**DIOCESE OF WORCESTER**

**LICENSED LAY MINISTER’S ANNUAL REVIEW for 2020**

*This form is designed to help you reflect on your ministry during the past year, as well as to think ahead to the coming year. Please arrange to meet with your Supervising Minister (or other appropriate person during a vacancy) to talk about your Role Description, to amend it where necessary and to discuss anything arising from this annual review.*

**NAME** ................................................................................................................................................................................

**BENEFICE** ...........................................................................................................................................................................

**Please complete this box with the contact details that you consent for Diocesan officers and the Readers’ Association to save and use in relation to your ministry as a Licensed Lay Minister:**

**Address .........................**.................................................................................................................…………………………………

**Phone(s) ...................**................................................... **E-mail .............................................……………………………………**

**LOOKING BACK**

**What have been the main areas of your ministry over the past year?***(Areas to consider might include teaching, schools work, preaching, liturgical roles, evangelism, funeral ministry, pastoral work, leadership roles, community work, chaplaincy, Messy Church.)*

**Have there been any changes in your personal, church or other circumstances and how might these need to be taken into account in thinking about your ministry in the coming year?**

**Sermons, services and other occasions from January to December 2020 inclusive** (these are not restricted to Sundays)

**Each act of Worship should only be entered once in the below grid.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **No. of services at which you have preached** (1) | **Acts of worship in which you were the Presiding Minister** (this may or may not include preaching) (2) | **Services of Holy Communion by Extension led (ie public worship led in church)** (3) | **Communion Services in which you were Deacon** | **Funerals led in church, followed or preceded by either burial or cremation** | **Funeral services led entirely at a crematorium** | **Burial of Ashes in either churchyard or cemetery** |
| **In your own benefice:** |  | | | | | | |
| **Physically in a building with congregation** |  |  |  |  |  |  |  |
| **Worship on line (live streamed or recorded)** |  |  |  |  |  |  |  |
| **Blend of physical and on-line** |  |  |  |  |  |  |  |
| **Outside your benefice** |  | | | | | | |
| **Physically in a building with congregation** |  |  |  |  |  |  |  |

1. include talks at all age/family services; include funeral addresses only if you did not conduct the funeral
2. exclude funerals and services of Holy Communion by Extension but include all Home Communions, at home, in residential care homes, hospitals and hospices.
3. not home (including residential homes, hospital or hospice) or sick communions

**REFLECTING AND PLANNING**

**Which aspects of your ministry have been most rewarding, and which have been most challenging this year?**

**What do you see as your priorities in ministry and mission for the next twelve months?***(If appropriate, consider here any changes you might wish to make in your priorities, either by altering the balance of what you do or by becoming involved in different aspects of ministry, and note them for discussion with your parish priest/chaplain.)*

**CONTINUING MINISTERIAL DEVELOPMENT** (**CMD)**

**What opportunities have you taken for developing and enriching your ministry during the past year?***(Eg training and study events, conferences, retreats, quiet days, private study, systematic reading).*

**What area(s) of further training, study or other development would you like to explore in the coming year?***(Please write in the appropriate columns particular issues or interests; eg Fresh Expressions; Preaching on St. Paul’s letters; All-age worship; Bereavement Care; Movement and Prayer. Your answers will assist the CMD Group in its planning)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mission** | **Bible** | **Liturgy & Worship** | **Pastoral** | **Prayer** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**ROLE DESCRIPTION** (formerly ‘Working Agreement’)

*Your Role Description should be reviewed at least annually and amended if necessary. It may be appropriate to draw up a new Role Description if there has been a significant change in your ministry, local context or personal circumstances. The proforma is available in the document library at* [*www.cofe-worcester.org.uk/mission-and-ministry/your-christian-calling/llm-news*](http://www.cofe-worcester.org.uk/mission-and-ministry/your-christian-calling/llm-news)

**Have you discussed your Role Description with your Supervising Minister this year?**

YES / NO / NO, because there is a clergy vacancy: this vacancy has lasted ....... years ....... months.

**How often do you and your parish priest / chaplain meet one-on-one for reflection, supervision and support?**

Less than 4 times a year / about every three months / about every two months / usually once a month / more than once a month.

**Are there any matters that you and your parish priest/chaplain would like to raise with the Archdeaconry Warden?**

**PARISH PRIEST’S/CHAPLAIN’S COMMENTS**

**SIGNED** (LLM) ........................................... (Supervising Minister) .......................................... Date .......................

**Please return by 28th February 2021 to: Mrs Elaine Voice, 9 Redwing Court, Kidderminster, DY10 4TR** [**elaine.voice7@gmail.com**](mailto:elaine.voice7@gmail.com) **Tel: 07747607216**