*It is expected that Readers/LLMs will meet their Incumbent/Oversight Minister for an annual ministry review with an opportunity to reflect on their spiritual life and their service to the church. Should the incumbent not be available (e.g. during transition, sabbatical etc.) the conversation should happen with another senior member of the ministry team e.g. PTO priest or failing that with the Rural Dean. If there are any further problems please refer to the Licensed Ministry Officer or the Chaplain to Readers.*

**Introduction**

We describe Readers/Licensed Lay Ministers as

***Community theologians who preach, teach and enable everyday faith.***

Reader/Licensed Lay Ministry is a vocation before God and carries significant responsibilities of service to the people of God. It is, therefore, appropriate that the Reader’s/LLM’s contribution to the ministry of the benefice is carefully considered and reviewed.

The Annual Ministry Review is designed to provide an opportunity to:

* explore the Readers/LLM’s gifts and how they may be used in the service of God and the church
* identify learning and development needs and describe how they may best be met
* agree a framework for the time commitment that the Reader/LLM is able to offer
* describe the areas of responsibility and service that the Reader/LLM will take on in the next 12 months
* describe lines of accountability and responsibility for the Reader/LLM

**Preparing for your Annual Ministry Review**

In order to make the most of your Annual Ministry Review, we encourage you to take time out, before meeting with your incumbent, to reflect prayerfully on your ministry over the previous 12 months.

This model of review preparation is designed to encourage exploration of the fulfilment of your vocation and how this is demonstrated and lived out in your ministry. The questions are also intended to help you reflect on your personal well-being and identify any developmental needs you may have. This whole process is set within the context of a changing and evolving church, both here in the Diocese of Truro and nationally.

This document offers a framework; it is not intended as a straitjacket but as an aid to reflection. Having said that, Section 1 – Your Wellbeing and Section 2 – Safeguarding contain important questions, and we do encourage you to give sufficient time to reflecting and responding to these issues. Please use the other Sections to help you focus on the various aspects of your context and ministry, but do not be tied down by them.

**Section 1 – Your Spiritual, Physical and Emotional Well-being**

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| 1 | What have you learnt, developed or discovered about God, faith, prayer or Scripture in the last year? | How have you been able to share this with others? |
| 2 | How will you continue to grow as a disciple of Christ? | Reflect on your patterns of daily prayer and study. How well do they sustain you and help you develop in your ministry? |
| 3 | When did you last have a retreat? | Reflect on the last time you were able to set aside time to pray and study. Do you need to book a retreat? |
| 4 | Do you have a spiritual director or someone with whom you can reflect and pray? | Reflect on previous conversations with your spiritual director; Have you ‘followed up’ on any decisions you made? |
| 5 | What are your well-being (spiritual, physical and emotional) aspirations for the coming year? | Reflect on how are you getting on? Are you being properly supported to help you manage any situation(s) you describe? |

**Section 2 – Safeguarding**

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| --- | --- | --- |
| 6 | How are you intentionally creating and supporting a positive safeguarding culture in your context? | Think about your own approach/attitude to safeguarding, and how you engage those around you in creating a safe environment. What challenges have you faced, and how have you dealt with them? What have you learnt through these experiences? How will you continue to learn and develop your own understanding of safeguarding? |
| 7 | How are you ensuring that victims and survivors are front and centre in your leadership and decision making? | Think about what you personally have done to hear the voices of victims and survivors. How has listening equipped you to help others develop their understanding?What more could you do? |
| 8 | In addition to any Safeguarding courses that you are required to complete, what target are you going to set yourself to further develop your understanding/response to safeguarding?  | Identify one or two specific actions/tasks, together with dates for completion, that you will work on in the next 12 months. |

**Section 3 – Reflecting on your ministry**

We define Readers/LLMs as:

***Community theologians who preach, teach and enable everyday faith.***

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| --- | --- | --- |
| 9 | How have you exercised this ministry over the last year? | In whatever way you find helpful, describe your understanding of your ministry as a Reader/LLM, and outline the main areas of ministry you have undertaken. |
| 10 | What has been life giving and joyful? | What have you learnt about your ministry? Have you seen it developing/changing? |
| 11 | What has been challenging or difficult? | What have you learnt about yourself? |
| 12 | How have you sought to continue your own ministerial development? |  |

**Section 4 – Reflecting on the Saints’ Way and looking to the future**

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| 13 | Where have you seen God at work in your context? Where do you see opportunities for the future?  | Where do you believe God is working in your deanery or broader context of ministry?Have you (with others?) been working to any specific targets?  |
| 14 | Are there particular ‘priorities’ of the Saints’ Way or your Deanery’s Plan that resonate with your calling/interests? | How are you attending to these? What do you discern God may be calling you to?  |
| 15 | What are your strengths?What are your areas for development? | What are you good at? How might you share your skills/gifts with others?  |
| 16 | What targets would you set yourself for the next twelve months? | What training or study would assist your further ministry development? How might you access this?  |
| 17 | What aspirations do you have for your ministry in the longer term? | Is there any significant change in direction that you would like to make now - in twelve/twenty-four months? |

*You may find it helpful to send your completed form to your Incumbent before you are due to meet for your annual ministry review. Alternatively, you may choose to share your reflections during the meeting.*