ELY DIOCESAN ASSOCIATION OF LICENSED LAY MINISTERS (READERS)

**Working Agreement Information**

**To be filled in with incumbent/or agreed other (Agreed with Sub-Warden)**

**Introduction**

LLMs who hold a license from the Bishop are required to draw up a Working Agreement with their Incumbent and submit this to their Area Subwarden.

The forms are laid out in a way that reflect the Diocesan Strategy.

Working Agreements are intended to establish

* how incumbents will share ministerial responsibility with the LLM and other members of the local ministry teams
* how LLMs may exercise their particular ministerial skills
* the LLM’s working pattern, taking into account the amount of time being offered in the light of personal, family or work circumstances.

Each LLM is asked to undertake an annual review of their ministry. This may have been undertaken with their Incumbent or another trusted person (agreed with their Sub-Warden). Additional documentation is available to support the review process. The outcomes of the review should form the basis of this Working Agreement.

Working Agreements aim to provide a covenanted framework that is open and negotiated, so as to give confidence and clarity about the boundaries within which incumbents and LLMs may find the freedom to explore, value and develop their ministries together. Working Agreements should be reviewed annually to take account of changing situations, personal circumstances and developing experience.

If LLMs are deployed some distance from their homes, the consequences of this need to be taken into account. For instance, an LLM’s family may continue to worship in their ‘home’ church.

If the LLM exercises an intentional ministry in secular employment (MSE), it is important that the balance between work and parish commitments is mutually clarified.

The Agreement will terminate if there is a change of incumbent or if the LLM is deployed elsewhere, resigns, or retires.

Together, the Bishops, Warden of Readers and Area Sub-Wardens (appointed by the Bishop) have the pastoral care of all LLMs.

**Licensed Lay Ministry WORKING AGREEMENT**

**Period of Agreement:** From (mm/yyyy) To (mm/yyyy)

**Name of Licensed Lay Minister**

**Parish/Benefice**

**Incumbent or Supervisor**

**Location and Focus of Ministry**

|  |  |
| --- | --- |
| Benefice, Team, Parish, or Other place of Licence: |  |
| Specified areas of ministry focus: |  |

**Other areas of work**

LLMs are asked to make their ministry experience available in other contexts and to reflect their working experience in their parish ministry. LLMs may embrace different contexts alongside parish ministry, such as voluntary or paid, full or part-time ‘secular’ work. Incumbents are encouraged to support LLMs in their wider ministry

The range of commitments faced by the LLM should be noted here, along with any expectation of ways that they might exercise vocation in these other contexts.

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| --- | --- |
| Description of other work or life commitments |  |
| How do they express their vocation in work or life context? |  |

*LLMs in full or part-time employment are encouraged to discuss their role as a licensed minister in the workplace with their employer.*

The incumbent and the LLM should agree, where possible, regular times to meet and pray together along with others in Leadership roles.

**Spiritual Development and Nurture**

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| --- | --- |
| How will the LLM nurture their own spiritual development |  |
| Ways that the parish (or ministry context) might support this e.g. supporting a retreat, contributing to a spiritual course |  |
| With whom does the LLM join in prayer and/or bible study on a regular basis? |  |

**Pattern of Work, Preaching and Leading Worship**

The LLM needs to consider the time they have to commit to ministry. This needs to include preparation, travel, and recovery time.

|  |  |  |
| --- | --- | --- |
| **Description of Agreed Working Pattern** | | |
| Time given to parish ministry per week |  |
| Arrangement for time off |  |
| Number of Sundays per month available for parish duties |  |
| Cover in absence of incumbent |  |

|  |  |
| --- | --- |
| **Gifts and Ministry**  Outline of responsibilities in each of these areas (an LLM’s ministry may not cover all areas) including specific detail where possible (e.g. frequency of preaching duties, which services, teaching course/groups etc | |
| Teaching |  |
| Leading Small Groups |  |
| Leading worship |  |
| Preaching |  |
| Pastoral Care |  |
| Mission and Evangelism |  |
| Occasional Offices |  |
| Other Ministry eg. schools work, care home worship |  |
| Workplace/local Community Ministry |  |

|  |  |
| --- | --- |
| **Growth in Ministry** | |
| What new/additional opportunities to exercise vocation have emerged over the last year and how can they be built on in the future? |  |
| Is there a new area of focus for ministry this year? |  |

**Leadership Teams, Meetings and Supervision**

|  |  |
| --- | --- |
| Ministry Team |  |
| PCC and other bodies: is the LLM a member of the PCC or other bodies in the parish or Deanery, ex-officio, elected or coopted |  |
| Arrangements for regular supervision meetings between LLM and clergy, as well as time to pray together. Be specific about the following: frequency and length of regular supervision and attendance at staff meetings. |  |
| Gifts or skills that could be offered to a wider ministry (e.g. Deanery or Diocese) |  |

*LLMs along with other licensed clergy are ex-officio members of their PCC. LLMs are encouraged to attend Deanery Chapter meetings with their incumbent and Deanery Synod if elected. Incumbents should ensure that LLMs have the dates of these meetings. Time spent attending such meetings should be considered part of the weekly time given to parish ministry.*

**Wellbeing**

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| --- | --- |
| What other significant responsibilities does the LLM have outside their ministry?  In particular, mention any family or work commitments which may constrain the LLM’s availability for ministry. |  |
| What factors related to health need to be taken into account? Eg age, disabilities requiring accessibility provision or conditions affecting ability to carry out particular tasks of ministry |  |

**Continuing Ministerial Development**

|  |  |
| --- | --- |
| CMD undertaken in the past year |  |
| Attendance at LLM/Reader meetings and events |  |
| Training and development needs and plans for the coming year, including spiritual growth and development, study time or retreats. |  |

**Practical Support**

|  |  |
| --- | --- |
| **Agreed areas of support** | |
| Provision of practical support |  |
| What expenses has the PCC agreed to pay? E.g. travel, computer consumables, stationary |  |

**Additional Comments**

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| --- |
|  |

**Further Points to note:**

**VACANCY COVER**

During a vacancythe conduct of the church’s affairs and the maintenance of services, including the occasional offices, are legally the responsibility of the Churchwardens. Should an LLM be able to offer cover during a vacancy this should be discussed with the Churchwardens and the Rural Dean (with support from the LLM Area Sub-Warden if required) and any modifications to the Working Agreement noted.

If an LLM is in post when a vacancy is filled, there is a six month period before a new Working Agreement must be renegotiated with the incoming Incumbent.

**MEDIATION**

If either the Incumbent or LLM has concern about their role or relationship, they should feel free to discuss this, in confidence, with their Sub-Warden or the Warden of Readers. If matters need to be taken further, the Warden of Readers will advise the Diocesan Director of Lay Ministry and the Deputy Director of Mission and Ministry as appropriate.

**Licensed Lay Minister**

Signed: ……………………………………………… Date: …………………….

**Incumbent**

Signed: ……………………………………………… Date: …………………….

You are asked to send a copy of the Working Agreement to your Area Sub-Warden and to [***llm.enquiries@elydiocese.org***](mailto:llm.enquiries@elydiocese.org)

Electronic copies are acceptable