

**Reader Ministry Agreement**

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| **Name of Reader** | **Name of Incumbent** |
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| **Name of Parish** | **Date of Ministry Agreement** |
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| **Date of Licensing** | **Renewal of Licence due** |
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| **Date of most recent DBS check for parish ministry** | **Dates of Safeguarding training completed in the last three years** |
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| **Date of last review of Ministry Agreement** | **Date of last Reader Review/Renewal of License** |
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This document acknowledges the discussion and agreement between the Reader and incumbent of areas identified below. This agreement will be **reviewed and updated at least once a year**.

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. It should be read and interpreted in light of the guidance available in the Licensed Reader Handbook (available on the Diocesan website, or from the Warden of Readers or the Director of Studies for Pastoral Workers).

Formal review of the Reader’s ministry should occur every three years at the time of the renewal of the Reader’s licence. This will be undertaken by a person chosen by the Reader from a list of experienced Reviewers held by the Warden. Such review should include consideration and possible amendment of the working agreement.

**Any questions or concerns should be raised at the earliest opportunity with the Warden of Readers.**

**Primary focus of Reader’s ministry (eg leading worship, preaching, small groups, funeral ministry), including any areas of responsibility/oversight:**

**Services and events that the Reader will usually attend:**

**Expected involvement in leading and preaching:**

**Approximately what time commitment will the Reader offer:**

**Groups and committees that the Reader will be involved in:**

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

**Ministerial training/development undertaken in the last three years:**

**What are the expectations for the Reader’s ongoing training and resourcing for ministry?**

**Where will the Reader’s ‘base’ for ministry be (e.g. a particular church or congregation)?**

**What policies and guidelines will the Reader be expected to be aware of and abide by?**

I**dentified areas for development/change:**

**Issues identified by the Reader:**

**Issues identified by the incumbent:**

**Areas to address before next review:**

**Reader signature (electronic):**

**Incumbent signature (electronic):**

**Date:**

**Proposed date to review this agreement:**