# A black text on a black background  Description automatically generatedDiocese of Worcester

## Ministry Agreement

## This Ministry Agreement (ALM) is between

 (ALM) and (Incumbent)

 in the benefice of

## Introduction

This ministry agreement is not intended to be a legally binding contract, but a way of ensuring that the incumbent and ALM have discussed and agreed a framework of mutual expectations and support within which the ALM will share in the ministry of the benefice, for which the incumbent is responsible to the bishop. Authorised Lay Ministers work with the authorisation and support of the Incumbent (or Priest in Charge or Vicar in a Team Ministry) and PCC, and are accountable to the Incumbent.

This agreement is drawn up with reference to the generic role description for the appropriate form of authorized lay ministry. (See <https://www.cofe-worcester.org.uk/your-church-role/alm/authorisation/>) It is in place for the duration of the period of authorization, and should be reviewed at least annually between the ALM and the incumbent.

There is a requirement that that the candidate or ALM will do the appropriate level of safeguarding training which should be included in the “Ongoing Development” section. Not all ALMs will be carrying out a ministry which entitles the parish to ask for an enhanced DBS check. A conversation about the appropriate level of DBS check should be included in the annual review of this agreement.

## 2. Mutual expectations

This section should include:

* *Support, loyalty, honesty, trust.*
* *Protected time for the ALM and their incumbent to reflect together, either in a ministry group, or one-on-one. witjh one-on-one conversations at least termly or quarterly.*
* *Confidentiality – personal or pastoral information shared in the course of parish duties or supervision meetings will be treated with sensitivity. The ALM should note that all matters disclosed to them in the course of ministry may be shared with the incumbent.*
* *Respect for individual personal, domestic and employment circumstances.*
* *A willingness to discuss any areas of difficulty and to negotiate a solution.*

## 1. Time Commitment

This section should include:

* *Typical hours per week or month that the ALM feels able to contribute*
* *ALM worship leaders may specify a number of Sundays per month they feel able to participate in leading worship.*
* *ALM worship leaders should ideally have at least one Sunday a month when they are able to sit in the congregation or worship elsewhere.*

## 3. Ongoing support and development

This section should include:

* *What training (especially safeguarding) is required or desirable.*
* *What ministry development the parish can offer*
* *What diocesan ministry development and support the ALM will make use of.*

## Signed

## 5. If things go wrong

This section should be written in the light of the diocesan policy “When things go wrong for lay ministers.” This is downloadable from the bottom of this page: <https://www.cofe-worcester.org.uk/your-church-role/alm/>

It may include

* *A commitment to a safe and supportive environment for all ministers and parishioners*
* *A willingness to speak frankly with one another*
* *A desire to resolve matters informally where possible and appropriate*
* *Whether there is a trusted person who both incumbent and lay minister could invite to facilitate a conversation to help resolve the issue informally*

## 4. Ministerial involvement in church and community

This section should include the areas of activity the ALM will contribute to:

* *Leading worship*
* *Pastoral work*
* *Community engagement*
* *Mission*
* *Involvement in the wider church (e.g. deanery, diocesan or ecumenical commitments)*
* *Spiritual and personal development (e.g. spiritual direction, quiet days)*
* *Attendance at staff or ministry team meetings*

Incumbent Date

ALM Date

## Date when this agreement will be reviewed

This should normally be an annual review which should include asking what the appropriate level of DBS check is. There is a template for an annual review that is downloadable from this page.

End of year 1 date

End of year 2 date

End of year 3 (reauthorisation) date