

Supplementary MA for use during a Vacancy

Supplementary Ministry Agreement for Self-Supporting Ordained Clergy (only for use during a Parish Vacancy)

NB, whatever 'supplementary' agreement is reached, the SSOMs current MA remains in place and current. For SSOMs still undergoing IME and/or designated as Curate-in-Training, please seek guidance from the Bishop's Adviser for Curate Development in the first instance.

The 'Supplementary' Ministry Agreement for SSOMs during the vacancy period

When drawing up a 'Supplementary' Ministry Agreement (MA), clergy are reminded to read the relevant section of the 'SSOM Handbook', as well as the 'SSOMs and Parish Vacancies' booklet that can be found on the Diocesan website.

It is important that when drawing up any supplementary agreement, that reference is made to the SSOMs current Ministry Agreement and Statement of Particulars (SOP) for those who are licenced (not in receipt of PTO).

NB, this template is for use by SSOMs whose parish(es) are either about to go into vacancy or else are already in vacancy. The contents need to be agreed with the relevant Churchwardens, and the Rural Dean.

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 Rural Dean	<i>Enter name here...</i>
Contact details (preferred email and phone details for contact regarding parish matters)	Home: Mobile: Email:

The PCC

1. Will the SSOM attend PCCs during the Vacancy?	YES	NO
2. Will the SSOM chair the PCC?	YES	NO
<i>Please state the rationale for this decision and ensure permission has been obtained from the Diocesan Bishop if the SSOM is to chair these meetings:</i>		
3. Will the SSOM 'lead from the second chair'?	YES	NO
<i>Please detail any other role or responsibilities the SSOM will have with regard to the PCC during the Vacancy:</i>		

Finance and Buildings

1. Will the SSOM be consulted re: finance and buildings	YES	NO
<i>Please state what this will 'look like':</i>		

Sunday Worship

1. Will the SSOM be expected to lead / preach more regularly than the current MA states?	YES	NO
<i>Please detail what an 'average' month will 'look like':</i>		
2. Will the SSOM plan / craft 'special services' on Sunday?	YES	NO
<i>What are these:</i>		

Mid-week Worship

1. Will the SSOM lead mid-week worship?	YES	NO
<i>When and how often:</i>		

Occasional Offices

1. Will the SSOM take baptisms?	YES	NO
2. Will the SSOM take weddings / wedding blessings?	YES	NO
3. Will the SSOM take funerals?	YES	NO
4. Will the SSOM take Interment of Ashes services?	YES	NO
5. Will the SSOM co-ordinate all the above?	YES	NO

Please provide more detail:

6. Will the SSOM receive support with occasional offices?

YES

NO

What will this support 'look like'?

Christmas & Easter

1. Will the SSOM take responsibility for Advent / Christmas and Lent / Easter services and/or other events?

YES

NO

Please detail what:

Worship / Ministry Rota

1. Will the SSOM prepare the Worship Rota?	YES	NO
<p><i>If 'yes' what are the parameters under which it is compiled? If 'no', how will the SSOM communicate their availability, and to whom?</i></p>		

Licenced Lay Ministers & Occasional Worship Leaders

1. Will the SSOM supervise LLMs within the parish?	YES	NO
2. Will the SSOM supervise any OWLs?	YES	NO
3. Will the SSOM determine involvement (notwithstanding any MAs these people may hold) of LLMs and OWLs?	YES	NO
<p><i>Please detail what any arrangements will be:</i></p>		

Cover

1. Will the SSOM be expected to find cover for services they cannot take – Sunday, Occasional Offices etc?	YES	NO
2. Will the SSOM be informed as, when and if any other clergy, LLMs etc from other parishes assist with parochial duties?	YES	NO
<i>Please detail what any arrangements will be:</i>		

Pastoral Care

1. Will the SSOM have oversight of pastoral care within the parish?	YES	NO
2. Will the SSOM be expected undertake pastoral visiting at parishioners' homes?	YES	NO
3. Will the SSOM have oversight of pastoral care to those in care homes, hospitals or in a hospice?	YES	NO
4. Will the SSOM be expected undertake pastoral visiting to those in care homes, hospitals or in a hospice?	YES	NO
5. Will the SSOM be informed of any matters pertaining to pastoral care within the parish?	YES	NO

Please give more details in this box:

Children and Schools Work

1. Will the SSOM carry out any work in schools?	YES	NO
2. Will the SSOM conduct any other work with children and youth and families?	YES	NO
3. Will the SSOM co-ordinate any of this work?	YES	NO

Please detail what any arrangements will be:

Paid Church Employees

The SSOM should never line-manage paid church employees. Detail below how the SSOM will relate to them during the vacancy:

Communication within the Parish

1. Will the SSOM meet regularly with the Churchwardens?	YES	NO
2. Will the SSOM meet regularly with the Rural Dean?	YES	NO

Please detail what any arrangements will be:

Communication to the Parish

1. Will the SSOM write articles for newsheets, magazines and the like?	YES	NO
<i>Please provide details around expectations and work:</i>		

Other parish events

1. Will the SSOM be involved in other parish events, such as social evenings, fund raising, working parties etc?	YES	NO
<i>Please provide details around expectations and work:</i>		

Community Events / Meetings

1. Will the SSOM be involved in community events and/or meetings?	YES	NO
<i>Please provide details around expectations and work:</i>		

Support

Please detail what additional support will be available to the SSOM in order to assist them with the above additional responsibilities:

The Parish Profile

Please detail briefly how the SSOM will be referenced in the Profile, as well as what their involvement will be in drafting it:

Signed and dated:	<i>SSOM - Enter name</i>	<i>Date</i>
Signed and dated:	<i>Rural Dean - Enter name</i>	<i>Date</i>
Signed and dated:	<i>Churchwarden - Enter name</i>	<i>Date</i>
Signed and dated:	<i>Churchwarden - Enter name</i>	<i>Date</i>