**Annual Ministerial Review for Licensed Lay (Reader) Ministers**

(for the year ending 31 December 2024)

**Guidance for completing the Ministerial Review Meeting**

***It is important that the Reader meets with their incumbent or the local priest who has responsibility for their ministerial supervision at least annually.*** *The purpose of this form is to capture the key points from the meeting and to highlight any matters for the attention of the Bishop (via the Warden of Readers).*

***The incumbent (or supervising priest) should invite the Reader to a review meeting****, which may take place at any appropriate time during the year (but should be completed by the end of August). The incumbent should facilitate the meeting which provides an opportunity to celebrate the ministry exercised by the Reader over the past year whilst looking forward to the future. During the course of the conversation, it may be that the Reader is able to offer more in terms of ministry; equally it may be the time to consider stepping back from some areas of ministry or retirement from active ministry as a Reader.*

***If the Ministry Agreement has been revised at the meeting****, the revised copy is to be sent to the Warden of Readers along with a copy of this form.*

Nigel Collins, Warden of Readers (Lay Ministries Adviser)

**Ministry Review Form**

|  |  |
| --- | --- |
| **Reader’s Name** |  |
| **Email address** |  |
| **Benefice** |  |
| **Incumbent’s Name** |  |
| **Email address** |  |

**Outcome of the Annual Review Meeting**

1. Please record any key points from the meeting below:
2. Please list any agreed areas for future personal development below:

Signature of Reader Date

Signature of incumbent/Reviewer Date

**RETAIN A SIGNED & DATED COPY** – for your own records

**SEND A DATED COPY TO THE WARDEN OF READERS** – preferably by email to [ncollins@diocant.org](mailto:ncollins@diocant.org) by the end of August 2024 **THANK YOU**