

DIOCESE OF .....



# Reader's Ministry Agreement

Readers and their incumbents should have a common understanding of the nature of the work that the Reader will undertake in the parish, or in the wider church, how it is to be supported and reviewed, and how it relates to the mission of the parish as a whole.

Before a review meeting with the Reader and Incumbent the Reader should use the schedule at Appendix 1 to list her/his regular church/parish based activities.

It is hoped that by working through this form you will be able to come to a mutually agreed understanding or "contract" about the ministry to be undertaken. You should make sure that the Reader is not overburdened, but at the same time there is scope for growth and development of skills and gifts. Time for rest and refreshment (including sabbatical periods) should be ensured.

When you have completed this form the Reader and the Incumbent should keep a copy, and a further copy should be returned to the Warden. **Ideally this should be reviewed annually and in particular in the period before the Reader's five year review.**

*Use extra space or expand the form as necessary*

NAME	
<b>CHURCH ROLE</b>	
PARISH	
MINISTRY TITLE	
DATE OF LAST 5 YEAR REVIEW	
GEOGRAPHICAL AREA OF MINISTRY	
PRIMARY FOCUS OF WORK	<i>Such as Leading worship / Preaching /Funeral ministry etc</i>
NORMAL REGULAR COMMITMENT THAT YOU WILL UNDERTAKE FOR THE CHURCH/PARISH IN YOUR ROLE AS READER	<i>Is as set out in Appendix 1, as amended after discussion between the Reader and Incumbent</i>
OTHER ROLES, DUTIES, COMMITTEE MEMBERSHIPS IN THE CHURCH	
OTHER ROLES, DUTIES, COMMITTEE MEMBERSHIPS FOR THE WIDER CHURCH	
<b>SAFEGUARDING</b>	
DATE OF MOST RECENT DBS CHECK FOR PARISH MINISTRY	
SAFEGUARDING TRAINING IN THE LAST THREE YEARS	<i>List courses and dates</i>

<b>REST AND REFRESHMENT</b>	
<b>AGREED PERIODS OF TIME WHEN YOU WILL NOT BE EXPECTED TO TAKE PART IN CHURCH/PARISH ACTIVITIES</b>	<i>Such as school holidays / half terms / month of August/</i>
<b>AGREED SABBATICAL PERIOD</b>	<i>State length, and when it is anticipated it may happen</i>
<b>TRAINING AND DEVELOPMENT</b>	
<b>TRAINING AND SUPPORT</b>	<i>We will provide you with training on an ongoing basis, and hope you will feel able to approach the PCC for funding (of up to £..... per year) for any conferences, retreats, or courses that you believe will equip you for your ministry. We would expect you to attend a conference, retreat or course at least ..... a year.</i>
<b>IDENTIFIED TRAINING NEEDS AND WISHES</b>	
<b>IDENTIFIED AREAS FOR DEVELOPMENT THAT IT SEEMS APPROPRIATE TO PURSUE</b>	
<b>REVIEW AND SUPPORT</b>	
<b>WHO REVIEWS YOUR MINISTRY AND HOW OFTEN?</b>	
<b>DO YOU HAVE A FORMAL SUPPORT GROUP IN THE PARISH? IF SO, WHO IS IN IT AND HOW DOES IT MEET?</b>	
<b>LOOKING TO THE FUTURE</b>	
<b>ISSUES IDENTIFIED BY READER, OR OBSERVATIONS FOR RECORD</b>	
<b>ISSUES IDENTIFIED BY INCUMBENT OR OBSERVATIONS FOR RECORD</b>	
<b>DECISIONS FOR FUTURE</b>	
<b>PROPOSED DATE FOR NEXT MINISTRY REVIEW MEETING</b>	

Signature of Incumbent \_\_\_\_\_

Date \_\_\_\_\_

Signature of Lay Minister \_\_\_\_\_

Date \_\_\_\_\_

**Ministry Review**

**Appendix 1**

Please list the activities you regularly undertake in your church and in the diocese, including those that are not strictly within your Reader's role.

Say how long each takes, including preparation and travelling times.

Expand the form as much as you need

	<b>Weekly</b>	<b>Monthly</b>	<b>Other events occurring during the year</b>	<b>Annually</b>
<b>Reader</b>				
<b>Other church/ parish jobs</b>				
<b>Diocese</b>				

Please estimate the hours per week you generally spend in the service of your church:

**HOURS PER WEEK:**