



**ELY DIOCESAN ASSOCIATION OF LICENSED LAY MINISTERS (Readers) ANNUAL REVIEW FORM and WORKING AGREEMENT Jan 2012**



To all Readers in the Diocese of Ely

*Thank you* for your commitment to ministry. This form gives you an opportunity to meet with your incumbent/colleague/s, look back over the last year, and plan for the future (our expectation is that this will be an annual event); and it gives us some of the ‘vital statistics’ we need both for official returns and to support your work. We have tried to make it user-friendly and hope you will be able to complete and return it to your subwarden as soon as possible. (Details are at the end.)

*+David (Warden of Readers)*

**1. PERSONAL DETAILS**

- 1.1 Surname: \_\_\_\_\_ Title: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Christian names \_\_\_\_\_ Year first admitted: \_\_\_\_\_  
 Benefice/Parish/etc \_\_\_\_\_ Year licensed in Ely: \_\_\_\_\_  
 E-mail address (please supply wherever possible): \_\_\_\_\_
- 1.2 Changes we need to note in our records: e.g. have you changed parishes/address/phone number/email address in the last twelve months?

**2. MINISTRY**

**2.1 Worship (involvement with services)**

How many times have you led, assisted and preached in worship in the last calendar year?  
 If the answer is zero simply leave the space blank.

Type of Service	Led or assisted*	Preached only	Both
Eucharist (BCP & CW)			
Holy Communion by extension			
Mattins/Morning Prayer (BCP & CW)			
Family / All Age Service			
Family / All Age Holy Communion			
Evening Prayer (BCP & CW)			
Informal Services (Iona, Taize, Contemporary)			
Compline / Night Prayer			
Take Holy Communion to the sick			
Funeral			
Collective Worship (Schools)			
Services elsewhere (Residential homes etc.)			
Weekday services			

\* Assisted means ‘led alongside someone else’ and is more than, for instance, leading intercessions

**2.2 Pastoral/Preparation/Teaching Involvement as an LLM (within the church)**

	Frequently	Monthly	Yearly
Children's Groups (not Sunday School)			
Youth Groups			
Young Adults Group			
Home Study Groups			
Other			
Prayer Groups			
Baptismal Preparation			
First Communion Preparation			
Confirmation Preparation			
Marriage Preparation			
Bereavement			
Hospital Visitation			
Other Pastoral visits			

**2.3 Community Involvement**

	Frequently	Monthly	Yearly
School Assemblies / Classes			
Chaplaincy			
Other			
Work based ministry			
Residential Care Homes			

NB 2.2 and 2.3 indicate by putting an 'X' in the relevant box

2.4 How much of the above is outside your 'home' benefice? A lot / some / a little / none

**3. MINISTERIAL DEVELOPMENT & FORMATION**

Development & Formation activity over last year (eg. meetings with ministry team, incumbent or mentor); courses and retreats attended; books read; significant experiences).	Needs you see for the next year (this will feed into section 4.2 (in your Working Agreement) and also help us plan our support and training programme for you).

3.1 Would you like to elaborate on any of the above?

---

## **WORKING AGREEMENT**

---

### **4. JOINT COMMITMENT**

- 4.1 **Working Agreement Review:** it is expected that all LLMs will have a current working agreement with their incumbent, and meet annually to review and revise it. **All LLMs are asked to append a copy of their current Working Agreement to this Review Form.**

Have you met with your incumbent this year to review your work? YES/NO

Does your Agreement reflect your actual pattern of work now? YES/NO

If NO, please explain.

Do you have any concerns arising from the Agreement? YES/NO

If YES, please outline them. Your subwarden will be able to talk them through with you.

### **4.2 Continuing Ministerial Development**

It has been agreed that the following areas of ministry will be explored and training/support given:

---

**Signed (LLM/Reader)**

**Date**

**Signed (Incumbent)**

**Date**

***NB If your Benefice/Parish/Mission Community is in interregnum this should be signed by your Rural Dean or a Churchwarden***

## ADDITIONAL INFORMATION

- 1 On your 70<sup>th</sup> birthday, it is your responsibility to apply to the Warden of Readers for Permission to Officiate (PTO) if you wish to continue in ministry. Permission must be renewed annually (moving to triennially soon). This is a national condition of service.
- 2 If you wish to retire from ministry then you should inform the Warden of Readers.
- 3 Applications for CME and book grants are welcome from Licensed Lay Ministers (Readers) and those with PTO. They should be countersigned by your Incumbent or Rural Dean. Applications should then be sent in advance of commitment to the expenditure to: The Director of Ministerial and Adult Learning, Canon Les Oglesby, Diocesan Office, Bishop Woodford House, Barton Road, Ely, Cambs CB7 4DX (01353 652713) or by email to [Les.oglesby@ely.anglican.org](mailto:Les.oglesby@ely.anglican.org)

## RETURNING YOUR FORM

When complete please return this Return and your Working Agreement to your sub warden by the end of February.

Wisbech Area	Cambridge North Area	Cambridge South Area	Huntingdon Area
The Deaneries of Ely, Fincham & Feltwell March, Wisbech & Lynn Marshland	The Deaneries of Cambridge North, North Stow, Fordham & Quy,	The Deaneries of Bourn, Cambridge South, Granta, Shingay	The Deaneries of Huntingdon, St Ives, St Neots, Yaxley,
To Rev Alan Jesson, The Rectory 5 New Road Upwell Wisbech	To Rev Janet Bunker Ascension Vicarage 95 Richmond Road Cambridge	To Canon Sue Wyatt St John's Vicarage 9 Luard Road Cambridge	To Miss Ann Allsopp 10 Manor Close Brampton Huntingdon Cambs
PE14 9AB	CB4 1DR	CB2 8PJ	PE28 4UF
alan.jesson @ely.anglican.org	janet_ascension @yahoo.co.uk	sue.wyatt @ely.anglican.org	annallsopp@ btinternet.com

Please note that the subwardens will lodge a copy of your return and working agreement with the Bishop of Huntingdon (as Warden of Readers) to place in your file which is kept at his office.