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A 1 CLERGY

A1.1. Clergy Support and Responsibilities

1.1.1 Clergy are called as Priests and Deacons to serve and care for the people of God. In this task they work with the Bishop, their fellow clergy and other ministers. The responsibilities of their office are set out in the Ordinal and in the Canons, as well as the licence/deed of appointment, the role description and the Guidelines for the Professional Conduct of the Clergy. Further responsibilities of office are linked to particular appointment or tenure of office (Appointment and Office below).

1.1.2 Clergy hold the Bishop's licence to minister either in their parish or in the context of a sector post. Bishops have a particular pastoral care for those who hold their licence. Bishops exercise this duty of care alongside their responsibility to uphold and guard the faith, unity and discipline of the Church.

1.1.3 In order that Bishops can fulfil their calling to care for those who work with them in the ministry of the Church, it is important that they should be informed of any significant matter that affects the life and well being of clergy and their families. Clergy are therefore requested to let their Suffragan Bishop (or respective Channel Island Dean) know about the following:

- if they are to be married;
- if there is a new child born into the family;
- if they or anyone close to them suffers an accident or is diagnosed as suffering from serious illness;
- the death of a spouse, member of their family or someone close to them;
- any matter which has a significant effect upon the life of the clergyperson and/or their family, and which may put a particular strain upon them either privately or publicly.

1.1.4 For those ordained to the public ministry of the church, private and public aspects of life impinge upon each other in a unique way. To enable the Bishops to discharge their responsibilities for pastoral care and for the upholding of public ministry, clergy must inform them (or the respective Channel Island Dean), at the earliest opportunity, about the following:



- serious marital problems likely to lead to divorce;
- an intended marriage to a person who is divorced and whose former partner is still alive;
- circumstances of personal hardship or serious debt;
- if through pressure of work or lack of finance they or their family are unable to take a holiday.

1.1.5 Sometimes clergy find themselves involved in matters which seriously affect both their own life and their ministry, and which are also matters of public concern. The Bishops or Channel Island Deans will be able to give advice and assistance to the minister involved, but will also be aware of their responsibility to the parish and those amongst whom the minister serves. The Bishops, the minister involved, and others will very likely require the help of the Diocesan Communications Adviser in handling any press or media interest.

It is imperative that clergy inform the Bishops as soon as possible about such matters as:

- prosecution for drink-driving;
- any charge which may lead to a court appearance;
- any offence committed in public or private which may lead to press exposure or public scandal;
- any offence committed which involves children or vulnerable adults;
- any matter which may seriously prejudice the individual's future ministry through adverse public reaction or controversy.

1.1.6 Bishops and clergy should be constantly aware of "the greatness of the trust committed to their charge" (The Ordinal), and so should take every opportunity to reflect upon the practice of their ministry and always be prepared to work with others in identifying and implementing good practice.

1.1.7 The Diocese provides confidential counselling for its clergy in times of need. Details of this scheme and information about access can be obtained from the Adviser in Pastoral Care and



Counselling. Contact details are contained in the Department of Discipleship and Ministry brochure.

- 1.1.8** The Bishop's Visitors provide confidential support to the spouses and family of clergy whose marriages are in difficulty. They are able to put people in touch with appropriate networks for further help. Contact details are contained in the current Diocesan Directory.
- 1.1.9** Under a nationally agreed policy all clergy in the Diocese are subject to an enhanced disclosure procedure undertaken by the Criminal Records Bureau according to the procedures currently in place. This check will occur when any clergyperson takes up a new post in the Diocese. The check may also take place at other times in accordance with current good practice in this area.

A1.2. *Appointment and Office*

- 1.2.1** It should be noted that all clergy, regardless of their form of tenure, are subject to the provisions contained within the Canons, the Clergy Discipline Measure, the current law related to patronage and the appointments procedure, and anti-discrimination legislation (apart from the specific exemptions granted).

Prior to February 2011, clergy held their office either with Freehold or without Freehold. From February 2011, the Ecclesiastical Offices (Terms of Service) Measure and the Ecclesiastical Offices (Terms of Service) Regulations will be brought into effect. This legislation confers a new way of holding an ecclesiastical office, termed **Common Tenure**, which will apply to most clergy who formerly held their office without Freehold. Currently, Common Tenure will not apply in the Channel Islands.

All new appointments made after this legislation comes into effect will be subject to Common Tenure. Those clergy with Freehold will be invited to transfer to Common Tenure, If they choose not to transfer they will continue to hold the Freehold on its existing terms for the duration of their present appointment.



From February 2011 onwards, clergy with Freehold can transfer to Common Tenure at any time by contacting their suffragan bishop.

Note: Some clergy who hold roles that are designated as employees (of the DBF or possibly of the bishop in his corporate capacity or a secular organisation) are not covered by common tenure as their appointments are bound by contracts of employment.

1.2.2 ***Common Tenure***

The Ecclesiastical Offices (Terms of Service) Measure and the Ecclesiastical Offices (Terms of Service) Regulations will afford clergy a range of rights, support, responsibilities and accountabilities.

Clergy on Common Tenure will receive a Statement of Particulars which sets out the matters relating to the general day to day aspects of their appointment and indicates rights and responsibilities. The person nominated by the Bishop to issue a Statement of Particulars is the Suffragan Bishop.

Most common tenure appointments are permanent and will be held until the individual reaches the age of 70. However, it is possible to hold common tenure on a time limited arrangement. Such arrangements can only be made in the following specific circumstances:

- If the appointment is designated as covering another office holder's absence from work
- If the appointment is held by an office holder over 70
- If the appointment is designated as a training post
- If the appointment is designated as subject to sponsorship funding
- If the appointment is designated as a probationary office
- If the appointment is created by bishop's mission under the diocese, Pastoral and Mission Measure
- If the appointment is designated as held in conjunction with another office or employment.
- If the appointed office holder does not have the right of abode or unlimited leave to remain in the UK



- If the appointment is designated as a Locally Supported Ministry post (eg locally funded).

The appointment may also be event limited, as when a cleric is priest in charge of a benefice where presentation to the living has been suspended.

1.2.3 ***Termination of Office***

For all clergy, unless resigning, term of office may only be terminated by the Bishop in accordance with the following circumstances:

- on the death of the office holder;
- on attaining the retirement age specified in relation to that office in section 1 of the Ecclesiastical Offices (Age Limit) Measure 1975 (1975 No. 2) or on the expiration for any period which the office holder is permitted to continue in office after the retirement age under section 2 or 3 of that Measure;
- where the office holder is removed from office following a finding of guilt for an offence under Part VI of the Ecclesiastical Jurisdiction Measure 1963 (1963 No. 1) or under any provision of the Clergy Discipline Measure 2003 (2003 No. 3);
- where the office ceases to exist in consequence of a pastoral scheme or order made under the Pastoral Measure 1983 (1983 No. 1) or reorganisation scheme made under Part II of the Dioceses, Pastoral and Mission Measure 2007 (2007 No. 1)

Additional circumstances for Common Tenure appointments

As set out at Section 3 of the Ecclesiastical Offices (Terms of Service) Measure 2009 the bishop may also terminate office:

- where the Bishop revokes the licence of the office holder under the capability procedures
- where the term is fixed or is otherwise limited, on the expiry of the term or the occurrence of the event in question, as the case may be.



1.2.4 Resignation of office

All clergy (stipendiary or self-supporting) are requested to put their intention to resign in writing to the Diocesan Bishop directly if they hold office as an incumbent or priest-in-charge, and to their incumbent and the Diocesan Bishop if they are in an assistant role. Clergy are required to give at least 3 months' notice before resigning their appointment. This period may be waived by agreement with the Diocesan Bishop.

