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1. Introduction

Reader ministry was restored to the Church of England in 1866 and by 19th September 1891 there was enough momentum in Lincolnshire for a meeting of those 'interested in the subject of lay help' to form the Lincoln Diocesan Lay Readers' Guild, inviting the Bishop of Lincoln, Edward King, to 'kindly consent to be president of the Guild'. The Bishop proceeded to give strong support to the Guild and presided at its annual meetings in the Old Palace.

They voted to 'give help to clergymen and others in the direction of mission work', at first through 'giving addresses and reading services in mission schoolrooms'. By October 3rd 1891 they voted that 'a master of the Guild be appointed (and an) Honorary Secretary and three Council members elected'. The first Annual General Meeting took place on October 1st 1892.

This constitution is in the tradition of those founding meetings and continues to give shape to the ongoing life of Reader ministry in the Diocese. It also reflects the necessary ways in which Reader ministry, a licensed lay ministry under the Canon Law of the Church of England, is integrated within the whole mission and ministry of the Diocese.

THE ASSOCIATION OF LINCOLN READERS

2. Objective

- 2.1. The primary purpose of the Association of Lincoln Readers ("the Association") is to ensure the flourishing of Reader ministry, in mutuality with other ministries, ordained, licensed, authorised and recognised, throughout the Diocese of Lincoln ("the Diocese").

3. Overall Structure

- 3.1. The Association shall consist of its members and shall be headed by a President.
- 3.2. The President shall be the bishop with lead responsibility for ministry in the Diocese.
- 3.3. The Association itself, and the ministry of Readers, shall be supported by:
 - 3.3.1. a Reader Board that is accountable to the Association via the Association's Annual and Extraordinary General Meetings,
 - 3.3.2. a Lay Ministry Wellbeing Lead ("Wellbeing Lead") and a Lay Ministry Development Lead ("Development Lead") in each archdeaconry, and
 - 3.3.3. a deanery-based network of Lay Ministry Wellbeing Coordinators ("Wellbeing Coordinators") and Lay Ministry Development Coordinators ("Development Coordinators").
- 3.4. The Warden of Lay Ministry ("the Warden"), whilst being charged with supporting Reader ministry, holds office by virtue of appointment by the Diocese. The Warden is consequently accountable to both the Bishop of Lincoln and a line manager, rather than to the Association. The role of the Warden is defined by the Terms of Reference associated with the contract of employment, and thus does not form part of this Constitution. Should there be a conflict between this Constitution and the requirements placed on the Warden by virtue of her/his Terms of Reference, the latter shall prevail.

4. Membership

- 4.1. The Association shall consist of:
 - 4.1.1. all Readers licensed by the Bishop of Lincoln
 - 4.1.2. all Readers who have the Bishop of Lincoln's permission to officiate ("PTO")
 - 4.1.3. all Readers Emeritus appointed by the Bishop of Lincoln
 - 4.1.4. the Warden, and
 - 4.1.5. all other persons who are members of the Reader Board.

5. Policy

- 5.1. In determining matters of policy the Association will be advised by the Church of England's Central Readers' Council ("CRC") and guided by policy documents of the Church of England's Ministry Division.
- 5.2. The Association will pay due regard to all duly approved policies and decisions of the Diocese's Mission and Ministry Committee that relate to Reader ministry.
- 5.3. New directions from the Ministry Division related to Reader ministry will be adopted as published.

6. Annual Service

- 6.1. A service for all the Association's members and the Diocese's Readers in Training shall be held annually during which candidates shall be admitted and licensed.
- 6.2. Every five years the Annual Service shall include the general renewal of Readers' licences.

