**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**

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| * \_\_\_\_\_ 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. |

**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. |

**Pastoral Care**

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

**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. |

**Review**

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

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

(Designated Responsible Person)

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

(with PtO)