

**DIOCESE OF .....**



**[READER] [FIVE] YEAR REVIEW**

**Introductory Notes**

**1. Frequency**

This interview will take place between the [[Reader]] and a reviewer every [five] years.

**2. Purpose**

To establish the way that the [Reader]'s ministry is developing and to look at ways in which it can be developed in the future as part of a team plan with the Incumbent of the parish. This will be achieved by exchanging facts, views and opinions to promote a general understanding and learning.

**3. Preparation**

Ideally before the review takes place, the [Reader] should have met with his or her Incumbent to discuss the contents of the Review before it is completed. In an interregnum, the [Reader] should arrange this conversation with the Churchwarden(s), or the Area Dean. This should be an opportunity to review the [Reader]'s Ministerial Agreement, or draw one up if this has not yet been done. The review then takes place between the [Reader] and the Reviewer. Once the review has been completed the outcomes should be discussed by the [Reader] and his/her Incumbent (with the Reviewer present if felt necessary).

**4. Documents you will need**

- a. Your [Reader]'s Licence, which should be given to your reviewer
- b. Your DBS certificate which should not be more than 5 years old
- c. Confirmation of your most recent safeguarding training which should be at ..... Level. If you haven't done this yet, please confirm booking on a forthcoming course if possible.
- d. A record of your CMD over the last 2-3 years (ideally for the last five years since your last licensing)

**5. Outcome**

You can expect to achieve:

- a. A clear understanding of any strengths and weaknesses
- b. A sharing of thoughts on how the ministry might develop.
- c. An agreed plan of action.

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**The Role of the [Reader]**

The section "*Duties of [Reader]s*" from "*Bishop's Regulation for Reader Ministry, 2000*". is summarised below.

- a. To preach at any service.
- b. To lead worship including Morning and Evening Prayer, appropriate parts of the Holy Communion service and such other services as may be authorised or allowed by Canons of the Church of England or approved by the bishop, including a service with Communion by Extension.
- c. To read the Old or New Testament readings, Epistle or Gospel at any service, to lead intercessions, to receive and present the offerings of the people, to distribute the consecrated bread and wine to the people, to take Communion to the sick and housebound

and to publish banns of marriage in the absence of a priest; (A [Reader] who publishes banns should sign the Banns Book but not the Certificate of Banns, which must be signed by a clerk in holy orders, normally the incumbent.)

- d. To officiate at funeral services (but only with the good will of the persons responsible) provided that the [Reader] is authorised by the bishop to do so, and is invited by the minister of the parish or place (or, during a vacancy, the area dean).
- e. To undertake pastoral and educational work;
- f. To give such other assistance to any minister as the bishop may direct.

You may also find it useful to bear in mind these Core Guidelines from

Forming and Equipping the People of God for Ministry and Mission

What may be expected from the experienced [Reader]

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#### A. CHRISTIAN FAITH AND DISCIPLESHIP

**You are committed to lifelong learning. You ...**

- are able to understand and evaluate varying approaches to Christian faith, while articulating a personal position.

#### B. MISSION, EVANGELISM AND GROWING DISCIPLES

**You continue to devote yourself to the tasks of mission, evangelism and growing disciples. You ...**

- constantly seek to renew your understanding of the role of the local church in mission.
- seek opportunities to articulate the gospel outside the church..

#### C. SPIRITUALITY AND WORSHIP

**You encourage and enable others to establish and nourish their spirituality through worship, prayer, Bible reading and study. You ...**

- have an appreciative and respectful awareness of the breadth of spirituality.

#### D. PERSONALITY AND CHARACTER

**You are at ease with yourself. You ...**

- have a generous capacity to serve others in the wider community as well as in the church.
- are able to reflect with insight and humility on personal strengths and weaknesses, and articulate goals for personal development.
- are able to sustain the demands of Christian service well.

#### E. RELATIONSHIPS AND COMMUNITY

**You encourage others in the body of Christ to continue to develop. You ...**

- encourage others in their service of and prayer for the wider community.
- take appropriate care of self and others.
- are able to handle conflict positively.
- are able to exercise best practice in safeguarding in a range of contexts

#### F. COLLABORATION AND SHARED LEADERSHIP

**Your membership of the body of Christ enables you to both accept and relinquish personal responsibility. You ...**

- encourage and enable others to contribute their gifts to the mission and ministry of the church.
- model accountability within collaborative leadership structures.

