others to engage in thought, prayer and action  3. Is committed to and inspires others to work for peace and reconciliation in the world | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Love For People**

|  |  |
| --- | --- |
| Domain – Self - Has empathy and is aware of how others receive them | Evidence  (Evidence may include reflection upon IME session engagement self-evaluation reports) |
| 1. Is self-aware and able to reflect on their strengths and vulnerabilities with honesty and openness  2. Shows maturity and resilience in balancing the demands of ministry, family and friends, drawing on supportive and healthy relationships to support them in the joys and challenges of life  3. Is aware of how others see them and has been able to manage expectations appropriately  4. Evidences work with others in voluntary and professional settings, showing that they understand their own working style and can engage with others who work differently | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Wisdom**

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| --- | --- |
| Domain – Christ - Is inquisitive, curious and open to new and lifelong learning | Evidence |
| 1.Is able to reflect alone, and with others, on their experiences in ministry, to articulate their learning and demonstrate its impact in changed behaviours  2.Demonstrates a commitment to life-long learning, whether through academic study, reflective practice, or engagement with their personal development, and including engagement with the insights of others who are different from them and marginalised voices  3.Demonstrates a capacity to live with unanswered questions and open-ended situations  4. Has demonstrated learning in a new and different context which has been outside their comfort zone  5. Demonstrates skills in enabling both children and adults to learn, in both informal and formal settings | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Wisdom**

|  |  |
| --- | --- |
| Domain – Church - Shows Leadership that enables thriving and healthy churches, handles conflict, and can lead in mission | Evidence |
| 1. Demonstrates appropriate and authentic leadership within the church setting with integrity and are able to reflect on their own leadership preferences and demonstrate flexibility in adapting their leadership style to the context  2.Can make creative and critical use of the resources of scripture and theology and contemporary perspectives on leadership and organisations to inform discipleship, leadership and community formation in the changing contexts of the Church of England  3. Demonstrates how they have enabled and developed the leadership of others within a Christian community  4. Has demonstrated ability to see the bigger picture and develop a strategy for growth which takes people with them  5. Can demonstrate the part they have played in collaborative leadership, showing awareness of the challenges and tensions of working in teams  6. Can describe situations in which they have been involved in transforming conflict and can reflect on their learning  7. Can demonstrate an area where they have led the church or part of the church community through change, articulate vision, ensuring execution and taking people with them  8. Can reflect critically on their own and others use of authority and power, understanding the dynamics operating within the local church and responding with wisdom and humility | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Wisdom**

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| --- | --- |
| Domain – World - Is robust and courageous and prepared to take risks | Evidence |
| 1. Can discern God’s mission in the setting in which they serve by reflective discernment through God’s Spirit and by responding in ways reflecting the 5 marks of mission  2.Demonstrates the capacity to reflect for themselves and to act in accordance with their convictions  3.Demonstrates qualities of leadership such that they can defend unpopular decisions if needed to  4. Can evidence where they have taken well-judged initiatives in their leadership | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Wisdom**

|  |  |
| --- | --- |
| Domain – Self - Is a mature and integrated person of stability and integrity | Evidence  (May include examples of how faith has been tested in curacy, what you have learned from it, where you have seen God at work in your life) |
| 1.Demonstrates maturity in the relationship with their training incumbent and other senior colleagues, balancing accountability with personal integrity  2.Can fair criticism with maturity and respond appropriately, with humility and good grace  3.Can demonstrate the ability to acknowledge and live with their vulnerabilities and to manage strong emotional reactions within a new context  4. Demonstrates integrity in their dealings with others, including those in authority over them, and those for whom they have pastoral responsibility | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Fruitfulness**

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| --- | --- |
| Domain – Christ - Embraces the different and enables others to be witnesses and servants | Evidence |
| 1.Demonstrates humility and openness to the views of others (both within the Church of England and ecumenically) who differ in theological position  2.Gives evidence of practical engagement with those of a world faith community other than Christianity  3. Has enabled growth in faith in individuals from whom they differ for example, in age, gender, class, and culture | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Fruitfulness**

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| --- | --- |
| Domain – Church - Shows the capacity to exercise sacramental, liturgical and effective and enabling teaching ministry | Evidence |
| 1.Regularly plans and presides over liturgies which are inspiring, ordered and which lead others into worship  2.Preaches in ways which are effective in teaching the faith and encouraging growth in discipleship  3. Communicates faith and practice in a variety of ways, with sensitivity to their audience  4. Can evidence an engagement with both traditional and new Christian communities showing an appreciation of how both can play a role in the mission of God | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Fruitfulness**

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| --- | --- |
| Domain – World - Shares faith in Christ and can accompany others in their faith | Evidence |
| 1.Can speak with confidence and infectious enthusiasm about their own journey of faith and discipleship.  2.Shows how they have nurtured others in their everyday faith, in the school, workplace or family  3. Is able to listen attentively to individuals and the community so that they can help others discern the presence and activity of the Holy Spirit  4. Has led others in evangelism and mission and can reflect on lessons learned, from those that were fruitful, and those that were not and how all of this connects to the mission of God  5. is an articulate apologist and interpreter of the faith in the public arena (for example in preaching at civic events, blogging, or speaking at enquirers or other open events such as pub theology)  6. Has prepared children and adults for rites of initiation | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Fruitfulness**

