

Working agreement for Lay Chaplaincy at _____ School

Defining expectations of working arrangements between _____, the Vicar and PCC of _____ Church and _____ Primary School.

1. Operating as part of the fellowship of _____ in partnership with the team of Incumbent and other Lay Leaders as recognised by the PCC of _____, _____ will share in the church's involvement in the life of _____ School.
2. In the context of _____ School, _____ will be available to provide pastoral and spiritual support to staff, pupils and their families. By agreement, this may include meeting with staff or children individually on school premises (especially immediately before and after the school day and during lunchtimes); taking part in staff prayer meetings; targeted support for children and families with particular needs; meetings/discussion with senior staff and relevant personnel to identify issues concerning vulnerable children; working alone and/or with relevant staff members; being present at times on the school playgrounds.
3. _____'s anticipated time commitment to _____ School is expected to equate to a usual maximum of one day per week, during term time. Days and hours given to the school will be variable by agreement depending on particular needs and circumstances.
4. _____ will share a full account of her ministry with the Incumbent and PCC, to whom he/she looks for mutual support, guidance and prayer support.
5. _____ recognises that she is accountable, through the Incumbent, to the PCC and the wider congregation in exercising his/her ministry.
6. Any agreed expenses incurred by _____ in her Ministry for and on behalf of the Church fellowship will be reimbursed in full by the PCC.
7. Periodically, _____ may expect the PCC to support his/her financially in agreed training and development activities. These activities will always be approved by the PCC before incurring any expenses on behalf of the PCC. _____ has personal responsibility for ensuring adequate time is devoted to reading and study to develop his/her ministry. It is recommended that he/she should consider meeting with supportive people outside the parish situation, eg a spiritual director and/or a member of his/her past course for mutual support.
8. This is a new role, and flexibility will be needed as it develops. It is anticipated that the details of the role will become clearer as it is explored over the first year.
9. This Covenant is due for review in _____ 20__ or at any such time as requested by either the Incumbent, the PCC, _____ School or by _____ - any revision must be approved by the PCC.

Signed (Lay Chaplain)
Signed (_____ School)

Signed (Incumbent)
Date

