

Ministry Agreement Template for SSOM Clergy (for those post-IME2, as well as in receipt of PTO)

The Agreement Template below can be downloaded from the Diocesan website and edited accordingly but is reproduced here for information purposes. This template should **NOT** be used for those undertaking Initial Ministerial Education, who have a 'Supervising Minister' (usually the Incumbent / Priest-in-Charge of their parish to which they are licenced).

NB, this template is for SSOMs and MSEs who are post-IME2, regardless of whether they have moved parishes or not.

This template should also be used by those SSOM clergy, not in receipt of PTO.

When drawing up the Ministry Agreement, please always refer to the above notes, especially the sections entitled:

- Common Tenure
- Ministry (& Training) Agreements

For SSOMs who are undergoing IME, including those who consider themselves as MSE, separate MTAs are available on the IME pages of the Diocesan website.

Ministry Agreement for Self-Supporting Ordained Clergy



The Ministry Agreement

for those SSOMs who are post-IME or SSOMs now in receipt of PTO

When drawing up a 'local' Ministry Agreement (MA), clergy are reminded to read the relevant section of the 'SSOM Handbook' pertaining to Common Tenure and MAs on the Diocesan website. It is important that MAs reflect the SSOMs Statement of Particulars (SOP) for those who are licenced (not in receipt of PTO).

NB, this template is for use by SSOMs who have completed the IME phase of training. A separate template for those undertaking IME2 is available from the Bishop's Adviser for Curate Development and Clergy Transitions. All text in italics can be deleted.

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| Name of SSOM | <i>Enter name here...</i> |
| In the Parish, the SSOM is to be known as | <i>Curate, Assistant Priest, Associate minister etc</i> |
| Name of Incumbent / P-i-C | <i>Enter name here...</i> |

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| Contact details (preferred email and phone details for contact regarding parish matters) | Home: Mobile: Email: |
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Employment / Other Commitments

Enter details of employment and how this can / could impact upon availability in the Parish. If not employed, there may well be other demands on your time, such as childcare or care commitments etc. Indicate also, any non-Parochial commitments in the Diocese, such as spiritual director, or community commitments, such as school governor etc.

Employment / Other Commitments: Further Details

For each entry above, please indicate how the parish / ministry team will:

- *Recognise the other commitments / callings the SSOM has upon their life.*
- *Support the SSOM as they respond to these callings / commitments.*
- *Celebrate these callings / commitments as part of the ministry the SSOM offers.*

Skills and Experience

Enter in this box any specific skills that the Parish could utilise, such as funeral ministry, working with children etc. also indicate your experience as a whole, such as ordained for 12 years'... The skills and experiences identified in this box may also be informed by the two sections above

Time commitment within the parish

The self-supporting ordained minister's time spent on parochial duties will include time for leading worship, taking occasional offices (including preparation and follow-up), meetings, reading, prayer and sermon preparation.

Time spent within the parish must take account of special responsibilities and commitments outside the faith community, as well any at a Diocesan level.

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| How many hours per week is the SSOM offering to the parish? | <i>Refer to the SOP</i> |
| How many Sundays per month will he/she be leading worship? | <i>This needs not be a 'hard and fast' rule, but more a generalisation, such as 'at least...' or 'at most...'</i> |
| How many times per month will he/she be preaching, including homilies and other addresses? | <i>This needs not be a 'hard and fast' rule, but more a generalisation, such as 'at least...' or 'at most...'</i> |
| Approximately how many funerals, weddings and baptisms will the SSOM be doing through the year? | <i>This needs not be a 'hard and fast' rule, but more a generalisation, such as 'at least...' or 'at most...'</i> |

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| What are the expectations regarding the daily offices? | <i>Work commitments may prohibit saying the Offices with other clergy within the Parish</i> |
| When will the SSOM and Incumbent / P-i-C pray together? | <i>Indicate when, where, frequency etc</i> |

Time off

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| What is the day off? | <i>Or even days...</i> |
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Holidays

What holidays will be taken, and how will holiday dates be coordinated between the SSOM and Incumbent / P-i-C?

