Supplementary Ministry Agreement

for Self-Supporting Clergy

**(only for use during a Parish Vacancy)**

**NB, whatever ‘supplementary’ agreement is reached, the SSMs current MA remains in place and current. For SSMs still undergoing IME and/or designated as Curate-in-Training, please seek guidance from the Bishop’s Adviser for Curate Development in the first instance.**

# The ‘Supplementary’ Ministry Agreement

# for SSMs during the vacancy period

***When drawing up a ‘Supplementary’ Ministry Agreement (MA), clergy are reminded to read the relevant section of the ‘SSM Handbook’, as well as the ‘SSMs and Parish Vacancies’ booklet that can be found on the Diocesan website.***

***It is important that when drawing up any supplementary agreement, that reference is made to the SSMs current Ministry Agreement and Statement of Particulars (SOP) for those who are licenced (not in receipt of PTO).* Whatever ‘supplementary’ agreement is reached, the SSMs current MA remains in place and current.**

*NB, this template is for use by SSMs whose parish(es) are either about to go into vacancy or else are already in vacancy. The contents needs to be agreed with the relevant Churchwardens, and the Rural Dean. This form is editable.*

|  |  |
| --- | --- |
| Name of SSM | *Enter name here...* |
| In the Parish, the SSM is to be known as | *Curate, Assistant Priest, Associate minister etc* |
| Name of Rural Dean | *Enter name here...* |

|  |  |
| --- | --- |
| **Contact details** (preferred email and phone details for contact regarding parish matters) | Home: Mobile: Email:  |

**The PCC**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM attend PCCs during the Vacancy?
 | **YES** | **NO** |
| 1. Will the SSM chair the PCC?
 | **YES** | **NO** |
| *Please state the rationale for this decision and ensure permission has been obtained from the Diocesan Bishop if the SSM is to chair these meetings:* |
| 1. Will the SSM ‘lead from the second chair’?
 | **YES** | **NO** |
| *Please detail any other role or responsibilities the SSM will have with regard to the PCC during the Vacancy:* |

**Finance and Buildings**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM be consulted re: finance and buildings
 | **YES** | **NO** |
| *Please state what this will ‘look like’:* |

**Sunday Worship**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM be expected to lead / preach more regularly than the current MA states
 | **YES** | **NO** |
| *Please detail what an ‘average’ month will ‘look like’:* |
| 1. Will the SSM plan / craft ‘special services’ on Sunday?
 | **YES** | **NO** |
| *What are these:* |

**Mid-week Worship**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM lead mid-week worship?
 | **YES** | **NO** |
| *When and how often:* |

**Occasional Offices**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM take baptisms?
 | **YES** | **NO** |
| 1. Will the SSM take weddings / wedding blessings?
 | **YES** | **NO** |
| 1. Will the SSM take funerals?
 | **YES** | **NO** |
| 1. Will the SSM take Interment of Ashes services?
 | **YES** | **NO** |
| 1. Will the SSM co-ordinate all the above?
 | **YES** | **NO** |
| *Please provide more detail:* |
| 1. Will the SSM receive support with occasional offices?
 | **YES** | **NO** |
| *What will this support ‘look like’?* |

**Christmas & Easter**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM take responsibility for Advent / Christmas and Lent / Easter services and/or other events?
 | **YES** | **NO** |
| *Please detail what:*  |

**Worship / Ministry Rota**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM prepare the Worship Rota?
 | **YES** | **NO** |
| *If ‘yes’ what are the parameters under which it is compiled? If ‘no’, how will the SSM communicate their availability, and to whom?* |

**Licenced Lay Ministers & Occasional Worship Leaders**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM supervise LLMs within the parish?
 | **YES** | **NO** |
| 1. Will the SSM supervise any OWLs?
 | **YES** | **NO** |
| 1. Will the SSM determine involvement (notwithstanding any MAs these people may hold) of LLMs and OWLs?
 | **YES** | **NO** |
| *Please detail what any arrangements will be:* |

**Cover**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM be expected to find cover for services they cannot take – Sunday, Occasional Offices etc
 | **YES** | **NO** |
| 1. Will the SSM be informed as, when and if any other clergy, LLMs etc from other parishes assist with parochial duties
 | **YES** | **NO** |
| *Please detail what any arrangements will be:* |

**Pastoral Care**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM have oversight of pastoral care within the parish?
 | **YES** | **NO** |
| 1. Will the SSM be expected undertake pastoral visiting at parishioners’ homes?
 | **YES** | **NO** |
| 1. Will the SSM have oversight of pastoral care to those in care homes, hospitals or in a hospice?
 | **YES** | **NO** |
| 1. Will the SSM be expected undertake pastoral visiting to those in care homes, hospitals or in a hospice?
 | **YES** | **NO** |
| 1. Will the SSM be informed of any matters pertaining to pastoral care within the parish?
 | **YES** | **NO** |
| *Please give more details in this box:* |

**Children and Schools Work**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM carry out any work in schools?
 | **YES** | **NO** |
| 1. Will the SSM conduct any other work with children and youth and families?
 | **YES** | **NO** |
| 1. Will the SSM co-ordinate any of this work?
 | **YES** | **NO** |
| *Please detail what any arrangements will be:* |

**Paid Church Employees**

|  |
| --- |
| *The SSM should never line-manage paid church employees. Detail below how the SSM will relate to them during the vacancy:* |

**Communication within the Parish**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM meet regularly with the Churchwardens?
 | **YES** | **NO** |
| 1. Will the SSM meet regularly with the Rural Dean?
 | **YES** | **NO** |
| *Please detail what any arrangements will be:* |

**Communication to the Parish**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM write articles for newssheets, magazines and the like?
 | **YES** | **NO** |
| *Please provide details around expectations and work:* |

**Other parish events**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM be involved in other parish events, such as social evenings, fund raising, working parties etc?
 | **YES** | **NO** |
| *Please provide details around expectations and work:* |

**Community Events / Meetings**

|  |  |  |
| --- | --- | --- |
| 1. Will the SSM be involved in community events and/or meetings?
 | **YES** | **NO** |
| *Please provide details around expectations and work:* |

**Support**

|  |
| --- |
| *Please detail what additional support will be available to the SSM in order to assist them with the above additional responsibilities:* |

**The Parish Profile**

|  |
| --- |
| *Please detail briefly how the SSM will be referenced in the Profile, as well as what their involvement will be in drafting it:* |

|  |  |  |
| --- | --- | --- |
| Signed and dated: | *SSM - Enter name* | *Date* |
| Signed and dated: | *Rural Dean - Enter name* | *Date* |
| Signed and dated: | *Churchwarden - Enter name* | *Date* |
| Signed and dated: | *Churchwarden - Enter name* | *Date* |

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