7. Annual and Extraordinary General Meetings

- 7.1. The Association's Annual General Meeting ("AGM") shall normally be held on the same day as the Annual Service. At least 6 months' notice shall be given to the Association's members of the AGM date.
- 7.2. The AGM agenda shall include:
 - 7.2.1. A report on the Reader Board's activities during the preceding year and its plans for the forthcoming year.
 - 7.2.2. A review by the Warden, or, in the Warden's absence, the Warden's nominee, of the state of Reader ministry within the Diocese.
 - 7.2.3. A report on the work of CRC and any matters from General Synod and the National Church Institutes which are relevant to Reader ministry.
 - 7.2.4. Elections and appointments as required under this Constitution.
 - 7.2.5. Other items as agreed by the Reader Board.
 - 7.2.6. Other items about which the Reader Board Chair has received 14 days' notice from any member of the Association.
- 7.3. An Extraordinary General Meeting ("EGM") shall be held either through a decision of the Reader Board or following receipt by the Reader Board Chair of a request for such a meeting signed by at least 20 members of the Association. At least 4 weeks' notice shall be given to the Association's members of the date of any such meeting.
- 7.4. AGMs and EGMs shall be chaired, and may be addressed, by the President or, in the President's absence, the President's nominee.
- 7.5. AGMs and EGMs shall be conducted in such manner as the meeting's chair shall direct.
- 7.6. AGMs and EGMs shall be minuted, and the minutes subsequently approved at the next (or, exceptionally, next-but-one) General Meeting.

READER MINISTRY

8. Reader Ministry Scope

- 8.1. Reader ministry is, at its core, one of teaching and preaching. Drawing on that core and their personal charisms, some Readers will be called to express their ministry in additional ways. Examples of how Reader ministry may be expressed are listed in Annex A.
- 8.2. Nationally-discerned strands in which Readers are now being called to minister are:
 - 8.2.1. teachers of the faith
 - 8.2.2. enablers of mission in the everyday
 - 8.2.3. leaders in church and society.

9. Reader Ministry Rule

- 9.1. Readers shall exercise their ministry in accordance with:
 - 9.1.1. the Canons of the Church of England
 - 9.1.2. the current House of Bishops' regulations and guidance relating to Reader ministry
 - 9.1.3. the terms of their licence or PTO, and
 - 9.1.4. the lawful directions of the Bishop of Lincoln, the President of the Association, the Warden and the incumbent or priest in charge of the parishes in which they serve.
- 9.2. For the avoidance of doubt, 9.1 includes all Safeguarding provisions applicable to Readers that may be specified for either the Diocese or the Church of England.
- 9.3. In the conduct of public worship Readers shall normally wear black cassock, surplice, Reader's plain blue scarf without adornment, and, unless local practice dictates otherwise, the hood of their degree (if any). A cassock alb with a plain blue scarf may be worn at the Holy Communion if this is the custom of the parish or cathedral. Alternative forms of dress may be worn if in accordance with Canon B8.
- 9.4. Readers are to be exemplars and teachers of how all God's people, as disciples of Jesus Christ, are called to live out their faith with confidence through their everyday lives, from Sunday to Saturday.
- 9.5. Readers are to recognise and promote that all, ordained and lay, are baptised equally into Christ, equal in worth and status, complementary in gifting and vocation, mutually accountable in discipleship and equal partners in mission.
- 9.6. Any question as to how the rules of 9.1–.5 are to be interpreted shall initially be referred by Readers to their Wellbeing Coordinator. If the question remains unresolved it shall be referred to the Warden. The Warden, in consultation with the Reader Board and/or such persons as are appropriate, shall take such action as is necessary to resolve the matter. If resolution requires a general ruling applicable to all Readers, the ruling shall be recommended by the Reader Board and subject to approval by the President, whose decision in all matters shall be final.
- 9.7. In the event of an allegation of misconduct being made against a Reader, the disciplinary process of Annex B shall be followed.
- 9.8. Church of England's Grievance Procedure for Licensed Ministers is to be used to address grievances. (see http://www.lincolnreaders.org/index_htm_files/Grievance%20Procedure.pdf)
- 9.9. Readers are expected to attend both the Annual Service and the Annual General Meeting each year unless there are exceptional circumstances.
- 9.10. Any Readers changing their address, whether or not moving out of the Diocese, shall promptly notify the Warden, the Reader Board Chair, their Rural Dean and their Lay Ministry Wellbeing Coordinator.

