**Ministry Experience Check List for Training Supervisors and Curates**

This check list refers to specific areas of skill and experience which are relevant to ministry and which generally should be seen to have been covered by the end of the first three years of ordained ministry (with a mature awareness of personal strengths and weaknesses). Some of these areas may have been part of the curate’s former life experience or may have been included in College or Course. Not all are relevant to every situation, for example, the Formation Criteria may well be different for SSM and nationally deployable clergy.

It is suggested that this list is used as a tool shortly after the beginning of a curate’s ordained ministry (not least so that the training partners are aware of strengths and experience to date) and will further be required to help to complete curate reviews.

**1. Personal Development Level of experience Priority and timing**

 **gained to date for development**

Low High

Spirituality and prayer life:

Spiritual Director |.....|.....|.....|.....|.....| ...................................

Daily Office, Quiet Time: |.....|.....|.....|.....|.....| ...................................

Continuing Biblical studies |.....|.....|.....|.....|.....| ...................................

Ongoing theological reflection/

making connections |.....|.....|.....|.....|.....| ...................................

Reflection on life journey |.....|.....|.....|.....|.....| ...................................

Reflection on diaconal/priestly role |.....|.....|.....|.....|.....| ...................................

Time management and working rhythm:

retreats, recreation |.....|.....|.....|.....|.....| ...................................

Development of creative support

networks |.....|.....|.....|.....|.....| ...................................

Making relationships |.....|.....|.....|.....|.....| ...................................

Awareness of gender dynamics in

working relationships, between

colleagues and parishioners |.....|.....|.....|.....|.....| ...................................

Understanding of partnership

in ministry |.....|.....|.....|.....|.....| ...................................

Understanding of confidentiality |.....|.....|.....|.....|.....| ...................................

Appropriate leadership |.....|.....|.....|.....|.....| ...................................

Management of personal finances |.....|.....|.....|.....|.....| ...................................

**2. Conduct of Worship Level of experience Priority and timing**

 **gained to date for development**

Low High

Requirements of Canon Law

regarding worship |.....|.....|.....|.....|.....| ...................................

Use of Book of Common Prayer

 Holy Communion |.....|.....|.....|.....|.....| ...................................

 Morning and Evening Prayer |.....|.....|.....|.....|.....| ...................................

Use of Common Worship

 Holy Communion

 a. traditional language |.....|.....|.....|.....|.....| ...................................

 b. modern language |.....|.....|.....|.....|.....| ...................................

 Morning and Evening Prayer |.....|.....|.....|.....|.....| ...................................

 Service of the Word |.....|.....|.....|.....|.....| ...................................

Baptisms |.....|.....|.....|.....|.....| ...................................

Weddings: modern |.....|.....|.....|.....|.....| ...................................

 traditional |.....|.....|.....|.....|.....| ...................................

Blessing after civil marriage |.....|.....|.....|.....|.....| ...................................

Funerals |.....|.....|.....|.....|.....| ...................................

Seasonal Worship |.....|.....|.....|.....|.....| ...................................

Healing Services |.....|.....|.....|.....|.....| ...................................

All-age Worship |.....|.....|.....|.....|.....| ...................................

Familiarity with newly authorised

liturgies |.....|.....|.....|.....|.....| ...................................

Worship appropriate for ‘Fresh

Expressions of Church’ |.....|.....|.....|.....|.....| ...................................

Writing and planning special

services |.....|.....|.....|.....|.....| ...................................

Reading, speaking and singing

in church |.....|.....|.....|.....|.....| ...................................

Preparing and leading intercessions |.....|.....|.....|.....|.....| ...................................

 **Level of experience Priority and timing**

 **gained to date for development**

Low High

Preparing church and books
for worship |.....|.....|.....|.....|.....| ...................................

Preparing the communion vessels |.....|.....|.....|.....|.....| ...................................

Practical awareness of traditions

other than own

(e.g. use of vestments, incense, |.....|.....|.....|.....|.....| ...................................

'North End', etc.)

Choreography of worship |.....|.....|.....|.....|.....| ...................................

Use of technology in worship |.....|.....|.....|.....|.....| ...................................

**3. Preaching Level of experience Priority and timing**

 **gained to date for development**

Low High

Parish Eucharist |.....|.....|.....|.....|.....| ...................................

All-age worship |.....|.....|.....|.....|.....| ...................................

Service of the Word |.....|.....|.....|.....|.....| ...................................

Preparation and use

of audio/visual aids |.....|.....|.....|.....|.....| ...................................

Baptisms |.....|.....|.....|.....|.....| ....................................

Weddings |.....|.....|.....|.....|.....| ....................................

Funerals |.....|.....|.....|.....|.....| ...................................

Civic occasions |.....|.....|.....|.....|.....| ...................................

**4. Mission and Evangelism Level of experience Priority and timing**

 **gained to date for development**

Low High

Awareness of the local context

and social profile |.....|.....|.....|.....|.....| ...................................

Developed theology, understanding

and practice of mission |.....|.....|.....|.....|.....| ...................................

 **Level of experience Priority and timing**

 **gained to date for development**

Low High

Ability to present the Gospel

to those with little or no

church background |.....|.....|.....|.....|.....| ...................................

Experience of using some of the

evangelism resources

(e.g., Alpha, Emmaus, etc) |.....|.....|.....|.....|.....| ...................................

