



## Reader's Annual Return 20.....

### Part I – Statement of Activities

The Annual Return for Readers which covers the last 12 months from 1<sup>st</sup> September 20...is in two parts:

Part 1 – this Statement of Activities, and

Part 2 - a summary of the Annual Review with your Incumbent.

**ALL** Readers (both those with a licence and those with Permission to Officiate), as long as they are in active ministry, are asked to complete both parts. The form will expand as you type.

Please complete **Part 1** and return it by email or post to .....

*as soon as convenient*, and no later than 31<sup>st</sup> December 20.....

**Part 2**, in a separate document, should be sent once you have had the conversation with your incumbent, and also no later than 31<sup>st</sup> December 20.....

*This information will be held by the Warden and the Diocese It will be kept securely in paper copy on your file.*

*Anonymised statistics may be compiled from information that you and the other Readers submit; you will not be identified by name, parish or other individual fact.*

<b>Name</b>			
<b>Date of birth</b>			
<b>Address</b>			
<b>Telephone</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Parish/Benefice</b>			
<b>Working?</b>	Full-time <input type="checkbox"/> part-time <input type="checkbox"/> retired <input type="checkbox"/>	<b>Your current or former occupation</b>	

### Your Ministry since 1<sup>st</sup> September 20....

*Please enter the number of times (approximate if necessary) you undertook the following:*

<b>Activity</b> <i>If you compiled the service, as opposed to using a regular liturgy, please mark this (C)</i>	<b>Own Parish/Benefice</b>	<b>Another Parish/Benefice</b>
Sunday morning service: Preached (P) Led (L)		
Sunday evening service: Preached (P) Led (L)		
Weekday service: Preached (P) Led (L)		
Eucharist: - distributed elements		
- led communion by extension		
Home Communion		
Funeral		
Burial of Ashes		
Leading other ministry in parish ( <i>such as Messy Church</i> ) - <i>please specify</i>		
Leading small groups		

*Please indicate which other areas of ministry you are involved in by checking all relevant boxes and indicating the frequency:*

<input type="checkbox"/> Deanery/diocesan activities (e.g. synod)	
<input type="checkbox"/> Chaplaincy ( <i>please say where</i> )	
<input type="checkbox"/> School governor	
<input type="checkbox"/> Other kind of community work – <i>please specify</i>	

<input type="checkbox"/> Anything else not mentioned above – <i>please specify</i>	
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**Continuing Ministerial Development (CMD) since 1<sup>st</sup> September 20...**

*Readers are reminded that a commitment to ongoing development is part of our discipleship; if we do not feed ourselves, we cannot nourish our congregations. All Readers including 70+ should show that they have engaged with CMD:*

Activity	Title of the course(s)
<input type="checkbox"/> Diocesan CMD	
<input type="checkbox"/> Other conferences/courses	
<input type="checkbox"/> Relevant professional/workplace CPD	
<input type="checkbox"/> Personal reading - <i>please list the books/journals</i>	
<input type="checkbox"/> Other area of study – <i>please specify</i>	

Have you any suggestions/requests for training that would benefit your ministry as a Reader and which is not currently available?

**Safeguarding**

*Readers are reminded that their current DBS certificate must be not more than five years old when they complete this form. If it is please take immediate steps to renew it and send a copy, when obtained, to the Warden.*

*All Readers in active ministry must attend appropriate Safeguarding Training, and keep it up to date. If you have not already done this please book with the Safeguarding Team as soon as possible.*

Date of your most recent DBS check for Reader ministry	
Date when you last attended safeguarding training, and the level of course, OR date of the next session that you have booked to attend.	

**Your personal circumstances**

If there is anything affecting your ministry such as health, family circumstances, your relationship with your incumbent or anything else you feel significant that you want to share with the Warden please write about it here, or contact .....by letter, email or phone.

**If you will not be able to have a review conversation with your incumbent before the end of December 20..... (e.g. because your parish is in a vacancy), please indicate here why this is not possible.**

Signature (if hard copy)

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Date

**Reader's Annual Return 20.....**



**Part 2 – Review with Incumbent**

As an Reader holding the Bishop's Licence or Permission to Officiate, you are expected to have an annual review with your incumbent (or equivalent: Church Wardens, or Area Dean, if no priest) and to send a brief record of this review to ..... by **31<sup>st</sup> December 20.....** – *unless* you have indicated on Part I of the return that this is not possible.

We recommend that you use the opportunity to update your Reader Ministry Agreement The following are topics you may wish to discuss –

- What is going well and should be affirmed
- What is problematic and needs attention
- Consideration of goals set last year
- Spirituality, worship & prayer, including time for retreats/quiet days
- Personal issues: family, work & time management, health
- Practical ministry & skills, CMD needs & possible resources

**Reader name**

**Incumbent**

**Comments by the Reader arising from the review**

*The grey box will expand as you type*

**Comments by the Incumbent arising from the review**

*The grey box will expand as you type*

We have both read the above comments.

Date of meeting:

**Signed**

**Reader**

**Incumbent**

*By returning this statement, you agree to this information being held by the Warden and the Diocese*