10. Licences, Permission to Officiate and Readers Emeritus

- 10.1. Under Bishops' Regulations licences are awarded to those who have attained sufficient qualifications to be awarded the Certificate of Admission to the Office of Reader following an approved period of initial training and sponsorship by an incumbent and PCC.
- 10.2. Licences will also be given to Readers received from other dioceses welcomed by an incumbent (or other supervising minister) and PCC in the Diocese, and commended to the Warden by the Bishop, Warden or Secretary of the sending diocese.
- 10.3. The licence to minister is always awarded by the Diocesan Bishop.
- 10.4. Normally, licences shall be renewed every five years, following a quinquennial review to be undertaken by all Readers. The Warden will commend the list for renewal to the Diocesan Bishop.
- 10.5. A Reader's licence shall expire upon the Reader's 70th birthday. Whilst the licence may not be renewed thereafter, the Diocesan Bishop, on the recommendation of the Warden, may grant PTO for up to a maximum of three years at a time. The submission to the Warden of a duly completed and countersigned form by the supervising minister shall be required.
- 10.6. On retirement from all active ministerial duties, a Reader may be appointed Reader Emeritus by the Diocesan Bishop. The Warden must be informed of all such retirements to facilitate the appointment process.

- 10.7. Readers with PTO and Readers Emeritus will continue to receive the Reader Magazine, circulations and communications from the Reader Board and Officers.

11. Reader Deployment

- 11.1. Readers are licensed to the Diocese, but are required to be locally accountable and supported. Normally this will be a parish or group of parishes, though may be a deanery, chaplaincy or sector ministry.
- 11.2. A Reader is part of the ministerial team of the parish, group, deanery, chaplaincy or sector where they serve.
- 11.3. The terms of reference for duties within a parish, group, deanery, chaplaincy or sector shall be the subject of a written but flexible Ministerial Agreement between each Reader and the Reader's parish priest or supervising minister. Ministerial Agreements shall be reviewed annually within the principal location of ministry and quinquennially within the Diocese. Copies of the annual local Review based on the local Ministerial Agreement shall be sent to the Warden in a form specified by the Warden.
- 11.4. The annual local Review should be agreed and signed by both the incumbent (or supervising minister) and the Reader. In the case of a vacancy, the Rural Dean or the Rural Dean's nominee shall take the place of the incumbent.
- 11.5. A Reader may be invited to work in other parishes, groups, deaneries, chaplaincies or sectors in the Diocese by the supervising minister(s).
- 11.6. Application for the services of Readers outside their own parish or group shall be made to the appropriate Wellbeing Coordinator by Rural Deans, incumbents or churchwardens.
- 11.7. In the case of a benefice becoming vacant, the Rural Dean should make early arrangements with the deanery's Wellbeing Coordinator for the services of Readers.
- 11.8. Rural Deans and Wellbeing Coordinators are encouraged to develop strategies for the deployment of Readers within each deanery.
- 11.9. The Warden is to be consulted, and have the final decision, when the permanent re-deployment or secondment of a Reader to a new parish or group is being considered.
- 11.10. In all instances of re-deployment and secondment, an objective of the Reader shall be to help in the development of lay ministry within the congregation of the parish to which the Reader is assigned.

12. Expenses

- 12.1. Most Readers are non-stipendiary ministers, though are entitled to claim reasonable expenses of office at the current diocesan rate.
- 12.2. When Readers provide service to parishes that are in vacancy they may claim legitimate travelling and working expenses from the Lincoln Diocesan Trust and Board of Finance Limited via the Rural Dean.
- 12.3. When Readers provide service to parishes that are not in vacancy they may claim legitimate travelling and working expenses by invoicing the relevant PCC treasurer. All such claims shall be subject to the approval of the parish priest.
- 12.4. The process for claiming legitimate travelling and working expenses for services undertaken in a deanery, chaplaincy or sector shall be agreed at the outset of any such assignment.
- 12.5. Readers who are trained and licensed for funeral ministry may claim part of the diocesan funeral fee and travelling expenses, in accordance with diocesan policy and procedure. *(Note: Fee income (excluding expenses) claimed as a Reader is taxable and should be declared on the Reader's tax return).*

13. Acceptance of Candidates and Conduct of Training

- 13.1. Candidates must be nominated by the incumbent and PCC of the parish or group where they normally worship and are on the electoral roll.
- 13.2. The procedures for discernment, nomination and selection are overseen by the Diocesan Director of Ordinands and Vocations in liaison with the Warden.

- 13.3. Academic training of candidates for the Office of Reader shall be undertaken by the Lincoln School of Theology, and formation for Reader ministry shall be overseen by the Warden.
- 13.4. Training and formation shall:
 - 13.4.1. conform to requirements as specified from time to time by both the CRC and the Warden,
 - 13.4.2. meet the standards defined by the Quality in Formation Panel of Ministry Division of the Archbishops' Council, and
 - 13.4.3. be subject to review by the Quality in Formation Panel.
- 13.5. On completing the training requirements to the satisfaction of the Warden, and subject to the Bishop's assent, candidates shall be admitted and licensed at the next Annual Service or other appropriate occasion.

