**Working Agreement for a Reader**

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| Name | Date of last DBS check |
| Address | Telephone & E-mail Mobile phone number |
| Training completed with dates (to be kept up to date) & relevant experience | |
| Date of birth Date Licensed | |
| Agreed ministerial roles and responsibilities  Worship  Administration  Pastoral  Mission / Outreach | |

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| Availability as a deanery / diocesan resource (What gifts can be shared?) |
| Time commitment |
| Pattern of worship and personal prayer  Pattern of and availability to participate in corporate worship on weekdays |
| Future training aspirations |
| Mutual expectations  Reader  Incumbent/Rural Dean  Frequency of one to one meetings between incumbent/rural dean and Reader |

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| Parish ministry team support & communication  Other team members and their roles  Frequency of team meetings and expectation about attendance. | |
| Other issues | |
| Arrangements for expenses (e.g. mileage at diocesan rate) | |
| Date | Date of review |
| Signature of incumbent/rural dean | Signature of Reader |

**Working Agreement for a Reader**

**Guidance Notes**

This form may be used as the basis of a ministerial working agreement between a Reader and their incumbent (or Rural Dean during an interregnum). The Reader and the incumbent should retain a copy, and a further copy should be sent to Clare Lindsay, Joint Warden of Lay Ministry, The Old Palace, Minster Yard, Lincoln LN2 1PU.

The material will be regarded as confidential.

1. Worship. Please list here the regular commitments of the Reader in terms of *leading worship* and *preaching.* Regular commitments outside the parish or group should be included here.
2. Administration. List regular and occasional meetings, such as PCC, deanery, but also such staff meetings as are arranged. Training meetings within the parish should also be included here.
3. Pastoral. Appropriate pastoral commitments (such as within the context of funeral ministry)
4. Mission outreach. List here other ministerial commitments, such as chaplaincy, and other interests, such as *Fresh expressions.*
5. Gifts. You may wish to consider what gifts you can offer to the wider church.
6. Time commitment. There should be a *realistic* assessment of the Reader’s commitment of time to ministry.
7. Pattern of worship and personal prayer. There should be some consideration to the Reader’s devotional life within the context of the overall work/life balance.
8. Further training opportunities. Please consider appropriate training opportunities, such as Funeral Ministry, CPVA and other topics which arise from time to time.
9. Mutual expectations. The special relationship between Reader and Parish Priest should be explored.
10. Parish ministry team support & communication. What is the relationship with other ministers, lay and ordained?
11. Other issues. Such as employment issues, health matters

The agreement should be signed before it is copied. The agreement should be reviewed annually.