Clergy in sector ministries who are employees of other organisations should notify the Bishop when they are due to leave that post and surrender their licence at that time.

1.2.5 Sickness

Clergy may need to take time off when sick. These are the procedures to follow.

Freehold clergy, unable to perform their duties because of sickness, should inform their Suffragan Bishop's Personal Assistant via e-mail or by telephone as soon as possible. They should also inform their Churchwarden(s) and Area/Rural Dean, so that arrangements for cover can be made. Clergy who hold Common Tenure are required to carry out these two actions.

Although this is an added burden when unwell, reporting sickness in this way will satisfy the obligation to ensure the proper administration and accounting of Statutory Sick Pay.

Please contact the Suffragan Bishop's Personal Assistant if you are unwell and suffer a sickness absence of more than one day (and up to seven days).

If you are still unwell and the sickness absence lasts more than seven days please obtain a medical certificate (statement of fitness to work) from your GP or other medical practitioner and send it to the Suffragan Bishop's Personal Assistant.

If the medical certificate indicates that you could return to work on an altered hours/modified duties basis (often referred to as a



phased return), the Suffragan Bishop will discuss this with you. It is important that your return to work is carefully thought through. Occasionally it may be necessary to seek professional advice to ensure that, as far as possible, your return to work is not going to contribute to a relapse or delay the recovery process.

If you are unwell the rights and obligations of clergy who hold Common Tenure appointments are as set out in Regulations 27 and 28. In particular please note the following:

- The Diocesan Bishop may, if satisfied that you are unable adequately to discharge the duties of your office by reason of illness, permit you to be absent from work for such period as the Diocesan Bishop thinks appropriate, and may make provision for the discharge of those duties during the period of your absence by reason of illness.
- The Diocesan Bishop, if he has reasonable grounds for concern about your physical or mental health, may under Regulation 28(1) direct that you shall undergo a medical examination by a medical practitioner selected by agreement between the Diocesan Bishop and you, or, in default of such agreement, by medical practitioners consisting of a practitioner chosen by each of the Diocesan Bishop and you.

Clergy who hold an employment contract must comply with the rules laid down by their employer.

Clergy serving in the Channel Islands should contact the relevant Dean who will advise them of the correct local procedures.

For further information on sick pay please refer to Section B of the Handbook.

Where cover is need during the time that a cleric is unwell, this should be provided wherever possible through the benefice ministry team. Churchwardens are reminded that they are authorised to lead both Morning and Evening Prayer. Where necessary, the Rural/Area Dean should be contacted and, if assistance is not available within the Deanery, then the Clerical Registry.



1.2.6 *Time Off*

Time away from work and clerical responsibility is a vital factor in the well being of those in ministry and their relationships with those close to them. Time for rest and re-creation is a biblical principle which should be at the heart of a ministry which models for others self-respect and a healthy way of working.

Parishes and those who are responsible in the setting in which clergy minister (e.g. PCCs, churchwardens, incumbents) have a duty to enable clergy to take sufficient free time and to protect them from intrusion. This may involve the provision of another person to cover public worship, office time and administration. PCCs and other responsible bodies should review this provision annually.

Weekly Rest period

It is recommended that all clergy (with or without stipend) and licensed lay ministers take at least 24 hours off each week, or 48 hours a fortnight. For those on Common Tenure, this is also an entitlement. Additional time off should be carefully considered in the light of stressful work and personal circumstances.

The Rest period should not be taken on a Sunday, unless the Sunday comes within agreed Annual Leave (see below), or on a major festival of the Church, unless permission has been obtained from the Suffragan Bishop.

Annual Leave

The Bishops recommend that all full time stipendiary clergy and licensed lay ministers take 36 days' annual leave (days that would normally be considered working days) including a minimum of four Sundays and up to a maximum of six Sundays in each leave year. (This allowance of 36 days replaces the previous guidelines of four weeks including the Sundays and the inside of a week after both Christmas and Easter) For those on Common Tenure, this is also an entitlement. Part time clergy and licensed lay ministers should take an appropriate proportion of the 36 days. The specific number of annual leave days should



be detailed in their Ministry Specification and/or their Statement of Particulars.

Annual leave may not be taken on the major festivals of the Church unless permission has been obtained from the Suffragan Bishop.

For annual leave purposes the year runs from 01 January to 31 December each year. Untaken annual leave can only be carried over into the following year with the agreement of the bishop.

Incumbents must ensure that this time off is taken by their stipendiary assistants, and that self-supporting ministers have comparable periods free from parochial duties.

Whilst it is the legal responsibility of incumbents to ensure that during their holidays their duties are covered and officiants are paid when eligible, it is the PCC's responsibility to pay fees and expenses to visiting clergy. (See also B14.1)

Cover for holiday periods and payments to visiting clergy may be arranged through the Clerical Registry. Contact details are contained in the current Diocesan Directory. Churchwardens and other church officers should be made aware of this provision.

All clergy should notify their Area/Rural Dean when they will be on holiday. Clergy in the Channel Islands should notify the relevant Dean.

Bank Holidays

All clergy and licensed lay ministers are entitled to statutory bank holidays in addition to their annual leave entitlement. When it is not possible to take the actual bank holiday off (for instance, because it is a major festival or usual weekly rest period) a day in lieu should be taken.

Special Leave

The Bishops may also grant an additional period of special leave, of usually no more than 2 weeks, in particular circumstances. Special leave is designed to support clergy when



emergencies arise – particularly those related to children or dependents.

A dependent is defined as the partner, child, or parent, or someone who lives with the office-holder as part of their family. In cases of illness, injury or where care arrangements break down, a dependent may also be someone who can reasonably be said to rely on the office holder for assistance; for instance a parent or grandparent who lives elsewhere but who relies on the office holder for assistance.

The Diocese recognises that circumstances and the nature of relationships vary. Each case will be assessed individually and will be considered on its merits.

1.2.7 *Maternity, Paternity, Parental and Adoption Leave, and time off to care for Dependants*

The diocese observes the Archbishops' Council's Directions prescribing the entitlement of office holders under Common Tenure to Maternity, Paternity, Parental and Adoption Leave and Time Off to Care for Dependants. The diocese extends these entitlements to all clergy regardless of their tenure.

It should be noted that in making the 'Directions' the Archbishops' Council is required to have regard to the corresponding rights of employees but is not obliged to ensure that office holders are placed in the same position as employees. In addition to this, the law in this area is complex and fast moving. It is therefore advisable that any clergy interested in finding out more about Maternity, Paternity, Parental and Adoption Leave and Time Off to Care for Dependants should contact either the CMD Officer or the Clergy HR Adviser at the diocesan office for advice and a copy of the most up to date Maternity, Paternity, Parental and Adoption Leave and Time Off to Care for Dependants policies. Full details of this provision will be provided in the Handbook in due course.



1.2.8 *Time off for public duties*

All clergy are entitled to spend some time on public duties but this must be discussed with the Bishop or Archdeacon. Public duties include work done for a public authority, a court, a tribunal, charity or trade union.

If a member of clergy is called for jury service they are required to claim the attendance allowance. Please contact the Finance Department for further guidance.

A1.3 *Continuing Ministerial Development (CMD)*

1.3.1. CMD is provided for all clergy and licensed lay ministers. All clergy and licensed lay ministers are expected to undertake a minimum of five days ministerial development in any year as required in the national guidelines issued under regulation 19 of the Ecclesiastical Offices (Terms of Service) Regulations 2009. The Department of Discipleship and Ministry provides a variety of different opportunities through residential and day events as well as offering support through grants and other resources, including one to one support. Information about the provision made within the Diocese and elsewhere is available on the diocesan website or from the department.

1.3.2 Clergy Terms of Service Regulations require that bishops ensure, as far as possible, that every office holder is afforded opportunities to participate in appropriate ministerial development. The Regulations also require office holders to participate in arrangements that are made for their continuing development.

