



# **Licensed Pastoral Workers Handbook for Incumbents and Pastoral Workers**

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## **AIDS TO EFFECTIVE SERVICE -**

### **WRITTEN WORKING AGREEMENT FOR PASTORAL WORKER MINISTRY**

A licensed Pastoral Worker and the Incumbent should make a written working agreement which must be endorsed by the PCC. This agreement will be part of the submission for the fourth module of the Pastoral Worker training course and will be finalised and submitted along with the final assessment.

Any change in shape and direction of parish ministry should be made in full and prayerful consultation with the Incumbent and other members of the ministry team and ratified by the PCC.

The agreement should cover, at the least, the following aspects of the Pastoral Worker's ministry:

1. The particular way(s) in which the Pastoral Worker's ministry is to be expressed:
  - Specific area of pastoral work e.g. baptism visiting, bereavement counselling, home and hospital visiting etc.
  - Other kinds of ministry in which the Pastoral Worker is involved.
2. The expected time commitment for the ministry.
3. The Pastoral Worker's working relationship with other ministers and/or the local ministry team; and recognition of a Pastoral Worker's role in other church structures and groups.
4. Arrangements for regular meetings between the Pastoral Worker, clergy and other staff.
5. Expectations of the Pastoral Worker's Continual Ministerial Development (CMD):
  - Advice should be sought from the Warden of Pastoral Workers (the Warden) or the Director of Studies for Pastoral Workers (the training officer).
6. Arrangements for reimbursement of expenses incurred through performance of the Pastoral Worker's ministry and CMD.
7. Arrangements for the regular formal review of the Pastoral Worker's ministry.
  - a) This review should occur every three years at the time of the renewal of the Pastoral Worker's licence.
  - b) It will be undertaken by a person chosen by the Pastoral Worker from a list of experienced Reviewers held by the Warden.
  - c) Such review should include consideration and possible amendment of the working agreement; any such amendment to be agreed between the Pastoral Worker and the Incumbent and submitted for endorsement by the PCC.

Notes:

1. In every case, particular attention should be given to opportunities for CMD.
2. The agreement and its outworking in practice will be considered as part of the ministerial review process.

### **The Process**

It is assumed that careful thought will already have been given informally to the particular expression the Pastoral Worker's ministry will have, and his/her relationship to other ministers and structures, before the written agreement is actually drawn up.

In practice, there needs to be an informal conversation between the candidate and the Incumbent, exploring together the areas listed above. Where a number of lay and ordained ministers (obviously including Pastoral Workers) work together in ministry as a team, this conversation might usefully include the other team members. The written agreement might well reflect the collaborative context of their ministry.

A draft agreement should be drawn up and the team reach agreement together on a final version. This should be shown to the Warden and then taken to the PCC for endorsement.

The purpose of taking the agreement to the PCC is to clarify the Pastoral Worker's role with other leaders in the local church or team ministry, and also to enable those who represent the congregation to 'own' the Pastoral Worker's ministry and to pray for him/her with commitment and regularity.

Copies of the written working agreement should be kept by the Pastoral Worker, the Incumbent and the Secretary of the PCC to which the Pastoral Worker is licensed. A copy should be made available for the person undertaking the Review of the Pastoral Worker's ministry, at the appropriate time.

#### **Check List of Matters to be taken into account.**

In drafting the agreement, careful attention will therefore have to be given to the following items:

1. Expectations – what the parish expects of the Pastoral Worker and vice versa.
2. Responsibilities.
3. His/her ministry in relation to family and work commitments.
4. Accountability, supervision and support.
5. Relationships with local church structures of leadership and decision making. As a licensed lay minister, any Pastoral Worker is ex-officio on the PCC.
6. Ministry beyond the Pastoral Worker's own parish and the possibility of redeployment.
7. Reimbursement of expenses, where appropriate.
8. Possibilities of Continual Ministerial Development.
9. Periodic review of the Pastoral Worker's ministry.

#### **CONTINUAL MINISTERIAL DEVELOPMENT (CMD) FOR PASTORAL WORKERS**

Training and learning is a lifelong part of our ministry and growth and there are many opportunities for Pastoral Workers in this diocese to extend and deepen their skills, knowledge and spiritual life.

We are so committed to Pastoral Workers' development in ministry that every licensed Pastoral Worker is eligible for an **annual in-service training grant** towards the cost of approved in-service training events and courses. The grant is available on a 'first come first served' basis, as funds are limited. The amount is reviewed each year.

The diocese has a CMD Officer who co-ordinates a programme of events that are open to clergy, Readers, Pastoral Workers and others. These include diocesan **Short Courses** on a huge variety of topics from explorations in prayer to difficult ethical issues and many others. Details of these events and also a whole range of opportunities, courses and resources, are publicised regularly through the diocesan e-bulletin, Chester Diocesan News and the diocesan website, see: [http://www.chester.anglican.org/page\\_ministry.asp?Page=702](http://www.chester.anglican.org/page_ministry.asp?Page=702)

for up-to-date information on training and resources. Some training events are open to Pastoral Workers as well as clergy and Readers. All are eligible for a CMD grant. There are two CMD events each year that are specifically for Pastoral Workers. These are a quiet day in the spring and a themed training day in the autumn. Details of these are sent out to all licensed Pastoral Workers by the Warden via e-mail.

