**CHECKLIST (May 2021)**

This checklist outlines the specific skills and areas of expertise which might be addressed in the first years of ordained ministry, not all of which will be relevant to the particular context in which curates find themselves. This list should be used as a discussion document of areas that might be covered, and a personalised version drawn up between the curate and the training incumbent to reflect the local context and previous relevant experience.

*Instructions:*

|  |  |
| --- | --- |
| *1* | *Indicate the level of experience that has been gained in relation to the listed skills by marking the relevant point on the scale (low to high).* |
| *2* | *Give a priority rating to the further development of those skills marked low in the scale. (10 is high priority, 0 is low priority)* |
| *3* | *Give a priority rating for further development to those skills in which you may be acquiring particular expertise and where you may want to highlight continued training.* |

|  | Level of competence  gained to date | Priority Rating  for future development |
| --- | --- | --- |
|  | Low High |  |
| **Personal Development**  Spirituality and prayer life:  Daily Office, Quiet Time, prayer styles, spiritual director | |….|….|….|…..|….| | …………. |
| Biblical studies | |….|….|….|…..|….| | …………. |
| Reflection on role(s) and work | |….|….|….|…..|….| | …………. |
| Reflection on life journey | |….|….|….|…..|….| | …………. |
| Awareness of own learning style | |….|….|….|…..|….| | …………. |
| Continuing theological reflection/making connections | |….|….|….|…..|….| | …………. |
| Development of appropriate working rhythm, including time off, retreats etc. | |….|….|….|…..|….| | …………. |
| Awareness of gender dynamics in working relationships | |….|….|….|…..|….| | …………. |
| Development of understanding of partnership in ministry | |….|….|….|…..|….| | …………. |
| Development of creative support networks | |….|….|….|…..|….| | …………. |
|  |  |  |
| Understanding of confidentiality | |….|….|….|…..|….| | …………. |
| Exercising a leadership role/awareness of own leadership style | |….|….|….|…..|….| | …………. |
| **Conduct of Worship** |  |  |
| Requirements of Canon Law regarding worship | |….|….|….|…..|….| | …………. |
| 1662 Holy Communion | |….|….|….|…..|….| | …………. |
| 1662 Morning or Evening Prayer (sung) | |….|….|….|…..|….| | …………. |
| *Common Worship Services*  Morning and Evening Prayer  Holy Communion | |….|….|….|…..|….|  |….|….|….|…..|….| | ………….  …………. |
| Baptisms | |….|….|….|…..|….| | …………. |
| Weddings - *CW* | |….|….|….|…..|….| | …………. |
| Blessing after civil marriage | |….|….|….|…..|….| | …………. |
| Funerals | |….|….|….|…..|….| | …………. |
| Holy Week in more than one context | |….|….|….|…..|….| | …………. |
| Worship not following a prescribed form | |….|….|….|…..|….| | …………. |
| All-age worship | |….|….|….|…..|….| | …………. |
| Familiarity with newly authorised forms of worship e.g. fresh expressions | |….|….|….|…..|….| | …………. |
| Writing and planning special services | |….|….|….|…..|….| | …………. |
| Choosing music & liaison with musicians | |….|….|….|…..|….| | …………. |
| Reading, speaking & singing in church | |….|….|….|…..|….| | …………. |
| Leading intercessions | |….|….|….|…..|….| | …………. |
| Preparing the church & books for worship | |….|….|….|…..|….| | …………. |
| Preparing the communion vessels | |….|….|….|…..|….| | …………. |
| Practical awareness of traditions other than own | |….|….|….|…..|….| | …………. |
| Choreography of worship  Practical and Legal requirements for online worship | |….|….|….|…..|….|  |….|….|….|…..|….| | ………….  …………. |
| **Preaching** |  |  |
| Parish Eucharist | |….|….|….|…..|….| | …………. |
| All-age worship | |….|….|….|…..|….| | …………. |
| Preparation of audio/visual aids | |….|….|….|…..|….| | …………. |
| Weddings | |….|….|….|…..|….| | …………. |
| Funerals | |….|….|….|…..|….| | …………. |
| To non-regular churchgoers (e.g. civic occasions) | |….|….|….|…..|….| | …………. |
| Public speaking - not preaching | |….|….|….|…..|….| | …………. |
| **Mission and Evangelism** |  |  |
| Awareness of local context, in particular the social profile | |….|….|….|…..|….| | …………. |
| Developed theology, understanding and practice of mission | |….|….|….|…..|….| | …………. |
| Ability to present the Gospel message to those with little or no church background | |….|….|….|…..|….| | …………. |
| Experience of using one of the evangelism resources, e.g. Alpha, Emmaus, etc. | |….|….|….|…..|….| | …………. |
| **Pastoral and Educational** |  |  |
| Knowledge of how adults learn | |….|….|….|…..|….| | …………. |
| Awareness of current issues in society and unconscious bias, e.g. racial, gender, sexuality, etc. | |….|….|….|…..|….| | …………. |
| Baptism preparation:  as an individual | |….|….|….|…..|….| | …………. |
| in a team | |….|….|….|…..|….| | …………. |
| Sunday School | |….|….|….|…..|….| | …………. |
| School Assemblies:  church school | |….|….|….|…..|….| | …………. |
