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**Pastoral Worker Ministry Agreement**

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| --- | --- |
| **Name of Pastoral Worker** | **Name of Incumbent** |
|  |  |
| **Name of Parish** | **Date of last Ministry Agreement** |
|  |  |
| **Date of Licensing** | **Renewal of Licence due** |
|  |  |
| **Date of most recent DBS check for licensed ministry** | **Dates of safeguarding training completed in the last three years** |
|  | **Basic:**  **Foundations:**  **Leadership:**  **Raising Awareness of Domestic Abuse:** |
| **Date of PCC Meeting for Approval** |
|  |

This document acknowledges the discussion and agreement between the Pastoral Worker and incumbent of areas identified below. This agreement should be **reviewed and updated once a year**. A copy thereof will be requested by the Bishop’s Ministry Administrator whenever there is a renewal or extension of your licence, transfer or change in status such as Emeritus or PTO, for example.

The Ministry Agreement is intended to describe a working relationship, manage expectations, check assumptions and anticipate areas of tension or role conflict. It is not a contract.

**Any questions or concerns should be raised at the earliest opportunity with the Bishop’s Advisers for Licensed Lay Ministers.**

**Primary focus of Pastoral Worker’s ministry** (e.g. bereavement visiting, ministry to the sick, families and children, baptism ministry, etc) including:

* Area of responsibility/oversight:
* Services/events that the Pastoral Worker will usually attend:
* ‘Base’ church or congregation for PW ministry (if different from above):
* Expected involvement within the church/parish:
* Groups and committees the Pastoral Worker will be involved in:
* Approximate time commitment the Pastoral Worker will offer:

**How often will the Pastoral Worker and Incumbent meet for supervision?**

**How will expenses incurred by the Pastoral Worker be agreed and claimed?**

**Ministerial training/development:**

* Details of ministerial training/development undertaken in the last three years:
* What are the expectations for the Pastoral Worker’s ongoing training and resourcing for ministry?

* What policies and guidelines will the Pastoral Worker be expected to be aware of and abide by?
* Identified areas for personal/ministerial development:

**Are there any potential issues identifiable by the Pastoral Worker or incumbent?**

**Proposed date to review this agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pastoral Worker signature (electronic): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Incumbent signature (electronic): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please complete the form, obtain the signature of your incumbent, scan and email the form to the Bishop’s Ministry Administrator:** [**karen.alsop@chester.anglican.org**](mailto:karen.alsop@chester.anglican.org)