**DIOCESE OF SHEFFIELD**

READER THREE-YEAR REVIEW

2025

# INTRODUCTORY NOTES

## Frequency

The review will take place between the Reader and a reviewer every three years.

## Purpose

To establish the way that the Reader’s ministry is developing and to look at ways in which it can be developed in the future as part of a team plan with the Incumbent/ priest-in-charge of the parish or the Oversight Minister. This will be achieved by exchanging facts, views and opinions to promote a general understanding and learning.

## Preparation

Before the review takes place, the Reader should have met with his or her Incumbent, Priest-in-Charge or Oversight Minister to discuss the contents of the Review before it is completed. In a vacancy, the Reader should arrange this conversation with the Churchwarden(s) or the Area Dean. This should be an opportunity to review the Reader’s Ministry Agreement, or draw one up if this has not yet been done. A copy of the Ministry Agreement should be sent to the Reviewer and then the review conversation can take place between the Reader and the Reviewer. Once the review has been completed, the outcomes should be discussed by the Reader and his/her Incumbent, Priest-in-Charge or Oversight Minister as appropriate (with the Reviewer present if felt necessary).

1. **Documents you will need**
	1. Your DBS certificate, which should not be more than three years old, to show the Reviewer
	2. Evidence of your most recent safeguarding training, which should be at Basic, Foundation and Leadership levels and including Domestic Abuse, all within the last three years, also to show your Reviewer. If you haven’t completed these yet, please confirm booking on a forthcoming course
	3. Your updated Reader’s Ministry Agreement, which you will have sent to your Reviewer
	4. A record of your Ongoing Ministerial Development (OMD) over the last three years

## Outcome

You can expect to achieve:

* 1. A clearer understanding of any strengths and weaknesses
	2. A sharing of thoughts on how your ministry might develop.
	3. An agreed plan of action.

# THE ROLE OF THE READER

The section *Duties of Readers* from ***Bishop’s Regulations for Reader Ministry*** is summarised below.

1. To preach at any service.
2. To lead worship including Morning and Evening Prayer, appropriate parts of the Holy Communion service and such other services as may be authorised or allowed by Canons of the Church of England or approved by the bishop, including a service with Communion by Extension.
3. To read the Old or New Testament readings, Epistle or Gospel at any service, to lead intercessions, to receive and present the offerings of the people, to distribute the consecrated bread and wine to the people, to take Communion to the sick and housebound and to publish banns of marriage in the absence of a priest. (A Reader who publishes banns should sign the Banns Book but not the Certificate of Banns, which must be signed by a clerk in holy orders, normally the incumbent.)
4. To officiate at funeral services (but only with the good will of the persons responsible) provided that the Reader is authorised by the bishop to do so, and is invited by the minister of the parish or place (or, during a vacancy, the area dean).
5. To undertake pastoral and educational work;
6. To give such other assistance to any minister as the bishop may direct.

A major review of the scope of Reader ministry was carried out several years ago and published in the booklet ***Resourcing Sunday to Saturday Faith***. This is a really helpful guide for reflecting on the distinctive nature of your Reader ministry in the context of everyday faith in today’s world.

You can download it from the website at: <https://transformingministry.co.uk/wp-content/uploads/2021/02/Resourcing-Faith-Booklet-April-19.pdf>

**Personal qualities** that are looked for in Readers are outlined in a national Formation Framework, which you can read at <https://www.sheffield.anglican.org/wp-content/uploads/2023/02/Reader-Formation-Framework.pdf>

**DIOCESE OF SHEFFIELD**

**READER THREE–YEAR REVIEW**

**Pages 1-5 should be completed and sent to your reviewer in advance of your meeting, together with your updated Ministry Agreement**

|  |  |
| --- | --- |
| Reader’s Name |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Parish and Mission Area |  |
| Church(es) in which you minister |  |
| Deanery |  |

### A LOCAL CHURCH MINISTRY

###### How many services have you preached at (Sunday or midweek) during the past year?

###### ………………

###### How many funerals have you taken over the past year (including burial of ashes)?

###### ……………..

###### Please copy a ✓in place of the box to indicate how often you have:

|  | **Often**(monthly or more) | **Sometimes** (e.g. every 2-4 months or for a limited season) | **Occasionally**(e.g. just once or twice a year) | **Less often** |
| --- | --- | --- | --- | --- |
| Led Sunday worship |  ☐ | ☐ | ☐ | ☐ |
| Led mid-week services | ☐ | ☐ | ☐ | ☐ |
| Taken home communion(including to a nursing home) | ☐ | ☐ | ☐ | ☐ |
| Led in a Fresh Expression orNew Congregation | ☐ | ☐ | ☐ | ☐ |
| Led a Small Group/ Bible Study/ Prayer Group etc. | ☐ | ☐ | ☐ | ☐ |
| Led a Nurture/ Evangelism group (e.g. Alpha) | ☐ | ☐ | ☐ | ☐ |
| Led in a children’s or youth activity | ☐ | ☐ | ☐ | ☐ |

###### Approximately how much of your time do you spend on parish or related local ministry in an average month?

………………hours per month

###### How many other licensed or authorised ministers are there in your Mission Area?

|  |  |
| --- | --- |
| Clergy - stipendiary |  |
| Clergy – self-supporting |  |
| Church Army Officers |  |
| Readers |  |
| Authorised lay ministers |  |

###### What other church responsibilities, if any, outside the parish, do you have, e.g. in the Mission Area, ecumenical groups, Deanery, Diocese or national Church?

