**Focal Ministry Agreement**

On completion, signed copies should be retained by both the Focal Minister and the Oversight Minister. This Ministry Agreement should be reviewed, and revised if necessary, at the Focal Minister’s Annual Review.

A copy of the most recent Ministry Agreement should be sent to the Focal Ministry Team at [focalministry@sheffield.anglican.org](mailto:focalministry@sheffield.anglican.org).

**Focal Ministers have 4 main leadership responsibilities;**

1. To be the public face of your church to your congregation and/or community.
2. As a Focal Ministry Team (group of Focal Ministers) take responsibility, with the Oversight Minister and relevant others, for the development and delivery of mission and ministry in a parish.
3. As individuals, Focal Ministers may take oversight of a specific aspect of mission or ministry (please see below).
4. A primary responsibility of FMs is to encourage and support the vocations of all, and build teams around their areas of responsibility.

|  |  |
| --- | --- |
| Name of Focal Minister |  |
| Name of Oversight Minister |  |
| Parish |  |
| Date of Authorisation |  |

|  |  |  |
| --- | --- | --- |
| Area of Ministry  (Please indicate which area the FM will be overseeing with a y or tick in the box next to the area) | As individuals, FMs may take oversight of a specific aspect of mission or ministry, usually one of: | |
|  | Mission and outreach of the church |
|  | Pastoral work of the church |
|  | Worship leading (in a larger church this may be of a particular congregation) |
|  | Children and Youth Work |
|  | Administration |
|  | Other (please state): |
| Notes on area of ministry |  | |

|  |  |
| --- | --- |
| Time offered |  |
| Anticipated pattern of supervision and support meetings | Example: Meet with Oversight Minister monthly |

|  |  |
| --- | --- |
| Membership of committees |  |
| What legitimate expenses might be claimed and how should a claim be submitted? | Example: any expenses are to be agreed with the OM before money is spent. |

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| Any other comments |  |

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| Signed  (Focal Minister) |  | Date |  |
| Signed  (Oversight Minister) |  | Date |  |