LOCAL ORGANISATION AND SUPPORT

14. Clusters

- 14.1. All Readers are encouraged to join with Authorised Lay Ministers ("ALMs") and those in training for Reader or ALM ministry to form local clusters for mutual support, fellowship and shared study.
- 14.2. Depending on the local circumstances, a cluster may be based on a single parish, a benefice, a town or some wider area.

15. Deaneries

- 15.1. Local support for Readers and ALMs shall be integrated and deanery-based.
- 15.2. In some circumstances the Warden may direct that two deaneries are to be paired together, either temporarily or permanently, for the purposes of providing local support. The decision to make such a direction rests with the Warden alone, though shall only be taken having solicited the opinions of the Readers and ALMs in the two deaneries and consulted with those deaneries' Rural Deans and the Reader Board.
- 15.3. In the rest of this Constitution, where reference is made to a deanery and the context allows, it is to be understood as including paired deaneries as allowed for in 15.2. For such paired deaneries, reference to a deanery's Rural Dean is to be understood as the Rural Deans for both deaneries.
- 15.4. The Readers and ALMs in each deanery shall be supported by both a Wellbeing Coordinator and Development Coordinator.
- 15.5. The Readers and ALMs in each deanery shall meet together regularly. In each deanery there shall be at least three meetings a year. The meetings shall be arranged by the deanery's Wellbeing and Development Coordinators working in partnership. In the course of each year there shall be opportunities within these meetings for worship in a variety of styles and locations, training, study, spiritual and theological reflection, fellowship, and the finding of enjoyment and fun in one another's company. Some of the meetings may be held jointly between two or more deaneries. Where possible, one of the meetings shall be held jointly with the deanery Chapter.
- 15.6. Rural Deans are to be encouraged to be involved in the collective life of Readers and ALMs in their deaneries.
- 15.7. Rural Deans may nominate another member of the deanery's Chapter to undertake their functions in relation to Readers and ALMs.

16. Lay Ministry Wellbeing and Development Coordinators

- 16.1. Wellbeing Coordinators may be either Readers or Clergy and must hold a current licence or PTO.
- 16.2. In appropriate cases a currently authorised ALM may hold the post of Wellbeing Coordinator. In such circumstances that deanery's Development Coordinator must be either a Reader or clergy holding a current licence or PTO.

- 16.3. Development Coordinators may be ALMs, Readers or Clergy and must be currently authorised, licensed or hold PTO.
- 16.4. The Wellbeing and Development Coordinators' responsibilities are as defined in Annex C.
- 16.5. A deanery's Wellbeing and Development Coordinators shall be appointed by the Reader Board in consultation with the Warden and having taken advice from the deanery's Readers, ALMs and Rural Dean.
- 16.6. The term of office for Wellbeing and Development Coordinator appointments shall be three years. Appointees shall be limited to a maximum of three successive terms unless they are additionally appointed as the Wellbeing or Development Lead for their archdeaconry.
- 16.7. A Wellbeing or Development Coordinator who also holds the corresponding Lead position for the archdeaconry must step down from the Coordinator position upon ceasing to hold the Lead position, or on completion of a third successive term as Coordinator, whichever is the later.
- 16.8. Wellbeing and Development Coordinators shall be subject to an annual working agreement review with the Warden.

ARCHDEACONRY ORGANISATION AND SUPPORT

17. Lay Ministry Wellbeing and Development Leads

- 17.1. Within each archdeaconry one of the Wellbeing Coordinators shall also serve as the Wellbeing Lead, and one of the Development Coordinators as the Development Lead. The Wellbeing and Development Lead positions may only be held by either Readers or Clergy who are currently licensed or have PTO.
- 17.2. The Wellbeing and Development Leads are to be discerned through an interview-based process and appointed by the President.
 - 17.2.1. The Wellbeing and Development Lead discernment process will be owned and led by the Warden, who shall consult with the President on matters relating to the process's design.
 - 17.2.2. A majority of the Wellbeing and Development Lead positions, considered in combination, shall be held by Readers, unless otherwise directed by the President in the interests of the flourishing of Reader ministry.
- 17.3. The term of office for Wellbeing and Development Leads shall be three years. Appointees shall normally be limited to a maximum of two successive terms, though may be appointed to a third term in exceptional circumstances upon the recommendation of the other Reader Board members.
- 17.4. The responsibilities of Wellbeing and Development Leads are as defined in Annex D.
- 17.5. Wellbeing Leads shall be trained and available to provide pastoral support for those affected by, or who are the subject of, safeguarding, grievance or disciplinary procedures.

