**WORKING AGREEMENT**

**Reader’s Name Parish**

**Incumbent**

PART A The Reader’s Circumstances

|  |  |
| --- | --- |
| 1. Any relevant health concerns |  |
| 2. Family responsibilities |  |
| 3. Work responsibilities |  |
| 4. Community responsibilities |  |
| 5. Role outside the church as a “bridge person” |  |

PART B The Church’s Circumstances

|  |  |
| --- | --- |
| 1. Nature of parish |  |
| 2. Number of worship centres |  |
| 3. Number of ordained staff / Readers / BCPM / Evangelists |  |
| 4. Other lay ministry |  |
| 5. Other relevant facts re. ministry in the church |  |

PART C Expected role of the Reader in the home parish

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| --- | --- |
| 1. Preaching  (how often) |  |
| 2. Teaching  (in what contexts) |  |
| 3. Evangelism  (in what contexts) |  |
| 4. Thinking  (in what contexts) |  |
| 5. Leading worship  (how often) |  |
| 6. Pastoral  (what kind) |  |
| 7. Sick Communions  (how often) |  |
| 8. Funerals  (how often) |  |

What arrangements have been made re. the following?

|  |  |
| --- | --- |
| 1. deciding the details of rotas for preaching and leading worship |  |
| 2. the payment of any parochial expenses incurred by the Reader |  |
| 3. reviewing the Reader’s role from time to time |  |

PART D Expected role of the Reader outside the home parish

|  |  |
| --- | --- |
| 1. Synods – deanery and diocesan |  |
| 2. Regular help in other parish(es) |  |
| 3. Availability for occasional help elsewhere |  |
| 4. Use in deanery and diocesan teaching etc. |  |
| 5. Ecumenical role |  |

PART E Supervision

|  |  |
| --- | --- |
| 1. Who is the Reader responsible to? |  |
| 2. Is the Reader responsible for others? If so, who and in what way. |  |
| 3. What arrangements have been made for supervision of the Reader’s ministry? |  |
| 4. What arrangements have been made to make the PCC aware of the appropriate parts of this agreement? |  |
| 5. When will this agreement be reviewed? |  |

PART F Signatures

[Incumbent] [Date]

[Reader] [Date]

PART G In-service Training – looking into the future

|  |  |
| --- | --- |
| What are the main needs for this Reader’s in-service training? | Name of Reader ……………………………………………………………….  Needs:- |