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| --- | --- |
| Domain – Self - Has resilience and stamina | Evidence |
| 1.Has achieved a rhythm of life that balances ministry, family, friends and rest in a sustainable way within their curacy context  2. Understands their own conscious and unconscious bias and has strategies to mitigate them  3. Has shown a capacity to bounce back after disappointment  4. Evidences the ability to prioritise under pressure and, where appropriate, to delegate tasks to others | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Potential**

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| --- | --- |
| Domain – Christ - Grow in faith and be open to navigating the future in the company of Christ | Evidence |
| 1.Serve the church in an uncertain and unknown future  2. Inspire others to grow in faith and discipleship | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Potential**

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| --- | --- |
| Domain – Church - Manage change, and see the big picture | Evidence |
| 1. Live with contingency, adapting to change in the church and leading others as a non-anxious presence  2. Lead a church in growth with a capacity to evaluate risk and to act with courage  3. Chair a PCC meeting | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Potential**

|  |  |
| --- | --- |
| Domain – World - See where God is working in the world and respond with missionary imagination | Evidence |
| 1. Lead a church in mission  2. Plant a church or Fresh Expression, enabling others to lead and sustain its ministry | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Potential**

|  |  |
| --- | --- |
| Domain – Self - Be adaptable and agile | Evidence |
| 1. Grow in self-awareness as a reflective practitioner with a capacity to change their mind in the light of experience and practice  2. Face the challenges of ministry including its disappointments, with equanimity | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Trustworthiness**

|  |  |
| --- | --- |
| Domain – Christ - Follows Christ in every part of their life | Evidence |
| 1.Has knowledge of the four texts (Jesus’ summary of the Law; Lord’s prayer; apostles’ creed; Beatitudes) and well-developed pattern of life based on these  2.Is able to accept the holy scriptures as revealing all things necessary for eternal salvation through faith in Jesus Christ Has demonstrated personal and scholarly integrity in fulfilling the requirements of their training. | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Trustworthiness**

|  |  |
| --- | --- |
| Domain – Church - Leads maturely which promotes safe and harmonious Christian communities | Evidence |
| 1.Can show that they are ready to accept and ministers the discipline of the Church and respect authority duly exercised within it  2.Can show capacity to manage relationships  3.Demonstrates a concern and the ability to create safe environments in which sensitive issues and concerns can be raised honestly and openly  4.Demonstrates understanding of the Guidelines for the Professional Conduct of the Clergy  5.Can understand and articulate the importance of Safeguarding and knows what good practice in managing the care of children and vulnerable adults looks like  6.Can demonstrate the knowledge and skills required to fulfil the legal and administrative responsibilities that required by incumbent level responsibility  7.Engages with the vision and values of the Diocese | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Trustworthiness**

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| --- | --- |
| Domain – World - Lives out their life as a representative of God’s people | Evidence |
| 1.Demonstrates the ability to communicate Christian faith in a credible way that respects the context in which that witness takes place  2.Has ability to evaluate risk and know when a risky venture is justified and appropriate  3.Has sufficient knowledge of taking care when using social media  4. Has skills to chair a charity | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Quality – Trustworthiness**

|  |  |
| --- | --- |
| Domain – Self - Has a high-degree of self-awareness | Evidence |
| 1.Can speak of the joys and challenges off ministry and the way in which ministerial formation promotes flourishing and their developing relationship with Christ  2.Has accountability mechanisms in place  3.Demonstrates the ability to manage confidentiality  4. Able to live within the House of Bishops guidelines on Human sexuality  5.Able to live within the 5 Guiding Principles  6.Demonstrates understanding of the Church’s Fitness to Practice Framework and how this affects ongoing ministry | Year 1  Year 2  Year 3 |
| Reflection on the Quality  Year 1 –  Year 2 –  Year 3 – | |

**Experience Checklist**

Please tick the following once you have done at least one/understand:

* Eucharist/Communion
  + BCP communion
  + Common Worship Communion
  + Preparing the table
* Non-Eucharistic Service of the Word
  + Special festivals, Memorial services, Carol services
  + Civic events, e.g. Remembrance Sunday
* Occasional Offices
  + Baptism – including understanding of legalities and registers
  + Wedding – including understanding of legalities, registers and preliminaries
  + Funeral – including understanding of legalities and registers
  + Ashes Internment/Burial
* School assembly/class lesson
* Nurture Course or equivalent
* Confirmation Preparation
* Chairing a PCC meeting and Standing Committee
* Co-chair/Chair APCM
* Home Communion
* Pastoral Visiting
* Understanding of GDPR, record keeping and data protection
* Understanding and familiarity with Church Representations Rules
* Understanding of faculty process and churchyard regulations
* Understanding of Parish Share and Church accounts/budgets
* Understanding of Canon Law
* Understanding of Guidelines for the Professional Conduct of the Clergy

**Areas for Development**

Please note any areas you wish to highlight for your ongoing development:

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