



THE CHURCH
OF ENGLAND

SUFFOLK

Continuing Ministerial Development Handbook

 **Growing in God**

June 2022

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Dear Colleagues,

Ordained and lay ministers are key resources in the mission and ministry of our diocese. One of the most important ways of valuing you is through Continuing Ministerial Development, whose overall aim is to help you to become more confident in the exercise of your calling.

As you will see from these pages, the diocese provides a rich variety of resources. Some of these are important at particular stages of ministry, while others benefit us when we face new demands and challenges.

This handbook comes to you as an individual, but our ministries belong within the whole body of Christ, and are often exercised in partnership with others, both within and beyond the church community. I encourage you to look for opportunities to learn collaboratively, and to share what you learn more widely.

I'm always happy to discuss CMD with individuals, ministry teams and chapters. My contact details are at the back of this booklet.

With all good wishes

A handwritten signature in black ink that reads "Dave Gardner". The signature is written in a cursive style with a large, stylized 'D'.

The Revd Canon Dave Gardner
Director of Mission and Ministry
CMD Adviser

CMD Aims and Objectives

The purpose of CMD is to equip and build up ministers, so that they may be able to develop their gifts, learning and theological understanding throughout their lives, and foster their sense of vocation. This makes them better able to encourage those around them, so that the community to which they have been called may participate fully in God's mission in the world.

CMD promotes the development of ministers

- as human beings in their own personal, spiritual and vocational growth
- as those who serve in a particular role and local context
- as ministers in the Church of England and the Church of God.

CMD is a partnership between

- the minister
- members of the Mission and Ministry team and others who have responsibility for delivering CMD (both within the diocesan and regional structures and outside them)
- Bishops and others responsible for the care and oversight of ministers (such as Archdeacons, Rural Deans, Wardens of Readers and LLMs, the Bishops' Ministry Officer and reviewers)
- those with and among whom the minister serves.

Most ministerial development takes place informally within the round of ministerial activities and in meetings of ministry teams, chapters, Readers' meetings and support groups. More formal, intentional learning occurs through events and courses, organised locally, at deanery or diocesan level, or delivered by a variety of organisations and institutions.

The Bishop expects that clergy, licensed lay ministers and lay elders will set aside regular time for study, retreat and professional development in ministry, and undertake at least one significant piece of CMD each year. This will involve in varying degrees:

- building relationships with God, in the Church, and in the wider community;
- engaging in dialogue with scripture and tradition and developing the skills of critical theological reflection;
- understanding the society in which we live and responding imaginatively and practically to the key issues of our time;

- continuing to develop a range of skills, interests and expertise relevant to present and future ministry.

Reflection on continuing professional development forms a significant element of annual Ministerial Development Review for all ministers. You can find out more about this on the Diocesan website

<https://www.cofesuffolk.org/for-ministers/continuing-ministerial-development-cmd/>

CMD Allowances

All who are engaged in authorised ministry may claim money towards conferences, courses, retreats and training events from their personal triennial allowance. Attendance at any course or event advertised in the diocesan eNews can be supported from the allowance, as can other events or courses with the approval of the CMD Adviser or CMD Administrator.

The allowance for this triennium (2022 - 24) is £675 for licensed clergy and Readers. For Licensed Youth Ministers; Licensed Children's and Families' Ministers; Licensed Evangelists and Licensed Pioneers the grant is £450 and for Elders and clergy, Chaplains and Readers with permission to officiate, the triennial allowance is £150.

The allowance can all be spent in one year or on a number of events over the course of the three years. Money may not be carried over from one three-year period to the next. Only in exceptional circumstances will grants be made retrospectively, so please apply in good time before the event.

Payments can be made directly to the training institution or conference organiser, or to the minister him- or herself. Travelling expenses are the responsibility of the parish, benefice or chaplaincy, and grants are not given for the purchase of books or periodicals. Application forms are available from the CMD Administrator and can be downloaded from the diocesan website www.cofesuffolk.org/for-ministers/continuing-ministerial-development-cmd. Please note that all payments are by BACS and account details of the payee are required.

Regional Training Partnership Courses

The diocese belongs to the Eastern Regional Training Partnership, which includes the Methodist Church, the United Reformed Church and the other five Anglican dioceses in the region (Norwich, Peterborough, Ely, St Albans and Chelmsford). Clergy in posts of incumbent status are expected to attend the regional Incumbency Skills conference (after licensing to their first post of responsibility) and the appropriate diocesan induction morning when first appointed. Invitations are also issued as appropriate to other regional conferences on preparing for retirement, as well as to the training for new Rural Deans.

The costs of these regional courses are not deducted from triennial allowances.

Accredited Courses and Study Leave

Clergy, Readers and other ministers are encouraged to apply for further courses or higher degrees accredited by universities, and the CMD Adviser will assist with advice, information and references. There is no longer provision for extra diocesan funding towards fees for accredited courses, but the CMD office has information about trusts which may be able to assist.

Stipendiary workers are also entitled to a three-month period of study leave every ten years, subject to the approval of the Bishop and Bishop's Study Leave Adviser. This is a period of withdrawal from parish and diocesan life, and comprises three elements:

- rest
- spiritual refreshment
- a project to assist personal and professional development.

