# Lay Worship Assistant Sample

# Ministry Specification

For: *(Name)*

In the Parish/Benefice of: *(Name)*

Incumbent: *(Name)*

Regularity of Contact: *monthly/bi-monthly/quarterly*. *(please insert appropriate time)*

Date of Commendation *(Date)*

Lay Worship Assistants contribute to the life of the church and their community by leading services such as Morning and Evening Prayer and alternative non-Eucharistic forms of worship. They may also assist at a Eucharistic Service. This increases the flexibility of worship by improving the range and number of services that can be offered and helps to ensure that people can worship regularly in their own communities. LWAs fulfil this role under the guidance of the incumbent. That guidance gives LWAs confidence: enabling them to use their gifts, supported by their incumbent’s experience and theological knowledge.

LWAs are commended by the Bishop for 5 years at which point you and your incumbent should review whether the role is still one relevant to church and your own calling. At the end of 5 years the position will lapse unless a new commendation is obtained from the Bishop.

Tasks

The focus of all LWA ministry is assisting with worship under the guidance of the incumbent, to enable the people of God to pray, praise and encounter God.

You will be involved in the worship ministry of the parish in the following ways:

* *Please specify the services or parts of services with which you will be regularly involved*

*Please add other undertakings that may happen from time to time e.g. things like:*

* Leading intercessions, in accordance with the benefice rota
* Assisting with care home services
* Reading the lessons, in accordance with the benefice rota

Other responsibilities will include *(Please add or delete as appropriate)*:

* working with other Lay Worship Assistants and members of the Leadership Team and attending monthly/bi-monthly /quarterly meetings

**Vacancy** (Only to be included if the parish is in vacancy):

This appointment is for the duration of the vacancy. Upon appointment of a new incumbent the ministry specification will be reviewed and renewed. This should take place within a year of the arrival of the incumbent after which point this ministry specification will come to an end.

Support and Accountability

It is important for you to be supported in your role and to be accountable, because your ministry is exercised on behalf of the Church. The Incumbent *(or insert Incumbent's delegate)* will be available to consult with about any concerns or issues and to look at draft services. You will be exercising your role alongside other LWAs and members of the leadership team and this collegiality offers support and accountability within the team. You are accountable to the Incumbent for the tasks and responsibilities agreed.

The time involved in the role will vary according to your personal circumstances and the local needs. The *Incumbent* will regularly review with you what is best for you and the local context.

Expenses

An LWA should not be prevented from exercising their calling by concerns about expenses but parish resources need to be managed. The general resources of the parish/benefice will be available to you, e.g. use of the office equipment, photocopier etc. If services will incur expenses then these must be approved beforehand with the *Incumbent.*

*Please insert Parish policy for travel expenses.*

Review

You will have an annual review of this specification and your ministry with the Incumbent. Circumstances inevitably change and you are free to step down from the role by giving *one* month's notice so that alternative arrangements can be made to cover services.

The next review will be *(date)*.

*I am happy to exercise this voluntary role on the basis of this ministry specification.*

LWA signature:

*I support (name) in this role and will provide oversight.*

Incumbent signature:

*I support (name) in this role and will provide ongoing support and guidance.*

Incumbent's Delegate's signature (if applicable)

Date: