



## Appendix 3 - Ministry Agreement for Licensed and PtO Readers

**01**

**Personal  
information**

Name of Reader in Training

Name of Chaplain

Chaplaincy

Chaplaincy email

**02**

**The church or  
main sphere of  
licensed work**

General description of role

Agreed tasks and responsibilities (with reference to Canon E4)

Time commitment

**03**

**Expectations  
regarding  
participation in  
the ministerial  
team:**

Prayer

Bible Study

Theological discussion

## 03 continued

### Expectations regarding participation in the ministerial team:

Opportunities for spiritual growth

Discussion of chaplaincy needs and planning of duties

Role in relation to Church Council

Role in relation to deanery / archdeaconry synod

To whom are you (the reader) accountable?

## 04

### Provision for the reader's own spiritual nurture and growth

Spiritual direction / house group / prayer companion

Expectations regarding daily office and Eucharist

Reading

Quiet days, retreat

## 05

### Other expressions of ministry

Deanery or archdeaconry

Wider community work

Specialist skills or interests

Expectations regarding the balance between commitments in the role of reader and commitments to family, work, rest and leisure.

## 06

### Further questions

Arrangements for re-imbusement of expenses incurred through official duties, and in support of the reader's ministry including robes, books, courses, etc

Arrangements for frequency of meetings with supervising minister and for periodic ministry review

State your (the Reader) current level of Safeguarding training with date

## 07

### Declaration

Incumbent or Supervising Minister

Print name

Date (DD/MM/YYYY)

Reader

Print name

Date (DD/MM/YYYY)

## 08

### 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