Licensed Lay Funeral Ministers and Lay Funeral Ministers with PtO

Role Descriptor

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| **Name of Lay Funeral Minister:** |  |
| **Name of Incumbent / Reviewer:** |  |
| **Parish / Benefice / Deanery:** |  |
| **Date:** |  |

The above named will operate as a Lay Funeral Minister within this Parish / Benefice / Deanery and will work collaboratively with the Vicar, Churchwardens and Officers of the church.

The demands and responsibilities of their family and/or work life will be recognised when considering the time they are able to offer to parish ministry,

The Incumbent has the responsibility for the direction of their ministry.

They will normally offer up to \_\_\_\_\_\_\_ hours a week, to be used in consultation with the Incumbent.

The particular ways in which their ministry will be expressed will include the following:

*[This section should be used to outline particular aspects of ministry and responsibilities including events, services; places where the ministry will be expressed, eg. church, school, hospital, community etc; and other people who the Lay Funeral Minister might be working with, etc.]*

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It is recognised that through the course of their ministry, these particular expressions of ministry are likely to change and develop, in consultation with the Incumbent.

The Lay Minister is accountable to the Incumbent for their ministry in the parish, including that which is exercised in the community, on behalf of the church.

The Lay Minister will ensure that they take adequate breaks from parish ministry, amounting to at least six weeks a year (including Sundays) as well as Bank Holidays. Arrangements for holidays and days off to be negotiated with the Vicar and Churchwardens.

The Lay Minister will have meetings with the Incumbent at least three times a year for the purpose of support, direction, reflection and to discuss possible options for further development and training.

Additional meetings can be arranged as and when necessary.

In rotation with other Lay Local Ministers, they will have the opportunity to feedback to the PCC/DCC/ECC about their ministry.

They will also be invited to attend the Officers’ Meetings / Leadership team.

The parish will pay all agreed expenses incurred in the course of their ministerial duties on request.

The Lay Minister will ensure that they attend appropriate training courses for the ongoing development of their ministry, undertaking at least one course per year.

The Lay Minister will accept responsibility for continuing personal spiritual development and follow a discipline of prayer, reading, study and reflection. They will have a Spiritual Director of their own choosing.

The Lay Minister will remain faithful in prayer for this Parish / Benefice / Deanery, and the people of the parish and surrounding areas.

The Lay Funeral Minister is entitled to expect that the Vicar and Churchwardens will exercise a pastoral care for them and the Lay Minister will inform them if there are areas of difficulty which need to be addressed.

This agreement may be used for ongoing reflection on the Lay Minister’s ministry. There will be an annual review of ministry with the Incumbent, and this agreement will be substantially reviewed at least every 5 years.

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| **Name of Lay Minister:** |  |
| **Signed:** |  |
| **Date:** |  |

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| **Name of Incumbent:** |  |
| **Signed:** |  |
| **Date:** |  |

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| **Agreed by PCC on**: |  |