



# DIOCESE *of* OXFORD

*A Christ-like Church for the sake of God's world*

## INITIAL MINISTERIAL EDUCATION—ANNUAL REVIEW

### Notes to help Training Incumbents with the Annual Review process

#### Timing

The Bishops of our diocese have agreed that a copy of the *End of Year 1 Annual Review Form* prepared as part of the Annual Review process plus a short covering letter from the Training Incumbent (or other supervising minister) will be sufficient for them to decide if our deacons should be ordained as priests. The Training Incumbent will need to send both of these to the Area Bishop and the Head of IME 2, copied to the Curate.

This means that the review process needs to be completed in good time before the end of April and the Review and letter of recommendation emailed in by **April 30<sup>th</sup>**, so that the Area Bishop has opportunity to read and respond during May if necessary. Clearly, this means that the Annual Review process often falls in the latter stages of Lent and may well coincide with Easter or holidays for some. If there is likely to be any delay, please let us know as soon as possible.

It is expected that curates include a copy of the signed and dated *Annual Review Form (End of year 1 and 2)* or *Final Annual Review Form*, as appropriate, in their Ministry Development Folder (MDF) each year. All MDFs are now submitted electronically, usually by 10<sup>th</sup> May each year. Where possible, it is helpful that signatures are scanned but if this proves difficult, an electronic signature is acceptable.

#### The Review Meeting

You should allow a longer supervision than usual, of between 90 and 120 minutes, for the review meeting. This means that the review needs to be carefully focused around material that has been prepared for the meeting. Often curates and training incumbents find it helpful to fill in some parts of the annual review form in regular supervisions throughout the year before checking and amending in the review meeting. If it suits your relationship or working circumstances, you may wish to have other people involved in either preparation (e.g. contribution from another team member) or on the day (e.g. where there is more than one training minister). You shouldn't plan to do anything other than the review during the meeting and ideally there should be no surprises, as points of constructive criticism will have been raised during regular supervisions during the year.

You will need to work through the *Annual Review Form (end of year 1 and 2)* or *Final Annual Review Form*, as appropriate, at the meeting, ensuring all sections are complete. Those training Ordained Pioneer Ministers (OPMs) should ensure the correct Pioneer version is used as these included extra criteria for assessment relating to the pioneer context. The Pioneering Supervisor or Mentor must be actively involved in the review process, whether separately or together.

The expectation is that Training Incumbents should aim to write roughly a paragraph on each of the 7 sets of criteria (often in one block at the end of each section but cross-referencing to the sub-criteria is much appreciated by assessors). Curates are expected to write roughly a page of A4 total for each of the 7 sets of criteria, which will be split over each of the boxes for the sub-criteria. All comments should be short, specific, use concrete examples to identify strengths and weaknesses clearly, and written to be read by a third-party who does not know the curate or context well.

### **The Documents**

Other than these Notes, there are three other key documents: the *Annual Assessment Requirements* (an overview for the curates, laid out in incumbent-focus and associate-focus versions), the *Annual Review Form (end of year 1 and 2)* itself, and the *Practice of Ministry: Core Skills and Abilities checklist*. These can be found in their most up-to-date form on the web-site (<https://www.oxford.anglican.org/mission-ministry/ministry/curates-training-ime-part-2/>). It is helpful if both Curate and Training Incumbent provide concrete examples in the *Annual Review Form end of year 1 and 2* of what the Curate has achieved.

The *Annual Review Form (End of year 1 and 2)* document is crucial. For the diaconal year, it will come to rest in the Register of Ministry (ROM) that is held in the Bishop's Office, and, for all years of the curacy, it will form an important part of the Curate's MDF, being needed for final assessment at the end of curacy. For this reason, it needs to be completed with some care. It needs to be even-handed—strengths and gifts are important, as are areas which need further development. We would hope that areas that are noted as needing attention will show up at the next Annual Review as being significantly improved.

The *Practice of Ministry: Core Skills and Abilities checklist* is provided in two forms, one for incumbent-focus curates, one for associate-focus. This may be filled in gradually from time to time throughout the curacy but a signed snap-shot of the curate's progress up to that point should be submitted in the Curate's MDF each time it is assessed.

The **Interim Learning Agreement** also benefits from checking at the Annual Review. Any adaptation to circumstances or the Curate's ongoing development should be reviewed and noted. If it is fine, that should simply be noted in the Curate's MDF, with the date reviewed. If it needs to change, that should also be noted and the areas for change agreed. A fully amended version may not be possible in time for the MDF submission but it should be clear that it is due to change. Amended Learning Agreements should be sent to the Head of IME 2 after the annual review each year for the diocesan signature and inclusion in the Curate's records..

Grant Bayliss (Head of IME 2)  
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