#### G. VOCATION AND MINISTRY WITHIN THE CHURCH OF ENGLAND

**You inspire others to develop their vocation. You...**

- model your ministry for enquirers.
- contribute effectively to your church's ministry, thinking and vision.
- reflect critically on the exercise of your ministry and its opportunities for development.
- represent and respect the authority of the Church of England.

**[READER] DEVELOPMENT 5 –YEAR REVIEW**

These next three pages should be completed and sent to your reviewer in advance of your meeting

[Reader]'s Name	
Address	
Telephone Number	
Email	
Parish	
Name of Church	
Deanery	

How many other staff are there in the parish/group/multi-parish benefice?

Clergy –stipendiary	
Clergy – self supported	
Church Army Officer	
[Reader]s	
Licensed lay worker	

**A. PAROCHIAL MINISTRY**

1 Is your church part of a team ministry/group/multi –parish benefice /LEP? Yes No

If yes, state which

2 If so, in how many churches do you exercise your ministry? [ ]

3 How much of your time is spent on funerals and/or ministry to people in their own homes, per month? Hours: [ ]

4 Are you involved in Christian nurture?

Yes	No
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If yes – state which  
(Sunday School, Youth Groups, Bible Study/Home Groups, Prayer Groups)?

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5 Other ministry involvement that you wish to mention?

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6 What relationships do you have with:

Other Anglican traditions?   
Other Christian denominations?   
Non-Christian faiths?     

How do these relationships affect your ministry?

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7 In the last five years what training and study as a [Reader] have you undertaken?  
Please give brief details. (You may wish to include occupations/career development if felt relevant).

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**8** Have you been through safeguarding training in the last three years? Please state date, and who provided the training. N.B. If you have not done this, then it should be a priority and included in your agreed development goals at the end of this form.

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**9** What ministry support do you receive at

Parish level
[Reader]s' Groups
Other (please expand)

**10** List any significant responsibilities to which you have not already referred e.g. school governor, diocesan links or other committees:

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**B PERSONAL DEVELOPMENT – this section is for your own private use. You may share as much or little of it as you wish with your incumbent and reviewer**

*For all of us there is a tension between the way we see our ministry and the demands made upon us by our family life and secular work.*

*The questions in this section are, for the most part, less factually based, and are designed to help in the process of self-appraisal. They are not concerned with what someone else thinks of what you are doing, but about how YOU perceive and find you can live and work with the tensions.*

*It is hoped that your answers will enable a discussion to begin at a level which could otherwise only be reached after a great deal of talking.*

1. How do family considerations impinge on your ministry and development?

2. How do work considerations impinge on your ministry and development?

3. Do you have regular recreation? (Hobbies etc.) Are you making sure that you have time for rest and relaxation? Are you taking care of yourself enough?

4. What significant changes have there been in recent years in your ministry, if any?  
For instance, have you retired from paid employment, has there been an interregnum in your parish, have you been asked to undertake any new duties or responsibilities etc.

5. What would you describe as the most fulfilling part of your ministry?

6. What would you describe as the least fulfilling part of your ministry?

7. Are there any comments you would like to make about your spiritual development?

8. Are there any particular strengths you feel your career/experience has enabled you to bring to your ministry?

9. Are there any ways in which you feel your experience/gifts/skills are not being utilised?

10. Are there any difficulties or disappointments you have about your ministry?

11. How would you like to see your ministry develop in the next five years?

**AGREED DEVELOPMENT GOALS.**

*At the end of the discussion you will be asked to produce an agreed statement, on these two pages, about the changes and development you see as desirable which have emerged in the course of the discussion. A copy of this page will be sent, in confidence, to the Warden of [Reader]s who may contact you to talk through what kind of resources or other assistance you might feel to be appropriate to help you achieve your goals. A copy of this statement will be kept on the Warden's files until your next interview and you will keep a copy.*

*You should arrange to discuss the issues it raises for your future ministry with your incumbent. If there are uncomfortable matters, you may ask your Reviewer, or one of the [Reader] Wardens to be with you at this interview.*

*You should also send a copy of your Ministry Agreement with these goals.*

*If you move to a post in another Diocese, a copy of your statement may be sent to the Warden of [Reader]s in that Diocese, but ONLY with your permission, so as to be able to discuss, in your new situation, how best your goals can be achieved.*

**NAME OF [READER]:**.....

**PARISH:**.....

The agreed strengths of ministry are:

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The agreed areas for development are:

- Safeguarding training
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Personal goals are:

Signature of person conducting review.....

Signature of [Reader].....

Date.....