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**READERS’ MINISTRY SPECIFICATION AGREEMENT**

Readers and their Incumbents should have a common understanding of the nature of the work that the Reader will undertake in the parish, or in the wider church, how that activity is to be supported and reviewed, and how it relates to the mission of the Church and parish as a whole. Before a review meeting between the Reader and Incumbent, the Reader should use the following schedule to list her/his regular parish-based and other Church activities.

It is hoped that by working through this form, the Reader and Incumbent will be able to come to a mutually agreed understanding or "Agreement" about the ministry to be undertaken. Care needs to be taken that the Reader is not overburdened, but at the same time there is scope for growth and development of skills and gifts.

Time for rest and refreshment (possibly including sabbatical periods) should be provided for.

While the Reader is licensed to the Benefice, their licence also authorises them to work across the Diocese (with the assent of the Incumbent of each Benefice that is visited). However, the Reader should not accept appointments outside the ‘home’ Benefice without first ensuring that they will not clash with any commitments within that Benefice.

When this form has been completed, the Reader and the Incumbent should each keep a copy, and a further copy should be returned to the Archdeaconry Warden.

Ideally this should be reviewed annually but MUST be revised as necessary prior the Reader’s five-year review.

Please feel free to use extra space, or expand the form, as necessary

**MINISTRY REVIEW APPENDIX 1 – GENERAL DETAILS**

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| **Name:** |  |
| **Church Role** | |
| **Benefice:** |  |
| **Incumbent:** |  |
| **Date of last 5-year review:** |  |
| **Top 3 primary areas of work, eg Leading worship / Preaching / Funeral ministry / Fresh Expressions / Children & Young People / etc:** |  |
| **Safeguarding** | |
| **Date of most recent DBS check for parish ministry:** |  |
| **Safeguarding training in the last three years - list courses and dates:** |  |
| **Rest and Refreshment** | |
| **Agreed periods of time when the Reader will not be expected to take part in church / parish activities, eg school holidays / half terms / month of August / etc** |  |
| **Agreed sabbatical period, if any; state the anticipated duration and when it may happen** |  |
| **Training and Development** | |
| **Training and support** | The Diocese is committed to providing training on an ongoing basis, and hope the Reader will feel able to approach the PCC for funding for any conferences, retreats, or courses that will support the Reader’s ministry.  The Diocese would expect the Reader to normally attend the Diocesan Annual Reader Day in October plus other conferences, retreats or courses as needs are identified and scheduling allows. |
| **Have any areas for development been identified that would be beneficial in the pursuit of long-term goals?** |  |
| **Review and Support** | |
| **Who reviews the Reader’s ministry and how often? This may be the Incumbent, or another member of the Ministry Team, or the Area Dean or . . . . .** |  |
| **Does the Reader have a formal support group in the parish? If so, who is in it and how does it meet?** |  |
| **Are there any bespoke Benefice specific arrangements re Reader support in place?** |  |
| **Looking to the future** | |
| **Are there any concerns, issues or observations that have been identified by the Reader that he/she would like recorded? If so, please specify them.** |  |
| **Are there any concerns, issues or observations that have been identified by the Incumbent that he/she would like recorded? If so, please specify them.** |  |
| **Decisions for future:** |  |
| **Proposed date for next ministry review meeting:** |  |

**Signature of Incumbent: Date:**

**Signature of Reader: Date:**

**MINISTRY REVIEW APPENDIX 2 – ANALYSIS OF MINISTRY TO BE UNDERTAKEN**

This appendix aims to identify activities which *will* be undertaken by the Reader in any future 12-month period.

Please list all ‘church’ activities which the Reader is *anticipated* to undertake in the local Benefice, Deanery and Diocese, including those that are not strictly within the Reader’s traditional role description.

These are *estimates*, they are not contractual obligations, rather they are a reflection of what the Reader may be asked, and is willing, to do.

Please note that the object of this form is to be realistic, to both the Reader and the Incumbent, as to the demands of, and opportunities presented by, the Reader’s anticipated ministry.

There are NO minimums or maximums, and NO rights or wrongs; rather it is intended to create an agreed understanding of what might happen and to represent a Reader’s potential activity within their local Benefice.

*All answers are firmly subject to the principle of ‘Deus Vult’, ‘as God wills it’.*

Please expand the form as much as you need.

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| **Activity** | **Number of occurrences per annum** |
| **‘Traditional’ Reader Ministry within the Benefice** | |
| 1. **Leading worship, but not preaching, with a primarily adult audience** |  |
| 1. **Preaching / ‘reflecting’ on God’s word, including leading worship where applicable** |  |
| 1. **School Assemblies / OTB / other CYP (children & young people) focused activities as a teacher / missioner / worship leader** |  |
| 1. **Lead or be involved in pioneering work, eg Fresh or New Expressions other than CYP** |  |
| 1. **Involvement in House Groups / Bible Study / similar as either leader or participant** |  |
| 1. **Pastoral visits to individuals, incl Home Communion** |  |
| 1. **Pastoral visits to care homes incl worship and / or Home Communion** |  |
| 1. **Funerals, including interment where appropriate** |  |
| 1. **Burial of Ashes** |  |
| 1. **Any other duties that may be reasonably *agreed* between the Reader and Incumbent** |  |
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| **‘Traditional’ Reader Ministry outside the Benefice** | |
| 1. **Leading worship, but not preaching, with a primarily adult audience** |  |
| 1. **Preaching / ‘reflecting’ on God’s word, including leading worship where applicable** |  |
| 1. **School Assemblies / OTB / other CYP (children & young people) focused activities as a teacher / missioner / worship leader** |  |
| 1. **Lead or be involved in pioneering work, eg Fresh or New Expressions other than CYP** |  |
| 1. **Involvement in House Groups / Bible Study / similar as either leader or participant** |  |
| 1. **Pastoral visits to individuals, incl Home Communion** |  |
| 1. **Pastoral visits to care homes incl worship and / or Home Communion** |  |
| 1. **Funerals, including interment where appropriate** |  |
| 1. **Burial of Ashes** |  |
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| **Other Benefice/Parish Roles** | |
| 1. **PCC meetings** |  |
| 1. **Ministry Team meetings** |  |
| 1. **School work and visits such as Governor’s meetings, to provide reading assistance, and other non-worship activities** |  |
| 1. **Church offices, eg Churchwarden, PSO, Treasurer, etc – estimate the total amount of time this takes per annum** | **Hours pa** |
| 1. **Any other duties that may be reasonably *agreed* between the Reader and Incumbent** |  |
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| **Deanery/Diocesan Roles** | |
| 1. **Deanery Synod meetings** |  |
| 1. **Other Deanery meetings / activities** |  |
| 1. **Diocesan Synod meetings** |  |
| 1. **Other Diocesan meetings / activities** |  |
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**Signature of Incumbent: Date:**

**Signature of Reader: Date:**