**Introduction**

Each Reader/Licensed Lay Minister holding a Bishop’s license is encouraged to have an annual Ministry Review with their Incumbent.

As a minimum this should be carried out every 3 years prior to applying to be relicensed.

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

Documents used within the Annual Ministry Review Process:

* Annual Ministry Review Preparation Template
* Annual Ministry Review Template
* Working Agreement (from previous Ministry Reviews)

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| **Stage** | **Activity** | **Responsible** | **Notes** |
| 1 | The Reader/LLM is invited to spend time alone with God reflecting on the past year, their personal spirituality and wellbeing, their ministry and their attitude to Safeguarding as well as looking forward to the coming year.  | Reader/LLM | A template is provided to assist this process of reflection.  |
| 2 | The Reader/LLM should then meet with their Incumbent, during which they are encouraged to share their personal reflections in an environment of trust and mutual accountability. The Reader/LLM together with the Incumbent should review the previous year’s Working Agreement and the Incumbent should offer feedback, encouragement and guidance.  | Reader/LLM and Incumbent |  |
| 3 | Following this time of looking back on the previous year, the Reader/LLM and Incumbent should discuss and agree the details of a new/revised Working Agreement for the forthcoming 12 months.  | Reader/LLM and Incumbent | A template is provided to assist this process.  |
| 4 | The Reader/LLM and the Incumbent should both sign the revised/updated Working Agreement. Both should keep a copy. | Reader/LLM and Incumbent |  |
| 5 | The Reader/LLM should also send an electronic copy to Ministry Programmes Coordinator, together with the Application for Renewal of Licence (if relevant) | Reader/LLM |  |
| 6 | The Ministry Programmes Coordinator will report on any learning needs to the Ministry Team for inclusion in future CMD programmes | Ministry Programmes Coordinator |  |