*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

Readers/LLMs are 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. A template is provided to assist this process of reflection.

Readers/LLMs 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.

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.

This template should be used to record the outcome of these discussions.

**WORKING AGREEMENT**

**Reader/Licensed Lay Minister’s Name:**

**Parish/Benefice/Cluster: Incumbent:**

**Period covered by this Working Agreement:**

**PART A Your Spiritual Wellbeing   
(how will you continue to grow as a disciple of Christ)**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**PART B Your Existing Responsibilities   
(will these change?)**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**PART C Your Role and Responsibilities   
(including time requirement)**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**PART D Who will you be working with?**

**(what are you NOT responsible for)**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

**PART E What arrangements have been made for the following?**

|  |  |
| --- | --- |
| 1. To whom are you accountable? |  |
| 2. How frequently will you meet  – with your Incumbent?  - with the ministry team? |  |
| 3. The date of the (annual) review of your role/working agreement |  |
| 4. Your on-going training and development needs |  |
| 5. Your DBS Check & Safeguarding Leadership and Domestic Abuse Awareness Training (dates) |  |
| 6. The payment of any parochial expenses incurred |  |

**Signatures**

**[Reader/Licensed Lay Minister]**

**[Incumbent]**

**[Date]**

The Reader/LLM and the Incumbent should keep a copy of this Working Agreement