

Christian Tradition, Faith and Discipleship:

- Understands and can evaluate varying approaches to Christian faith, and is able to articulate a personal position.
- Evidence of good and effective teaching, inspiring others to learn.
- Able to inspire others' interest in learning and development and committed to his/her own life-long learning.

Mission, Evangelism and Making Disciples:

- Constantly seeks to renew his/her understanding of the role of the local church in mission.
- Able to make theological sense of changing world views and the church's response
- Understands other faith traditions
- Sees, responds to and articulates the role of Lay Reader in relation to growing new disciples

Spirituality and Worship:

- Has an appreciative and respectful awareness of the breadth of spirituality.
- Has understanding and experience of the range of authorised SEC worship
- Able to construct and lead services appropriate to a range of situations

Personality and Character:

- Ministry shows evidence of capacity to sustain its demands and face change or pressure in balanced and effective ways.
- Shows self-awareness and is demonstrably at ease with him/herself.
- Able to reflect with insight on personal strength and weaknesses.

Relationships

- Exercises appropriate care for self and others.
- Able to model pastoral care in a wide range of practical situations following good practice.
- Interact with a diverse range of people and handle conflict positively

Collaboration and Shared Leadership

- Can both accept and relinquish personal responsibility.
- Can enable others to lead within a collaborative structure
- Models accountability within leadership/collaborative structures.

Vocation and Ministry within the Scottish Episcopal Church

- Can enable and inspire others to develop their vocation.
- Capacity to model Lay Reader ministry for enquirers.
- Contributes effectively as lay minister to his/her church's ministry, thinking and vision.
- Continues to reflect critically on the exercise of his/her ministry and its opportunities for development.
- Demonstrates experience and competence as preacher in a variety of contexts.
- Able to represent and respect the authority of the Scottish Episcopal Church

Lay Reader and Supervising Incumbent should work through the questions below in *advance* of the Review meeting, making notes from their different standpoints. The formational headings then form the framework for the meeting.

Areas of formation	Reflections prior to the review meeting	Possible future developments
<i>Christian tradition, faith and discipleship</i>		
<i>Mission, evangelism and making disciples</i>		
<i>Spirituality and worship</i>		
<i>Personality and character</i>		
<i>Relationships</i>		
<i>Collaboration and shared leadership</i>		
<i>Vocation and ministry within the SEC</i>		

After the Review meeting the Supervising Incumbent completes the following report meeting.

Areas of formation	Observations as made at the review meeting	Objectives for the coming year and timescale
<i>Christian tradition, faith and discipleship</i>		
<i>Mission, evangelism and making disciples</i>		
<i>Spirituality and worship</i>		
<i>Personality and character</i>		
<i>Relationships</i>		
<i>Collaboration and shared leadership</i>		
<i>Vocation and ministry within the SEC</i>		

Attach an updated Working Agreement if consequential changes have been made to it, and sign and date both the new Working Agreement and this Review report.

Supervising Incumbent _____

Lay Reader _____

**DIOCESE OF
Scottish Episcopal Church
Working Agreement**

for calendar year _____ and year of IME 4-6 _____

This agreement is made between the Reverend _____

Rector/Priest-in-Charge of _____

and Lay Reader _____

in respect of the latter’s ministry attached to the above charge and responsible to the above Rector/Priest-in-Charge.

Please answer these questions fully after mutual discussion, in triplicate (one copy to be retained by the Lay Reader, one by the Rector/Priest-in-Charge, and one sent to the Bishop). Expand boxes as desired.

1. List the agreed primary components of the Lay Reader’s ministry, their frequency and locus, and the approximate number of hours of service expected per week.

2. Detail the role of the Lay Reader in the charge’s ministry team, and in relation to the Vestry

3. Detail the arrangements made for regular staff meetings with others in the ministry team

4. Detail the arrangements made for regular supervisory meetings

5. Detail the provision made for the ongoing development of the Lay Reader’s gifts, listing courses to be attended, time allocated and agreed funding sources.

6. Detail the expectations regarding attendance at Quiet Days, retreats and spiritual direction

7. Detail any ongoing academic studies

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8. Detail the expectations of attendance at diocesan/provincial events and groups for Lay Readers.

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9. Detail the agreed understanding regarding holidays, time off and family/job requirements and other non-church priorities

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10. Detail the level of working expenses agreed by the Vestry for the Lay Reader.

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11. Detail how disagreement will best be handled

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Date of Annual Review

Date				
Circle whichever is applicable	End of IME 4	IME 5	IME 6	

Signed and dated

Rector _____

Lay Reader _____

Approved by the Bishop : _____

Date : _____

Name of Preacher:

Date and Place of sermon:

Type of service or other context:

1. What would you say was the main point of this sermon? (What was it about? What was its aim? (If unclear, please indicate this)

2. How would you rate the following (1= weak, 5= excellent):

o	Delivery	1	2	3	4	5
o	Attention	1	2	3	4	5
o	Length	1	2	3	4	5

3. Please give any further reflections on
 - o Delivery (Could you hear sufficiently? Was the pace about right? Was there enough eye contact? Any helpful or unhelpful gestures? Did they hold your attention...?)

 - o Content (sermon length; use of story, humour & illustration; level of preparation; sufficient clarity of structure?)

 - o Context (Was the sermon appropriate for the occasion, and for the make-up of congregation?)

 - o Application (What impact did the sermon have on you? How did it relate to your everyday life? Were you inspired? encouraged? challenged to act? given cause to think?)

4. What were the main strengths of this sermon?

5. What one thing would you encourage the preacher to do differently another time?

6. What is the main thing you will take away from this sermon?

7. Any other constructive comments to support the preacher's development?

Thank you

Date :
Type of event or activity: <i>e.g. theological reflection with Supervising Incumbent, sermon, pastoral encounter, conducting a funeral etc.</i>
Notes/reflections/further action