A1.4 *Bishop's Pastoral Consultations*

1.4.1 All clergy on the mainland are required to meet with one of the Suffragan Bishops once every eighteen months for a Bishop's Pastoral Consultation. The Bishop's personal assistant will initiate this process. In the Channel Islands, the Consultation is with the Diocesan Bishop. The Pastoral Consultation is followed by a CMD Review.

This process also fulfils the obligations on the Diocese under Clergy Terms of Service to provide Ministerial Development



Review for clergy and stipendiary lay ministers on Common Tenure.

1.4.2 Regular review provides all clergy with a way of developing their ministry by giving them the opportunity to:

- recognise their gifts and skills;
- discern ways of becoming more effective and purposeful;
- discover ways of overcoming difficulties;
- take a fresh look at their vision of ministry;
- identify areas for personal and professional development.

1.4.3 All clergy involved in Initial Ministerial Education 4 – 7 engage in review through following the portfolio process.

A1.5 *Retreats*

1.5.1 All clergy and licensed lay ministers are expected to take the inside of a week each year to make an annual retreat. An annual retreat is in addition to your annual leave allocation. A grant towards the cost of retreats is available on application to the Department of Discipleship and Ministry. Those clergy who receive stipend will continue to do so during a period of retreat.

All clergy should notify their Area/Rural Dean when they will be on retreat. Clergy in the Channel Islands should notify the relevant Dean.

A1.6 *Capability Code of Practice*

Relevant to Common Tenure office holders only

The capability code of practice is designed to come into operation when there are concerns about whether an office holder is managing or coping. It is designed to be supportive and developmental. Any concerns will be taken seriously but it is important that there are real grounds for the concerns. The code of practice provides guidelines to enable a thorough investigation and consideration of concerns as well as a framework for support and development with the aim of resolving any substantiated concerns.



It is recommended that initially an informal investigation into perceived concerns is carried out and it is hoped that most issues will be resolved at this stage.

The capability procedure will not be used in trivial or unsubstantiated cases, and can only be invoked by the Bishop, Archdeacon or someone specifically designated on their behalf.

The formal procedure contains many built in safeguards including:

- The right to be informed in advance, and in writing, of the nature of the performance issue, the procedure to be followed, and the possible actions that may be taken,
- The involvement of a panel, not an individual, at every formal stage,
- The requirement to take human resources advice,
- The right to be supported by a friend or trade union representative during the formal stages of the process.
- The right to respond to all points raised
- The right of appeal

The procedure will normally consist of the following stages but can be discontinued at any point if the required improvements are made:

- Informal warning
- Formal procedure stage one – formal written warning
- Formal procedure stage two – final formal written warning
- Formal procedure stage three – removal from current office

In exceptional cases stage one of the formal procedure may be bypassed but should this be the case, the requirements of natural justice will always prevail and appropriate pastoral support and care will always be provided.

Copies of the Capability Code of Practice and the supporting advice issued alongside it can be obtained from the Winchester Diocesan office or from www.common tenure.org



A1.7 Grievance Code of Practice

Relevant to Common Tenure office holders only

The grievance code of practice is designed to come into play if someone wishes to seek redress over concerns relating to their terms of service that cannot be resolved during the normal course of their duties. It is hoped that issues will be resolved informally wherever possible and individuals will be encouraged to pursue this avenue in the first instance with suitable support if required.

The underlying principles of the procedure are as follows:

- All grievances will be taken seriously and responded to fairly and quickly
- Grievances will be dealt with informally wherever possible
- All matters will be kept confidential
- The focus will be on issues not personalities
- Account will be taken of the legitimate interests of all concerned
- Office holders will have the right of representation by a colleague or trade union representative at any meeting
- Grievances may be pursued without fear of sanction

This grievance procedure is available to all Office holders under Common Tenure and is intended to provide a means of addressing grievances related to the office held. The key stages are as follows:

- Informal stage – wherever possible attempts should be made to address the person or body responsible for the matter directly and attempt to resolve the grievance informally
- Formal stage – if the grievance has not been resolved informally or within a reasonable time period, the office holder may choose to proceed to the formal stage which is comprised of:
 - Stage one* – the grievance needs to be set out in writing, describing what attempts have been made to resolve the matter informally and what is the desired remedy
 - Stage two* – the person handling the grievance will investigate the matter and then hold a meeting to discuss



the issues. This will be followed by a letter detailing the decisions made regarding appropriate resolution.

Stage three – if the matter has not been resolved satisfactorily then the office holder may appeal in writing. They will then be invited to attend a meeting to discuss the issues. The decision of the appeal body will be given in writing. There is no further right of appeal.

Copies of the Grievance Code of Practice and the supporting advice issued alongside it can be obtained from the Winchester Diocesan office or from www.common tenure.org

A1.8 *Bullying and Harassment*

Please note that in the case of bullying/harassment, the diocesan **anti-bullying/harassment policy** sets out the informal steps which should be taken before making a formal complaint under the grievance procedure. For a copy of the policy and advice please contact the Clergy HR Adviser or the CMD Officer at the diocesan office.

A1.9 *Clergy Discipline Measure*

The Clergy Discipline Measure 2003 (that came into effect in 2006) provides a structure for dealing efficiently and fairly with formal complaints of misconduct against members of the clergy. All admitted to holy orders in the Church of England are covered by the Measure, whether or not in active ministry.

A disciplinary process can only be started by a formal written complaint of misconduct, which is made to the bishop. There are four grounds on which misconduct may be alleged, namely::

- acting in breach of ecclesiastical law;
- failing to do something which should have been done under ecclesiastical law;
- neglecting to perform or being inefficient in performing the duties of office; or
- engaging in conduct that is unbecoming or inappropriate to the office and work of the clergy.

The complainant must produce written evidence in support of the complaint, and verify the complaint by a statement of truth.



The complaint and evidence in support are referred by the bishop to the diocesan registrar for advice.

Having received the registrar's advice, the bishop may decide that the complaint should be dismissed, in which case it will proceed no further under the Measure. If on the other hand the bishop considers that the complainant has a proper interest in complaining and that the complaint deserves further consideration, he will invite the priest or deacon about whom the complaint is made to send a written answer verified by a statement of truth, together with evidence in support. The bishop will then decide which of five possible courses of action available to him under the Measure is the appropriate one to pursue. He can:

- a. take no further action;
- b. record the complaint conditionally for a period of up to five years, such that if another complaint is made within that time and is dealt with under paragraphs c, d or e below, the two complaints may then be dealt with together;
- c. refer the complaint to a conciliator in an attempt to obtain agreement between the complainant and the respondent as to how the complaint should be resolved;
- d. impose a disciplinary penalty (but only with the consent of the respondent); or
- e. require the complaint to be formally investigated by the Designated Officer, a barrister employed in the Church of England Legal Office.

More details are available on-line at: www.cofe.anglican.org under: The disciplinary process.

A1.10 Retirement and holding office over seventy years of age

1.10.1 All clergy whether stipendiary or self-supporting, and whether they hold office under Common Tenure or Freehold Tenure, must retire at the age of 70 as stated in the Ecclesiastical Offices (Age Limit) Measure 1975. (This may change over the next few years if there is a change in the position regarding default retirement ages in line with government abolition of the State default retirement age.)

1.10.2 For incumbents and team vicars, it is possible for the cleric concerned to apply for an extension of office for a period or



periods up to the age of 72 years as provided in the Ecclesiastical Offices (Age Limit) Measure 1975 section 3 (2). Such an extension has to be agreed by both the diocesan bishop and the PCC(s) concerned. If an incumbent or team vicar wishes to seek such an extension, they should request this from the diocesan bishop at least eight months before their 70th birthday.

