**MUTUAL EXPECTATIONS WRITTEN FORM FOR THOSE WITH PERMISSION TO OFFICIATE**

**DIOCESE OF OXFORD**

Name of Parish/Benefice/Deanery: …………………………………………………………………………………..

Date: …………………………………………………………….

To recognise the ministry of The Revd *…………………………………….* in the context of their Permission to Officiate (PtO), in support of their ministry. Please complete the sections applicable to each individual’s situation.

**Ministry Support**

|  |
| --- |
| * \_\_\_\_\_ days/hours each week/month across the parish and churches.
* To minister alongside and in support of the incumbent/priest in charge/area dean, as set out below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* There is no requirement to attend PCC meetings.
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**Services**

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| --- |
| Sunday Services * Up to \_\_\_\_ Sundays each month at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (church)
* Up to \_\_\_\_ Sundays each month at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (church)

Midweek Services* [insert frequency details of what has been agreed] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Occasional Offices**

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| * Baptisms, Funerals and Marriages, as requested by the incumbent/priest in charge, to include ongoing pastoral care, as appropriate.
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**Pastoral Care**

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| * Provision of pastoral care with regard to church members and parishioners, as requested by incumbent/priest in charge.
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**Expenses**

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| * Ministry Support – Mileage, Telephone usage, Postage, Sundry Administration, in agreement with the Churchwardens.
* Sunday Midweek Services – Fee allocation (if retired or agreed by Archdeacon) and mileage.
* The Occasional Offices – Fee allocation (if retired or agreed by Archdeacon) and mileage.
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**Review**

This agreement will be reviewed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Designated Responsible Person)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(with PtO)