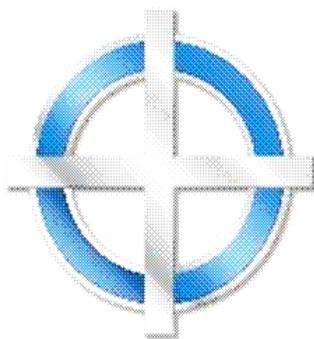


**DIOCESE OF
CHELMSFORD**

**REGULATIONS FOR
LICENSED LAY MINISTRY**



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The ministry of teaching, nurture and encouragement resources the gifts of all God's disciples. Licensed lay ministers are called to exercise leadership, enabling learning and growth in understanding and sharing the Christian faith.

All licensed lay ministers are admitted to the office of Reader, an office authorised by Canon. The text of the Reader Canons is also included as an appendix. This booklet also contains the Constitution, which gives details of the committee structure and the people involved in support of Reader and LLM ministry in the diocese.

In this diocese there are nearly four hundred Readers and Licensed Lay Ministers. It is a significant part of the ministry of the whole church. The complementarity of lay and ordained licensed ministry is a reminder of our partnership together as we minister to the needs of people and to the glory of God.

+ Stephen Chelmsford

Both Readers & LLMs hold the Bishop's licence but their ministries differ in some respects:

Section 1. The Duties of a Reader.

1.1 The primary focus of Reader ministry and that which distinguishes it from other forms of lay ministry is that of a preaching and teaching ministry set in a pastoral context. Readers and the incumbents who accept their ministry should give priority to their preaching and teaching for which they are especially trained. Readers may participate and preach at any service.

1.2 Readers should also develop their pastoral ministry in appropriate ways in order to support and inform their primary task as preachers and teachers, working in collaboration with all who exercise their ministry as baptised members of the church.

Section 1. The Duties of a Licensed Lay Minister

1.1 The role of Licensed Lay Ministers is to work with ordained ministers and other lay leaders to enable the local churches of the diocese to be a Transforming Presence. This leadership role may be:

as an adult educator, encouraging, training and mentoring other lay ministries,

as one who contributes skills of leadership in local churches and deaneries. LLMs will be encouraged to share the skills which they have acquired in their work and community roles in the context of church life,

as a co-ordinator and trainer of Christian nurture, such as children's work and enquirer's groups.

as one who attends to the connection between faith and daily life, worship and witness. It is essential that the mission of the Church is focussed outwards and that God's people are able to live out their faith in their homes, communities and jobs.

1.3 The Liturgical Ministry.

All lay people who hold the Bishop's licence:

1.3.1 shall follow the Canons of the Church of England and diocesan regulations as may from time to time be revised and notified. (see Canon E 4.2)

1.3.2 are authorised to assist at the Holy Communion in the distribution of the elements in both kinds. Readers may distribute the reserved Sacrament to the sick and housebound.

1.3.3 may conduct a Holy Communion service in a church or other public setting with the reserved Sacrament in special circumstances and with the permission of the Area Bishop.

I.3.4 may not administer Holy Baptism, except in cases of extreme emergency when any lay person may baptise.

I.3.5 may conduct the services of Thanksgiving for the Birth of a Child and the service of Thanksgiving after Adoption.

I.3.6 are permitted to publish banns of marriage if a priest or deacon is not present and should sign the banns of marriage register, but an ordained person must sign the certificate of banns.

I.3.7 are not permitted to officiate at a Marriage nor the Blessing of a Marriage .

I.3.8 can, by agreement with their incumbent accept invitations to take part in services in a church of another denomination to which the Church of England (Ecumenical Relations) Measure 1998 applies, provided that the duties they undertake in the service are the same or similar to those they are authorised to perform in the Church of England. In Local Ecumenical Projects and Partnerships, Readers and LLMs may carry out such duties as are specified and authorised by the bishop.

I.3.9 may take full responsibility for more informal acts of worship in church and elsewhere, drawing on their training to ensure that such services are worthy of their purpose.

I.3.10 At the request of, or by agreement with, their incumbent and the goodwill of the family concerned, Readers and LLMs who have received appropriate training may conduct Funeral services and the Interment of Ashes either in church or at a crematorium or cemetery using an authorised form of service. In the case of an interregnum, the request to take the service shall come from the Area Dean.