| non-church school | |….|….|….|…..|….| | …………. |
| Confirmation - children and young people | |….|….|….|…..|….| | …………. |
| Confirmation instruction - adults | |….|….|….|…..|….| | …………. |
| Involvement in a church youth group | |….|….|….|…..|….| | …………. |
| Marriage requests, including complex circumstances | |….|….|….|…..|….| | …………. |
| Marriage preparation | |….|….|….|…..|….| | …………. |
| Banns | |….|….|….|…..|….| | …………. |
| Special licences/Archbishop’s Licence | |….|….|….|…..|….| | …………. |
| Funeral visiting | |….|….|….|…..|….| | …………. |
| Teaching about prayer | |….|….|….|…..|….| | …………. |
| Home Group leadership | |….|….|….|…..|….| | …………. |
| Bible study leadership | |….|….|….|…..|….| | …………. |
| Pastoral visiting | |….|….|….|…..|….| | …………. |
| Visiting the sick at home | |….|….|….|…..|….| | …………. |
| Visiting the sick in hospital | |….|….|….|…..|….| | …………. |
| Ministry to the sick and dying:  in hospital | |….|….|….|…..|….| | …………. |
| at home | |….|….|….|…..|….| | …………. |
| Healing services | |….|….|….|…..|….| | …………. |
| Ministry in an institutional setting e.g. prison, old people’s home | |….|….|….|…..|….| | …………. |
| Working with volunteers & pastoral management | |….|….|….|…..|….| | …………. |
| Pastoral/listening skills and awareness of own limitations | |….|….|….|…..|….| | …………. |
| **Parish Organisation Skills** |  |  |
| Preparation for & chairing of meetings | |….|….|….|…..|….| | …………. |
| Legalities of lay officers, PCC & APCM  Competence in using e-mail and Internet | |….|….|….|…..|….|  |….|….|….|…..|….| | ………….  …………. |
| Paper management | |….|….|….|…..|….| | …………. |
| Time management | |….|….|….|…..|….| | …………. |
| Presentation skills & parish publicity | |….|….|….|…..|….| | …………. |
| Managing parish finances, fees & expenses | |….|….|….|…..|….| | …………. |
| Church registers | |….|….|….|…..|….| | …………. |
| Churchyards, DAC & Faculties | |….|….|….|…..|….| | ………….` |
| Legalities of worship, including interfaith & ecumenical worship  Safeguarding policies and processes | |….|….|….|…..|….|  |….|….|….|…..|….| | ………….  …………. |
| The keeping of records | |….|….|….|…..|….| | …………. |
| Simple accounting & budgeting | |….|….|….|…..|….| | …………. |
| Long term planning & development | |….|….|….|…..|….| | …………. |
| Goal/objective setting & evaluation | |….|….|….|…..|….| | …………. |
| Writing magazine articles | |….|….|….|…..|….| | …………. |
| Working with the media | |….|….|….|…..|….| | …………. |
| Legal requirements for youth / children workers | |….|….|….|…..|….| | …………. |
| Personal safety awareness  Recruitment of volunteers  Recruitment of employed staff | |….|….|….|…..|….|  |….|….|….|…..|….|  |….|….|….|…..|….| | ………….  ………….  …………. |
| **Additional Skills** |  |  |
| Emergency baptism in hospital | |….|….|….|…..|….| | …………. |
| Local incident emergency plans | |….|….|….|…..|….| | …………. |
| Blessing of objects, homes & people | |….|….|….|…..|….| | …………. |
| Encountering the mentally ill | |….|….|….|…..|….| | …………. |
| Anointing the sick | |….|….|….|…..|….| | ………….` |
| Thanksgiving for birth of a child | |….|….|….|…..|….| | …………. |
| Death of babies - including stillbirths, abortion, miscarriage | |….|….|….|…..|….| | …………. |
| Sudden death e.g. accident, suicide, major incident | |….|….|….|…..|….| | …………. |
| Dealing with conflict | |….|….|….|…..|….| | …………. |
| Confession and absolution in formal & informal settings | |….|….|….|…..|….| | ………….` |
|  |  |  |
| **Areas of expertise**  Schools - primary and secondary e.g. school governor | |….|….|….|…..|….| | …………. |
| People with mental illness | |….|….|….|…..|….| | …………. |
| People with disabilities of various kinds | |….|….|….|…..|….| | …………. |
| Work amongst deaf people | |….|….|….|…..|….| | …………. |
| Supporting laity in church life | |….|….|….|…..|….| | …………. |
| Supporting laity in secular life - work and community involvement | |….|….|….|…..|….| | …………. |
| Community development | |….|….|….|…..|….| | …………. |
| Interfaith dialogue | |….|….|….|…..|….| | …………. |
| Effective teaching of the Christian faith within a changing culture | |….|….|….|…..|….| | …………. |
| Equal opportunities | |….|….|….|…..|….| | …………. |
| Media skills | |….|….|….|…..|….| | …………. |
| Chaplaincy work - industrial, hospital, school, prison, community groups | |….|….|….|…..|….| | …………. |
| Tourism and use of church buildings | |….|….|….|…..|….| | …………. |
| Rural ministry | |….|….|….|…..|….| | …………. |
| Urban and inner-city ministry | |….|….|….|…..|….| | …………. |
| Suburban ministry | |….|….|….|…..|….| | …………. |
| Spiritual direction/counselling | |….|….|….|…..|….| | …………. |
| **Links with the wider Church** |  |  |
| Awareness of diocesan resources and strategy for mission | |….|….|….|…..|….| | …………. |
| Involvement in local deanery chapter | |….|….|….|…..|….| | …………. |
| Awareness of national church structures | |….|….|….|…..|….| | …………. |
| Awareness of world-wide Church | |….|….|….|…..|….| | …………. |