- 1.10.3** For assistant clergy there is no provision for any extension. However, it is possible (after full consultation with and the agreement of the incumbent, PCC(s) concerned and the diocesan bishop) for the person to be re-appointed to the office for a time-limited period under section 29 of the Ecclesiastical Offices (Terms of Service) Regulations 2009. This appointment will be initially for a period of three years, with an annual review with the incumbent. After three years, the appointment may be extended with agreement with the incumbent and bishop concerned for two further periods each of a year, subject to annual review. The maximum term for the appointment will be for five years in total. If an assistant cleric wishes to explore this possibility, they should request this in writing to their incumbent (with a copy to the appropriate bishop) at least six months before their 70th birthday.
- 1.10.4** It is possible for clergy to apply for and be appointed to assistant clergy posts when they are over the age of 70. All appointments of clergy aged 70 years or older will be time limited under section 29 of the Ecclesiastical Offices (Terms of Service) Regulations 2009. Such appointments will be initially for a period of three years, with an annual review with the incumbent. After three years, the appointment may be extended with agreement with the incumbent and bishop concerned for two further periods each of a year, subject to annual review. The maximum term for the appointment will be for five years in total. It is not possible under the Ecclesiastical Offices (Age Limit) Measure 1975 section 1(1) for anyone over the age of seventy to be appointed as a dean, archdeacon, residentiary canon, incumbent or team vicar.



1.10.5 Clergy who wish to be able to exercise ministry at the invitation of an incumbent can also apply to the Bishop for Permission to Officiate.

For further information please see the section entitled Ministry in Retirement below at section A8 and section B.

(Section A1.10 was revised and approved by Bishop's Council January 2012)

A1.11 Respondent in Employment Tribunal Proceedings

It is hoped that any dispute or grievance will be resolved internally before an office holder makes an application to an Employment Tribunal. If an issue cannot be resolved any other way, information on how to make a claim and how the process works can be obtained from www.direct.gov.uk

The body to be treated for the purposes of the Ecclesiastical Offices (Terms of Service) Regulations 2009 as the respondent in any proceedings brought before an Employment Tribunal will be detailed clearly in the office holder's Statement of Particulars.

A1.12 Data Protection

The Bishop holds information about office holders for purposes connected with their appointment and pastoral support, including recruitment, ministerial development and their dependants. The Bishop may also keep information on their health for purposes of compliance with health and safety regulations.

Any information the Bishop holds will be for his use, the Suffragan Bishops and Archdeacons only. It is retained securely at his office, which is registered with the Information Commissioner.



A2 MATTERS SPECIFIC TO CURATES IN TRAINING

A2.1 *General*

- 2.1.1** In this following section 'curate' refers to someone in the first four years of ordained ministry. In other contexts 'curate' or 'honorary curate' may refer to an assistant priest.
- 2.1.2** Under a nationally agreed policy all curates in the Diocese are subject to an enhanced disclosure procedure undertaken by the Criminal Records Bureau according to the procedures currently in place. This check will occur before ordination to the diaconate and ordination will not take place unless the check indicates no cause for concern. The check may also take place at other times in accordance with current good practice in this area.
- 2.1.3** The normal length of a curacy in this Diocese is four years.
- 2.1.4** Any change in the conditions or duration of a curacy requires the agreement of the Diocesan Bishop after consultation with the Director of Discipleship and Ministry and the Ministry Training Officer.
- 2.1.5** The cost of curates' stipends during the first four years is shared amongst all parishes of the Diocese, reflecting the sharing of the responsibility of all parishes for initial clergy training.
- 2.1.6** Before a curate begins ministry in a parish, appropriate discussions and preparations should be made with the training incumbent, PCC and worshipping members of the parish community to ensure that all understand and are committed to the resourcing and support of training a curate. More detailed information is available from the Department of Discipleship and Ministry.

A2.2 *Initial Ministerial Education 4 - 7*

- 2.2.1** Information about the supervision and training of curates is available from the Department of Discipleship and Ministry.



- 2.2.2** All curates are obliged to participate in IME 4-7 unless, in exceptional circumstances, they are excused by the Bishop. While it is recognised that some self-supporting ministers (SSMs) in other employment may not be available to participate in all these events, they are expected to do so whenever possible. All curates are expected to attend the IME 4-7 annual Residential Weekend.
- 2.2.3** All curates on taking up their appointment should have a Ministry Specification setting out the agreed expectations for the curacy drawn up with their training incumbent. The Ministry Specification form will be issued by the Department of Discipleship and Ministry. They will also receive a Statement of Particulars detailing the terms of office under Common Tenure. The Ministry Specification will be reviewed each year to take account of any changes or developments in the curate's ministry. A copy of the agreed Ministry Specification is to be sent to the Department of Discipleship and Ministry. Help in drawing up a Ministry Specification can be obtained from the Ministry Training Officer.
- 2.2.5** Each curate is allocated a Pastoral Tutor to act as a consultant with regard to their development in ordained ministry. Guidance on the role of the Pastoral Tutor is available from the Department of Discipleship and Ministry.
- 2.2.6** Curates are expected to establish a relationship with a spiritual director or equivalent person. Advice on this matter can be obtained from the Department of Discipleship and Ministry.
- A2.3 *Ministry of Reconciliation (Confession)***
- 2.3.1** Clergy are not permitted to hear confessions until they have completed two years in priest's orders, save in exceptional circumstances. Instruction and training for this particular ministry is provided within the Diocesan IME 4-7 programme.
- A2.4 *Study for Further Degrees and Qualifications***
- 2.4.1** In their first year in ordained ministry, curates are expected to give their whole attention to ministerial development and training



in their parish and within the diocesan provision. Where they wish to complete an existing degree, this should be discussed with the Ministry Training Officer and their training incumbent. From IME5, curates are encouraged to engage in further study alongside the IME provision. If this further study is to take the form of a further degree, the curate should discuss this with the CMD Officer, who administers the diocesan process. They should also keep their training incumbent and the Ministry Training Officer informed.

A3 MATTERS SPECIFIC TO SELF-SUPPORTING MINISTERS

A3.1 General

- 3.1.1** Self-supporting ministers (SSMs) are priests or deacons who receive no direct stipend for their ministerial work. Some SSMs have an income from secular employment or some other source. This Diocese does not have Ordained Local Ministers (OLMs).
- 3.1.2** Information about the general conditions of service for SSMs is set out in the document *Regulations for Self-supporting Ministers, ABM Policy Paper no.5, Nov 1994*.
- 3.1.3** All SSMs are licensed by the Diocesan Bishop. When SSMs reach the age of 70 they may ask the Bishop for Permission to Officiate (PTO).
- 3.1.4** Under a nationally agreed policy all clergy in the Diocese are subject to an enhanced disclosure procedure undertaken by the Criminal Records Bureau according to the procedures currently in place. This check will occur when any clergyperson, including SSMs, takes up a new post in the Diocese. The check may also take place at other times in accordance with current good practice in this area.
- 3.1.5** SSMs (post IME7) will, under Common Tenure, have a Statement of Particulars related to their post. This will be supplemented by a Ministry Specification which will detail how their ministry in that benefice will be carried out. The Ministry Specification is to be agreed with the incumbent and may be



discussed with the Director of Discipleship and Ministry or the CMD Officer. The contents of the Ministry Specification should also be shared with the PCC(s).

3.1.6 The CMD Officer is available to all SSMs for help and advice. Contact details are set out in the current Diocesan Directory.

A3.2 *Ministerial Development*

Self-supporting ministers (post IME7) are expected to pay attention to their continuing ministerial development in the same way as all other clergy, and they have similar access to diocesan and other provision. They are also expected to have an annual retreat. They are further required to engage in Pastoral Consultations. This is outlined above at A1.3, A1.4 and A1.5.