18. Operation

- 18.1. Within each archdeaconry, the Wellbeing and Development Coordinators, under the leadership of the Wellbeing and Development Leads, are to team together in order to:
 - 18.1.1. provide mutual support,
 - 18.1.2. share expertise and experience,
 - 18.1.3. enhance Reader and ALM liaison between deaneries,
 - 18.1.4. arrange archdeaconry-based Reader and ALM training and other events, and
 - 18.1.5. provide an effective two-way communication channel between the deaneries and Reader Board.
- 18.2. The Wellbeing and Development Leads shall arrange such meetings of their archdeaconry's Wellbeing and Development Coordinators as they consider appropriate, with at least 3 joint meetings of the Coordinators being held annually.

19. Composition

- 19.1. The members of the Reader Board, of whom a majority must be Readers, shall be:
 - 19.1.1. The Chair
 - 19.1.2. The Vice-chair
 - 19.1.3. The archdeaconry Wellbeing and Development Leads ex officio
 - 19.1.4. Up to three co-optees
- 19.2. The Warden shall normally attend all meetings of the Reader Board and participate fully in its discussions. The Warden shall be entitled to express an opinion on any decision the Reader Board is considering but may not vote on the matter.

20. Elected and Co-opted Positions

- 20.1. The Chair:
 - 20.1.1. must be a Reader who is currently licensed or holds PTO,
 - 20.1.2. shall be elected by the AGM to serve a term of office of three years,
 - 20.1.3. shall be limited to serving two successive terms as the Chair, after which there must be a break of at least three years before being entitled to stand again for election, and
 - 20.1.4. having served as the Chair, may not stand for election as the Vice-chair within three years of ceasing to be the Chair.
- 20.2. The Vice-chair:
 - 20.2.1. must be a Reader who is currently licensed or holds PTO,
 - 20.2.2. shall be elected by the AGM to serve a term of office of three years,
 - 20.2.3. shall be limited to serving two successive terms as the Vice-chair, after which there must be a break of at least three years before being entitled to stand again for election to that position, and
 - 20.2.4. having served as the Vice-chair, may immediately stand for election as the Chair.
- 20.3. The Reader Board shall use its ability to co-opt in order to address any gaps in essential skills within its membership and, if necessary, to ensure that a majority of the Reader Board members are Readers.
 - 20.3.1. Co-options are for terms of office of three years or such shorter period as the other members of the Reader Board shall determine.
 - 20.3.2. Co-optees may not normally serve more than two successive terms. In exceptional circumstances a third term may be served with the agreement of the AGM.
 - 20.3.3. Co-optees need not already be members of the Association.
 - 20.3.4. If a non-member is co-opted to the Reader Board, that person automatically becomes a member of the Association for the duration of the co-option.

21. Conduct

- 21.1. The Reader Board shall govern its own conduct within the requirements of this Constitution and any directions that may be made at a General Meeting of the Association or by the President.
- 21.2. The Reader Board shall meet as often as it deems necessary to transact the business of the Association, but not less than three times annually.
- 21.3. The Reader Board will appoint a minute secretary to support its meetings. The minute secretary shall not be a Reader Board member.
- 21.4. The Reader Board shall assign responsibility for leading on different aspects of its responsibilities between its members. (Examples of such assignments might include Training and Development, Reader Vocations, Reader Support, the Annual Service and other Shared Worship.)
- 21.5. Responsibilities the Reader Board shall hold on behalf of the Association are summarised in Annex E.

