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# Reader Ministry Specification

Name:

Parish/Benefice:

1. Preamble

The lay ministry of Readers is voluntary, nationally-accredited, episcopally-licensed and governed by Canon. The role of Reader is often summarised as: ‘preaching and teaching in pastoral context’. The National Reader's Council has also outlined 3 priorities for Reader Ministry (Enablers of Mission, Teachers of the Faith, Leaders in Church and Community). The following paragraphs describe … role in his/her ministry as Reader in the parish/benefice of ……………………………

2. Purpose

…………………………………… will exercise his/her ministry in …………………….. by learning to serve God and all his people in those communities. In worship, he/she will endeavour to raise the hearts and minds of all people to God. He/she will persevere in prayer, Bible study, and in the understanding of our faith. He/she will encourage his/her fellow men and women to exercise and extend their personal ministries.

3. Accountability

...................................... is licensed by the Bishop and is accountable to the ……………………………….. as Incumbent/Priest in Charge, for such tasks and responsibilities as he/she may, by agreement, allocate. The Reader and Incumbent will maintain close contact by:

* Attendance when possible at staff meetings
* A monthly meeting to review recent experience and make detailed plans for participation in forthcoming services and other church activities

4. Tasks[the following are examples to be replaced by agreed tasks]

* Preach not more than once a month
* Lead, or share in leading, the worship at Morning and Evening Prayer, and other services as and when agreed / once a month / ………………………….
* Share in the planning and leadership of quarterly All-Age Services
* Read lessons, lead intercessions and distribute the Holy Sacrament, publish banns of marriage and receive and present the offerings of the people, as and when appropriate
* Serve as co-opted member of the PCC (to be confirmed by vote) if appropriate to the PCC
* Undertake continued ministerial development

5. Allocation of workload

……………………………………... will have no set number of hours / an average of x hours subject to work and family commitments, but will regularly review with ……………………………….. the level of commitment with which he/she feels comfortable.

6. Expenses

All reasonable expenses will be reimbursed. Car mileage will be reimbursed at the Diocesan mileage rate. Claims should submitted on an expenses form quarterly to the PCC Treasurer.

7. Review

This Ministry Specification will be reviewed annually with the Incumbent as part of the Annual Review and Return process. It will be redrafted every 5 years along with the renewal of the Reader licence. The next review will be in ……………………

Signed by the Reader: Signed by the Incumbent: