



# DIOCESE OF PORTSMOUTH



## Readers' Board

### **Ministry Agreements for Licensed Readers**

The reason for drawing up a ministry agreement is to ensure that both Reader and incumbent have a clear idea of what is expected of each other in their future working relationship. The focus is on using the Readers' gifts and developing them further. New possibilities and opportunities for service should therefore be explored, and the Reader ministry within the context of their daily work should be considered. Although initial Reader training has been completed the Readers' ministerial education and development must continue, and it is right to determine how this is to be achieved.

The result of the discussions are set down in the Ministry Agreement which sets out the pattern of ministry envisaged; due regard having been made to the role of a Reader, and requirements of family, work, leisure and other interests. This agreement should be reviewed annually.

The Reader, incumbent and the Warden of Readers should each have a copy of the current Ministry Agreement.

### **Format of Ministry Agreements**

The attached outline form (third page) shows the headings for the Ministry Agreement. You may find the examples of a completed form (see below) of some assistance, hopefully it will demonstrate the virtue of trying to be concise and precise. This document is available on the diocesan website [www.portsmouth.anglican.org](http://www.portsmouth.anglican.org)

### **Incumbent/Reader Ministry Agreement – worked example**

Reader's name: **Tabitha Teamplayer**  
Incumbent's name: **Revd Caleb Capable**  
Parish: **Holy Witness, Ritehere**  
Period: **01 June 2008 – 31 May 2011**

### **General situation and availability**

Tabitha has been a Reader in this parish for five years and her contribution to the work and life of the parish is much appreciated. Tabitha a widow whose extensive family live, for the most part, in this locality. Although she has now retired from teaching, she must make time for her family commitments and her spiritual and personal development. She also sees the need to maintain a link between the Church and the world. Generally she is able to adjust her commitments so as to be available on Sundays and at times during the week.

### **Gifts and enthusiasms**



# **Incumbent/Reader Ministry Agreement**

Reader's name:

Incumbent's name:

Parish:

Period:

## **General situation and availability**

## **Gifts and enthusiasms**

## **Main areas of ministry**

## **Personal and spiritual development**

## **Future Ministry Possibilities**

## **Reviews and supervision**

## **Support and expenses**

## **Signatories to agreement**

We agree that the above is a satisfactory basis for the above named Reader's ministry as a Reader in the parish for the period stated.

Signed ..... (Reader) Date .....

..... (Incumbent) Date .....