I.3.11 The normal dress of Readers and LLMs for liturgical duties is cassock, surplice, hood of degree (where appropriate) and plain blue scarf. A cassock alb may be worn at the Holy Communion if this is the custom of the parish. There is no requirement to robe for services at which no liturgical duties are being carried out.

Section 2. Admission & Licensing

2.1 Requirements for admission. All licensed lay ministers are admitted to the office of Reader and the following applies to both Readers and LLMs

Candidates for admission must:

- Be baptised, confirmed and regular communicant members of the Church of England.

- Be over the age of 18. Will normally be expected to offer at least five years of licensed ministry before the age of 70.
- Have satisfied the training requirements of the diocese.
- Have been selected for admission by their Area Bishop on the recommendation of those responsible for the diocesan selection and training. The candidate will have satisfied the bishop that they fulfil the requirements of Canon E5 and are required at admission to make the declaration of assent and obedience as set out in Canon E5.4

NB Admission is not repeated when the Reader moves to a new parish or Diocese.

2.2 The Bishop licenses people to a parish, deanery, group, team ministry or chaplaincy. This is the primary but not exclusive focus of ministry. Readers/LLMs must seek the permission of the Area Bishop before exceeding or varying the terms of their licence.

2.3 This licence permits ministry anywhere in the diocese, subject to the agreement of the incumbent where ministry is happening and notification to the lay minister's supervisor, or in the case of an interregnum, the Area Dean.

2.4 This licence continues during an interregnum in the home parish, under the direction of the Area Dean and in collaboration with the churchwardens. An applicant for the post should be made aware of any existing lay ministry in the parish and should declare acceptance of the principles and practice of licensed lay ministry.

2.5 At a suitable time after the end of the vacancy the new incumbent or priest in charge, in consultation with the PCC, should re-nominate the Reader to the Bishop for the licence to be updated. If the new incumbent or the Reader cannot agree to re-nomination, after discussion with the LARC, the Bishop in consultation with the Area Dean and the Warden of Readers should consider the matter.

2.6 The Bishop and Warden will keep a register of all those holding a licence or written permission to officiate. It should contain the minister's date of birth, full name and address, email, date of admission and first and subsequent licensing, and details of the parish, deanery, group, team or chaplaincy in which ministry is exercised.

Section 3. Conditions of Service.

3.1 Every licensed minister is an integral part of the Ministry Team and it is expected that all Readers will work collaboratively with their incumbents, churchwardens and other members of the team.

3.2 It is a condition of admission and licensing that an Initial Working Agreement is drawn up between the candidate and the incumbent and is *endorsed* by the Church Council. This process is facilitated by the Director of Training and the agreement must be seen and approved by the Warden of Readers and the Area Bishop. The initial working agreement lasts for one year and is then reviewed and replaced by a new working agreement between the licensed minister and incumbent and this process is facilitated by the LARC.

3.3 The Area Bishop will consider each person's licence at the conclusion of every three years on the basis of the review procedure.

3.4 The ' Working Agreements should cover where, and how often the licensed minister is expected to operate. This should include both church services and other activities such as chaplaincy and parish events. Significant responsibilities at work or in the community should also be recognised.

3.5 When preaching or leading worship in a non Anglican church, licensed ministers must have the agreement of both their own incumbent and the incumbent of the parish in which the non- Anglican church is situated. In this situation the minister is still subject to the bishop's licence and must confine his/her ministry to that which the licence allows. This means that a lay minister may not baptise nor preside at Communion in another denomination, even if that denomination allows its own members to do so.

3.6 Readers are expected to participate in Continuing Ministerial Development, including the deanery meetings arranged by the LARC They are expected to attend the annual Diocesan Readers day and to take full advantage of in-service training opportunities. (See section 4 for details of Finance available).

Section 4. Finance

Under the new guidelines all licensed lay ministers are entitled to retain 2/3rd of the DBF part of the fee for occasional offices where they officiate. There is no longer any part of the fee that belongs to the incumbent. Fees are now split between the PCC and the Diocesan Board of Finance. This includes funeral services taken at a crematorium. It is recommended that PCCs take responsibility, through the treasurer, for the collection and allocation of the fee and that they give the lay minister their portion before sending in the DBF portion.