22. Standing Committee

- 22.1. The Reader Board shall be supported by a Standing Committee consisting of the Chair, the Vice-chair and at least one further member of the Reader Board.
- 22.2. The Standing Committee shall meet upon the request of either the Warden or any two of its members.
- 22.3. The Standing Committee shall be authorised to act, in consultation with the Warden, on behalf of the Reader Board in between its meetings and in accordance with agreed policies.
- 22.4. The Standing Committee shall prepare the agenda for meetings of the Reader Board.
- 22.5. The Warden shall be invited to attend all meetings of the Standing Committee.

OTHER

23. Central Readers' Council Representation

- 23.1. Readers shall be represented on CRC by the Chair, the Vice-chair and the Warden.
- 23.2. In the event of a CRC representative being unable to attend a CRC meeting, attendance shall be delegated to another member of the Reader Board.

24. Changes to the Constitution

- 24.1. The Annexes to this Constitution may be altered by the agreement of at least two-thirds of the Reader Board members, and subject to the approval of the President. Any such changes shall be notified at the next AGM.
- 24.2. Alterations to this Constitution other than its Annexes may only be made on the recommendation of the Reader Board, with the approval of the President, and agreed at a General Meeting.

25. Temporary and Interim Office Holders

- 25.1. References in this Constitution to the Bishop of Lincoln, the President and the Warden shall be read as being equally applicable to any person(s) duly appointed to exercise the functions of such position(s) on a temporary or interim basis.

26. Transitional Arrangements

- 26.1. This Constitution shall be effective immediately following the AGM at which it is approved.
- 26.2. The initial Chair and Vice-chair appointments shall be made by the President on the advice of the Warden, rather than as specified in Section 20.
- 26.3. The initial appointments of the archdeaconry Wellbeing and Development Leads shall proceed in accordance with Section 17, though without the requirement that they be Wellbeing or Development Coordinators. The initial appointees will automatically become the initial Wellbeing and Development Coordinators for their respective deaneries, and Section 16.4 shall not apply.
- 26.4. The remaining Wellbeing and Development Coordinator positions will be filled progressively, with priority to piloting in those areas that currently have regular Reader meetings and/or where there is enthusiasm to be an early adopter. All positions shall be filled no later than the end of 2022.
- 26.5. Progress in implementing this new Constitution, and its effectiveness, shall be reviewed at each AGM until at least 2023 and adjustments made as necessary.

Annex A: Examples of Expressions of Reader Ministry

1. Administration
2. Articulating matters of concern within the life of the Church
3. Assistance at the Eucharist
4. Being a sacred presence, developing spirituality in others
5. Being a source of joy
6. Being a source of wisdom within the Church
7. Being a visible presence in the community
8. Championing lay ministry
9. Chaplaincy and other specialist ministries
10. Collaborative support to others in their ministry
11. Developing disciples, nurturing them in the faith
12. Evangelism
13. Exemplifying Everyday Faith
14. Exercising leadership
15. Funeral Ministry
16. Helping others understand the vision and direction of the Church at all levels
17. Interpretive ministry (to develop understanding between variously, clergy, churchwardens, PCCs and the laity in general)
18. Leading home communion services
19. Life-long learning
20. Pastoral Ministry
21. Planning and leading worship
22. Prayer
23. Preaching
24. Teaching the faith.

Annex B: Diocese of Lincoln's Disciplinary Procedure for Readers

(To be inserted following approval)

Annex C: Lay Ministry Wellbeing and Development Coordinators' Responsibilities

C1 Wellbeing Coordinator Responsibilities

1. Arranging shared worship for Readers and ALMs within the deanery, with a variety of styles and locations.
2. Recognising when Readers and ALMs in the deanery need pastoral support, and ensuring it is provided in the most appropriate way.
3. Supporting the deanery's Readers and ALMs through the Ministerial Development Review process.
4. Administration of Reader and ALM deployment within the deanery in full liaison with the Rural Dean and, through the Rural Dean, with the Deanery Pastoral Committee.
5. Developing closer collaborative relationships between the deanery's lay ministers and clergy.
6. Mediation, in consultation with the Warden, in cases of dispute involving any of the deanery's Readers and/or ALMs.
7. Demonstrating by personal example how to engage in intentional mission.
8. Collaboration with other Wellbeing Coordinators in the same archdeaconry.

