We ask that all Readers in the Diocese complete an Annual Return as it forms part of the requirements for holding the Bishop’s licence. The return cover a period of 12 months from 1st January 2024 and is in two parts:

* Part 1 – a Statement of Activities completed in the past 12 months
* Part 2 – a Summary of the Annual Review with your Incumbent.

Readers, both with a licence and those with Permission to Officiate are asked to complete both parts.

***Please return the annual review no later than 1st May 2025***

**Part 1 – Statement of Activities**

*Please complete the personal information so we can check our records are correct*

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Date of birth:** |  | |
| **Address:** |  | |
| **Telephone:** |  | **Mobile:** |
| **Email:** |  | |
| **Parish/Benefice** |  | |
| **Working?** | Full time 🞏 Part-time 🞏 Retired 🞏 | |
| **Funeral Training course complete**  YES / NO | | |

**YOUR MINISTRY SINCE 1ST JANUARY 2024**

*Please enter the number of times (approximate if necessary) you undertook the following:*

|  |  |  |
| --- | --- | --- |
| **Activity** | **In your own parish** | **Outside your own parish** |
| Sunday morning service:  Preached (P) Led (L) |  |  |
| Sunday evening service:  Preached(P) Led (L) |  |  |
| Weekday service:  Preached (P) Led (L) |  |  |
| Funeral/Burial of Ashes |  |  |
| Leading other ministry in parish (such as Messy Church)  Please give details: |  |  |
| Have you preached/led services during an interregnum/ |  |  |

If you haven’t preached/led services in a parish other than your own, would you like the opportunity to do so? YES / NO

You may be involved in other areas of ministry, please tick all relevant boxes and indicate the frequency

|  |  |
| --- | --- |
| Deanery or Diocesan activities (e.g Synod) |  |
| Chaplaincy (please say where) |  |
| School Governor |  |
| Any other community work (please give details) |  |

**CONTINUING MINISTERIAL DEVELOPMENT – since 1st January 2024**

*A commitment to ongoing development is part of our discipleship; if we do not feed ourselves, we cannot nourish our congregations.*

Please indicate which of the following Reader events you have attended:

|  |  |  |
| --- | --- | --- |
| **Reader Event** | **Yes** | **No** |
| Quiet day – 9th March 2024 |  |  |
| Reader Summer School 1 – 19th June 2024 |  |  |
| Reader Summer School 2 – 27th June 2024 |  |  |
| Reader Training Day followed by Licensing Service – 28th September 2024 |  |  |
| Reader Study Day – 24th November 2024 |  |  |
| Deanery Reader Chapter meetings |  |  |
| Other relevant training: |  |  |

|  |
| --- |
| **Comments:**  Have you any suggestions/requests for training that would benefit your ministry as a Reader and which are not currently available? |

***Personal data***

*The information collected in this form will be processed in accordance with the Privacy Notice which can be found at* [*Privacy Policy - Diocese of Liverpool*](https://liverpool.anglican.org/privacy-notice/)

If you will not be able to have a review conversation with your incumbent before 1st May 2025 (e.g. parish is in vacancy, study leave) then please let us know the reason:

Signed Date:

**Reader’s Annual Return 2024**

**Part 2 – Review with Incumbent**

As a Reader holding the Bishop’s Licence or Permission, you should take an opportunity to review your year’s ministry with your Incumbent. To look at:

* Achievements – what is going well and should be affirmed
* Areas of development – what might need attention
* Successes in your ministry – review any goals set last year
* Spirituality, worship and prayers, including time for retreats/quiet days
* Practical ministry & skills, any CMD needs and possible resources
* Any issues that you need to share e.g family, work & time management, health

You need to send a brief record of the review with

|  |
| --- |
| **Comments by the Reader arising from the Review** |

|  |
| --- |
| **Comments by the Incumbent arising from the Review** |

Signed

Reader Incumbent

Please return to Nichola James, Bishop’s Lodge, Woolton Park, Liverpool L25 6DT. Email: [bishopslodge@liverpool.anglican.org](mailto:bishopslodge@liverpool.anglican.org)