



## Appendix 2 - Ministry Agreement with Chaplain

This should be discussed and agreed together before training begins. A copy should be sent to the Ministry Team Administrator

### 01

#### Personal information

Name of Reader in Training

Name of Chaplain

Chaplaincy

Chaplaincy email

### 02

#### A preaching ministry

Candidates for Reader ministry are expected to preach regularly as part of their training. Recommended minimum: once a year; recommended maximum: once each month.

How frequently do you plan that the candidate should preach?

Who will give the candidate detailed feedback on their sermons?

### 03

#### A liturgical ministry

Candidates are also expected to gain experience of leading worship and participating in a variety of services. Tasks involving a lot of preparation should be undertaken out of term-time where possible.

**How often will the candidate have an opportunity to;**

lead the ministry of the word at a Eucharist?

lead a non-Eucharistic service?

read a lesson?

lead intercessions?

## 04

### **An educational ministry**

What other teaching opportunities will the candidate undertake? (e.g., children's work, adult study groups, talks, etc)

## 05

### **A pastoral ministry**

What pastoral experience will the candidate be able to gain?

## 06

### **Study**

How does the candidate propose to plan his or her workload in order to complete one modules each year?

**Chaplaincy  
Commitments**

Which church activities does the candidate need to give up during training?

Apart from those mentioned in Sections I – IV, which will they continue to do?

Which church meetings will the candidate be expected to attend?

**Chaplaincy  
support and  
supervision**

Will the chaplaincy pay the candidate's training fees and expenses this year (including travel)?

## 08 continued

### Chaplaincy support and supervision

How much will the chaplaincy provide as a book grant each year?

How often will the Chaplain and candidate meet to discuss the progress of the candidate's training?  
(Recommended minimum: three times each year)

Are there any other points that you would like to add to this Ministry agreement?

Travel costs for Services to be agreed on with Chaplaincy if appropriate.

## 09

### Declaration

Candidate's signature

Print name

Date (DD/MM/YYYY)

Chaplain's signature

Print name

Date (DD/MM/YYYY)

## 10

### Where to send this form?

**Please return your completed form directly to Polly Freeman:**

**Email:** [polly.freeman@churchofengland.org](mailto:polly.freeman@churchofengland.org)

**Post:** Diocese in Europe, 14 Tufton Street,  
London, SW1P 3QZ, United Kingdom