

Working Agreement for a Reader



Name	Date of last DBS check: _____
Address	Safeguarding Training: _____ Telephone & E-mail Mobile phone number
Training completed with dates (to be kept up to date) & relevant experience	
Date of birth	Date Licensed
<p>Agreed ministerial roles and responsibilities</p> <p>Worship</p> <p>Administration</p> <p>Pastoral</p> <p>Mission / Outreach</p>	

Availability as a deanery / diocesan resource (What gifts can be shared?)

Time commitment

Pattern of worship and personal prayer

Pattern of and availability to participate in corporate worship on weekdays

Future training aspirations

Mutual expectations of Reader & Priest

Reader

Incumbent

Frequency of one to one meetings between incumbent and Reader

Parish ministry team support & communication

Other team members and their roles

Frequency of team meetings and expectation about attendance.

Other issues

Arrangements for expenses (e.g. mileage at diocesan rate)

Date

Date of review

Signature of parish priest

Signature of Reader

Working Agreement for a Reader

Guidance Notes

This form may be used as the basis of a ministerial working agreement between a Reader and their incumbent (or Rural Dean during an interregnum). The Reader and the incumbent should retain a copy, and a further copy should be sent to the Warden of Readers, Sally Buck, The Old Palace, Minster Yard, Lincoln LN2 1PU.

The material will be regarded as confidential.

An electronic copy of this form may be downloaded from www.lincolnreaders.org

1. Worship. Please list here the regular commitments of the Reader in terms of *leading worship* and *preaching*. Regular commitments outside the parish or group should be included here.
2. Administration. List regular and occasional meetings, such as PCC, deanery, but also such staff meetings as are arranged. Training meetings within the parish should also be included here.
3. Pastoral. Appropriate pastoral commitments (such as within the context of funeral ministry)
4. Mission outreach. List here other ministerial commitments, such as chaplaincy, and other interests, such as *Fresh expressions*.
5. Gifts. You may wish to consider what gifts you can offer to the wider church.
6. Time commitment. There should be a *realistic* assessment of the Reader's commitment of time to ministry.
7. Pattern of worship and personal prayer. There should be some consideration to the Reader's devotional life within the context of the overall work/life balance.
8. Further training opportunities. Please consider appropriate training opportunities, such as Funeral Ministry, CPVA and other topics which arise from time to time.
9. Mutual expectations. The special relationship between Reader and Parish Priest should be explored.
10. Parish ministry team support & communication. What is the relationship with other ministers, lay and ordained?
11. Other issues. Such as employment issues, health matters

The agreement should be signed before it is copied. The agreement should be reviewed annually, and upon the appointment of a new incumbent.