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| <i>Refer to the SSOM Handbook. It is important that holidays are taken by SSOMs, in addition to however many Sundays per year may be given as 'time off'. It is unhelpful for SSOMs to be limited to only six Sundays per year off, especially if they are in fulltime employment</i> |
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Meetings for supervision

These meetings are for mutual support, personal review and growth, and theological reflection.

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| How often will they take place? | <i>Suggest at least four times per year?</i> |
| Where will they take place? | <i>Indicate where and when...</i> |
| What will the "rules" of meeting be? | <i>These may include standing items</i> |

Other meetings

At what meetings (e.g., ministry team, Chapter, Synod) will attendance be expected (subject to availability)?

Be realistic in terms of time commitment. These meetings 'count' towards the 'hours per week' allocation / agreement

Special responsibilities within the parish

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| Will the SSOM have any particular responsibilities within the parish? If so, what are they? | <i>Such as pastoral ministry, children's work etc</i> |
| Will the SSOM have opportunity for pioneering ministry? If so, how? | <i>State how, and what format this will take if necessary</i> |

Office space

What office space and/or administrative support will the SSOM have?

This can include support towards the purchase of consumables etc.

Clerical dress

What is normal liturgical dress? What other expectations are there regarding dress code?

Within the Parish generally, when undertaking ministry (e.g., clerical collar), and for services – cassock, stole, chasuble etc.

Expenses

Reference should be made to *Parochial Expenses of the Clergy 2017* (available online) which gives guidance to clergy and Treasurers about the reimbursement of expenses.

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| How will the SSOM claim expenses? How frequently and to whom? | <i>Also, will a claim for be used?</i> |
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| What can the SSOM claim for? | <i>The SSOM should never be out of pocket for ministry</i> |
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Ministerial formation and continuing ministerial development

The SSOM should take responsibility for his/her own professional / ministerial development, and be supported by their Incumbent / P-i-C:

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| What time is to be allocated to learning events, ministerial formation and study? | <i>This should be included in the hours per week offered to the Parish</i> |
| What plans are there for making a retreat and attending conferences? | <i>Additionally, can / will the parish pay anything towards the cost of these?</i> |

NB, all clergy, whether stipendiary or self-supporting are required to attend Safeguarding training as and when requested by the Diocese, as well as be subject to enhanced DBS checks, as per Diocesan cycle / requirements.

Ministerial support

What arrangements are in place in terms of professional support in terms of mentoring, coaching and spiritual direction?

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| <i>How can the Parish support and facilitate this? Additionally, if MSE, how can the Parish support you in this sphere?</i> |
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Other boxes can be added at this point to capture any aspects not covered elsewhere in this template

Insurance

SSOMs and their Incumbent should check arrangements re: insurance of the SSOM whilst engaged in parochial activities.

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| <i>Enter insurance details in this box</i> |
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Confidentiality

Parishioners should be made aware by the SSOM and the Incumbent / P-i-C that all matters disclosed to one another may be shared between them, for the purposes of pastoral oversight and ministerial provision, although professional / ministerial judgement will be used accordingly.

In the case of any safeguarding matters, all disclosures will be dealt with in line with Diocesan guidelines and confidentially will **NOT** be maintained.

Grievance procedures

The SSOM and the Incumbent / P-i-C agree that any misunderstandings and/or grievances they experience will be discussed in private, never in public, although it may be appropriate to invite Churchwardens to any meetings. The SSOM should be free to contribute openly and with integrity to discussions within the parish but should also demonstrate loyalty to colleagues and church officers, as well as be afforded the same loyalty back.

The SSOM and Incumbent / P-i-C therefore agree to support each other publicly but maintain their individual viewpoints and contributions. If any issue cannot be resolved and is too fundamental for colleagues simply to agree to differ, then advice should be sought from the Bishop's Adviser for Self-Supporting Ordained Ministry in the first instance, or the relevant Rural Dean, before approaching the Archdeacon and/or Bishop.

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| Signed and dated: | <i>Enter name</i> | <i>Date</i> |
| Signed and dated: | <i>Enter name</i> | <i>Date</i> |

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| Agreed date for reviewing this agreement | <i>Generally, annually...</i> |
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