

**Role Agreement Form for Lay Elders**

**Name of Lay Elder:** ……….....………………………………….....………………………………………………..……...

**Name of Incumbent:** …………………………………………………………………………………………………..…....

**Benefice/Parish[es]:** ………………………………………………………………………………………………………....

**Date of commissioning to Benefice:** …………………………………………………………………………….....

**Period of Agreement:** from (mm/yy).....................................to (mm/yy)..................................

**AREAS OF MINISTRY**

1. **Specific Area of Ministry:**  Please note here whether the Lay Elder is a Pastoral Elder or a Liturgical Elder, with an outline of the areas of ministry being undertaken in this role, amount of time given each week, arrangements for time off etc.
2. **Involvement in Worship:** Please note the anticipated pattern of attendance and nature and frequency of leadership activities.

**SUSTAINING MINISTRY: SUPPORT AND TRAINING**

1. Please note what is in place to support the Lay Elder in their personal spirituality, for example regular meetings with a Spiritual Director.
2. Please note here the person to whom the Lay Elder is accountable (it is expected that this would usually be the Incumbent).
3. Please note the pattern of involvement in meetings of the ‘local’ ministry team.
4. Please specify arrangements for meetings of the Lay Elder with Incumbent individually for reflection and support.
5. Please note what help and support will be given to the Lay Elder in their areas of ministry.
6. All Lay Elders are expected to participate in CMD. Please note what support will be given to the Lay Elder for participation in CMD.
7. Please note what arrangements have been made to reimburse expenses.

**LOOKING FORWARD**

Please list any other areas of ministry and training which the Lay Elder would be interested to explore.

**Signed** (Incumbent) …………………………………………….………………………**Date** ……………………………

**Signed** (Lay Elder) …………………………………………….…………………….....…**Date** ……………………………

**A copy of this Agreement should be kept by the Incumbent and by the Lay Elder, and a copy sent to be held on record to:**

**Lesley Steed, Diocesan Office, 4 Cutler Street, Ipswich IP1 1UQ**

**or** [**lesley.steed@cofesuffolk.org**](mailto:lesley.steed@cofesuffolk.org)