Agreement for IME Phase 2: Placement

A contract between: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (Curate)

and . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (Training incumbent)

for a placement undertaken in . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

between: . . . . . . . . . . . . . . . . . . . . . . . . . . . . and . . . . . . . . . . . . . . . . . . . . . . . .

Supervisor's address: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . telephone . . . . . . . . . . . . . . . . . . . . . . . . . . .

**COPIES OF THIS CONTRACT MUST BE KEPT BY THE SUPERVISOR,**

**THE CURATE AND THE HEAD OF LEARNING AND MINISTRY DEVELOPMENT**

1 MAIN OBJECTIVES:

 State briefly the main learning objectives to be addressed through observation and

 participation during the placement.

2 State briefly why the above objectives have been chosen.

3 Indicate briefly the criteria by which you intend to assess what has been learned under (1).

4 COLLABORATION

 With which organizations and individuals will the curate need to work in order to address the objectives outlined in (1) above?

5 FINANCIAL

 Are there any significant costs which it is anticipated will be incurred by the curate in undertaking the objectives listed in (1). Travel costs need to be included here.

 Note down the costs below.

6 PREPARATION

 What prior preparation (eg. reading, research, meeting people) will the curate need to undertake before the placement begins?

7 LITURGICAL ACTIVITY

 What involvement is the curate to have in preparing and leading worship while on placement?

8 SPECIAL EVENTS

 For which special events (eg. church fetes, meetings, special services) does the curate need to be present? [Specify events and dates/times]

9 ABSENCES

 Will the curate or supervisor need to be absent from the placement (other than for regular days off as indicated in the guidelines)? Specify when and why.

10 TRANSPORT

 Will the curate need her/his own transport to undertake all or any of the placement? Is this available?

11 WORK SPACE

 Will the curate have a room or office in/from which to work during the day?

 Where will this be?

 Will s/he need to stay overnight on any occasions? Specify which.

12 Are there any other matters of which the supervisor, curate or Head of Learning and Ministry Development need to be aware in connection with this placement? If so, please note them down below.

Signed . . . . . . . . . . . . . . . . . . . . . . . . . (Curate)

And

Signed . . . . . . . . . . . . . . . . . . . . . . . .. (Supervisor)

Dated: . . . . . . . . . . . . . .