##### Work Agreement Template to Accompany Ministerial Review

*In completing this document it is expected that the Reade / LLM will meet his or her incumbent for a ministerial review reflecting on their work and spiritual life. Should the incumbent not be available (e.g. transition, sabbatical etc) then that conversation might happen with another senior member of the ministry team e.g. PTO priest or failing that with the Rural Dean. If there are any further problems please refer to your Deanery Reader Chaplain, or the Chaplain to Readers.*

Licensed Lay Ministry is a vocation before God and carries significant responsibilities of service to the people of God. A LLM is a member of a team with her/his incumbent or Priest-in-Charge and any other ministers within the benefice.

As such the relationship between the LLM and Incumbent/Priest-in-Charge is an important one based on trust, openness and mutual accountability.

It is, therefore, appropriate that the LLM’s contribution to the ministry of the benefice is carefully thought through; this document is an aid to this so that working patterns and areas of particular responsibility can be agreed and reviewed.

There will be a degree of fluidity as a person’s ministry develops and personal circumstances change, and having an agreement does not imply that such flexibility and change cannot happen. Instead it is designed to a) give a chance to explore the gifts of the Reader and how they can be used in the service of God and church b) explore the strengths and weaknesses of the Reader and describe how they can continue to learn and develop, including through training c) describe the areas of responsibility and engagement that the Reader will take on d) give a framework for the commitment, in terms of time, that the Reader will give e) describe lines of accountability and responsibility for the Reader

There are two kinds of question in each section of the document. The first invite review and reflection of the period since the last review. The second detail the Working Agreement for the next phase of ministry.

The agreement assumes the highest degree of trust and confidentiality within a team of ministers and aims to ensure that the ministry of the individual and the benefice as a whole is continually developing.

As a general rule LLMs will adhere fully to the policies and practices agreed by the team / benefice especially in regard to the promotion of safeguarding and safeguarding training.

LLMs are expected to show a collegiate responsibility in their roles in the Ministry Team under the guidance of the Incumbent.

**Benefice / Cluster or Parish:**

Redruth with Lanner and Treleigh

**This agreement is the result of discussion betweenLLM:** Jim Seth

**Incumbent (or Priest-in-Charge): Caspar Bush**

**Date:** 07/07/2022

**READER MINISTRY**

We understand a Reader to be ‘*A Lay Minister working under episcopal licence and in agreement with their incumbent, theologically trained and qualified to preach, teach, lead church services and interpret the Christian faith, and to offer pastoral care in the name of the church to people in sickness and in health, in dying and bereavement. They assist in mobilising fellow laity for mission and helping to grow disciples of Jesus Christ.’*

How have you exercised this ministry over the last year?

*In whatever way you find helpful, describe your understanding of your ministry as an LLM, and outline the main areas of ministry you have undertaken over the last year,*

Ministry in the past year:

* Preaching and leading worship
* Funeral ministry – listening to bereaved families and providing what they need in the way of a service.
* Leading a home group – especially using the video materials
* Practical Safeguarding training which focuses on the gospel call
* Chaplaincy and spiritual direction – listening and suggesting paths for growth in faith
* Leading a Living in Love and Faith Group
* Providing technical support for online services where service content and structure has required soe knowledge of providing an appropriate experience.

**PERSONAL INFORMATION**

What other significant responsibilities does the LLM have outside her/his ministry in the Benefice?

*Including mention of any family, work or wider Church commitments which affect or shape your ministry*

* Chaplain to the Readers
	+ Blogs and reflections
	+ Listening and praying with those who need it
	+ Communicating
	+ Influencing the wider picture for the path of lay ministry in the diocese
* Diocesan Volunteer Safeguarding trainer
* Storyteller by request in schools

**REVIEW OF THE LAST YEAR**

What has been particularly life giving in the last year?

What has been particularly challenging or difficult in the last year?

What training or Continuing Ministerial Development did you undertake in the last year?

What have you learnt, developed or discovered about God, faith, prayer or Scripture in the last year?

What have you learnt about yourself over the last year?

What have you learnt about your ministry over the last year?

**LOOKING AHEAD**

*This section should be discussed and completed with the Incumbent or person overseeing your ministry.*

What areas of responsibility and ministry will the LLM undertake this year?

*Including leading services, preaching, other involvement with worship; leading small groups; leading explorer or evangelistic groups; activities outside Sunday worship; areas of leadership in the wider parish, cluster, benefice or deanery; engagement with schools and other areas of wider community life.*

What commitment of time will the LLM offer this year?

What regular meetings, events or services in the parish, cluster and deanery is the LLM expected to attend?

What areas of training, CMD or learning will the LLM undertake over the next year?

With whom will the LLM join in prayer and bible study on a regular basis? What areas of spiritual growth will be explored and developed?

How often and at what times will the LLM meet with the Incumbent or equivalent person?

Are there any areas of concern or disagreement between the Incumbent or LLM? How are these being addressed?

Date of the last C2 safeguarding training:

Date of the last DBS certificate:

**As a result of this meeting :**

The LLM will……

The incumbent will..

Development Review annually / bi-annually or as necessary by changing circumstances.**S**igned .............................................................. Incumbent / Priest-in-Charge*(Note: in the event of a parish in transition the agreement should be signed off by the Rural Dean)*

Signed .............................................................. LLM

Date …………………………..

*A copy of this agreement should be kept by both LLM and Incumbent/Priest-in-Charge*