A3.3 *Deployment*

In this Diocese, self-supporting ministers whose main focus of ministry is parochial are considered, in principle, to be deployable.

It is recognised that many factors, such as housing and work, will mean that in many cases this deployability will be very limited.

Whether an SSM remains in their 'home' parish or not will be addressed at certain points:

- at the commencement of training, when consideration will be given to the suitability of the parish for this purpose;
- prior to ordination, when the suitability of the parish as a title parish will be considered;
- towards the end of the first four years of ordained ministry (curacy);
- at the Bishop's Pastoral Consultation when the desirability of the SSM continuing to minister in a particular place will be considered.



A3.4 Remuneration

3.4.1 SSMs do not receive any direct stipend for their ministerial work (see 3.1.1).

(Section A3.4.1 was revised and approved by Bishop's Council January 2012)

3.4.2 Where an SSM is available to conduct a significant number of occasional offices arrangements may be made for a 'stipend' to be paid in recognition of this on annual application by the incumbent to the Archdeacon or Channel Island Dean. (See also B13.10)

3.4.3 Since pension contributions for clergy are directly linked to stipends paid by the Church Commissioners, SSMs are not eligible for pension contributions either from the Church Commissioners or from the Diocese (as from 1998).

A4 MATTERS SPECIFIC TO 'HOUSE FOR DUTY' CLERGY

A4.1 General

4.1.1 'House for Duty' clergy are those who accept a house in return for specified duties in a parish. 'House for Duty' clergy may be appointed as priest-in-charge of a benefice or as assistant curate. The Terms of Appointment will be agreed with the appropriate Suffragan Bishop or Island Dean (and also the Incumbent where it is an assistant post). Normally the cleric so appointed will work a Sunday and two other days a week offered flexibly according to festivals and pastoral needs.

4.1.2 All House for Duty clergy are licensed by the Diocesan Bishop. The house for duty arrangement will be reviewed annually after the priest concerned reaches the age of 70.

4.1.3 Under a nationally agreed policy all clergy in the Diocese are subject to an enhanced disclosure procedure undertaken by the Criminal Records Bureau according to the procedures currently in place. This disclosure will take place when any clergyperson, including SSMs, takes up a House for Duty post in the Diocese. The check may also take place at other times in accordance with current good practice in this area.



- 4.1.4** House for Duty clergy will, under Common Tenure, receive a Statement of Particulars describing the terms under which they hold their office.
For those serving as priest-in-charge, this will be supplemented by a Role Description outlining the role and expectations in more detail.
For those serving as assistant curate, there will be a Ministry Specification (template available from the Department of Discipleship and Ministry). This Ministry Specification is to be agreed with the Incumbent and may be discussed with the Director of Discipleship and Ministry or the CMD Officer.
Please note: occupation of the house in return for duties is on a similar basis to stipendiary clergy and means that the Diocese will pay both water rates and council tax; however, the cleric concerned will need to clarify with HM Revenue and Customs the position in relation to claiming a heating, lighting and cleaning allowance.

A4.2 Ministerial Development

Like all other clergy, House for Duty clergy are expected to engage in continuing ministerial development (see A1.3), have an annual Retreat (see A1.5) and engage in ministerial Development Review (see A1.4 Pastoral Consultations), all as required under Clergy Terms of Service legislation.

A4.3 Remuneration

- 4.3.1** 'House for Duty' clergy may receive any of the following:-
- an agreed honorarium;
 - a house with rates, insurance and repairs covered by the Diocese, parish, or a trust;
 - parish expenses;
 - service fees, if they are not in other employment.
- These should all be agreed before taking office with the Bishop and/or Incumbent and the PCC, and will be set out in the Statement of Particulars.
- 4.3.2** Since pension contributions for clergy are directly linked to stipends paid by the Church Commissioners, 'House for Duty'



clergy are not eligible for pension contributions either from the Church Commissioners or from the Diocese (as from 1998).

- 4.3.3** The exact terms of any House for Duty post are determined by the Bishop, relevant Archdeacon or Channel Island Dean and the Diocesan Secretary.

A5 MATTERS SPECIFIC TO PART-TIME STIPENDIARY CLERGY

A5.1 General

- 5.1.1** Clergy may be appointed to posts on a part-time basis. The detailed terms will be described in the Statement of Particulars and the expectations will be outlined in the role description which accompanies the post. Part-time stipendiary clergy are expected to fulfil the requirements for clergy described above in section A1.

- 5.1.2** Where the cleric appointed receives a house together with a half stipend, it is expected that they will work on Sundays (unless it is part of annual leave) and three other days a week. This is to be worked flexibly to cover church festivals and respond to pastoral needs.

A6 MATTERS SPECIFIC TO CLERGY COUPLES

A6.1 General

- 6.1.1** Where both members of a clergy couple are serving in a full stipendiary post, each minister will receive a stipend and each will be entitled to the re-imbursment of expenses incurred by his/her work. Other conditions of service will be negotiated with the Archdeacon and Diocesan Secretary.
- 6.1.2** Clergy couples may arrange to job share a single stipendiary post. Such an arrangement may only be made with the permission of the Bishop. However, there is currently no legal provision for this arrangement, and so officially one of the couple



will have to be appointed stipendiary and the other as self-supporting.

- 6.1.3** The finding of a suitable office by the Diocese for both husband and wife who have been trained for stipendiary ministry is not guaranteed. The finding of a suitable office for both parties in the same parish is very unlikely unless a job share has been agreed.

A7 MATTERS SPECIFIC TO CHURCH ARMY OFFICERS

A7.1 General

- 7.1.1** Where a Church Army Officer serves in a parish in a stipendiary role the provision for leave, time off, retreats and Study Leave is the same as those relating to stipendiary clergy.
- 7.1.2** Church Army Officers are licensed by the Bishop and are authorised to preach, teach, conduct worship and undertake pastoral responsibilities. As stipendiary lay ministers, they are covered by Common Tenure and will receive a Statement of Particulars relating to the terms under which they hold their office.
- 7.1.3** Church Army Officers are responsible to the incumbent of the parish in which they serve or in the case of a sector post to the person named on their licence or in their Ministry Specification.
- 7.1.4** Under a nationally agreed policy all Church Army Officers in the Diocese are subject to an enhanced disclosure procedure undertaken by the Criminal Records Bureau according to the procedures currently in place. This check will occur when any Officer takes up a new post in the Diocese. The check may also take place at other times in accordance with current good practice in this area.



A7.2 Ministerial Development

Church Army Officers are expected to engage in Continuing Ministerial Development in the same way as the clergy, and the same provision is made available to them by the Diocese (see A1.3). In addition, Church Army Officers are expected to avail themselves of training opportunities offered by the Church Army. They are also expected to respond positively to the Church Army's own structures of accountability and authorisation.

A7.3 Ministerial Review

7.3.1 Church Army Officers, as licensed lay ministers, are expected to participate in the process of Ministerial Review. (see A.1.4 for further details).

7.3.2 Church Army Officers are required to meet with one of the Suffragan Bishops once every eighteen months, for a Bishop's Pastoral Consultation. The Bishop's personal assistant will initiate this process. In the Channel Islands, the Consultation is with the Diocesan Bishop.

A 8 MINISTRY IN RETIREMENT

A8.1 General

8.1.1 The Diocese of Winchester is glad to welcome retired clergy and greatly values the ministry they offer. The Dioceses of Winchester and Portsmouth have a Clerical Registry, which matches clergy with requests for duty and handles the payment of fees to them.

8.1.2 All clergy are welcome to join the Retired Clergy Association on retirement. The Diocesan Bishop will be glad to make a one-off payment to cover the cost of a life subscription on their behalf.

