

# Steps to develop a Curacy Agreement

**1.** Curate & TI read through the Curacy Agreement template (appendix 1) and use it to discuss and agree working arrangements



**2.** Curate & TI discuss, agree and record mutual expectations (S5) about how they will work together. This is attached to the draft Agreement



**3.** If the curate lives outside the parish mileage to the boundary from home and estimated frequency is recorded in the Supplement



**4.** Curate or TI fill in the template and send a draft to the Area CMD Adviser for agreement



**5.** Curate & TI send four signed copies of the Agreement (& Supplement) to the Area CMD Adviser who signs and sends them to the Area Bishop



**6.** Area Bishops agrees, signs and sends copies to Curate, TI & Area CMD Adviser



The Supplement is also sent to the Diocesan Finance Office & Parish Treasurer.

**7.** The Agreement is reviewed in curacy assessments and adapted as necessary.