**5. Pastoral and Educational Level of experience Priority and timing**

 **gained to date for development**

Low High

Knowledge of how adults learn |.....|.....|.....|.....|.....| ...................................

Teaching:

 Biblical topics |.....|.....|.....|.....|.....| ...................................

 Prayer |.....|.....|.....|.....|.....| ...................................

Work with younger children |.....|.....|.....|.....|.....| ...................................

Work with teenagers |.....|.....|.....|.....|.....| ...................................

Preparation for Christian Initiation

 Baptisms:

 alone |.....|.....|.....|.....|.....| ...................................

 with a team |.....|.....|.....|.....|.....| ...................................

 Confirmation:

 Young people |.....|.....|.....|.....|.....| ...................................

 Adults |.....|.....|.....|.....|.....| ...................................

 Communion before confirmation |.....|.....|.....|.....|.....| ...................................

Marriage: requests & legalities |.....|.....|.....|.....|.....| ...................................

 preparation |.....|.....|.....|.....|.....| ...................................

 remarriage |.....|.....|.....|.....|.....| ...................................

 **Level of experience Priority and timing**

 **gained to date for development**

Low High

Funeral visiting |.....|.....|.....|.....|.....| ...................................

Pastoral visiting |.....|.....|.....|.....|.....| ...................................

Ministry to the old, the sick & the dying:

 at home |.....|.....|.....|.....|.....| ...................................

 in hospital |.....|.....|.....|.....|.....| ...................................

Anointing the sick and dying |.....|.....|.....|.....|.....| ...................................

Confession and absolution in formal

and informal situations |.....|.....|.....|.....|.....| ...................................

Working with volunteers |.....|.....|.....|.....|.....| ...................................

Awareness of current issues in

society (e.g. sexuality, racism etc.) |.....|.....|.....|.....|.....| ...................................

Listening skills and

awareness of own limitations |.....|.....|.....|.....|.....| ...................................

**6. Parish Organisation Skills Level of experience Priority and timing**

 **gained to date for development**

Low High

Preparation for & chairing meetings |.....|.....|.....|.....|.....| ...................................

Legalities of lay officers, PCC & APCM |.....|.....|.....|.....|.....| ...................................

Presentation skills

and parish publicity |.....|.....|.....|.....|.....| ...................................

Understanding of parish finance, incl.

fees, expenses and parish share |.....|.....|.....|.....|.....| ...................................

Church registers |.....|.....|.....|.....|.....| ...................................

Churches, churchyards, |.....|.....|.....|.....|.....| ...................................

DAC, Faculties |.....|.....|.....|.....|.....| ...................................

Legalities of worship, including

interfaith and ecumenical worship |.....|.....|.....|.....|.....| ...................................

Writing magazine articles |.....|.....|.....|.....|.....| ...................................

 **Level of experience Priority and timing**

 **gained to date for development**

Low High

Record keeping and budgeting |.....|.....|.....|.....|.....| ...................................

Information technology |.....|.....|.....|.....|.....| ...................................

Legal requirements for
employees eg youth workers |.....|.....|.....|.....|.....| ...................................

Personal safety awareness |.....|.....|.....|.....|.....| ...................................

Safeguarding awareness |.....|.....|.....|.....|.....| ...................................

**7. Additional Skills Level of experience Priority and timing**

 **gained to date for development**

Low High

Emergency baptism |.....|.....|.....|.....|.....| ...................................

Local incident & emergency plans |.....|.....|.....|.....|.....| ...................................

Blessing homes, objects |.....|.....|.....|.....|.....| ...................................

Encountering the mentally ill |.....|.....|.....|.....|.....| ...................................

Infant death - including stillbirth,

miscarriage, abortion |.....|.....|.....|.....|.....| ...................................

Dealing with conflict |.....|.....|.....|.....|.....| ...................................

**8. Particular Areas of Expertise Level of experience Priority and timing**

 **gained to date for development**

Low High

School assemblies, etc:

 primary |.....|.....|.....|.....|.....| ...................................

 secondary |.....|.....|.....|.....|.....| ...................................

School governance |.....|.....|.....|.....|.....| ...................................

Community involvement |.....|.....|.....|.....|.....| ...................................

Media skills |.....|.....|.....|.....|.....| ...................................

Tourism and use of church buildings |.....|.....|.....|.....|.....| ...................................

Spiritual direction |.....|.....|.....|.....|.....| ...................................

**9. Links with the Church Level of experience Priority and timing**

 **beyond the Parish gained to date for development**

Low High

Awareness of diocesan resources

and structures |.....|.....|.....|.....|.....| ...................................

Chapter meetings and synods |.....|.....|.....|.....|.....| ...................................

Awareness of

national Church structures |.....|.....|.....|.....|.....| ...................................

Understanding of

The Anglican Communion |.....|.....|.....|.....|.....| ...................................

Ecumenism; national & local |.....|.....|.....|.....|.....| ...................................

This checklist is adapted from a list in ‘Beginning Public Ministry’ (Ministry Division, 1998). The approach embodied by the *Formation Criteria for IME Phase 2* (p 5f) is based primarily on ‘dispositions’ and character rather than checklists of experience gained during curacy. However, Training Supervisors and curates may find this a helpful tool to complement the *Formation Criteria*.