A8.2 Exercising a Ministry in Retirement

8.2.1 Clergy from within the Diocese, or coming to live in the Diocese on retirement, are offered the opportunity to exercise ministry and are encouraged to write to the Bishop giving him their retirement address.



- 8.2.2** Each such minister is requested to indicate if he/she would wish to have Permission to Officiate in the Diocese and to state which he/she regards as his/her 'home' parish in retirement.
- 8.2.3** No special permission, beyond the request of the incumbent, is required for ministry in the 'home' parish.
- 8.2.4** Those who request Permission to Officiate (PTO) receive such permission from the Bishop on a three-year basis. This may be renewed for subsequent terms at the Bishop's discretion and with the support of the Area/Rural Dean. Those with PTO are listed in the Diocesan Directory.
- 8.2.5** Under a nationally agreed policy all retired clergy in the Diocese who wish to receive a PTO are subject to an enhanced disclosure procedure undertaken by the Criminal Records Bureau according to the procedures currently in place. This check will occur when they make an initial request for PTO. The check may also take place at other times in accordance with current good practice in this area.
- 8.2.6** Clergy should only officiate in parishes where they have previously ministered at the invitation of the present Incumbent. Invitations to share in Baptisms, Weddings and Funerals should be agreed with the Incumbent.

A8.3 *Fees and Expenses*

- 8.3.1** All clergy with PTO are advised to accept requests for their ministry through the Clerical Registry, or to inform the Registry when bookings are made directly to them. This ensures that all fees and expenses are paid. The Registry invoices parishes for services requested according to the rate in force and sends payment for services rendered directly to ministers.
- 8.3.2** Retired clergy ministering in their 'home' parishes should not expect fees (except for holiday or sickness duty) except where their presence enables the resident minister to undertake Diocesan duties.



- 8.3.3** Retired clergy taking Occasional Offices should receive the fees and expenses for their services. These services should not be of a regular nature and incumbents are reminded that fees paid in this way diminish the Diocesan Stipends Fund. (See also B13.2)
- 8.3.4** Locums may be appointed to parishes during vacancies by the Clerical Registry after consultation with the Suffragan Bishop and Archdeacon concerned. Fees are paid at a weekly rate in accordance with the scale currently in use in the Diocese.

A 9 READERS

A9.1 General

- 9.1.1** Reader Ministry is a lay ministry nationally authorised by the Canons of the Church of England (Canon E5) and governed in this Diocese by the provisions of the following paragraphs.
- 9.1.2** Readers are Admitted and Licensed by the Bishop after selection and training.
- 9.1.3** Reader ministry is supported by the Diocesan Warden of Readers, local Centre Wardens and Secretaries. The Reader Advisory Group includes representatives from each Centre and those responsible for training and Continuing Ministerial Development (CMD).
- 9.1.4** Readers are accountable to the incumbent of the parish or benefice to which they are licensed or to the chaplain or equivalent when they exercise a sector ministry.
- 9.1.5** Incumbents or their equivalent in sector ministry have a primary pastoral responsibility for Readers with whom they work.
- 9.1.6** Area/Rural Deans and Channel Island Deans have pastoral responsibility for the Readers in their Deanery which they exercise in support of the pastoral responsibility of incumbents. In the case of a vacancy they exercise pastoral care in place of the incumbent.



A9.2 *Role and Responsibility*

9.2.1 The primary duties of a Reader are to preach, teach and lead worship. Readers also share responsibility for congregational development, contributing in other areas of ministry according to their particular skills and the needs of the parish.

9.2.2 Readers share ministry with the incumbent and others in the parish to which they are licensed. They undertake duties appropriate to their office at the direction of the incumbent or minister in charge.

9.2.3 Readers who are in secular employment bring insights and concerns from the world of work into their ministry. For some Readers the main focus of their ministry will be in their place of work rather than their parish.

9.2.4 Partnership in ministry will be expressed in different ways in different places. However, there should be a commitment on the part of Reader and incumbent to establish the best practice in collaborative ministry both for themselves and as a model for the people they serve.

9.2.5 The specific duties of a Reader will be set out in a Ministry Specification to be drawn up between the Reader and their incumbent. This will be reviewed annually. Ministry Specification forms will be issued by the Warden of Readers.

9.2.6 In drawing up the Ministry Specification careful consideration should be given to the following:

- a regular meeting at a time specifically set aside;
- time set aside for worship together and the study of scripture;
- consultation and planning concerning liturgy, preaching and pastoral work;
- acknowledgement of clear boundaries including confidentiality;
- support for continuing ministerial development and the provision of resources for study and further training;
- time, including Sundays, away from the duties of the role.



- 9.2.7** A new Ministry Specification will be required when a new incumbent is installed. This will be drawn up between the Reader and the new incumbent. If a new Specification cannot be agreed the Warden of Readers must be consulted.
- 9.2.8** During a vacancy the churchwardens assume responsibility for all ministry in the parish. A Reader undertakes duties at the direction of the churchwardens and in co-operation with other parochial clergy and the Area/Rural Dean.
- 9.2.9** Readers are expected to make use of Continuing Ministerial Development opportunities, retreats and other ways of keeping up study and spiritual development.
- 9.2.10** Annual Duty Cards, signed by the incumbent, should be submitted by Readers to their Centre Warden each year. Duty cards are sent out by the Warden of Readers.
- 9.2.11** Normal dress for Readers when undertaking liturgical duties is: cassock, surplice, the regulation plain mid-blue scarf and degree hood where appropriate. When appropriate an alb may be worn. A scarf may be worn with the alb if local custom requires it. The scarf may not be worn, or decorated, in such a manner as to confuse it with a stole. Normal liturgical dress should be worn, unless the Incumbent gives specific permission otherwise.
- 9.2.12** Readers are not automatically members of the PCC. However it is appropriate that a Reader who exercises a ministry in a particular place should be represented on the PCC or other council. It may be appropriate to co-opt Readers onto the PCC or to ensure that they have a place on relevant committees. In places where there is more than one Reader, representation on the PCC may be by one of their number.
The annual parish meeting may determine that a Reader who is licensed to the parish and is on the electoral roll should be a member of the PCC by virtue of their office.
- 9.2.13** Readers may take part in a service in a church of another denomination. The duties they undertake in the service are to be the same as, or similar to, those they may undertake in the



Church of England. (For fuller information see Canon B43 and the Church of England (Ecumenical Relations) Measure 1988)

A9.3 *Duties which a Reader may undertake*

- 9.3.1** The duties which Readers may undertake as part of their public ministry are specified by Canon E4, and by the terms of the Licence they receive from the Bishop. These should be read in conjunction with this section.
- 9.3.2** Readers may be given responsibility for ordering the regular worship of the congregation.
- 9.3.3** Readers may expound the scriptures, preach and teach the word of God.
- 9.3.4** Readers may read the Offices of Morning and Evening Prayer and the Litany, using a suitable prayer in place of the absolution, or substituting 'us' for 'you' in the commendation or blessing.
- 9.3.5** At Holy Communion, Readers may read lessons, preach and intercede and also lead sections of the Gathering and the Prayers After Communion. Except where pastoral circumstances require it they may not say those parts which are specific to the president such as The Greeting, The Collect, The Absolution and The Peace. Under no circumstances does the Reader lead The Eucharistic Prayer or any part of that prayer.
- 9.3.6** Readers may distribute the elements at celebrations of the Holy Communion. They may also administer to the sick and housebound using pre-consecrated elements.
- 9.3.7** Readers may officiate at a service of Extended Communion. For this to take place the incumbent must seek the permission of the Bishop (see section N 3.8)
- 9.3.8** When a priest or deacon is not available Readers may baptise a dying person. They should use only the baptismal formula, with or without short prayers, and should report the action to the incumbent immediately. Readers may baptise on other occasions only with the specific permission of the Bishop.