Where part of the fees has been retained, the Diocese needs details of the full fee and the amount retained by or paid to the officiant.

People receiving this proportion of the fee are responsible for accounting to the Inland Revenue (HMRC) for the tax that is due on this income. Full details of fees can be found at www.chelmsford.anglican.org/parishes/fees

Grants for training purposes:

The annual grant entitlement is £100 for all licensed ministers. Application should be made to the Area CMD Adviser at least a month ahead of the event on the standard application form. However, for non-residential events up to £50 application may now be made (on the same form) directly to the CMD Administrator, who will be able to issue a grant for recognised training events. As at present, a feedback sheet will be expected following all funded courses, including these 'under £50' day events. Any application for an additional grant will require the support of the incumbent, Area Dean or LARC as appropriate. The cost of travel, retreats and books remains the responsibility of the PCC, as at present.

Barking Area Adviser: Jill Mowbray revjillmowbray@googlemail.com
tel 020 82812574

Bradwell Area Adviser: Graham Hamborg revghamborg@hotmail.com
tel 01245 227418

Colchester Area Adviser: Geoff Read gread@chelmsford.anglican.org
tel 01245294453

CMD Administrator: Sue Denham sdenham@chelmsford.anglican.org
tel 01245 294450

The Central Readers Council has funds for Readers and Licensed Lay Ministers, to assist with:

“programmes, courses or research in the broad field of theology, with the primary aim of enhancing the applicant’s knowledge and practice as a Reader.”

The form is on the CRC’s website, at http://www.Readers.cofe.anglican.org/crc_docs.php?4

Section 5. Deployment and Transfer

5.1.1 The transfer of a licensed minister from one parish to another can only take place with the permission of the Area Bishop following consultation with the candidate, the incumbents involved, the LARC and the Area Dean.

5.1.2 A licensed minister wishing to transfer his/her licence should normally worship in the new parish for a period of six months.

The approval of the P.C.C. is required at the conclusion of the six month period, to the transfer of the licence to their parish. Votes should be recorded by the P.C.C. Secretary. The transfer of the licence is authorised by the Area Bishop.

5.2 Transfer to another diocese

Licensed lay ministers moving to another diocese should notify the LARC and the Warden of Readers (in advance if possible). It is good practice for Readers who are moving to a new diocese to contact the Warden in that place as soon as possible and to discuss where they might most usefully be deployed.

5.3 Transfer into the Diocese of Chelmsford

The procedure outlined in 5.1.2 should be followed.

5.3.1 (a) On arrival in the diocese, the lay minister should contact the incumbent or minister in charge of the parish where he/she intends to worship.

5.3.1 (b) After the minister has worshipped at the new location for a sufficient period, normally six months, the incumbent, with the agreement of the P.C.C. should apply to the Warden of Readers in the diocese to ask that the Reader be licensed. When the approval of the new P.C.C. and incumbent has been given, the Diocesan Bishop may authorise preaching and leading of worship on an occasional basis.

5.3.1 (c) The Warden should contact the Warden of the former diocese to ensure that the lay minister is in good standing or to enquire if there is any reason why the licence should not be transferred.

Section 6. Discipline.

6.1 Grievances. A licensed lay minister with a grievance which cannot be resolved by consultation with the incumbent, should discuss the matter first with the LARC and the Area Dean and then, if necessary, with the Area Bishop.

6.2 Diocesan Discipline procedures. The Area Bishop may censure or temporarily or permanently revoke the licence of a Reader for any cause which appears to him to be good and reasonable, after having given the Reader sufficient opportunity to respond.

6.3 Right of Appeal. In the case of a permanent revocation of the licence, the lay minister has the right of appeal to the Diocesan Bishop, and then to the Archbishop of Canterbury according to the procedure in Canon E6.3 (See Appendix). There is no appeal from the decision of the Archbishop.

