**DIOCESE OF CARLISLE**

**Licensed Lay Minister - Reader**

**Working Agreement & Annual Review**

**For Year: DATE COMPLETED:**

*This form is designed to assist you in reflecting on your Ministry during the past year, and help you to think about your ministry plans for the coming year. Please arrange to meet with your parish priest or Rural Dean (if your parish currently without a priest) to discuss your current ‘Working Agreement’ and mutually agreeable changes for the coming year. Following that meeting, this fully completed form should be submitted to the WARDEN OF READERS FOR CARLISLE DIOCESE.*

**NAME OF READER:**

**BENEFICE/PARISH/MISSION COMMUNITY where you work**:

**NAME of INCUMBENT:**

*Please complete this box with your contact details*

|  |
| --- |
| **Address:**  **PHONE(S): Mobile:**  **E-MAIL:** |

**DATE YOU RECEIVED YOUR INITIAL LICENCE ……………………………………………………………**

**Have you received a Bishop’s Licence for Public Worship with Communion by Extension (PWCE)? …………**

**DATE YOU RECEIVED YOUR INITIAL PWCE LICENCE ……………………………………………………………**

**Have you received a Bishop’s Licence to lead funeral services? …………**

**DATE YOU RECEIVED YOUR INITIAL FUNERAL LICENCE ……………………………………………………………**

**Sermons, services and other occasions at any time over the past 12 months**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Undertaken** | **Sermons Preached** | **Leading Services** | **Services of Holy Communion by Extension** | **Funerals** |
| In your own benefice |  |  |  |  |
| Outside your Benefice |  |  |  |  |

**REFLECTING AND PLANNING – This year, which aspects of your ministry have been the most rewarding and which have been most challenging**?

**What do you consider to be priorities in your ministry and mission for the next 12 months?**

**CONTINUING MINISTERIAL DEVELOPMENT (CMD)**

**What opportunities have you taken for developing and enriching your ministry during the past year? EG:** *training and study events, conferences, retreats, study days, private study*

**What further training, study or other development you like to explore in the coming year?**

**In the past 12 months, have there been any changes in your personal, church or other circumstances, and how might these affect your future ministry?**

**AGREEMENT FOR FORTHCOMING YEAR**

1. Church(es) in which the Reader will minister
2. Main liturgical functions of the Reader and the frequency
3. Pastoral activities and the frequency
4. Other work
5. Regular meetings between Reader and clergy (it is recommended that these are not less than monthly)
6. Other matters

**Reader (Licenced Lay Minister) Signature:**

**Incumbent Signature (or Deputy):**

**Date Signed:**

***Please send to Carlisle Diocese Warden of Readers as soon as possible after signing. Thank you.***

MAIL TO:

**Prof. Annie Garden *c/o Cumbria Christian Learning, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR***

*Please feel free to make a copy of the completed form for your own records. An electronic copy of the form will be held in your file.*