

Model Common Tenure Role Description

Ministry

1. Location and focus

MSE name	
Place of licence (Benefice/Team/Parish/Other)	
Date of Licensing	
Description of secular work (full or part-time, paid or voluntary)	
Expression of vocation and role as an ordained Christian in secular context(s)	
Reflection of other areas of ministry (parish, community, wider society)	

2. Working Pattern

Description of agreed working pattern	
Time given to licensed ministry (weekly, monthly)	
Agreed time off	

Number of Sundays per month available for parish duties	
Arrangements for making retreats and other CME opportunities	
Agreed responsibilities in the event of an interregnum (or similar)	

3. Public worship and preaching

Description of agreed involvement with conduct of worship and preaching	
Frequency of conducting public worship	
Conduct of worship – festivals and occasional offices	
Frequency of preaching	

4. General Pastoral and Teaching Ministry

MSE's skills and how they might be exercised in the licensed context
Pastoral involvement in the licensed context (such as visiting, residential homes, schools etc.)

5. Attendance at meetings

Pattern of ministry or leadership team meetings

6. Praying together

(the ministry team in the licensed context should agree regular times at which the MSE can meet with them and pray together)

Agreed pattern

7. Expenses and fees

Agreed expenses the MSE may claim from the licensed context	
Agreed treatment of fees (occasional offices)	

8. Review and Termination of Role Description

(Role Descriptions should be reviewed annually)

Date of next annual review	
----------------------------	--

Signed: (MSE)

Date:

Signed: (Context team leader)

Date:

Further signatories may be added (such as Wardens, other team members)
Copies of the final agreement must be sent to the Diocese to be placed on file.

MSE Role Description

Guidance notes

MSEs holding a licence (rather than permission to officiate) from the Bishop are required to draw up a working agreement, in consultation with the incumbent or other team leader of the context to which they are licensed. The context may be a parish, deanery, or chaplaincy.

Common Tenure Role Descriptions are intended to establish:

1. how incumbents and team leaders will share ministerial responsibility with MSEs and other members of the ministry team;
2. how MSEs may exercise their particular ministerial skills;
3. the MSEs working pattern, taking into account the amount of time being offered, in the light of personal, family or work circumstances. (This information will also form part of the MSE's Statement of Particulars issued under the Common Tenure arrangements).

Role Descriptions are working agreements and aim to provide a covenanted framework that is open and negotiated, to give confidence and clarity about the boundaries within which ministry team leaders and MSEs may find the freedom to explore, value and develop their ministries together. They are to be reviewed regularly to take account of changing situations, personal circumstances and developing experience. They will also feed into the Ministerial Review process.

Since MSEs may be licensed in a context at some distance from their homes, the consequences of this need to be taken into account.

1. Location and focus

The ministry of licensed MSEs embraces many different contexts which, alongside formal ministry, may include secular work - full or part time, paid or voluntary. The range of an MSE's commitments should be briefly noted.

MSEs are also asked to consider to what extent they:

1. are able to express their vocation and role as ordained Christians in their areas of work;
2. hope to reflect their other working experience in their licensed ministry.

MSEs in full or part-time employment are encouraged to discuss their role as an ordained minister in the workplace with their employer.

2. Working Pattern

The normal pattern of working in the licensed context should be agreed before licensing and reviewed after three months and then annually. It should include the following:

1. The time the MSE will be able to give to formal ministry in the licensed context. (This may be expressed in number of hours, days or sessions per week, or as a percentage ratio (e.g. 80/20), or as designated days of the week, as appropriate. It should be as specific as possible, in the light of family circumstances, secular employment and other commitments. When considering how much time to offer, MSEs in part or full time employment are encouraged to calculate how much time is given in hours to that employment, including travel and 'recovery' time).

2. Time off.
3. Sunday availability.
4. Arrangements for the MSE to make a retreat each year, and participate in CME.
5. The extent to which the MSE may be able to provide cover when the ministry team leader is absent or during an interregnum.

3. Worship and Preaching

The Role Description should specify:

1. The contribution the MSE may make, together with any of members of a ministry team, to the conduct of public worship.
(There should be a clear statement of the extent to which the MSE will participate on a regular basis. Festivals and occasional offices should also be included).
2. How frequently the MSE may be asked to preach. (Invitations to preach and minister outside the parish should be accepted in consultation with the ministry team leader).

4. General Pastoral and Teaching Ministry

Under this heading the working agreement should:

1. Acknowledge any particular skills associated with secular work which the MSE possesses, and assess how those skills might be exercised in the licensed context.
2. Indicate degree of pastoral involvement the MSE may offer in the licensed context.

5. Attendance at Meetings

MSEs, along with other licensed clergy, are ex-officio members of their PCC, Deanery Synod and Deanery Chapter. MSEs are encouraged to attend meetings of these bodies whenever possible or as agreed in negotiation with their ministry team leader. The latter should ensure that MSE has the dates of these meetings. (Time spent attending such meetings should be considered part of the weekly time given to the licensed context).

Whenever possible meetings of any ministry or leadership team should be arranged to enable the MSE, as appropriate, to be involved with the planning and organization of the work of the team. Team leaders should ensure that MSEs receive minutes of such meetings.

The Bishop and his Senior Staff and Area Deans have the pastoral care of all clergy, including MSEs. In addition the Bishop may appoint an Adviser for Self-Supporting Ministry.

6. Praying together

The team leader and the MSE should agree regular times at which the team may meet and pray together.

7. Expenses and fees

MSEs entitled to reimbursement of reasonable expenses incurred in the course of their licensed ministry. It is important to agree the means and frequency by which expenses may be claimed and paid. MSEs are reminded to keep full records of such fees and to account for any tax or HMRC liability arising to HMRC should a profit element accrue.

Similarly it is important to agree how fees, for example from occasional offices, are accounted for.