Section 7 Arrangements for PTO

1. Licensed lay ministers should return their licence to the Area Bishop when they reach 70 years of age and request PTO status (if they so wish). The Area office will process this application and obtain DBS clearance.
2. PTO is issued initially for a period of 3 years. The PTO Certificate is issued by the Bishop of Chelmsford after consultation with the incumbent, and a copy sent to the Area Bishop. An announcement is sent to the Area Bishop, Area Archdeacon, Warden of Readers, LARC, Incumbent, Diocesan Database Administrator and Director of Communications.
3. Further PTOs are issued by the Area Bishop at up to 3 year intervals, after consultation with the LARC, incumbent and lay minister.
4. PTO ministry should normally be exercised in the home parish though those with PTO can be invited to serve in other parishes.
5. PTO may also be requested at times of a career break or for personal or domestic reasons and not only at the age of 70. The Area Bishop should be approached when the lay minister wishes to return to licensed ministry.
6. If the incumbent or a lay minister holding PTO feels that this is no longer appropriate then Emeritus status may be granted by the Area Bishop on retirement from active ministry.
7. Some form of working agreement should be continued and reviewed regularly during the period of PTO ministry. Where PTO has been misused, PTO may be withdrawn by the Area Bishop following discussions with the incumbent, Warden and LARC.
8. Those with PTO should continue to be listed under the details of the deanery in the directory and be included in the Diocesan Cycle of Prayer. They should also continue to be invited to diocesan and deanery events.

Section 8 Job description for LARCs

the aim

To facilitate communication between the Area Bishop and the Readers/LLMs of the designated deanery or deaneries and to offer them support and pastoral care on his behalf.

responsibilities

To develop and foster a local group of Readers/LLMs for mutual support and learning, meeting about three times a year.

2. To support, advise and listen to individual Readers/LLMs and to keep the Area Bishop informed about them and their situations as appropriate.
3. To facilitate Reader CMD, in consultation with the Reader/LLM CMD Adviser.
4. To arrange for Readers/LLMs to make their triennial reviews and revisions of working agreements and to pass copies of these to the Area Bishop.
5. To send a brief annual report to the Area Bishop, and to the Warden, of the year's work of the group.
6. To attend occasional meetings, normally two a year, with the Area Bishop, Warden and other LARCS.
7. To liaise, if necessary, with Readers/LLMs' incumbents or Area Deans.

length of appointment

6 years (renewable) as determined by the LARC and Area Bishop.

training

Training for LARCS and incumbents receiving new Readers will be co-ordinated by the Lay Development Adviser and delivered by experienced LARCS.

notes:

1. LARCS are not responsible for selection, initial training or the dissemination of publicity and vocational information about Reader/LLM Ministry.
2. Working expenses will be paid by the diocese.
3. LARCS are appointed from among the Readers or the parochial clergy, by the Area Bishop.
4. LARCS are accountable to the Area Bishop
5. In some deaneries it may be appropriate for two people to share the responsibilities of being a LARC
6. The Diocesan office will notify LARCS of any Reader transferring into their Deanery in order that the LARC may give necessary help and assistance.

Section 9 Constitution

1. The Warden

- 1.1 Shall be appointed by the Bishop of Chelmsford.
- 1.2 Has overall responsibility, under the Bishop of Chelmsford, for Reader ministry in the Diocese.
- 1.3 Shall normally preside at the annual Readers Day.
- 1.4 Shall be ex-officio a member of the Ministry Advisory Group.
- 1.5 Shall attend the annual general meeting of the Central Readers Council.

2. The Area Bishops

- 2.1 Shall have responsibility for Reader ministry in their Episcopal Area, including selection for training, and for admission and licensing, deployment, the appointment of selectors and Local Advisers (LARCS), the triennial review of Reader licences in their Area, and matters of discipline or pastoral oversight.

3. The Director of Reader Training

- 3.1 will be responsible for: a) the training of Reader selectors and the initiation of Reader selection procedures; b) the provision of suitable training for Reader ministry; c) The appointment and co-ordination of tutors for specific Reader training; d) The final recommendation to the Area Bishops concerning the suitability of candidates for admission and licensing after training.
- 3.2 will consult regularly with the Reader committee and the bishops as appropriate.
- 3.3 Shall be responsible for the preparation and management of the budget for Reader training.

