

DRAWING UP A WORKING AGREEMENT

Bishops' Regulations for Reader Ministry state that

5.2: "Readers should have a written **Working Agreement** with their Incumbent or minister" and this should take into account:

1. *The particular expression of the individual's ministry;*
2. *the role of the Reader in the local ministerial team and in relation to the PCC;*
3. *the arrangements for post-admission training and regular attendance at Reader meetings;*
4. *the balance between their commitments as Readers and the requirements of their family, work and leisure;*
5. *the arrangements for reimbursement of expenses incurred through performance of the Reader's duties;*
6. *the arrangements for regular meetings between Reader, clergy and other staff.*

This agreement should be regularly reviewed by Reader and incumbent together, normally, once a year, and at the time of the renewal of licence.

5.4: *Periodically Readers should undergo a formal in-depth review of their ministry;*

...

it is recommended that such a review take place every three or five years paying attention to areas of fulfilment and satisfaction, noting opportunities for expansion of ministry or re-deployment, and needs for refreshment or retraining. ... Subject to issues of confidentiality, a brief summary should be placed in the Reader's records.

THIS PAPER, "READER MINISTRY DEVELOPMENT REVIEW 2008" IS DESIGNED TO ASSIST DIOCESAN READER WARDENS AND READERS FULFIL THIS REQUIREMENT.