**Working Agreement between**

**Rev’d Joan Brown and Mr John Smith, Reader**

**And endorsed by the PCC of St Luke’s, Hollington**

* John will be accountable to the incumbent and the PCC
* John will work closely with the incumbent at all times in matters of the parish, practical and spiritual.
* John will meet regularly with the incumbent to discuss parish and spiritual matters concerned with his ministry.
* The incumbent will support John in all aspects of his role as a reader with encouragement, advice and training.
* John will continue with his role with the all age services including giving the talk, and preach no more than twice a quarter at other services.
* He will be involved in developing the services at St Luke’s, and will assist with communion when asked. He will also read and lead intercessions when required.
* John will continue with his roles with the Friendship club, outreach activities and the fund raising concert, and will also be involved in helping the church family and others in the wider community to explore faith issues through Alpha.
* He will not, at this stage, be looking to preach in other churches or take funerals.
* John will keep up with fresh ideas and participate in further training as opportunities arise.
* John will give thought to his own spiritual growth and formation in ways that are appropriate for him.
* John will claim reasonable expenses incurred by his ministry.
* John will have a yearly review with the incumbent and will also have a review every three years with someone from outside the parish which is organised by the Warden of Readers and which is a condition of holding his licence.

Signed……………………………(Reader) Signed……………………………….

Signed……………………………(Incumbent) Signed……………………………….

(Churchwardens)

**Submitted and signed by St Luke’s Hollington PCC**