**FORMATION & MINISTRY TEAM**

**Alternative (Shorter) Working Agreement/Role Description for Lay Ministers with Permission to Officiate.**

*All Lay Ministers should have a Working Agreement which should be reviewed when PTO is renewed every 3 years, and amended if necessary. The agreement is created and signed by both the Lay Minister and their incumbent or other supporting priest.*

*This form is a simpler alternative to the full Lay Ministry working agreement, and is designed for those who are still in active ministry but are doing less that they used to when they were licensed. If your circumstances change\* between reviews and an additional opportunity to review what is happening would be useful please ask for a form. (\*This could be because you have had medical advice to slow down and do less, or because you have a new Vicar after a period of vacancy)*

*All Lay Ministers with PTO are required to have an enhanced DBS check every 3 years, and to keep safeguarding training up to date.*

**Name ……………………………………………………………**

**Parish/Deanery……………………………………………………..**

**Where is your ministry based?**

*Is the parish/Deanery above where the main focus of your ministry takes place? Are there other places where you exercise that ministry?*

**What is the main focus of your ministry?**

*There may be more than one main focus) What are the areas of public ministry in which you are active? This may include preaching, teaching, leading worship, taking the sacraments to the sick and housebound, or a particular pastoral role – eg link person for a local care home.*

**For those who are authorised to do so – how often do you conduct funerals?**

**Are there areas of ministry you currently have responsibility for?** *Are you involved in supervision or training of others?*

**What other responsibilities do you have?**

*eg Voluntary work/family commitments*

**Do you have regular days off from your ministry responsibilities?**

*The Sabbath Principle is important and no ministers should be ministering – or preparing for ministry 7 days a week.*

**How often do you worship in the congregation, without ministry responsibilities, on a Sunday?**

**How will you and others you work with keep in touch?**

*This will vary from parish to parish, and could include attendance at Ministry Team meetings, or regular one to one meetings between the Incumbent/Area Dean and the Lay Minister.*

**Is there a clear process by which you can claim expenses if they are incurred?**

*Many Lay Ministers see these costs as part of their giving, but this should not be assumer, and the parish should have a clear expenses policy because ministers’ financial circumstances might change.*

Signed

(Lay Minister)

Date

Signed

(Incumbent or other supporting minister)

Date

***The lay minister and incumbent should each keep one copy of this document, and send a further copy to the Warden of Lay Ministry at the Diocesan Office karen.senior@rochester.anglican.org***

*April 2022*