

**Focal Ministry:**

**Role Agreement**

**Purpose of this Document:**

This Role Agreement should be prepared jointly and locally by the Oversight Minister and the proposed Focal Minister, shared with the PCC, and then lodged with the College of St Hugh.

It should match the vocation, skills and realistically available time of the proposed Focal Minister with the needs, vocation and other resources of the local church or worship community, including specifically retained functions of the Oversight Minister. It will therefore be specific and tailored, sharing responsibility and leadership rather than tasks.

Clarity, trust, prayerful collaboration, and a desire to lead a specific church community into a closer walk with God, as disciples of the Lord Jesus Christ, guided and empowered by the Holy Spirit, are essential to the success of this relational ministry.

**Core Responsibilities:**

The role of the Focal Minister is locally determined, and many will have other licensed or authorised roles, but Focal Ministers have core ministry responsibilities:

1. **To be the identified go-to person** and ‘hold the continuity’ of relationship within the specific church.
2. **To be a face of church** in the local area and alongside others in the Parish and Local Mission Partnership to have a focus on ministry within the congregation(s) and mission in the local community.
3. **To encourage, enable and equip others in discipleship and mission** in church and across the Local Mission Partnership, alongside other focal leaders and under the legal authority held by the Oversight Minister. To be collaborative and build teams within their areas of responsibility.
4. **Particular ministry:** Focal Ministers may also focus on mission and growth within a particular ministry. This particular ministry may be something they are involved in prior to taking on focal ministry or something new for which they are being called into. If relevant, these may be identified below.

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| **Name of Focal Minister** |  |
| **Focal Minister Contact Details***Address, email, mobile number* |  |
| **Name of Oversight Minister or, during a vacancy, Rural Dean** |  |
| **Oversight Minister Contact Details***Address, email, mobile number* |  |
| **Church or worshipping community***Specific church, benefice and LMP* |  |
| **Date of Authorisation**, *plus end of authorisation and period of probation* |  |
| **Safeguarding Training and DBS** | Date of DBS |  |
| Renewal Date |  |
| Date of Leadership Training |  |
| Renewal Date |  |
| **College of St Hugh Focal Ministry Training Course satisfactorily done** |  |

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| **Existing licenses, authorisations or permissions to officiate** | **How role to work when a Focal Minister***Location, role, frequency (identify if in training or discernment)* |
| **Licensed NSM/OLM/PTO Deacon** |  |
| **Licensed NSM/OLM/PTO Priest** |  |
| **Licensed/PTO Lay Minister (Reader)** |  |
| **Authorised Lay Minister***Worship; Pastoral; Mission* |  |
| **Other minister***Licensed Lay Worker, Youth and Families Minister, Lay Co-Lead etc* |  |
| **Church officer***Churchwarden/Other* |  |

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| **Areas of agreed ministerial role****Pastoral care****Worship****Children and families****Mission and evangelism****Confirmation/baptism/wedding****Funerals****Governance and PCC****Web/social media****Ministry in current programmes****Ministry in new programmes****Ministry in civic/social action****Develop/lead ministry team****Prayer/study groups****Schools and other partners****Capital projects****Generosity****Other** | **State nature of role if appropriate** |
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*We are advised by the Diocesan Registrar that the role and delegated responsibility can be agreed informally, as much of an Incumbent’s role can be provided by others by agreement, but that in most cases it might be beneficial for both parties, the Oversight Minister and the Focal Minister, if specific responsibilities of incumbency were formally delegated in a legal instrument, making them, for the duration of the agreement and with clear legal limits, the responsibilities of the Focal Ministry. A Legal Annexe is provided for those that wish wholly or partially to make a formal act of delegation. Please indicate below whether you agree to work together by informal agreement or prefer to make a formal and legal delegation of specific responsibilities. In the latter case you should complete and sign the Legal Annexe.*

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| **We wish to make a formal and legal statement of delegation according to the agreement set below as Annexe.** | *Either:*Signed Oversight Minister…………………………………. Date……………Signed Focal Minister …………………………………….. Date…………… |
| **We are content to make the role of Focal Minister work by informal consent. We will reconsider this annually.** | *Or:*Signed Oversight Minister…………………………………. Date……………Signed Focal Minister …………………………………….. Date…………… |

*Both core and particular ministries will be open to necessary development as the focal role develops. This development will be considered in regular ‘support and review’ meetings.*

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| **Proposed time offered by the focal leader:** | *We encourage Oversight and Focal Ministers to agree general days and/or hours per week to ensure that the role is clear, supported and realistic* |
| **Anticipated pattern of regular support and review meetings:***(In addition to first three month and then annual, review)* | **Example:** *Meet with Oversight Minister*  | **When:** *Monthly* |
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| **Are there any other expectations on the Focal Minister’s time?** | *Example: attendance at PCC, LMP Chapter, Local Focal Ministry Learning Community (how often)* |
| **Expenses:** | *What expenses might be claimed, how might this be done and to whom?* |

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| **Wellbeing and spirituality** | *What do you have in place for personal wellbeing and spiritual life? Spiritual Director, retreats, memberships, external links?* *What is agreed about time for rest, family, recreation, vacations?* |

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| **Training and personal development** | *Is the Focal Minister undertaking, planning or exploring additional training in aspects of ministry or additional roles?**Does the Focal Minister have a mentor or Focal Ministry Buddy?* |

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| **Any other necessary information relevant to your context:** |  |

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| **Signed***(Focal Minister)* |  | Date |  |
| **Signed***(Oversight Minister or Rural Dean in a vacancy)* |  | Date |  |

Please return this form to: **focalministry@lincoln.anglican.org**