

Ministry Agreements for Lay Ministry

Introduction

A ministry agreement is required for all locally recognised lay ministry roles. The purpose of the ministry agreement is to:

- Clearly describe how someone will engage in a particular ministry on behalf of the local church.
- Set out lines of accountability, supervision and oversight as agreed with the incumbent and approved by the PCC/s.
- Provide a relational conversation space that can help the formation of ministry according to calling and circumstance (see the Golden Threads for ministerial practice).

**Golden Threads for ministerial practice:
Questions to ponder...**

- How are prayer and spiritual practices being developed?
- How are we learning and reflecting together on our mission and ministry practice?
- How are we attending to good relationships and collaborative ministry?
- How are we listening to each other and making space for everyone to use their gifts?

The agreement should be subject to periodic review and revision at least annually.

The following questions may be helpful in shaping the ministry agreement within the local church's missional context.

Growing Ministry Together Guideline Questions

Direction: how is your church developing a vision that inspires participation?

- How will this person's ministry contribute to the vision and direction of your church community?
- Who are they to work with and share in ministry? eg teams/groups
- What will they be expected to do and how will they know they are fulfilling this?
- Time commitment? weekly? monthly?

Affirming: how does your church encourage people to find a good way to exercise their gifts and offer themselves for ministry?

- What do you want to affirm about this person's calling and gifting?
- What kind of public ministry commissioning or recognition is needed for the person to fulfil this ministry?
- How will feedback be given and development be monitored?

Equipping: how does your church equip people for their task or role?

- What will help develop this person's capacity for this ministry? Eg Courses? Coaching? Spiritual accompaniment? etc At what stage in ministry will that be most necessary or beneficial?
- What is the time scale for the beginning, renewal or ending this ministry?
- How will future decisions about calling be made and with whom?

Supporting: how does your church affirm and support people's ministries?

- Who else has an interest in this ministry agreement and needs to be heard?

- What support can the authorised person expect from the church minister? Team leader? Wider deanery or diocese?
- What team meetings, church gatherings and prayer gatherings are they expected to attend?
- What communication networks will they be part of?
- How often will reviews take place and with whom?
- What arrangements will be in place when a supervising minister is not in place locally or there is an incumbent's vacancy?

Ministry Agreement template

This template provides the minimum requirements but should be adapted for local use.

Ministry Agreement	
The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.	
The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.	
Lay Minister's Name	
Contact details	<i>To include their preferred method and time of day to contact them</i>
Role title	<i>Eg Worship leader</i>
Benefice	
Parish(es)	
Role title	
Main purpose of the role	
Areas of Responsibility	<ul style="list-style-type: none"> • •
Supervision and oversight	<ul style="list-style-type: none"> • Responsible to • Frequency of meeting • Support to be provided • Working expenses payable
Expenses	
DBS requirements ¹	
Training requirements (including safeguarding)	
Review and renewal of authorisation	

¹ Most lay ministry roles will require an enhanced DBS, some may require checks against the barred lists depending on the level of contact with children and/or vulnerable adults. This should be completed through the Parish Disclosure Officer (PDO) but advice may also be sought from the Diocesan Safeguarding team.

Any other relevant information	
Date agreed by the incumbent and PCC	
Signatures of lay minister and incumbent/ supervising minister	

Further advice is available from the Diocesan House team as follows:

Lay Ministries Adviser	any matter relating to lay ministry
Safeguarding Team	any matter relating to safeguarding

Nigel Collins
Diocesan Lay Ministries Adviser
December 2023