Thank you for taking on this important role.

**Introduction**

We describe Readers/Licensed Lay Ministers as

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

The specific role and responsibilities of a Reader/Licensed Lay Minister (LLM) will vary from person to person and from place to place. Each Reader/LLM must have a Working Agreement, agreed with their Incumbent/Oversight Minister and reviewed annually. It should be as clear as possible to ensure that there are clear expectations for everyone involved and to make sure lines of accountability are in place.

There will be a degree of fluidity as a person’s ministry develops and personal circumstances change, and having an agreement does not imply that such flexibility and change cannot happen.

In developing your working agreement, the following questions should be considered:

1. What are your gifts? What are you good at? What gives you life/joy?
2. What are your areas of weakness? What do you do less well?
3. What time do you have available to give to this role? What other roles and responsibilities (both within and outside the church) do you have?
4. Who will you work with in this role? (bearing in mind that nobody should minister alone)
5. What support will you have in place to support your life as:
   1. A disciple of Christ?
   2. A Reader/Licensed Lay Minister?
6. What will you be responsible for within the life of the church? (be as specific as possible). This might include:
   1. preaching and teaching;
   2. leading God’s people in worship;
   3. helping people to follow Jesus;
   4. being a caring presence throughout people’s lives:
   5. working with children, young people and families;
   6. supporting those who are lonely, elderly or bereaved;
   7. providing chaplaincy within a work place, school or college;
   8. offering prayer and spiritual direction;
   9. presiding at funerals and cremations.
7. What will you not be responsible for? (And where possible add who is responsible for significant areas noted here)
8. How will you be accountable to the Incumbent/Oversight Minister, including frequency of meeting, contact between meetings and reporting to the PCC or equivalent?

The following Working Agreement template should be used to draw together your responses to these questions.

**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)**

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

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

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

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

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

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