



**Induction
Programme
for
New Incumbents**
(including Priests-in-Charge, Team Vicars,
Associate Vicars and Curates-in-Charge)

**Mission and Ministry
The Diocese of London**

INTRODUCTION

A new incumbent arriving in a parish is a time of great upheaval both for the person concerned (and their family) and also for the parish. This Induction Programme aims to assist in making the process as smooth as possible.

It cannot possibly answer all questions and issues that may arise but it is hoped that it provides clear reference points for questions and issues and provide contacts with human faces.

(Please note that there may be variations between Episcopal Areas in this process.)

INDUCTION PROCESS

1. **Ingoing Works (parsonage)**

Once the appointment has been agreed the Archdeacon and/or a representative of the Residential Property Department will meet the prospective Incumbent to agree ingoing works to the parsonage. The Archdeacon will give the prospective incumbent a *Welcome Pack* with a *London Diocesan Year Book*.

2. **Area Dean**

The Area Dean will normally be the first point of reference for most day to day matters and also for the arrangements of the Induction / Collation / Licensing.

3. **Objectives and Progress**

During the first year to eighteen months in a new ministry scheduled meetings will take place with:

- The Area Bishop
- Area Director of Training and Development
- The Archdeacon

These meetings will be to assist the new priest in setting objectives, gaining appropriate support and establishing development needs

4. **Peer Mentor (Local Support Colleague)**

The Bishop and Area Director of Training and Development will appoint a Peer Mentor. This will be an experienced colleague who will meet with the priest to accompany them through the first year to eighteen months of ministry (guidelines are provided).

5. **Diocesan House**

Every new incumbent will be welcomed to London Diocesan House to meet the General Secretary, Heads of Department and staff. They will also be introduced to the Director of the London Board for Schools and his staff.

These induction meetings are arranged on a regular basis and New Incumbents are asked to contact Judy Barrett (judy.barrett@london.anglican.org) to arrange the next convenient date.

6. **New Incumbents Residential**

All Incumbents who are new to the Diocese or for whom it is their first incumbency are expected to attend a five-day Diocesan New Incumbents Residential. This will be between 6 and 18 months into post (Residentials take place approximately every 9 months). The Bishop or Archdeacon will give details of the next appropriate Residential and the Director of Ministry Development, who organises these residentials, will contact the priest.

7. **Essential Courses**

All clergy are expected to take a full part in the Area and Diocesan Continuing Ministerial Development (CMD) programme. Specifically, however, within their first two years in post they are expected to attend three half-day seminars run by the diocese. These are:

- Safeguarding
- Valuing Diversity
- The Multi Faith Context

These three seminars aim to give important information and context for clergy in their ministry in London.

8. **Ministerial Development Review**

From their second year in post all clergy are expected to take part in the Ministerial Development Review process.

KEY CONTACTS

The induction process is run by the following key people:

The Area Bishop
The Archdeacon
The Area Dean
The Area Director of Training and Development

London Diocesan House staff are always happy to be contacted and will be pleased to meet as appropriate. Key contacts include:

Richard Gough, General Secretary
Michael Bye, Director of Property
Richard Antcliffe, Director of Finance and Operations
Rob Hargrave, Diocesan Communications Officer

At a local (Area) level two key people who will offer invaluable help, advice and assistance are:

The Area Finance Adviser
The Area Administrator *or* Archdeacon's Secretary

Details of all these people can be found in the *Welcome Pack* and in the *London Diocesan Year Book*, both of which your Archdeacon will give you at the initial *Ingoing Works* meeting.

FURTHER INFORMATION

For further information or to discuss these issues, please contact your Area Director of Training and Development (or Bishop or Archdeacon).

General enquiries can also be addressed to

The Revd Dr Neil Evans
Director of Ministry
neil.evans@london.anglican.org
020 8987 7332.