4. The Honorary Secretary

- 4.1 Shall be a licensed Reader in the Diocese, and shall be appointed by the Warden on the recommendation of the Readers' Committee, and shall be an ex-officio member of that Committee.
- 4.2 Shall act as Secretary of the Readers' Committee, and be responsible for convening it and for the Minutes.
- 4.3 Shall consult with the Warden about the agenda for the meetings of the Readers' Committee.
- 4.4 Shall be responsible for the administrative arrangements for the Annual Readers Day, in consultation with the Warden.
- 4.5 Will attend either in person or by representation the annual general meeting of the Central Readers' Council.

5. The Honorary Treasurer

5.1 Shall be a licensed Reader in the Diocese, shall be appointed by the Readers' Committee, and shall be an ex-officio member of that Committee.

5.2 Shall be responsible for all monies received or payable by the Chelmsford Diocesan Readers' Committee Discretionary Fund to assist the furtherance of Reader ministry in the Diocese.

5.3 Shall prepare an annual account of the above fund for the Readers' Committee.

6. The Readers Committee

6.1 Shall comprise:

- The Warden (as Chair)
- The Bishop with responsibility for ministry issues (ex-officio).
- The Honorary Secretary.
- The Honorary Treasurer.
- Two Reader representatives from each Episcopal Area, of whom at least two should be LARCs (nominated by the Area Bishop for a term of three years)
- The Reader CMD Adviser.
- The Director of Reader Training.
- The Diocesan Director for Mission and Ministry (ex-officio).

6.2 The committee shall meet at least three times a year, four members being a quorum.

6.3 The Readers' Committee will be responsible for all matters concerning licensed lay ministry in the diocese.

6.4 The Readers' Committee will be responsible for the Readers' Committee budget.

Appendix

Reader Canons

Canon E4 Of Readers

1. A lay person, whether man or woman, who is baptized and confirmed and who satisfies the bishop that he is a regular communicant of the Church of England may be admitted by the bishop of the diocese to the office of Reader in the Church and licensed by him to perform the duties which may lawfully be performed by a Reader according to the provisions of paragraph 2 of this Canon or which may from time to time be so determined by Act of Synod.

2. it shall be lawful for a Reader:

(a) to visit the sick, to read and pray with them, to teach in Sunday school and elsewhere, and generally to undertake such pastoral and educational work and to give such assistance to any minister as the bishop may direct;

(b) during the time of divine service to read Morning and Evening Prayer (save for the Absolution), to publish banns of marriage at Morning and Evening Prayer (on occasions on which a layman is permitted by the statute law so to do, and in accordance with the requirements of that law), to read the word of God, to preach, to catechize the children, and to receive and present the offerings of the people;

(c) to distribute the holy sacrament of the Lord's Supper to the people.

2.1 The bishop may also authorize a Reader to bury the dead or read the burial service before, at or after a cremation but only, in each case, with the goodwill of the persons responsible and at the invitation of the minister of a parish or an extra-parochial place within the meaning of section 1 of the Deaconesses and Lay Ministry Measure 1972. When a cure is vacant the reference in this paragraph to the minister of a parish shall be construed as a reference to the rural dean.

3. The bishop of every diocese shall keep a register book wherein shall be entered the names of every person whom he has either admitted to the office of Reader or licensed to exercise that office in any place.

E5 Of the nomination and admission of Readers

1. A candidate for the office of Reader in a parish or district shall be nominated to the bishop by the minister of that parish or district; and a candidate for the said office in a wider area by one of the rural deans or archdeacons after consultation with the minister of his parish or district.

2. The nominator in making such nomination shall also satisfy the bishop that the said person is of good life, sound in faith, a regular communicant, and well fitted for the work of a Reader, and provide all such other information about the said person and the duties which it is desired that he should perform as the bishop may require.

3. No person shall be admitted to the office of Reader in the Church except it be found on examination, held by the bishop or by competent persons appointed by the bishop for this purpose, that he possesses a sufficient knowledge of Holy Scripture and of the doctrine and worship of the Church of England as set forth in The Book of Common Prayer, that he is able to read the services of the Church plainly, distinctly, audibly, and reverently, and that he is capable both of teaching and preaching.