- 9.3.9** Readers may publish the Banns of Marriage if required to do so by the incumbent of the parish but only in the absence of an ordained minister. They may not sign a Certificate of Banns.
- 9.3.10** Under no circumstances may a Reader officiate at a Marriage Service.
- 9.3.11** Readers may conduct a Funeral Service at the discretion of the incumbent and with the goodwill of the bereaved family.
- 9.3.12** Readers may conduct the service of Thanksgiving for the Birth of a Child and the service of Thanksgiving after Adoption.

A9.4 *Selection and Training*

- 9.4.1** Candidates for Reader training must be baptised and confirmed and be regular communicants of the Church of England (Canon E5).
- 9.4.2** Candidates for training are nominated to the Diocesan Warden of Readers by the incumbent and PCC; in the Channel Islands by the incumbent and churchwardens.
- 9.4.3** Selection of candidates for training is the responsibility of each diocese. In this Diocese Readers are selected by a panel of selectors appointed by the Bishop in consultation with the Warden of Readers. Candidates are assessed in the light of nationally agreed criteria referring to vocation, faith and spiritual life, personality, experience and ability. The selection panel also take into account the degree of support expressed by the incumbent and PCC. It is important that the potential Reader ministry of candidates is accepted in the place in which they will serve.
- 9.4.4** Under a nationally agreed policy all Readers in the Diocese are subject to an enhanced disclosure procedure undertaken by the Criminal Records Bureau according to the procedures currently in place. This check will take place before selection. It will also take place whenever any Reader takes up a new ministry in the Diocese either as the result of moving parish or moving from



another diocese. The check may also take place at other times in accordance with current good practice in this area.

- 9.4.5** Age limits for selection in this Diocese are 21-62 years.
 - 9.4.6** Training begins in September of each year. All applications for selection must be received by the Department of Discipleship and Ministry by the preceding 31st March.
 - 9.4.7** The course of training normally extends over three years. Opportunities for Continuing Ministerial Development are made available after licensing.
 - 9.4.8** Training is based on a combination of tutorial groups using modular training material, training days and weekends, project work and parish experience.
 - 9.4.9** The Diocesan training programme is subject to local moderation by the Diocesan Moderator. There is also a process of national moderation.
- A9.5 *Admission, Licensing and Permission to Officiate***
- 9.5.1** Candidates are normally considered for Admission and Licensing as Readers after the three year training course.
 - 9.5.2** Admission and Licensing take place after satisfactory reports from those responsible for the candidate's training and on the nomination of the incumbent of the parish in which they will serve as Reader.
 - 9.5.3** Readers are Admitted by the Bishop and require a current Licence or Permission to Officiate.
 - 9.5.4** The majority of Readers are licensed "... to exercise the office of Reader in the Benefice of.....and within the Deanery of....."

The terms of the licence indicate that the Reader's primary role is within the parish but that they should also consider themselves as a resource for the Deanery as a whole. In consultation with their incumbent they may be asked to



undertake duties in the Deanery by the Area/Rural Dean or Channel Island Dean.

- 9.5.5** Some Readers are licensed to a particular sector ministry such as a hospital or prison.
- 9.5.6** In exceptional cases, particularly where no suitable parish can be found, a Reader may be licensed to the Warden of Readers and will be accountable to the Warden.
- 9.5.7** Reader Licences are renewed every three years. The date of renewal is 1 October. Applications for renewal must be received by the Warden of Readers by 31 August. All forms for re-licensing are issued by the Department of Discipleship and Ministry.
- 9.5.8** The Licence gives Readers authority to minister on occasion in other parishes of the Diocese to which they may be invited.
- 9.5.9** Should the focus of a Reader's ministry shift to a parish other than that to which they are licensed, they should, after consultation with the Warden of Readers, apply to the Bishop to be transferred and re-licensed.
- 9.5.10** All Readers should consider the possibility of being re-deployed on a temporary or permanent basis to assist in the provision of ministry across the Diocese. Temporary re-deployment should take place in consultation between the Reader, the parish clergy concerned and the Area/Rural Dean or Channel Island Dean. The Reader should inform the Warden of Readers and their Centre Warden. Any permanent re-deployment should take place after consultation with the Warden of Readers. In the case of permanent re-deployment a new Licence will be required. In the case of either temporary or permanent re-deployment a revised Ministry Specification should be drawn up.
- 9.5.11** Readers wishing to offer a temporary ministry within the Diocese must receive the Bishop's written permission.
- 9.5.12** Readers who reach the age of 70 and who wish to remain in active service may apply to the Bishop for a certificate of



Permission to Officiate. Where such Permission is granted the Reader retains the title of Reader. Applications for Permission to Officiate are made through the Diocesan Warden of Readers.

9.5.13 Permission to Officiate is given at the discretion of the Bishop for three years commencing on 1 October next after the Reader's 70th birthday. The Permission is also renewable at the Bishop's discretion.

9.5.14 Those Readers who retire from active ministry are given the title Reader Emeritus.

9.5.15 Readers transferring to the Diocese of Winchester from another diocese must be nominated by the incumbent and PCC of the parish in which they will minister. It is recommended that the Reader worships as a member of the congregation for six months before seeking nomination. During this time the incumbent may ask the Reader to preach and lead worship in order to assess their suitability. A letter of reference will be sought from the diocese from which the Reader came. The Reader will also be asked for evidence of training and Admission. Before commencing ministry in the Diocese the Reader will be required to satisfy an enhanced disclosure procedure undertaken by the Criminal Records Bureau according to the process currently in place.

9.5.16 A register of Licensed Readers, Readers who have Permission to Officiate and Readers Emeritus in the Diocese is kept by the Warden of Readers.

9.5.17 All records are kept in accordance with the provisions of the Data Protection Act.

A9.6 *Expenses and Fees*

9.6.1 Readers are voluntary and unpaid and do not receive a fee for their services.

9.6.2 Readers should be reimbursed for travelling and other expenses incurred through the performance of their duties. In the case of expenses relating to duties undertaken in the parish where the



Reader is licensed arrangements for their payment should be clearly indicated in their Ministry Specification.

In the case of expenses incurred through serving elsewhere, the parish using the services of Readers should ensure that they are fully reimbursed.

- 9.6.3** Recommended mileage rates are issued each year by the Archbishops' Council and are available from the Diocesan Office.
- 9.6.4** When a Reader conducts a funeral they are **not** entitled to a fee, which belongs to the incumbent. They may receive reimbursement for loss of earnings and expenses incurred through conducting the service, although local custom may vary as to how this is organised. It is good practice for these expenses to be paid by cheque by the funeral director to the PCC. The PCC treasurer then becomes responsible for handling the expenses rather than the Reader.

Funeral fees belong to the incumbent whether the funeral takes place in the parish church or a crematorium. In cases where the appropriate recipient of fees is not clear, advice should be sought from the Warden of Readers. In a vacancy the incumbent's fee should be paid to the Diocesan Board of Finance or in accordance with its directions.

- 9.6.5** In parishes where a Reader takes a significant number of funerals arrangements may be made for a "stipend" to be paid in recognition of this on annual application by the incumbent to the Archdeacon or Channel Island Dean. **(See also B13.10)**

A 10 AUTHORISATION OF LAY MINISTRIES

A10.1 General

- 10.1.1** At their baptism all Christians are called to ministry. This ministry is both for the Church and to the world. The ministry of each individual as a Christian disciple is to be encouraged whether it is in the local community, at home or in their place of work.



10.1.2 Some are called by their local church to offer a ministry which is more public and represents the church to itself or the church to the wider community. Such ministries include: leading intercessions, reading the bible in worship, pastoral visiting and representative service in the community such as holding office as a school governor.

