

**MEMORANDUM OF UNDERSTANDING (MoU) FOR A SELF SUPPORTING MINISTER IN THE DIOCESE OF CYPRUS AND THE GULF**

<b>Name of Minister:</b>	<b>Parish/ Chaplaincy/Other ministry context:</b>
<b>Date of MoU:</b>	<b>Date of Next Review:</b>

**Memorandum of Understanding:**

**To be completed by parish priest/ chaplain/ supervising minister with the SSM**  
*(Where an SSM operates outside a parish/chaplaincy context, the MoU should be amended accordingly)*

**1 Context for Ministry**

**Rev. NAME** *(use full name here and then first name elsewhere in this document)* serves as Associate Priest *(insert alternative role title as appropriate)*, in ----- Parish/Chaplaincy/Other ministry context *(please specify)*.

NAME's principal role is one of support and general assistance to **Rev. NAME** *(use full name here and then first name elsewhere in this document)*, ROLE TITLE OF XXXX.

**2 Contact**

NAME can be contacted regarding Parish/Chaplaincy matters on *(telephone number)*.

**3 Focus of Ministry**

*(A description of the SSM's main focus of ministry e.g. in a parish context? in the community?)*

**4 Broader context**

*(Description of the SSM's secular work and other commitments, as relevant.)*

NAME and parish priest/chaplain/supervising minister NAME will attempt to be flexible around both Parish/Chaplaincy commitments and NAME's work commitments *(refer to working hours here if the SSM has an external job)*.

**5 Wider church responsibilities held by the SSM**

*(List any church roles and responsibilities held outside the Parish/Chaplaincy context, e.g. diocesan roles or work undertaken for other organisations e.g. Seafarers Mission).*

**6 Special responsibilities within the parish/chaplaincy/other ministry context**

NAME will have particular responsibility for -----*(specify any particular responsibilities, e.g. organisation of study groups, administrative tasks, involvement in the local community, etc.)*.

**7 Time commitment within the parish/chaplaincy/other ministry context**

*(An SSM's time spent on parish/chaplaincy duties will include time for leading worship, taking occasional offices (including preparation and follow-up), meetings, reading, prayer and sermon preparation. Such time spent needs to take account of*

*special responsibilities, wider church responsibilities, and the SSM's commitments outside the faith community - see above).*

NAME will offer, on average:

- a) XX hours per week to the parish/chaplaincy/other ministry context
- b) XX Sundays/Fridays per month where he/she will be leading worship.
- c) NAME will preach approximately XX times a month at Sunday/Friday services, plus addresses/homilies where required.
- d) Approximately XX additional services each month (*including midweek services*)
- e) Approximately XX funerals per year, XX weddings per year, plus XX baptisms per year. (*Specify how far the SSM will be involved in receiving bookings and handling paperwork for occasional offices*).
- f) Refer to any additional expectations e.g. daily offices.

### **8 Time off**

NAME's day off is ..... (as possible). NAME and PARISH PRIEST/CHAPLAIN /SUPERVISING MINISTER NAME will work as closely as possible to coordinate holiday dates.

### **9 Meetings with the parish priest/chaplain/supervising minister**

NAME and **parish priest/chaplain/supervising minister** NAME will meet (ideally face-to-face):

- a) XX times a month to deal with administrative matters
- b) XX times a month/quarter to provide mutual support, opportunities for personal review and growth, and theological reflection.

### **10 Ministry Team and other meetings**

As a licensed SSM priest (amend as necessary) NAME is a full member of the PCC/ all PCCs within the parish/chaplaincy (amend as necessary).

NAME will attend the meetings as follows.

- a) NAME will be expected to attend Ministry Team meetings and meetings of (DETAILS) where he/she is available.
- b) NAME will attend PCC, Clergy and Synod meetings as agreed locally
- c) OR In general terms NAME proposes to attend parish/chaplaincy meetings where his/her attendance is particularly relevant rather than attending on a routine, *ex officio* basis.

### **11 Pastoral work**

Although NAME has limited availability for pastoral work and visits, he/she recognises that specific pastoral need or staffing availability will on occasions require him/her to undertake work of this nature (*specify details as appropriate including details of home communions*). Since such work can often be time-consuming, this will be subject to regular review.

### **12 Confidentiality**

NAME will indicate to individual congregation members that, unless express agreement is made to the contrary, all matters disclosed to him/her during the course of his/her duties may be disclosed to parish priest/chaplain NAME.

### **13 Office Space/Secretarial Support/Resources**

NAME will have access to (*specify as appropriate*).

#### **14 Representing the parish/chaplaincy/other ministry context**

NAME understands that there may be instances where he/she is asked to represent or stand in for the parish priest/minister NAME at meetings (*specify detail as necessary*).

#### **15 Expenses**

NAME will claim actual travel and other expenses incurred monthly/quarterly from (agreed contact) who has responsibility for the parish/chaplaincy finances. Relevant car travel will be reimbursed at the current rate per kilometre. (*Provide details of when and how PCCs will be made aware of expenses and how these are essential costs in Self Supporting Ministry*).

#### **16 Payment of fees/honorarium**

As a Non-Stipendiary Minister NAME understands that his/her ministry is unpaid. NAME notes that (unless agreed by the Archdeacon, SSMs are not entitled to receive fees for services, including occasional offices. (Monies specified as personal gifts can be accepted as such).

*If an honorarium has been agreed for a specific purpose this should be specified.*

#### **17 Time for Ministerial Development**

NAME recognises his/her need to take responsibility to seek opportunities for continuing ministerial development, supported by Parish Priest/Chaplain NAME and their faith community. Plans for the next 12 months will include (*provide details here, possibly based on a recent Clergy Review. (These plans need to be realistic in terms of time, and will sometimes mean that other duties have to be put aside temporarily.)*

He/she plans to allocate XX days per quarter/year for learning events, ministerial development and/or study. He/she plans to make a private retreat at least once a year.

#### **18 Ministerial support**

*(Specify what arrangements are in place for the SSM in terms of mentoring, coaching, and other forms of professional support. It may be helpful to note that the SSM has a Spiritual Director or some similar supporter, although it is inappropriate to specify further details in a Memorandum of Understanding).*

#### **19 Review of this document**

*(It is suggested that a new MoU should be reviewed after 6 months. Afterwards every 12 months or longer may be appropriate. The MoU should be reviewed where there is any significant change in circumstances (e.g., changes in personnel, unpredicted work pressures, health issues).*

The next review date is indicated at the top of this document.