

**Diocese of Coventry
Initial Ministerial Education (4-7)**

**Paul Wignall
Bishop's Adviser for IME**

**Expenses for Training Incumbents
20 October 2009**

After discussion with Simon Lloyd and Roger Spiller we propose the following arrangements for payment of travel and other expenses to those incumbents involved in the training of curates.

1. The IME programme is a partnership between parishes and their incumbents on the one hand, and the diocese on the other. It is right to recognise the commitments of time and money made by both sides of the partnership in the training of curates and it would be wrong for this training to be compromised by the ability of parishes to meet some of these costs.
2. However it is not unreasonable to expect that parishes will bear some of the expenses involved in the training process, especially where these have a direct impact on the developing life and work of the parish and its ministry. This protocol sets out those expenses which will be met by the diocese from the IME budget.
3. Training Incumbents are invited to several meetings each year as part of their preparation to receive a curate and also to help them develop their skills as supervisors and assessors. The diocese will meet the travelling expenses of Training Incumbents for these meetings and for the conference which is part of the preparation programme. In return, you are asked to do all you can to minimise these expenses, by, for example, sharing transport whenever practicable.
4. Training Incumbents are also invited to share one day's training each year with their curate. The diocese will meet the travelling expenses for this training - but normally only for one return journey: we would ask incumbent and curate to travel together if at all possible. If there is a good reason why two separate travel claims have to be made, please contact the IME Adviser.
5. From time to time we will recommend books that may be helpful for Training Incumbents in their work. Where possible we will try to obtain copies at a discounted rate, or to purchase them for you where we believe they are a "must-have" resource. We will always make this clear in any book list.
6. Expenses may be claimed at any time through Sarah Palmer at the Diocesan Office using the attached form. We would ask that in any case all expenses claims for the six-month periods ending 30 June and 31 December are made before those dates.