10.1.3 Canonically, Readers and churchwardens require formal authorization from the Bishop or his representative in order to take up their lay office.

A10.2 Assistance in the Distribution of Holy Communion

10.2.1 Permission for named lay people to assist with the distribution of Holy Communion in a particular benefice should be sought by the Incumbent from the appropriate Suffragan Bishop or Channel Island Dean. The PCC of the church concerned (or in the case of the Channel Islands the churchwardens and any church council) should give approval both for the principle of lay distribution and also for the particular lay people named. (Note: Readers automatically have permission by virtue of their licence and their names do not have to be submitted).

10.2.2 Permission, when granted, includes permission to administer the consecrated bread, as well as the cup, and to do so for the sick and housebound in their homes as well as in the church.

10.2.3 The distribution of communion at home or to the sick is at the direction of the Incumbent and should only take place after suitable training.

10.2.4 The Suffragan Bishops and Channel Island Deans keep a register of those permitted to distribute Holy Communion and should be informed when a name is to be removed.

10.2.5 Permission to distribute Holy Communion does not include permission to officiate at a service of Extended Communion in church. Specific permission from the Bishop is required for the exercise of this ministry.



A10.3 Lay Pastors/ Parish Visitors

10.3.1 Lay Pastors are authorised within the parish or benefice to do general pastoral visiting in a specified area of a parish or to visit pastorally individual members of the congregation residing outside the parish. Lay Pastors are appointed by the Incumbent with the agreement of the PCC, and without reference to a Bishop. However, if such Lay Pastors are to distribute the eucharistic elements, permission is required as set out above.

10.3.2 Incumbents and PCCs are encouraged to make appointments for a fixed period (e.g three years) that may be renewed and also to ensure adequate training for Lay Pastors.

10.3.3 Help with appointments and training may be obtained from the Adult Discipleship Adviser in the Department of Discipleship and Ministry.

A10.4 Lay Worship Leaders

10.4.1 Lay people may be authorised to lead the congregation in any church within a benefice in reading Morning or Evening Prayer, or other non-sacramental services.

10.4.2 Authorisation should be sought by the Incumbent from the appropriate Suffragan Bishop or Channel Island Dean, having first secured the approval of the PCC (in the case of the Channel Islands, the churchwardens and any church council) both for the principle of liturgical lay ministry and also for the particular lay people named.

10.4.3 Authorisation will normally be for three years after which it may be renewed. The Bishop or Dean, in giving authorisation, will enquire whether adequate training has been given, and may, before the renewal of authorisation, require further 'refresher' training. Lay Worship Leaders are not authorised to preach.

A10.5 Preaching by Lay People

10.5.1 The Canons of the Church of England state that only those who hold a Bishop's licence may preach in public. This recognises



that the ministry of preaching carries the authority and recognition of the wider Church.

10.5.2 Where people are identified as having a particular gift or vocation to a preaching ministry it is appropriate that they consider offering themselves for licensed ministry and undertake the appropriate training.

10.5.3 It has become common practice for people who do not have a Bishop's licence to be invited by an incumbent to give an occasional address during an act of worship and this is permissible within the terms of the present Canons. (The place of the sermon may also be taken by testimony, interview, drama or presentation by different people: these things do not require a Bishop's licence.)

It is important that this is done with proper training and supervision. Clergy have a duty to ensure that what is said is faithful to Holy Scripture and in accordance with the doctrines of the Church as received and expounded by the Church of England. It is also important that what is said or done is suitable for the occasion and the congregation.

10.5.4 There are a number of churches where individuals are identified as having something to share with others through public preaching, but it would not be appropriate to consider such people for licensed ministry. In many cases what these people have to offer arises from their life experience more than from formal theological reflection. Someone in this category might be asked to preach a number of times a year according to the procedures outlined below.

10.5.5 In order to allow lay people to preach publicly within a framework which acknowledges the need for good order and appropriate recognition the following policy has been agreed by the Diocesan Bishop.

In each parish where the incumbent or priest-in-charge wishes to invite a lay person to preach on a "regular" basis, the incumbent submits that person's name to the appropriate Suffragan Bishop or Channel Island Dean.



The form for this is available from the Department of Discipleship and Ministry, and includes the following information:

- a record of the consent of the PCC (or in the case of the Channel Islands the churchwardens and any church council);
- a statement of the number of times the person concerned would be asked to preach (no more than 4 times per year);
- the name of the church(es) in which the person would preach;
- the types of services at which this would take place;
- an outline of arrangements for supervision and review and an assurance from the person for whom permission is sought that they will be accountable to the incumbent;
- assurance from the person concerned and evidence from the incumbent that the preaching will be faithful to Holy Scripture and in accordance with the doctrines of the Church as received and expounded by the Church of England.

If the Suffragan Bishop or Channel Island Dean approves the submission, he will write to the incumbent giving permission for the named person(s) to be invited to preach under the incumbent's guidance and supervision on no more than the number of occasions stated in the submission.

The Suffragan Bishop or Channel Island Dean's permission is given to the incumbent and not directly to the person who will preach. This preserves the role of the incumbent as the one who acts on behalf of the Bishop, and emphasises the trust placed in the incumbent to exercise the role of discerning, calling out and supervising those with gifts for ministry.

A register of those who are invited to preach is kept by the Director of Discipleship and Ministry.

Permission to the incumbent to invite is renewable on an annual basis, and renewal is at the discretion of the Suffragan Bishop or Channel Island Dean. Permission to invite lapses automatically



when a vacancy in the benefice occurs. However, the churchwardens and/or Area/Rural Dean may consult with the Suffragan Bishop or Channel Island Dean for this to be renewed where appropriate supervision can be provided.

The Department of Discipleship and Ministry and, in particular, the Adult Discipleship Adviser are available for consultation, training and support.

A10.6 *The Ministry of Healing*

10.6.1 Healing is a ministry entrusted to the whole Church and a priest should preside over the ministry of laying on of hands and anointing of the sick. Providing that a priest is present, at a public celebration or privately and in homes, others may be invited to share in the prayers and the laying on of hands. Anointing may only be done by a priest.
(See also Section N4)

A10.7 *Commissioning and Authorisation*

10.7.1 Readers are licensed by the Diocesan Bishop at a public service. Churchwardens are formally authorised by the Archdeacons at the Annual Visitations.

10.7.2 It may be felt desirable to arrange some kind of commissioning or public authorisation for those who take up ministry roles within the local church. Such ministries might include Lay Pastors/ Parish Visitors or those who work with young people. In planning commissioning or authorisation the following points should be considered:-

- affirmation by the people of the local church of those who take up a role is important;
- emphasis should be laid on the ministry in which all the baptised have a share. Any role or responsibility is a particular expression of this shared ministry;
- the 'commissioning' is to the role and not to ministry itself;
- any commissioning or authorisation has only local effect and does not imply a similar ministry elsewhere;



- commissioning or authorisation should take place within the context of normal public worship and should not be a separate service;
- in consultation with the PCC or other representatives of the church some form of job description for the role should be prepared and should include some reference to the length of time any person will undertake a particular responsibility. The responsibilities of the role and the length of time should be mentioned during any act of authorisation.

Staff in the Department of Discipleship and Ministry are available to give advice on this matter.

A10.8 *Ecumenical Provision*

10.8.1 Accredited lay ministers of other denominations may minister in Anglican churches at the invitation of the parish priest and to the extent that they are licensed or authorised to minister in their own churches.

10.8.2 An accredited lay minister of another denomination may not do anything that a lay minister in the Church of England would not be authorised to do.

10.8.3 Reference should be made to Canon B43 for further information concerning provisions for relations with other churches.