**MINISTRY AGREEMENT**

**AMENDED VERSION**

Changes:

1. Changes to references to 5-year reviews
2. Clarifying connections with Reader Reviews
3. Clarifying need for annual update of Agreement
4. More reference to what is actually agreed!
5. Some changes in sequence
6. Less forbidding format
7. Omitted the section with ratings for deanery use
8. A couple of changes re issues raised by Ro
9. Minor rewording

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**DIOCESE OF SHEFFIELD**

**Reader’s**

**Ministry Agreement**

Readers and their incumbents (or priests-in-charge or Oversight Ministers) should have a shared understanding of the work that the Reader does in the parish and wider church, how it relates to the mission of the church as a whole and how it is supported and reviewed. So Readers are encouraged to meet their incumbents annually and record what they have agreed for the coming year. This is particularly important before the Reader’s 3-yearly Review[[1]](#footnote-1).

Before meeting with the Incumbent the Reader is encouraged to use the schedule at Appendix 1 to list their current regular parish/wider church activities.

It is hoped that by working through this form you will be able to agree about the ministry to be undertaken and support received. The Reader should not be overburdened or underused and should be supported and encouraged in the growth and development of skills and gifts. Time for rest and refreshment should be ensured (and may include sabbatical periods).

Once completed, the Reader and the Incumbent should keep a copy of the Agreement. When it precedes the 3-yearly Reader Review, a further copy should be forwarded to the Warden of Readers via the Reader’s Reviewer.

*Use extra space or expand the form as necessary*

|  |  |
| --- | --- |
| **Name** |       |
| Parish  |       |
| Geographical area of ministry |       |
| Date of last Ministry Agreement  |       |
| Date of last 3-year Reader Review |       |

***Agreed Roles and Responsibilities*** *(will be informed by the Schedule in Appendix 1)*

|  |  |
| --- | --- |
| Agreed primary focus of [work](file:///C%3A%5CUsers%5CMaurice%5CDownloads%5Cscreen%20tip) |  |
| Agreed roles and responsibilities in the church/ parish as a Reader |  |
| Agreed other roles and responsibilities in the church/ parish |       |
| Noted other roles and responsibilities in the wider church, if any |       |
| Noted other roles and responsibilities outside the church |       |

***Agreed Support and Training***

|  |  |
| --- | --- |
| [Current training and support](file:///C%3A%5CUsers%5CMaurice%5CDownloads%5Cscreen%20tip) (Reader to keep Incumbent informed about training) |       |
| Agreed further training and support  |  |
| Other identified areas for development  |       |
| Date of next DBS check for parish ministry |       |
| Date of next round of Safeguarding training |       |
| Agreed personal support, where needed |       |
| [Agreed periods](file:///C%3A%5CUsers%5CMaurice%5CDownloads%5Cscreen%20tip) of time when not expected to take part in church/parish activities(including any sabbatical) |       |

***Other Issues***

|  |  |
| --- | --- |
| Other issues or observations identified by the Reader |       |
| Other issues or observations identified by the Incumbent  |       |
| Agreed actions for the future |       |
| Agreed date to meet to review this Ministry Agreement |       |

Signature of Incumbent      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Reader      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1**

**Schedule of Current Activities**

Please list the activities you regularly undertake in your church and in the wider church, including those that are not strictly within your Reader’s role.

Say roughly how long each takes, including preparation and travelling times.

Expand the form as much as you need

|  |  |  |
| --- | --- | --- |
| **Weekly** | **Monthly** | **Annually (and any other events)** |
|  |  |  |
|  |  |  |
|  |  |  |

Please estimate the hours per week you typically spend in the service of your parish and wider church:

HOURS PER WEEK:

1. We are still transitioning to this frequency [↑](#footnote-ref-1)