Focal Ministry Agreement

**Focal Ministers have 3 main leadership responsibilities;**

1. To be the public face of the church to their congregation and/or community.
2. Focal Ministers take responsibility, with the Oversight Minister and relevant others, for the development and delivery of mission and ministry in a parish.
3. A final responsibility of Focal Ministers is to encourage and support the vocations of everyone, and build teams around their areas of responsibility**.**

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| **Name of Focal Minister** |  |
| **Name of Oversight Minister** | *(If the parish is in vacancy an AATE must be named)* |
| **Name of Parish** |  |
| **Date of proposed Authorisation** | *if unknown please leave blank* |

|  |  |
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| [ ] **otes on shape of ministry** | *(if responsible for particular ministry areas or if other roles are held in the parish note here)* |

|  |  |
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| **Time offered** |  |
| **Anticipated pattern of supervision and support meetings** | **What** | **When** |
|  |  |

|  |  |
| --- | --- |
| **What legitimate expenses might be claimed and how should a claim be submitted?** |  |

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| --- | --- |
| **Any other necessary information unique to your context or comments** |  |

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| --- | --- | --- | --- |
| **Signed**(Focal Minister) |  | **Date** |  |
| **Signed**(Oversight Minister) |  | **Date** |  |

On completion, signed copies should be retained by both the Focal Minister and the Oversight Minister. This Ministry Agreement should be reviewed, and revised if necessary, at the Focal Minister’s Annual Review.

A copy of the most recent Ministry Agreement should be sent to the Focal Ministry Team at focalministry@sheffield.anglican.org.