# XXXXX Parish,

## Agreement on Ministry.

This document sets out the particular ways in which it has been agreed that

XXXXX will exercise his ministry as a Reader in the Parish of XXXXX.

1. We recognise his existing responsibilities:-

a) as Church Warden

b) as leader of the Music Group which plays at the 10.30 service each week and at the Praise service once a month

c) preparation and production of the weekly notice sheet

d) administration of Holy Communion on a regular basis

e) leading intercessions on a regular basis

f) contributing articles to the Parish Magazine.

2. By organising, in consultation with the Clergy, the Praise Service.

3. By membership of the Worship Committee.

4. By leading no more than two services each month in normal circumstances.

5. By preaching once a month in normal circumstances.

6. It has been agreed that XXXXX will not normally be present at the 9. a.m. service.

7. It has been agreed that XXXXX will not normally be present at Sunday Evening Prayer, but will normally assist at one Sunday Evening Prayer in every two months.

8. By exercising a limited and informal pastoral ministry within the parish.

9. By undertaking such additional work to build up the life and witness of the parish of XXXXX as he and the Incumbent may from time to time agree.

Signed:

Reader

Incumbent.

Date:

# XXXXX Parish,

## Agreement on Ministry

This document sets out the particular ways in which it has been agreed that

XXXXX will exercise his ministry as a Reader in the Parish of XXXXX.

1) We recognise his existing Reader activities:

a) leading services on a regular basis

b) preaching on 1 - 3 occasions per month dependent on need

c) preparing the monthly service rota in consultation with the incumbent

d) administration of either of the elements of Holy Communion at any of the Sunday Holy Communion Services when requested

e) leading intercessions on 1 - 3 occasions per month

f) contributing articles to the Parish Magazine

g) conducting all or part of the Funeral Service in Church or at the Crematorium/Cemetery in accordance with the Bishop’s Regulations as requested by the Incumbent. When appropriate this may involve visiting the family before the service

h) leading and preaching at Morning & Evening Prayer and Family Services in other parish churches within the Diocese to cover for holidays and sickness. These will be agreed by both incumbents as each occasion arises.

i) will continue to attend, when available, Reader’s training activities, e.g. Reader’s Conferences

j) membership of the PCC as agreed by the APCM

k) to act as first point of reference for pastoral matters in the Incumbent’s absence.

2) Membership of the Worship Committee

3) By exercising a limited and informal pastoral ministry within the parish

4) It has been agreed that XXXXX will have at least one Sunday every two months when he will be free of duties.

5) By undertaking such additional work to build up the life and witness of the parish of XXXXX as he and the Incumbent may from time to time agree.

Signed:

Reader

Incumbent.

Date:

# Reader Ministry in the Parish of XXXXX

Readers assist the clergy in their work of leading worship, preaching. teaching, evangelism and nurture as well as pastoral work according to their special interests, training and gifts, within the Bishop’s guidelines.

We recognize that:

* the demands of employment and home responsibilities affect the time available for Reader Ministry.
* Readers make an important contribution to the life and work of the parish in ways not specifically described as Reader Ministry.
* there must be adequate time for continuing study and training as well as for the preparation of sermons.

Readers are licensed to the whole parish and will conduct worship and preach in each of the three centres of worship.

For licensed Readers the normal workload would be one sermon each month (this may also involve leading that service) and to lead another service during the month.

Readers ought to have at least one Sunday each month free of all duties.

Areas for further development in the parish would include leading house groups, prayer groups, Baptism preparation and pastoral work, especially visiting and bereavement follow up. How a Reader is involved in these areas would depend upon their time available and their skills, interests and training.

Readers are encouraged to make full use of the available training events. The Parish will help with funding.

**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

|  |  |
| --- | --- |
| 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 |  |
| 6. What are the arrangements for local Readers’ meetings? |  |

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:- |