



THE DIOCESE OF LONDON

Reader Ministry



Review & Working Agreement

The circumstances of both the Reader and the parishes in which they minister vary considerably throughout the Diocese. This form is, therefore, only a guideline, but is designed to encourage collaborative ministry between Readers and incumbents. (It is based on a form used by the Diocese of Winchester.) It should be filled in following a full discussion of all areas of the Reader's ministry for the year ahead. Through this discussion appropriate expectations can be set out and the gifts and skills of the Reader properly used in ministry in the church and in the wider community. This procedure should also facilitate support and development through Reader Continuing Ministerial Education and is encouraged nationally.

[National Guidelines

(These can be seen in full and downloaded from the Readers' Website www.readers.cofe.anglican.org. London's Regulations can be found on the Diocesan Website at www.london.anglican.org)

Readers should make a written agreement with their incumbent over the duties to be undertaken, taking into account:

- the Reader's particular gifts and ministry
- the Reader's role within the ministerial team
- arrangements for Continuing Ministerial Education
- attendance at Reader meetings
- work-life balance, between the Reader role and the requirements of family, work and leisure
- arrangements for meetings between Readers, clergy and other staff.
- the Reader's role in relation to the PCC - Readers are not automatically ex officio members of the PCC; but may be ex officio, co-opted or elected members according to individual parish policy
- arrangements for reimbursement of expenses incurred through performance of Reader duties.
- This agreement should be reviewed regularly by the Reader and incumbent together, normally once a year, and also at the time of the renewal of licence.

Readers are normally voluntary and unpaid ministers and do not accept fees for their services, but should be reimbursed for travelling (at a rate agreed by the diocese or Readers' Board) and other expenses incurred through the performance of their duties. Expenses incurred through serving outside their normal parish should be reimbursed fully by the parish using the services of the Reader.

When Readers conduct a funeral, they may not retain the fee. Fees collected should be passed to the incumbent or PCC treasurer or in a vacancy to the Diocesan Board of Finance. Readers may however receive reimbursement from the undertaker or incumbent for loss of earnings and expenses incurred through conducting the service and providing the related pastoral care for the bereaved family.]

Obviously it is useful for both Reader and Incumbent to keep a copy of the agreement and to arrange a date annually for Review and modification of the Agreement. In some Episcopal Areas a Reader Review may be carried out as a separate exercise by someone other than the Incumbent.

The Revd Nick Mercer
Warden of Readers, September 2005

This Working Agreement is the result of discussion between

Reader:

Serving in the Church of:

and The Incumbent (or P-in-C):

Date:

A SPIRITUAL DEVELOPMENT

- 1 What services of public worship does the Reader usually attend?
A note should be made of the services which the Reader finds it good to be part of when they are not taking a leadership role. Also some note should be made of the services which the Reader wishes to attend with their family. Consideration should be given to services on Sundays and weekdays.

- 2 With whom does the Reader join for prayer and/or Bible study on a regular basis?
eg regular prayer with the incumbent at the daily offices, membership of a home or prayer group in the parish or elsewhere.

- 3 How does the Reader make space for quiet reflection and for prayer?
Consideration should be given to how space is found in the pattern of daily life and also what use might be made of quiet days and retreats. Some note should be made of any PCC agreement to meet the cost of a retreat or similar.

- 4 In the coming year what particular areas of spiritual growth and development might be looked at further?
It is important that those who seek to minister to the spiritual needs of others are also aware of their own needs. Spiritual growth and development may be considered not only for the Reader as an individual but also in relationship with others including those with whom they exercise their ministry.

B PUBLIC WORSHIP AND MINISTRY

- 1 What will be the times and frequency of meetings to discuss duties and timetable? As well as the Reader and incumbent who else will be present at these meetings?
These meetings may be part of a regular pattern of meetings of all or some of those involved in ministry.

- 2 How often and at which services will the Reader preach each month?
A note should be made of the frequency of preaching on ordinary Sundays and also preaching at festivals and during particular seasons such as Lent.

- 3 Which services will the Reader lead on a weekly/monthly basis?
eg Morning and Evening Prayer, other non-eucharistic services, services in institutions

- 4 What assistance will the Reader give at services of Holy Communion on Sundays?
A note should be made of; reading lessons (including the Gospel), leading intercessions, distribution of communion, and where appropriate leading the Ministry of the Word.

- 5 What other aspects of public worship might the Reader be involved with?

- 6 What are the Reader's pastoral responsibilities?
eg home communions, care for an area or group, chaplaincies to organisations and institutions

- 7 What kind of involvement will the Reader have in conducting or assisting at funerals?
nb The involvement of a Reader must be with the goodwill of the bereaved. Conducting funerals should only take place after suitable training.
- 8 How will the Reader be involved in leading or organising groups for prayer and study?
Some indication should be given of what kind of role the Reader will have as leader or co-leader of Programmes such as Lent groups, Alpha courses etc
- 9 How might the Reader be involved in work with children and young people?
- 10 In what ways might the Reader be involved with local schools?
Particular note should be made of any regular commitment to participate in assemblies or teach. Involvement might be through the governing body or a pastoral arrangement.
- 11 Taking into account the Reader's work, obligations to family and other commitments, as well as the needs of the parish, what other areas of ministry could they be involved in?
As well as recognising the Reader's commitments some note might be made of areas of ministry they wish to explore arising from their interests or concerns.

C PARTICULAR AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

Where the Reader is given a particular area of responsibility for an activity, a group or an organisation this should be noted here even if already noted elsewhere. Alongside the responsibility should be noted the person or body to whom the Reader is accountable for this activity.

*Eg. Training the servers and organising the rota – accountable to the incumbent
School assemblies – accountable to the head teacher and the incumbent*

D SUPERVISION AND MEETINGS

- 1 How often and at what times will the Reader and incumbent meet to discuss the Reader's ministry and responsibilities?
This discussion should range wider than that to agree rotas and duties. Regular meetings to discuss ministry are an important for the collaborative ministry of Reader and incumbent.

- 2 Recognising that there are limits upon the Reader's time what regular parish and Deanery meetings will the Reader attend?
Readers are not ex-officio members of the PCC but may be so by invitation or election.

- 3 During the year what other meetings are likely to be required for planning specific events or in relation to particular responsibilities?

E. CONTINUING MINISTERIAL EDUCATION AND FURTHER TRAINING

1 What CME did the Reader undertake in the past year?

2 In the light of the responsibilities and areas of ministry already discussed what are the Reader's training needs for the coming year?

Where possible the provider of the training should be indicated: eg Incumbent, Area, Diocese etc.

Preaching

Liturgy

Pastoral

Other

F ANY OTHER MATTERS

In this section the Reader and incumbent may wish to note down any other matters they mutually agree. This should include details of any arrangement for the Reader to minister in another parish on a temporary basis and any discussion of future deployment.