C2 Development Coordinator Responsibilities

1. Coordinating provision of Initial Ministerial Education Part 2 (i.e. post-licensing/authorisation) for the deanery's Readers and ALMs.
2. Identifying training needs amongst the deanery's Readers and ALMs and arranging suitable provision.
3. Providing the deanery's Readers and ALMs with opportunities for shared study.
4. Facilitating ongoing theological reflection amongst the deanery's Readers and ALMs.
5. Developing the leadership skills of the deanery's Readers and ALMs.
6. Equipping the deanery's Readers and ALMs to champion lay ministry.
7. Training the deanery's Readers and ALMs in intentional mission.
8. Collaboration with other Development Coordinators in the same archdeaconry.

C3 Wellbeing and Development Coordinators Shared Responsibilities

1. Developing closer collaboration between Readers and ALMs in the deanery.
2. Providing opportunities for the deanery's Readers and ALMs to relax and have fun in one another's company.
3. Discerning and encouraging lay ministry vocations within the deanery.
4. Encouraging spiritual reflection and development amongst the deanery's Readers and ALMs.
5. Supporting the wellbeing and Continuing Ministerial Development of the deanery's Readers and ALMs.
6. Supporting the work of the Warden within the deanery.

Responsibility for engendering fellowship and mutual encouragement amongst the deanery's Readers and ALMs is to be taken by whichever of the Wellbeing and Development Coordinators is best gifted for it.

Annex D: Lay Ministry Wellbeing and Development Leads' Responsibilities

D1 Wellbeing Lead Responsibilities

1. Promoting collaboration, mutual support and the sharing of expertise and experience between the archdeaconry's Wellbeing Coordinators.
2. Recognising when Wellbeing and Development Coordinators in the archdeaconry need pastoral support, and ensuring it is provided in the most appropriate way.
3. As occasion requires, representing and speaking on behalf of Readers and ALMs in the archdeaconry.
4. When requested, providing pastoral support for those affected by, or the subject of, safeguarding, grievance or disciplinary procedures.
5. Such other things as may be requested by either the Warden or the Reader Board.
6. Continuing to serve as the Wellbeing Coordinator for his/her deanery.

D2 Development Lead Responsibilities

1. Promoting collaboration, mutual support and the sharing of expertise and experience between the archdeaconry's Development Coordinators.
2. Assisting the archdeaconry's Development Coordinators by connecting them with resources that are matched to their needs.
3. Identifying common training and other developmental needs that will best be met through an archdeaconry initiative and taking the lead in arranging it.
4. Such other things as may be requested by either the Warden or the Reader Board.
5. Continuing to serve as the Development Coordinator for his/her deanery.

D3 Wellbeing and Development Leads Shared Responsibilities

1. Promoting the flourishing of Reader ministry.
2. Arranging and leading meetings of the archdeaconry's Wellbeing and Development coordinators.
3. Participating fully as a member of the Reader Board.

4. Providing an effective voice on the Reader Board for the Readers of the archdeaconry on the Reader Board.
5. Communicating the work of the Reader Board to the archdeaconry's Wellbeing and Development coordinators.
6. Facilitating the implementation of Reader Board decisions within the archdeaconry.
7. Supporting the work of the Warden within the archdeaconry.

Annex E: Reader Board Responsibilities

The Reader Board responsibilities on behalf of the Association include, but are not limited to, the provision of leadership and direction on the following.

1. Administration and coordination of Reader ministry.
2. Liaison with the Mission & Ministry Committee and alignment of Reader ministry with the diocese's policies and strategies for mission and ministry.
3. The Annual Service.
4. The AGM.
5. Other diocesan-based events to support the flourishing of Reader ministry.
6. Reader ministry governance.
7. Encouragement and discernment of Reader ministry vocations
8. Provision of IME2.
9. Provision of Wellbeing support and CMD.
10. Provision of pastoral support.
11. Encouragement of shared study and worship by Readers.
12. Encouragement of spiritual reflection by Readers.
13. Ongoing theological education of, and reflection by, Readers.
14. Development of Readers as teachers of the faith.
15. Development of Readers as enablers of mission in the everyday.
16. Development of Readers as leaders in church and society.
17. Engagement of Readers in Intentional Mission.
18. MDR process.
19. Intervention in cases where there is a risk of, or actual, break-down in Reader ministry.
20. Reader disciplinary and grievance processes.
21. Promotion of joyful fellowship and mutual encouragement between Readers.
22. Development of structures for closer collaboration with ALMs
23. Development of closer collaboration with clergy.