4. Whom he is to be so admitted or of the bishop's commissary, make the declarations set out below, the preface which precedes the Declaration of Assent in paragraph 1(1) of Canon C15 (with the appropriate adaptations) having first been spoken by the bishop or commissary: I, (name, surname), do so affirm, and accordingly declare my belief in the faith which is revealed in the Holy Scriptures and set forth in the catholic creeds and to which the historic formularies of the Church of England bear witness; and in public prayer I will use only the forms of service which are authorized or allowed by Canon. I, (name, surname), will give due obedience to the Lord Bishop of Chelmsford and his successors in all things lawful and honest.

5. The bishop shall admit a person to the office of Reader by the delivery of the New Testament, but without imposition of hands.

6. The bishop shall give to the newly admitted Reader a certificate of his admission to the office; and the admission shall not be repeated if the Reader shall move to another diocese.

E6 Of the licensing of Readers

1. No person who has been admitted to the office of Reader shall exercise his office in any diocese until he has been licensed so to do by the bishop thereof: Provided that, when any Reader is to exercise his office temporarily in any diocese, the written permission of the bishop shall suffice.

1.1 A licence authorizing a Reader to serve in a benefice in respect of which a team ministry is established may be in a form which specifies the term of years for which the licence shall have effect.

2. Every Reader who is to be licensed to exercise his office in any diocese shall first, in the presence of the bishop by whom he is to be licensed, or of the commissary of such bishop, 3. make the declarations of assent and of obedience in the form and manner prescribed by paragraph 4 of Canon E5; (b) make and subscribe the declaration following: I, (name, surname), about to be licensed to exercise the office of Reader in the parish (or diocese) of Chelmsford, do hereby promise the spiritual welfare of [my] *all people. I will give due obedience to the Bishop of Chelmsford and his successors and the minister in whose cure I may serve, in all things lawful and honest. If the declarations of assent and of obedience have been made on the same occasion in pursuance of paragraph 4 of Canon E5 it shall not be necessary to repeat them in pursuance of this paragraph and in the declaration set out above the words 'the Bishop of Chelmsford and his successors and' may be omitted.

3. The bishop of a diocese may by notice in writing revoke summarily, and without further process, any licence granted to a Reader within his diocese for any cause which appears to him to be good and reasonable, after having given the Reader sufficient opportunity of showing reason to the contrary; and the notice shall notify the Reader that he may, within 28 days from the date on which he receives the notice, appeal to the archbishop of the province in which that diocese is situated. On such an appeal the archbishop may either hear the appeal himself or appoint a person holding the office of diocesan bishop or suffragan bishop in his province (otherwise than in the diocese concerned) to hear the appeal in his place; and, after hearing the appeal or, if he has appointed a bishop to hear the appeal in his place, after receiving a report in writing from that bishop, the archbishop may confirm, vary or cancel the revocation of the licence as he considers just and proper, and there shall be no appeal from the decision of the archbishop. Where the see of the archbishop is vacant or the archbishop is also the bishop of the diocese concerned, any reference in the preceding provisions of this paragraph to the archbishop of the province shall be construed as a reference to the archbishop of the other province, but any bishop appointed by the archbishop of the other province by virtue of this paragraph shall be a bishop serving in the province which contains the diocese concerned. Any appeal under this paragraph shall be conducted in accordance with rules approved by the Archbishops of Canterbury and York; and any such rules may provide for the appointment of one or more persons to advise the archbishop or bishop hearing such an appeal on any question of law arising in the course thereof.

3.1 Where a bishop has granted a licence to a Reader to serve in his diocese for a term of years specified in the licence, the bishop may revoke that licence under paragraph 3 of this Canon before the expiration of that term, and where he does so that Reader shall have the like right of appeal as any other Reader whose licence is revoked under that paragraph.

4. No bishop shall license any Reader to be a stipendiary in any place until he has satisfied himself that adequate provision has been made for the stipend of the said Reader, for his insurance against sickness or accident, and for a pension on his retirement.

***Note:** The word 'my' should have been removed by Amending Canon No. 23. A future Amending Canon will correct this omission, but in the meantime, the word should be omitted as required by the sense.