

Diocese of Oxford

Ministerial Working Agreement for House for Duty (HfD) Ministers in Support Roles

Guidance Notes

1. The Diocese of Oxford has adopted the national Guidance on House for Duty (HfD) Ministry. This guidance is therefore written in that context. National guidance on HfD ministry are available from <https://www.churchofengland.org/clergy-office-holders/remuneration-and-conditions-of-service-committee.aspx>
2. HfD ministry is not in itself a separate office. HfD ministers will be incumbents or priests in charge or assistant staff depending on the post that they are appointed to. The Role Description (RD) or Ministerial Working Agreement (MWA) as appropriate should aim to make this clear.
3. For the purposes of these Guidance Notes, HfD ministers are defined as SSM ordained ministers who hold a licence from the Bishop in respect of a role **other than incumbent** or equivalent. It is an arrangement whereby a minister can live in the Parsonage House in exchange for carrying out certain duties in the parish, but without receiving a stipend. Sector ministers and curates in training are not included. When the HfD minister holds an incumbent role, a RD rather than MWA should be developed. The guidance for developing RDs are found in a separate document available from our website pages at <http://www.oxford.anglican.org/support-services/clergy-hr/>
4. The MWA is supplementary to the Statement of Particulars (SOP) in respect of the post to which they are licensed.
5. The MWA will be negotiated with their incumbent and noted by their PCC(s). Thereafter, it should be reviewed jointly by the HfD minister and incumbent regularly. This should be done at least every three years or when significant changes take place in the ministry (and see paragraph 3 below).
6. Because MWAs provide Area Bishops and Archdeacons with important information about the way in which the HfD resource is being deployed, final Agreements and any subsequent amendments to them must be copied to the Area Bishop (who will retain a file copy) and Archdeacon.
7. MWAs for HfD ministers will set out:
 - a) the amount of time the minister is required to give to parochial ministry (**This is normally Sunday plus 2 other days**);
 - b) whether this entails a particular geographical focus;
 - c) how the minister will share ministry with incumbent and other members of the local ministry team;
 - d) how accountability is exercised within the local ministry team;
 - e) how particular ministerial skills may be exercised;

- a) any wider deanery, diocesan or chaplaincy focus, and any workplace involvement, which the individual's ministry might include, using their particular experience or expertise.
8. MWAs should provide a basis for the working out of ongoing relationships in a shared ministry rather than being seen as a set of rigid rules.
 9. Although review of the MWA should take place at least every three years, it is good practice for there to be an annual review meeting between the minister and incumbent. The main purpose of the review is to help the individual exercise a valuable and fulfilling ministry within the framework for mission and ministry which the local church is engaged in. Any wider focus may need to come under separate arrangements for review.
 10. HfD ministers who have specific ministries in secular employment (MSE) will normally be licensed to a parish and will therefore require a parochial MWA as described in these Guidance Notes. Such an agreement will recognise their individual circumstances and may include appropriate documentation from their secular employment.
 11. Those who have a deanery or diocesan focus to their work will normally be licensed to a parish and will require a parochial agreement. The agreement will outline the expectations of time spent on each part of the individual's ministry, and should include a separate description of the wider focus. If it was found useful to have a separate agreement for each part of ministry that may be considered too.

MINISTERIAL WORKING AGREEMENTS SHOULD BE DRAFTED UNDER THE FOLLOWING HEADINGS: -

1. Introduction

This explains the purpose and overall scope of the agreement, e.g

This Agreement supplements the Statement of Particulars for the Rev'd X in his/her role as Y. Its purpose is to set out the extent to which X will share with their incumbent and other members of the ministry team the worship and work of the parish/benefice. It includes details of the time that X is willing to offer the parish/benefice and what he/she may expect in terms of training, encouragement and support. X has a wide experience of / particular skills in..... and this agreement explains how that experience /skill will be utilised in his/her ongoing ministry.

2. Focus of Ministry

The Agreement will describe the focus of the ministry. For HfD ministers this will be normally the parish where they reside.

If the HfD ministers have other responsibilities in which they act in an official capacity (e.g. a chaplaincy, membership of a Diocesan Council or school governor), they should be recorded under this heading.

Also under this heading should be recorded any wider ministry which the office holder exercises within the deanery or diocese.

For HfD ministers in part-time secular employment (Ministers in Secular Employment – MSE) this section should contain full details of the interaction between their roles in the workplace and the parish or elsewhere. In particular they should record the extent to which:

- they expect to be able to express their vocation and their status as ordained and representative Christians in their place of work;
- they hope to reflect their secular working experience in their parish ministry;
- they may benefit from engagement with this ministry by their incumbent and other members of the parish ministry team.

Where MSEs have a ministerial role in their workplace which is recognised by their employer, this may be reflected in their Contract of Employment or equivalent. Where they receive any provision for support and review of their ministerial role this should be included in this Contract.

3 Working Arrangements

The Agreement should specify:

- a) HfD ministers normally work on Sundays plus two other days (or equivalent number of hours);
- b) Days which are designated as rest days or are allocated to other work or commitments should be noted;
- c) HfD ministers' entitlement to annual leave (this may include time off after Christmas and Easter). This information should tie in with the SoP;
- d) HfD ministers who have responsibility for a parish should normally ensure their own sickness/holiday cover in consultation with their incumbent;
- e) the extent to which the minister may be expected to provide cover when the incumbent is away from their parish;
- f) that, if a vacancy occurs, the extent of the HfD minister's involvement in ministry will be discussed with the churchwardens and the Area Dean and formalised in a new MWA. (The SSM has no legal responsibility to provide cover in a vacancy. The conduct of the church's affairs and the maintenance of services, including the occasional offices, are the responsibility of the churchwardens and Area Dean.)

4. Worship

- a) The MWA will set out the extent to which the HfD minister will share with the incumbent and the ministry team the conduct of public worship.

- b) It will set out the frequency with which the HfD minister will preside at the Eucharist.
- c) It will set out the frequency with which the HfD minister will preach.
- b) It will set out the extent to which the HfD minister will share in the conduct of the occasional offices, assessing baptisms, weddings and funerals separately and taking account of associated preparation and visiting.

5. Supervision, Support and On-going Development or Education

The MWA should specify the arrangements for:

- a) the incumbent and the HfD minister to meet and pray together;
- b) regular meetings with other members of the ministry team to plan the work programme;
- c) an annual review with the incumbent;
- d) HfD minister to make a retreat each year;
- e) HfD minister to take part in Continuing Ministerial Development (CMD);
- f) HfD minister to belong to and attend Chapter meetings.

6. General Pastoral and Teaching Ministry

The MWA should acknowledge any particular ministry skills which the HfD minister already possesses (or expects to develop) and say how those skills will be exercised. It should also indicate the degree of independence the HfD minister will have in exercising those skills.

7. Parochial Support

The Agreement will describe the extent to which parishes will encourage HfD ministers and their families by prayer and other support.

8. Revision and Termination of Agreement

The agreement will be for a period of three years. The agreement will be reviewed and updated at the end of that time or if there are significant earlier changes in the HfD minister's responsibilities or personal circumstances.

In particular it will be revised before a Vacancy starts and on the arrival of a new incumbent. Responsibility for review and revision lies with the HfD minister and the incumbent. The Associate Clergy Officer is available to provide advice and guidance if needed.

The MWA will terminate if the minister is deployed elsewhere.

9. Signatures

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Self-Supporting Minister

Date:

.....
Incumbent

Date: