



DIOCESE *of* OXFORD

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

Annual Informal Feedback and Final Assessment for Curates Diocese of Oxford

In order to help you build up all the evidence needed to assess your progress by the end of curacy and prepare you to be 'signed off' by your area bishop, the Assessors have arranged to assess your Ministry Development Folder (MDF) each year.

MDFs should be compiled electronically and emailed by the curate to Emma Nawrocki by May 10th each year. The Assessors and Head of IME 2 agree who will assess each curate's folder and may either ask the curate to send their MDF to the Assessor directly or forward them on directly. The Assessors usually take 2–4 weeks to produce their reports and these are then moderated locally by the Head of IME 2 and a representative sample sent to a regional moderation panel in late July. There our Oxford curates' MDFs and our processes of assessment are scrutinised by our partner dioceses of Guildford, Winchester, Salisbury, Portsmouth and Bath & Wells. In addition, the Head of IME 2 collates the assessment summaries into a report on all their curates' MDFs for each of our area bishops. Following this (usually by the end of August), curates and their training incumbents are sent the assessment summaries (and a copy should be placed in your MDF ready for the following year).

Most curates are expected to submit their MDF for final 'end of curacy' assessment by 10th May at the end of Yr 3. This is particularly important for stipendiary curates who are usually expected to have found a first post of responsibility and be ready to move by Easter in Yr 4. Where the curate or training incumbent believes the curate may not have engaged satisfactorily with all the Formation Criteria by this date, they should notify the Head of IME 2 and agree a plan. Currently there are two further windows for end of curacy assessment – 15th October or 15th February in Yr 4. There is a check list of all the documents that need to be included in the MDF (in the Curates Handbook) which may help you ensure that you have completed all the relevant requirements.

The timescale for Assessors producing end of curacy reports and their recommendation to the area bishop is the same as for informal feedback in previous years. If the curate has a new role agreed, pending sign-off, and is hoping to move shortly after the end of curacy MDF submission, please alert the Head of IME 2 to fast-track the assessment. This does not affect the Assessor's judgement in any way but may allow the timescale to be slightly reduced and avoid potential problems with the Registry drawing up new licences. Please see End of curacy flowchart Section 12 of the Curates Handbook for further information.