**Ministry Specification Form**

The purpose of the Ministry Specification is to scope and agree what kind of ministry you will exercise. It is important that you, your incumbent, the PCC, and members of the church community all understand what the expectations are.

Having this discussion with your incumbent will help to ensure that your ministry is regularly used but not overused, that you are appropriately supported through supervision and opportunities to carry on learning, and that your Commission is kept up to date.

Exactly what you are asked to do week by week is for you to negotiate with your incumbent and it may well be that your ministry evolves and changes over time. If the nature of your ministry changes in any major way you should draw up a fresh Ministry Specification but otherwise it is fine to renew it every three years when you need to be re commissioned.

**The incumbent / supervising minister to keep this form on record and provide a copy to the Lay Pastoral Assistant (LPA) / Lay Worship Leader (LWL). Please review your Ministry specification (at least) every three years should you wish to be recommissioned.**

**Please note:**

Post Commissioning, the responsibility for the renewal of DBS and safeguarding training (every 3 years) lies with the PCC and the incumbent

Please be aware of the House of Bishops’ and Diocesan requirements in relation to the [Safer Recruitment](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance) of volunteers and that every person must be safely recruited if going forward for commissioning. This is the responsibility of the incumbent

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| Ministry | LPA / LWL *(Delete as appropriate)* |
| Name |  |
| Incumbent / Supervising minster |  |
| Commissioned date |  |
| Commission last renewed |  |

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| In which parishes will your ministry primarily be exercised?  *(The need for every PCC Secretary within a Benefice to pass the relevant resolution has been simplified and places the responsibility for supporting the training of LPA/LWLs with the local incumbent)* |
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| What will your regular responsibilities be?  *(e.g., services and duties you will usually conduct, how often)* |
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| What other occasional responsibilities might you carry out?  *(e.g., special services at certain times of the year)* |
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| When and how often will you meet with your incumbent or supervising minister? |
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| What further learning needs are you aware of at the moment and how will they be met? |
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| Signature of LPA/LWL |  | Date |  |
| Signature of incumbent |  | **Date** |  |