 

**Role Agreement Form for Readers**

**Name of Reader:** ………………………………………………………………………………………………………..……...

**Name of Incumbent:** …………………………………………………………………………………………………..…....

**Benefice/Parish[es]:** ………………………………………………………………………………………………………....

**Date of licensing to Benefice:** ………………………………………………………….…………………………….....

**Period of Agreement:** from (mm/yy).....................................to (mm/yy)..................................

**AREAS OF MINISTRY**

1. **Involvement in Worship:** The primary duties of Readers are to preach and teach, and to conduct or assist in conducting worship. Please note the anticipated pattern of attendance, frequency of leadership activities and frequency of preaching.
2. **Other Areas of Ministry:**  For many Readers, ministry extends beyond involvement in church services to ministry in care homes, schools, home groups, pastoral visiting, work-based ministry, chaplaincy... Please note here the Reader’s usual areas of ministry.

**SUSTAINING MINISTRY: SUPPORT AND TRAINING**

1. Please note what is in place to support the Reader in their personal spirituality, for example regular meetings with a Spiritual Director.
2. Please note the pattern of involvement in meetings of the ‘local’ ministry team.
3. Please specify arrangements for meetings of the Reader with Incumbent individually for reflection and support.
4. Please note what help and support will be given to the Reader in the preparation of sermons and in feedback afterwards.
5. Please note what help and support will be given to the Reader regarding any Other Areas of Ministry.
6. All Readers are expected to participate in CMD; for newly licensed Readers this is via IME2. Please note what support will be given to the Reader for participation in CMD.
7. Please note what arrangements have been made to reimburse expenses.

**LOOKING FORWARD**

Please list any other areas of ministry and training which the Reader would be interested to explore.

**Signed** (Incumbent) …………………………………………….………………………**Date** ……………………………

**Signed** (Reader) …………………………………………….…………………….....…**Date** ……………………………

**A copy of this Agreement should be kept by the Incumbent and by the Reader, and a copy sent for the information of the Warden of Readers, to:**

**Lesley Steed, Diocesan Office, 4 Cutler Street, Ipswich IP1 1UQ**

**or** **lesley.steed@cofesuffolk.org**