**LICENSED LAY MINISTRY (LLM)**Review and Work Agreement

**Agreement between LLM (Name)**:  
**and Incumbent (Name)**: **Email address**:  
**Phone number**: **Context of ministry**: Chaplaincy / Parish / Place of work / Other – please provide specifics  
**Date of preparation**:  
**Date of review**:

Please fill in the sections below before your review date.

[Gifts and Ministry](#_Gifts_and_Ministry) – 9 questions

[Role within parish leadership teams](#_Role_within_parish) – 2 questions

[Meetings and supervision](#_Meetings_and_supervision) – 2 questions

[Work life balance](#_Work_life_balance) – 1 question

[Continuing Ministerial Development](#_Continuing_ministerial_development) (CMD) – 4 questions

[Other ministry, expenses and additional comments](#_Other_ministry,_expenses) – 3 questions

# Gifts and Ministry

*Outline any responsibilities in each of these areas (your ministry may not cover all areas) including specifics where possible, i.e. frequency of preaching duties and which services/teaching courses/groups you lead.*

**1. Teaching**

**2. Leading small groups**

**3. Leading worship**

**4. Preaching**

**5. Pastoral care**

**6. Mission and evangelism**

**7. Other duties or particular areas of responsibility, e.g. conducting funerals, assisting at Sunday services when you are not preaching or leading worship, working in local schools or with children and young people**

**8. Workplace/local community ministry**

**9. What new or additional ministries have you undertaken since the last review (these may be already outlined above but please highlight them here)?**

# Role within parish leadership teams

**1. Ministry team**

**2. PCC and other bodies in the parish or Deanery (including ex officio, elected or co-opted)**

# Meetings and supervision

**Arrangements for regular meetings between LLM, clergy and other staff including time for prayer together. Be specific about the following.**

**What is the frequency, length and agenda of your supervision meetings?**

**How often do you attend staff meetings?**

**How is information passed on to you when you have been unable to attend a meeting?**

# Work life ministry balance

*Work life ministry balance between the role of LLM with work, family and leisure, plus spiritual life - outline the agreement, including any constraints as appropriate, and including the expected hours you will be working in the parish each week.*

# Continuing ministerial development (CMD)

*Outline what has been arranged.*

**1. CMD undertaken in the past year or since your last MDR**

**2. Attendance at LLM/reader meetings and events**

**3. Training and development needs and plans for the coming year, including spiritual growth and development, study time and retreats**

**4. Outline gifts or skills that you could offer to a wider ministry (e.g. deanery, Area or Diocese)**

# Other ministry, expenses and additional comments

**1. Do you have a formal ministry outside the parish? YES NO**

**If yes, outline the involvement, including chaplaincy/ies and work with local school(s) not noted above as well as supporting other churches, organisations and or workplaces.**

**2. Do you receive a book grant? YES NO**

**Outline what has been agreed regarding working expenses.**

**3. Additional comments and points in the working agreement that are not contained elsewhere.**