The precise relationship between these will depend on individual circumstances, but it should be worked out carefully with the Study Leave Adviser, leading to a written proposal which must be approved by the Bishop. Recent sabbaticals have included research into local spirituality, courses in philosophy, extended time in monasteries and seminaries, walking pilgrimages, research into new areas of pastoral ministry, completion of degrees and sailing races.

Eligibility

All stipendiary workers who hold the Bishop's licence are eligible for study leave. They should normally have been in ministry for not less than ten years. One would not normally be eligible for further sabbatical leave for the following ten years. Sabbaticals will not normally be granted for those who are within five years of retirement. For pastoral and financial reasons, a maximum of six people per annum are able to take study leave.

Procedure

Because sabbaticals are restricted in number and because extensive forward planning is needed, clergy should normally consult the Bishop's Study Leave Adviser at least two years in advance of the proposed leave. Initial permission must then be sought from one of the Bishops and a proposal drafted for the Bishop. Once dates are planned, you should seek the approval of your Archdeacon, who will want to be assured that pastoral and liturgical cover for the parish or benefice can be maintained in your absence. In the case of parish clergy, the support of churchwardens, the PCC, members of local ministry team and the Rural Dean is also essential.

Duration

Study leave normally lasts for three months, though this can be combined with annual holiday. Careful thought needs to be given about entry into and exit from this time. To gain the maximum benefit, you are strongly advised to take a single continuous period of leave rather than spreading it over a number of separate periods.

Supervisor

A supervisor should be found for the study leave. He or she has three broad responsibilities:

- to hold the minister to what he or she has agreed to do during the time
- to provide support and, if appropriate, recommend reading
- to encourage reflection on what has been learnt through the study leave.

Finance

Once episcopal approval has been given, the CMD Budget will provide a grant of up to £400 in response to an itemised application. This does not affect the triennial CMD allowance.

Report

Following the sabbatical, a de-briefing meeting will be held with the Study Leave Adviser, and a short report should be written, detailing what was done, what has been learnt, and whether anything emerged that is important for the wider Church. Copies of the report should be sent to the Bishop, your Archdeacon and the Study Leave Adviser, and summaries may be placed on the diocesan website for the benefit and interest of others.

Initial Ministerial Education Phase 2 (IME2)

This has three broad aims:

- to help newly ordained, licensed or commissioned ministers to reflect on self, role and task, as they begin public ministry, in order to encourage ministerial development, theological and contextual understanding
- to promote understanding of, and good practice in, working with other accredited ministers and lay people
- to encourage new ministers to support one another.

These are achieved in six ways:

- practical experience in a primary ministry context
- additional experience and opportunity for reflection through additional placements
- IME2 training sessions in three stages. The sessions are detailed in the IME2 Handbook issued at the beginning of curacy
- cohort mentor meetings
- Bishops' evenings
- development of the IME2 portfolio and submission of assessments.

This is all supported by termly training sessions for training supervisors and ongoing contact and assessment by the IME2 team.

CMD Enquiries

The CMD Adviser and the CMD Administrator welcome enquiries about professional development in ministry.

Useful websites

Finally, a small selection websites that may be helpful:

Anglican Centre in Rome:

www.anglicancentreinrome.org

Arthur Rank Centre (rural theology and ministry):

www.arthurrankcentre.org.uk

Cambridge Theological Federation:

www.theofed.cam.ac.uk

Gladstone's Library, Hawarden, N. Wales (residential library, with regular courses and special rates for clergy):

www.gladstoneslibrary.org/

John Truscott (accessible resources on administration, etc.):

www.john-truscott.co.uk

King's College, London:

www.kcl.ac.uk

London School of Theology:

www.lst.ac.uk

Sarum College, Salisbury (theological and ministerial courses):

www.sarum.ac.uk

St George's College, Jerusalem:

www.saintgeorgescollegejerusalem.com

The East of England Faiths Agency:

www.eefa.net

Contacts

Director of Mission and Ministry (CMD Adviser)

The Revd Canon Dave Gardner

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CMD Administrator

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Warden of Readers and LLMs

The Rt Revd Mike Harrison

Tel: 01473 252829 | email: bishop.mike@cofesuffolk.org

Deputy Warden of Readers

Mrs Barbara Hill

Tel: 07957 908981 | email: deputywarden.readers@cofesuffolk.org

The IME2 Team

The Revd Canon Sharron Coburn sharron.coburn@cofesuffolk.org

The Revd Charlotte Cook charlotte.cook@cofesuffolk.org

The Revd Chris Eyden chris.eyden@cofesuffolk.org

Bishop's Adviser on Self Supporting Ministry and Bishop's Study Leave Adviser

The Revd Tony Redman

Tel: 01359 269335 | email: ssm.adviser@cofesuffolk.org

Co-ordinator for Spiritual Accompaniment

Mrs Caroline Redman spiritual.direction@cofesuffolk.org

Spirituality resources can be found on the diocesan website here

www.cofesuffolk.org/deepening-faith/spirituality/

Adviser in Pastoral Care and Counselling for Clergy

Ms Susannah Burn

Tel: 07742 908947 | email: susannah.burn@cofesuffolk.org

Diocesan Adviser for Women in Ministry

The Revd Ali Miller

Tel: 01284 728714 | email: teamvicarlvnb@btinternet.com



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and Ipswich**