###### What other significant responsibilities do you have, which you have not already referred to, e.g. paid employment, school governor, community roles?

###### What personal ministry support do you receive?

|  |
| --- |
| At Parish and Mission Area level |
| In a Readers’ or other Lay Ministers’ Group |
| With a Spiritual Accompanier |
| Other (please specify) |

**B TRAINING AND DEVELOPMENT**

1. In the last three years what training, reading and other study or personal development as a Reader have you undertaken?
2. Which sessions of Ongoing Ministerial Development (OMD) provided by the Diocese have you undertaken over this period?
3. How helpful have you found the provision of online training?
4. Are there any areas of theology, skills or personal formation that you would value more opportunities to develop?
5. All Readers in active ministry are expected to attend safeguarding training up to Leadership level every three years. What is the date of your most recent training at that level? (If you have booked fresh training please give the date for that) ……………………………………..

N.B. If the three years have passed or are about to, then fresh training should be a priority. Dates for training are published on the Diocesan website – see <https://www.sheffield.anglican.org/support/safeguarding/training/safeguarding-leadership-courses/> .

1. Your DBS certificate expires after three years. What is the date of your most recent DBS check for Reader ministry? …………………………….. (If it needs updating, please contact your Parish Safeguarding Officer to arrange your new DBS check.)
2. Do you have any concerns about safeguarding situations in your church or about situations that have arisen in the past? (You may prefer to discuss any concerns when you meet your reviewer but you should raise them then.) ………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………

 **CONCLUSIONS FROM MEETING WITH INCUMBENT/ OVERSIGHT MINISTER**

The meeting will focus on updating your Ministry Agreement. *(You can download a template from the Diocesan website at* [*https://www.sheffield.anglican.org/support/ministry/reader-ministry/*](https://www.sheffield.anglican.org/support/ministry/reader-ministry/)*)*

You may find it helpful to complete section D for your own use before you meet with your Incumbent/ Oversight Minister.

***Comments from the Reader following the meeting with the Incumbent/ Oversight Minister:***

***Comments from the Incumbent/ Oversight Minister:***

*Signed ………………………………………………………..*

Please also enclose a copy of your updated Ministry Agreement.

**D PERSONAL ISSUES AND DEVELOPMENT** – *this section is for your own use. You may share as much or little of it as you wish with your incumbent and reviewer*

Our ministries are not exercised in isolation. We have responsibilities for others and for our own self-care. And our formation as ministers depends on our openness to God and our life of prayer.

*The questions in this section are less factually based and are intended to help in the process of self-appraisal. They are not concerned with what someone else thinks of what you are doing, but about what you perceive about the more personal issues that may influence your ministry.*

*It is hoped that your reflection on this section will enable a helpful conversation with your reviewer and with your incumbent/ Oversight Minister.*

1. How do your ministry and ministry development reflect family considerations?
2. How do work considerations impinge on your ministry and development?
3. How are you taking care of yourself? How much time do you have for regular recreation? (e.g. sport, hobbies etc.) How much time do you have for rest and relaxation?
4. What significant changes have there been in the past three years in your ministry, if any?

For instance, have you retired from paid employment, has there been a clergy vacancy in your parish, have you been asked to undertake any new duties or responsibilities etc.

1. In what areas do you feel you have flourished over these past three years?
2. In what areas do you feel you have struggled over these past three years?
3. How do you nourish your spiritual life and nurture and grow in your faith and relationship with God? Has this changed over the past three years – and how?
4. Do you feel that you have gifts or skills that are not being used to their full in ministry? Can you identify areas in which you might be able to offer these to your church?
5. Have you encountered any difficulties or disappointments in ministry over the past three years?
6. Are there any other influences on your ministry and ministry development?
7. How do you sense God’s call on your ministry might change in the next three years – so far as it’s possible to see ahead?

**E AGREED DEVELOPMENT GOALS AND ACTIONS**

At the end of the discussion you will be asked to produce an agreed statement, on these two pages, about the changes and development you see as desirable which have emerged in the course of the discussion. A copy of this page will be sent, in confidence, to the Director of Mission and Ministry who may contact you to talk through what kind of resources or other assistance you might feel to be appropriate to help you achieve your goals. A copy of this statement will be kept on the Wardens’ files until your next review and you should keep a copy. You should arrange to discuss the issues it raises for your future ministry with your incumbent. If there are uncomfortable matters, you may ask your Reviewer, or one of the Assistant Wardens to be with you at this meeting.

If you move to a post in another Diocese, a copy of your statement may be sent to the Warden of Readers in that Diocese, but only with your permission, so as to be able to discuss, in your new situation, how best your goals can be achieved.

**Name of Reader:**……………………………………………………………………………………

**Parish**:…………………………………………………………………………………………............

The agreed strengths of ministry are:

Personal goals for the next three years are:

The agreed areas for development over the next three years are:

*Updating of Safeguarding training (give date when due)*

Signature of Reader……………………………………………………………………...........

Signature of person facilitating review…………………………………………………

Date………………………………………….