**Hereford Diocese**

**Working Agreement**

**Toolkit**

**for Self-Supporting Ministers**

This document is exactly what it says on the tin:

a toolkit, not a straight-jacket!

Instructions for use:

* ‘Cut up and adapt’ as required in individual circumstances
* Nothing in it is prescriptive
* It is a work in progress. If there is an area or issue

you feel it should address and doesn’t,

let the SSM Advisor know.

* But please read the next page before adding

your own unique ingredients

Thank you

**WHY HAVE A WORKING AGREEMENT?**

A Working Agreement has three main purposes:

1. To enable priestly ministry to flourish in relation to individual vocation and calling, in the wider world and in the parish.
2. To define expectations and boundaries of work for the individual, so enabling effective and reasonable contributions to their priestly ministry in specific location(s),
3. To provide opportunities for and to maximise the use of talent, experience and potential (as identified during Ministerial Review).

**Working Agreements are individually tailored to the person, their circumstances and the parish to which they are licensed, by the person to whom they apply, in consultation with those with whom they work.**

The areas indicated in the toolkit are those which:

* have been found likely to contribute to the support and nurturing of the **primary calling** of a self-supporting minister (which may not be parochial)
* enable this by providing a framework for the extent and limitations of work that they can reasonably commit to in a parish.
* are particularly useful to when moving parishes or if a new parish priest is appointed.
* and, although it is hoped that these will not arise, can give clarification and support for solving issues or problems.

It is intended that, with adequate forethought and for those who have been some time in SSM priesthood, this document can be completed relatively quickly (30 mins might suffice!) but that it provides sufficient coverage to help those who are embarking on any kind of new relationship, team or posting.

**PLEASE FEEL FREE TO ALTER AND ADAPT AS NECESSARY!**

**There are blank lines in each section for other areas you identify**

***Not applicable,* or just leave it out, is fine**

What matters is a clear understanding how your calling as an SSM relates to

the extent and the limits of what you do in your parish

*Boxes can be ignored if you prefer – just use the headings which cover most areas*

|  |
| --- |
| **Name**  |
| **SSM Status** | MSE |  | Other outside parish |  | Parish based |  | In employment |  | Retired/free |  |
| **Primary Calling**The purpose for which you were ordained as an SSM or which has been subsequently identified in MDR |  |
| **Brief summary of aspects of above affecting work-load in parish** |  |
| **Incumbent’s Name** |  |
| **Parish(es)/Team** |  |

**CORE WORKING AREAS AND TIMES AGREED**

|  |  |  |
| --- | --- | --- |
| AREA | Number, times, etc. in week/month | ImportanceHigh/ Flexible/As & when |
| Sunday ServicesWeekday ServicesPreachingHome CommunionDay(s) off or onSundays off or on |

**EXTRA WORKING AGREED**

(Bearing in mind that each year should give opportunity for all sacramental offices to be fulfilled at least once)

|  |  |  |
| --- | --- | --- |
|  AREA | Number, times, etc. in week/month/year | ImportanceHigh/ Flexible/As & when |
| BaptismWeddingFuneralLent courseConfirmationLeading groupsPastoral responsibilitiesMeetingsGiving talksOutreachAdministrationAssemblies |

**PROVISION FOR EXTRAORDINARY CIRCUMSTANCES AGREED**, e.g. vacancy, long-term illness, deployment elsewhere (as required at time)

|  |  |  |
| --- | --- | --- |
| AREAMay include any or all of above | Number, times, etc. in week/month/year | Level of Responsibility, importance, constraint, etc. |
|  |

**CONTINUING MINISTERIAL DEVELOPMENT TIME AGREED**

|  |  |  |
| --- | --- | --- |
| AREA | Number, times, etc. in week/month/year | Other constraints |
| Time for personal studyCME DaysOther trainingTraining weekendsRetreatSabbaticalWork related training |

**PERSONAL REQUIREMENTS AGREED**

|  |  |  |
| --- | --- | --- |
| AREA | Details | ImportanceHigh/ Flexible/As & when |
| Family commitmentsHealth issuesOwn holidaysHoliday cover for othersOwn job issuesHealth & Safety issuesFeesExpenses |

**WEEKLY WORKING AGREED**

|  |
| --- |
| **Maximum Working hours over a normal week** |
| Employment or other regular commitment(s) |  |
| Work outside parish (maybe as above) |  |
| Work within parish |  |
| TOTAL |  |

|  |  |
| --- | --- |
| **AGREED ON** |  |
| **TO BE REVIEWED ON** |  |
| **SSM signature** |  |
| **Incumbent/team leader signature** |  |