****

**DIOCESE OF SHEFFIELD**

**Reader’s**

**Ministry 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 it is to be supported and reviewed, and how it relates to the mission of the parish as a whole.

Before a review meeting with the Reader and Incumbent the Reader should use the schedule at Appendix 1 to list her/his regular church/parish based activities.

It is hoped that by working through this form you will be able to come to a mutually agreed understanding or "contract" about the ministry to be undertaken. You should make sure 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 (including sabbatical periods) should be ensured.

Please note the last part of this form which asks you both to consider whether the Reader has skills/gifts that might be used in other churches in the Deanery (or on a wider basis). *At the moment this does not need to be shared, but as Mission Partnerships take off, this may be a useful tool for identifying the resources in the Deanery.*

When you have completed this form the Reader and the Incumbent should keep a copy, and a further copy should be returned to the Warden. **Ideally this should be reviewed annually and in particular in the period before the Reader’s five year review.**

*Use extra space or expand the form as necessary*

|  |  |
| --- | --- |
| **NAME** |       |
| **PARISH**  |       |
| **MINISTRY TITLE** |       |
| **DATE OF LAST 5 YEAR REVIEW** |       |
| **DATE OF MOST RECENT DBS CHECK FOR PARISH MINISTRY** |       |
| **GEOGRAPHICAL AREA OF MINISTRY** |       |
| **PRIMARY FOCUS OF** [**WORK**](screen%20tip) |  |
| [**NORMAL REGULAR COMMITMENT**](screen%20tip) **THAT YOU WILL UNDERTAKE FOR THE CHURCH/PARISH IN YOUR ROLE AS READER** |  |
| **OTHER ROLES, DUTIES, COMMITTEE MEMBERSHIPS IN THE CHURCH** |       |
| **OTHER ROLES, DUTIES, COMMITTEE MEMBERSHIPS FOR THE WIDER CHURCH** |       |

|  |  |
| --- | --- |
| [**AGREED PERIODS**](screen%20tip) **OF TIME WHEN YOU WILL NOT BE EXPECTED TO TAKE PART IN CHURCH/PARISH ACTIVITIES** |       |
| **AGREED SABBATICAL** [**PERIOD**](screen%20tip) |       |
| [**TRAINING AND SUPPORT**](screen%20tip) |  |
| **IDENTIFIED TRAINING NEEDS AND WISHES** |  |
| **IDENTIFIED AREAS FOR DEVELOPMENT THAT IT SEEMS APPROPRIATE TO PURSUE** |       |
| **WHO REVIEWS YOUR MINISTRY AND HOW OFTEN?** |       |
| **DO YOU HAVE A FORMAL SUPPORT GROUP IN THE PARISH?****IF SO, WHO IS IN IT AND HOW DOES IT MEET?** |       |
| **ISSUES IDENTIFIED BY READER, OR OBSERVATIONS FOR RECORD** |       |
| **ISSUES IDENTIFIED BY INCUMBENT OR OBSERVATIONS FOR RECORD** |       |
| **DECISIONS FOR FUTURE** |       |
| **PROPOSED DATE FOR NEXT MINISTRY REVIEW MEETING** |       |

Signature of Incumbent      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Lay Minister      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**READER’S MINISTRY AGREEMENT**

**DEANERY ASSISTANCE**

|  |  |
| --- | --- |
| **NAME** |       |
| **PARISH**  |       |
| **MINISTRY TITLE** |       |

***In due course it may be appropriate to share this part of the form with your Area Dean or Mission Partnership***

When you have completed the review as far as your church is concerned please consider the next part of the form, which asks you to think how the Reader might be deployed in the Deanery or elsewhere in the Diocese if s/he is willing and there is an opportunity for this to happen.

Please rate the Reader’s gifts/skills on a 1 – 5 scale, with 5 meaning thoroughly competent and skilled, and 1 meaning that this is not one of his/her particular strengths.

The Reader should try to give an honest (not self-deprecating) assessment of him/herself.

The Incumbent should make the assessment **with a view to the wider church**. It may be that a Reader may be competent as far as his/her congregation is concerned, but may struggle in another church.

Where the ratings differ, this should be discussed at the review meeting. A final agreed version should be completed on this form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Gift/Skill | Preaching | Worship leading  | Children’s ministry | Funeral/bereavementministry | Leading study groups | Other (please state) |
| Rating |  |  |  |  |  |  |

In which of these areas of work would you be prepared to assist in other parts of your Deanery?

Signature of Incumbent \_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Lay Minister \_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ministry Review**

**Appendix 1**

Please list the activities you regularly undertake in your church and in the diocese, including those that are not strictly within your Reader’s role.

Say how long each takes, including preparation and travelling times.

Expand the form as much as you need

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Weekly** | **Monthly** | **Other events occurring during the year** | **Annually** |
| **Reader** |  |  |  |  |
| **Other church/** **parish jobs** |  |  |  |  |
| **Diocese** |  |  |  |  |

**Please estimate the hours per week you generally spend in the service of your church:**

**HOURS PER WEEK:**