

Model statement of agreed expectations

Name of Deanery

Name of Parish

Extent and Nature of Assistance provided by The Revd [Name of Cleric]

To recognise the ministry of The Revd [Name of Cleric]

in the context of his/her Permission to Officiate (PTO), in support of ministry in the parish of [Name of Parish]

Ministry Support

- --- days/hours each week across the parish and churches
- To minister alongside and in support of the incumbent/priest in charge, as set out below
- There is no requirement to attend PCC meetings

Sunday Services

- Up to --- Sundays each month:
[Name of Church A] – 8.00am and 11.00am
[Name of Church B] – 9.30am

Midweek Services

– frequency to be agreed

Occasional Offices

- Baptisms, Funerals and Marriages, as requested by the incumbent/priest in charge, to include ongoing pastoral care, as appropriate

Pastoral Care

- Provision of pastoral care with regard to church members and parishioners, as requested by incumbent/priest in charge

Expenses

- Ministry Support – Mileage, Telephone usage, Postage, Sundry Administration, in agreement with the Churchwardens
- Sunday and Midweek Services – Fee allocation and mileage
- The Occasional Offices– Fee allocation and mileage

Review

This agreement will be reviewed on _____.

Signed _____ Designated Responsible Person

Signed _____ (with PTO)