

**Structuring the Ministry of Supernumeraries**

**Letter of Understanding outline**

**A good letter of understanding should include the following information**

**Location and scope of appointment**

What circuit(s) is the minister to serve in?

What are the specific responsibilities of the appointment?

(include specific responsibilities for local churches and other specific tasks associated with the appointment (e.g. local preacher tutoring))

What commitment is expected to offering appointments to the plan?

(a) number of appointments per quarter and any special provisions about their distribution

(b) specific commitments to particular churches etc.

What is expected of the minister with regards to arrangements for weddings and funerals?

**Duration of appointment**

Length of the appointment

When and how will the appointment be reviewed?

How might an extension be offered?

**Accountability**

To whom will the minister will be accountable for her/his work,

Who will offer support to the minister?

Who will offer Supervision of the minister?

What meetings will the minister be expected to attend?

**‘Size’ of appointment**

How many sessions (and on what days) per week does the appointment is to consist of.

How will this be publicised?

Who will offer cover outside these hours?

What are the arrangements for weddings and funerals and pastoral emergencies?

**Obligatory reimbursement**

How will expenses, incurred in the performance of ministerial duties, be reimbursed?

What is the mileage rate?

What proportion of telephone and broadband charges and call costs to be reimbursed?

What fees for weddings and funerals are to be offered?

**Discretionary reimbursement**

Is a reimbursement as a proportion of heating and lighting costs to be made?

Is a book/resources offered? How might this be claimed?

**Housing, allowances and pension**

What allowances or accommodation are offered?

**Date this agreement will be reviewed:**

Signed:

Senior Circuit Steward The Supernumerary Minister

Date: