**Ministry Agreement**

**(for Licensed lay Ministers/Readers)**

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| **Reader’s Name** |  |
| **Email address** |  |
| **Deanery** |  |
| **Benefice** |  |
| **Local Church** |  |
| **Incumbent’s Name** |  |
| **Email address** |  |
| **Supervising Minister’s Name** (if different from the incumbent) |  |
| **Email address** |  |

NOTES: The following headings and bullet point suggestions are simply a framework to assist in drawing up a Ministry Agreement between Incumbent and Reader. Please feel free to adapt and amend the headings to suit the local context.

1. **Discipleship and Spiritual Life**

* *A brief summary from Rule of Life/Pattern of regular personal devotion/Bible study/prayer*
* *Commitment to the Reader’s home parish/church community*
* *details of Spiritual direction/accompaniment/mentor*

1. **Current Pattern of Ministry**

* *public worship commitments and frequency: eg preaching, leading worship, intercessions, administer chalice etc*
* *other commitments and frequency: eg fresh expressions, home communions, pastoral visiting, study groups etc*
* *occasional offices: eg funerals, baptism preparation, confirmation preparation etc*
* *ministry in the wider community/workplace: eg schools, residential care homes, lunch clubs, café church, chaplaincy, etc*
* *any deanery and/or ecumenical commitments*

1. **Areas of Responsibility and Accountability**

* *in relation to the incumbent/ministry team/other clergy, Readers, ALMs etc*
* *in relation to the PCC/s and to the parishes/church communities where the Reader will minister (if more than one/not the whole benefice)*
* *include benefice/parish roles and to whom accountable*
* *include deanery and/or diocesan roles and to whom accountable*

1. **Support and Supervision**

* *include frequency of meetings with incumbent*
* *include ministry leadership team meetings*

1. **Continuing Ministerial Development**

* *list areas for continued/further development and formation as a Reader*

1. **Expenses**

* *arrangements for the reimbursement of working expenses from PCC funds should be summarised here.*

Signature Date

(Reader)

Signature Date

(Incumbent/Supervising Minister)

A signed copy of this Agreement should be retained by the Reader and incumbent, a copy should also be sent to the Warden of Readers at Diocesan House ([ncollins@diocant.org](mailto:ncollins@diocant.org))