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**FORMATION & MINISTRY TEAM**

**LAY MINISTRY WORKING AGREEMENT**

**This is a Working Agreement, based on discussions between**

**Lay Minister:……………………………………….. and Incumbent/Priest in Charge:**

**…………………….Parish/Benefice/Chaplaincy of …………………………………**

**INTRODUCTION**

Lay ministry is a vocation before God and carries significant responsibilities of service to the people of God. A lay minister is a member of a team with her/his incumbent or priest-in-charge and any other ministers within the parish/benefice. As such the relationship between lay minister and incumbent/priest-in-charge is an important one based on trust, openness and mutual accountability.

A lay minister’s ministry extends to all other parts of his or her life and work in the world throughout the week, wherever that might be. It is, therefore, appropriate that the lay minister’s contribution to the ministry of the parish/benefice is carefully thought through, and that ministry beyond the context of the parish – in a chaplaincy setting or in the Lay Minister’s workplace, is valued and supported. His/her own ministerial and spiritual development should be kept under review. Time for prayer, study, and personal reflection must not be squeezed out by parish duties.

A working agreement is an aid to this so that working patterns and areas of particular responsibility can be agreed and reviewed. Having an agreement does not imply that the nature of this ministry is fixed, but accepts that there will be a degree of fluidity as a person’s ministry develops and personal circumstances change. The agreement assumes the highest degree of trust and confidentiality within a team of ministers and aims to ensure that the ministry of the individual and the benefice as a whole is continually developing.

It is expected that lay ministers will take advantage of opportunities to develop their ministry, meet regularly with their incumbent and other members of the ministry team, and take part in ministerial review. All lay ministers are required to have the appropriate enhanced DBS clearance and to ensure they have attended the appropriate safeguarding training as required by the Diocese of Rochester.

This is a generic working agreement for all lay ministers, so there will be sections which do not apply to each person – eg not all lay ministers preach. Some Lay Ministers have more than one role – eg Reader and Anna Chaplain. **Please fill in all sections which apply to you.** (Readers/LLMs with PTO, and PAs or Evangelists with PTM whose ministry has reduced over the years may prefer to use the reduced/shorter working agreement created with those people in mind.)

**PERSONAL INFORMATION**

**What significant responsibilities does the lay minister have outside a Church based ministry?** *Are there family or work commitments which may constrain availability for ministry? How might ministry positively affect their employment, or other contexts which make up their ‘front line’?*

**PUBLIC MINISTRY**

**What areas of ministry is the lay minister responsible for?**

*A description of the area of involvement should be made along with the frequency of this work and any other pertinent information.*

**Are there areas of ministry that the lay minister may be involved in, but not responsible for?** *(e.g. administration of Holy Communion, PCC Member)*

**Is the lay minister involved in leading or preaching, or otherwise taking part in public worship?**

*A note should be made of the involvement on ordinary Sundays and during particular seasons. Are there other services in which the lay minister will be involved? (e.g. funerals, weekday services, school services). Also note what other assistance the lay minister gives at communion services.*

**Is the Lay Minister involved in virtual/digital ministry?**

*This might be leading/preaching in online services, leading an online group, or having a role in online communications on behalf of the parish.*

**Does the lay minister have pastoral responsibilities?**

Are there areas of pastoral ministry that he/she may be involved in, but is not

responsible for?

**What activities is the lay minister involved in, ministering outside of ‘formal church activities?** (*e.g. representing the church in town activities, foodbank, CAB, charity, schools work)*

**SPIRITUAL DEVELOPMENT**

**Attendance at public worship and pattern of private worship and prayer, regular Sabbath/rest days.** *(Even in a parish vacancy, Lay Ministers should not be “on duty” every Sunday, there should be a balance between attending rather than leading services – ie the rhythms of receiving and giving, work and sabbath. Also details of daily devotion and other aspects of prayer, quiet days, retreats etc.).*

**With whom does the lay minister join in prayer and/or bible study on a regular basis?**

**What areas of spiritual growth are currently being explored and developed?**

(*Those who seek to minister to others have an obligation to be aware of their own need for spiritual growth and development.)*

**SUPERVISION AND MEETINGS**

**How often, and at what times, will the lay minister meet with the incumbent to discuss his/her ministry and responsibilities?** (*This discussion should range wider than rotas, duties etc. Members of a ministry team should meet for mutual support and encouragement, developing the relationship of trust essential to the team flourishing)*

**What regular parish/deanery meetings will the lay minister be expected to attend?**

**What arrangements does the lay minister have for reimbursement of expenses incurred through performance of their duties?**

This working agreement will be reviewed as part of a ministerial development review which will happen within the period of the renewal of this licence.Signed .............................................................. Incumbent / Priest-in-ChargeSigned .............................................................. Lay Minister

Date …………………………..

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

December 2022