



# Working Agreement

## *Between an Incumbent & a Reader (PTO)*

**Name of Reader:** \_\_\_\_\_

**Parish:** \_\_\_\_\_

**Incumbent:** \_\_\_\_\_

### Overall aims of our joint ministry

- To encourage people to grow in faith.
- To proclaim the Gospel and proclaim Christ's teaching in the church, in the community and in the workplace.
- To be a positive witness for Jesus Christ in personal integrity, good relationships and service to others.

### We agree that the Reader's ministry shall cover the following responsibilities: -

#### 1. Preaching and Leading Services

*Please indicate how many times per month the Reader will normally be asked to: -*

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preach

☐

lead services

*play a significant role in other services (please specify):*

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#### 2. Teaching

*Please indicate the Reader's involvement, or wish to be involved, in leading Bible study groups, Alpha, Emmaus or similar groups, individual nurture, or baptism, confirmation, or marriage preparation.*

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### 3. Pastoral ministry

*Please indicate the Reader's involvement, or wish to be involved, in sick or funeral visiting or taking of home communions.*

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### 4. Team/staff meetings

*Please indicate how often the Reader will meet on a regular basis with the Incumbent and/or other members of the Ministry Team.*

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### 5. Workplace/community ministry

*How does the Reader see his/her ministry outside the Church? How can this be encouraged and supported?*

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### Continuing Ministerial Education

*How can the Reader be helped and encouraged to: -*

1. Participate in the following in-service training?

Readers' Summer School:

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Readers' Training Days:

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Other in-service events:

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2. Honour his/her commitment to attend Deanery Chapter Meetings?

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*If the Reader has not attended these events recently, are there any particular reasons?*

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**Ministry undertaken on a regular basis with another parish or chaplaincy**

*If not already involved in this way, is the Reader willing to be deployed for an agreed length of time in another parish or in a chaplaincy?*

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**Family and Leisure**

*What positive measures will be taken to ensure that the Reader has adequate time for family and leisure?*

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Approximate number of Sundays off each year?

**Please indicate any special interests, skills or personal qualities which characterise this Reader's ministry: -**

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**Please indicate any changes in the Reader’s future ministry resulting from this discussion.**

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☐ Tick if this would require special training (please specify).

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**We consider our working relationship will depend on the following:**

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**We intend to collaborate on the following areas of Parish development:**

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**Date of agreement:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Signed by: -**

Incumbent / Priest-in-Charge: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reader: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Chair of Deanery Reader Chapter: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Bishop: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_