**DIOCESE OF WORCESTER**

**LICENSED LAY MINISTER’S ROLE DESCRIPTION**

Licensed Lay Minister (LLM*)* ...................................................................................................................................

Parish Priest/Chaplain/Rural Dean ........................................................................................................................

Parish/benefice/deanery/chaplaincy ....................................................................................................................

Date agreement made ……………………………………

*This Role Description should be discussed and mutually agreed with reference to the diocesan Guidelines and Expectations for Licensed Lay Ministry (available on the diocesan website) and the notes below. Both people named above should keep a copy.*

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| **Liturgical ministry** (eg *frequency of leading worship, preaching, assisting at the Eucharist)* |
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| **Teaching** *(eg study groups, children’s work, baptism or confirmation preparation, Christian basics, Alpha-style courses)* |
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| **Pastoral work** (eg *involvement with hospital visiting, home visits, bereavement ministry, baptism follow-up)* |
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| **Funeral ministry** (*for those who hold the Bishop’s permission to officiate at funerals – on what basis requests will be made, how often, whether payments are to be received, etc)* |
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| **Collaborative relationships** *(eg attendance at staff/ministry team meetings, working with other licensed or authorised ministers, and with others involved in ministry)* |
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| **Other responsibilities** *(any other agreed responsibility within the benefice, eg service on PCC(s), or chaplaincy team)* |
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| **Ministry beyond the parish/benefice/deanery/chaplaincy** (*commitments to family, employment and/or voluntary work; deanery; diocesan and ecumenical work. LLMs with dual roles (eg parish and chaplaincy) should indicate how the sharing of their time will be balanced and monitored.)* |
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| **Ministerial development** (*CMD commitment; other training or study; areas for particular development focus)* |
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| **Spiritual development** (*study; reading; retreat(s), spiritual director. LLMs working primarily in a chaplaincy or deanery role should indicate where their personal spiritual and worshipping support base will be)* |
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| **Off-duty time (including Sundays) and holidays** *(LLMs should be offered at least one Sunday a month without liturgical or other duties; holidays and other time off to be arranged by mutual agreement);* |
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| **Ministry oversight, support & review** (f*requency of meetings with priest/other mentor; process for reviewing this Role Description)* |
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| **Other** *(anything not covered elsewhere in this agreement)* |
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| **Expenses** – *has the question of expenses been discussed with a Benefice/PCC/Chaplaincy? With what outcome?* |
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**Date of next review of this Role Description** *(at least annual)* ………………………………………………………

**NOTES:**

*This Role Description is intended to be a summary of what has been discussed and agreed and as such forms the basis of future reviews of ministry. The discussion and review process will normally be managed by the priest or other person with oversight of ministry on behalf of the parish, benefice, deanery or chaplaincy.*

*During a clergy vacancy the Rural Dean, or other appropriate person in a chaplaincy context, is responsible for the oversight of the LLM, and should manage any review process. After the appointment of a new priest or chaplain, it may be appropriate for the current Role Description to be reviewed as part of establishing a new staff team.*

*It is expected that a new Role Description will always be drawn up as part of the LLM’s five-yearly review of ministry.*

*February 2016*