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.

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| --- | --- |
| 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 |
|  | New congregations |
|  | Worship leading (in a larger church this may be of a particular congregation) |
|  | Pastoral work of the church |
|  | Children and Youth Work |
|  | Other (please state): |
| Notes on area of ministry |  | |

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

|  |  |
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| 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 |  |