**Diocese of Worcester**

**LLM Annual Return Form Notes**

This form is to allow you to reflect upon your ministry over the last year and to consider your plans and priorities for the year ahead. Please note that this form is confidential. It will be read by the Registrar of Readers and the Co-Warden(s) of Readers, who may contact you to resolve any issues raised or with any queries which may arise. It will then be securely stored in your Reader file in the Bishop’s Office.

There are some particular points to note in each section.

**Section A**

In question A4, please only include formal courses and training offered by the diocese, or other relevant training offered by external bodies. Please do not include things like ‘general reading’, ‘background reading’ or watching various television channels. The purpose of this question is to ensure that you are engaging fully with the requirement to engage with CMD and ensure your training stays relevant and up to date.

**Section B**

In question B3, please be realistic. Focus on meaningful priorities for your ministry, and remember that there are limits to what the diocese can offer; esoteric or very specialist interests are very unlikely to be possible. If there are specialised interests which can best be fulfilled through engagement with external training, discuss this possibility with your incumbent or supervising minister.

**Section C**

In question C2, if your parish or benefice is in vacancy, please note how long the vacancy has lasted and whether it is likely to end in the year ahead. Arrangements should have been made for another member of the clergy to supervise you; please briefly note these here. If this has not happened and you require help to arrange this, please contact one of the Wardens.

**Section D**

As part of the Annual Review process, it is essential that you show this form to your incumbent (or supervising minister) and have a formal meeting with them. It is best to arrange a meeting as soon as possible. At this meeting, you should discuss both this form and your Working Agreement, amending the latter if necessary and sending it with the Annual Return. If this section is not filled in, the Wardens will be pursuing this further as a possible indication of problems.

**Returning the Form**

Please make sure you return the following:

* A copy of the Annual Return for 2023
* A copy of the Annual Return Statistics for 2023
* A copy of your current or revised Working Agreement

Please send these documents to the Registrar of Readers, Mrs Elaine Voice, either by e-mail (elaine.voice7@gmail.com) or by post (9 Redwing Court, Kidderminster, Worcestershire, DY10 4TR), at the latest by 28 February 2024.