#### **How you might be able to help after your Licensing**

Licensed Pastoral Workers will be a valuable resource and we are keen to use their skills and experience to help other Pastoral Workers in training. Pastoral Workers could act as mentors for those in their first three years of training. A mentor is matched up with someone fairly close by, who is in training. The mentor's role is designed to provide an important one-to-one element in the course, as well as continuity throughout the three years of the course. This is not an 'academic' role but rather one that provides a pastoral listening ear, a person with whom to discuss integrating what the trainee is learning with practical ministry. Another aspect of the role is to prompt the trainee to reflect theologically on what they are learning and how it affects their own spiritual and personal formation. A mentor is meant to meet with their trainee at least once a term. The Mentor plays a vital role in Pastoral Worker training and if you would be willing to help as a mentor, please contact the Warden.

### **PASTORAL WORKER FINANCE**

1. Pastoral Workers are voluntary and unpaid ministers and do not accept fees for their services.
2. Pastoral Workers 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 Pastoral Worker is licensed, arrangements for their payment should be clearly indicated in the working agreement. Mileage should be paid by the parish at the diocesan rate.
3. The Warden and the Director of Studies for Pastoral Workers should claim the expenses related to the exercise of their ministry among Pastoral Workers, through the Diocesan Director of Ministry.

### **TRANSFERRING TO ANOTHER AREA WITHIN THE DIOCESE**

It is good practice for Pastoral Workers who are moving to a new parish within the Diocese to contact the Warden as soon as possible and to discuss where they might most usefully be deployed. Different procedures are followed depending on the kind of move.

### **TRANSFER PROCEDURES**

Different categories of transfer will be handled in the following ways.

1. **A permanent move within the Diocese**  
A Pastoral Worker leaving his or her church and hoping to continue ministering in a different church within the diocese will need the agreement of the Incumbent and a six month settling in period followed by the agreement of the PCC. The Pastoral Worker will need to obtain the appropriate transfer document from the Warden. The usual arrangement is for a new licence (with the associate declarations before the bishop or his commissary) to be issued at the annual PW Licensing service in the relevant year. The pre-existing licence will usually be assumed to be Permission to Officiate (PTO) until that time. Only in exceptional circumstances will arrangements for an earlier licensing be made.
  2. **A temporary secondment to another parish**  
If a Pastoral Worker undertakes a temporary secondment to a different parish the agreement of both Incumbents will be needed. In addition the Warden should be informed.
  3. **A partial secondment to another parish**  
If a Pastoral Worker undertakes a partial secondment to another parish this will need to be covered by a new Working Agreement drawn up by both Incumbents.
  4. **Pastoral Worker Emeritus with PTO moving to another parish**  
Both Incumbents to agree and inform the Warden
- In all circumstances a change of ministry requires a new Disclosure & Barring Service (DBS, formerly CRB) enhanced disclosure and the signing of a confidential declaration. The necessary papers are available from the Director of Ministry.
  - Licences, like Certificates of Admission, are irreplaceable documents, if they are lost, the Registrar is only able to provide a statement that the Act Book has been checked and that the person concerned was admitted/licensed on a particular date. It is not possible to issue duplicates.

## **STRATEGIC PLACEMENT**

1. In appropriate circumstances Pastoral Workers may be seconded or asked to serve in an area of ministry in a different parish or a group of parishes. The Pastoral Worker will be asked whether they are willing to do this, perhaps taking the lead of a Care Group for instance. This would enable the diocese to call on his/her gifts to meet a real need in the ministry and mission of the church in another place.
2. This could happen as parishes in some areas may not have licensed Pastoral Workers whereas some parishes may have several. Consequently a Pastoral Worker may be approached to consider contributing their gifts to another parish. This could be either a temporary or permanent arrangement. Others might volunteer their services for this purpose in order to forward the mission of the church. Others again may have reached the conviction that they themselves need a change of parish.
3. The Warden, in consultation with the Rural Dean, is the person directly responsible for the outworking of this process and to whom the initial approach should be made. The Warden will always seek to match gifts and resources to the needs of a parish.
4. Where the possibility of a Pastoral Worker transferring permanently to another parish occurs, he/she should take advantage of a period of six months to make the personal and family adjustments that such a move might require, as well as to become acquainted with his/her new church. He/she might well take an occasional part in public ministry during that period at the invitation of the Incumbent. After six months the matter should be placed before the PCC by the Incumbent, and should the move be approved, the necessary changes to the Pastoral Worker's licence should be introduced by the Warden.
5. It is not envisaged that a Pastoral Worker should need to move house in order to fulfil a new calling though this, of course, might be the wish of the Pastoral Worker.
6. It is important that the Warden is involved in any discussions about redeployment. One factor to be borne in mind is to ensure that the Pastoral Worker has ease of access to the new locality of ministry by private or public transport.
7. Canon E.7 does allow Pastoral Workers to perform duties other than pastoral ones, at the invitation of the minister of a parish or an extra-parochial place within the meaning of section 1 of the Diaconesses and Lay Ministry Measure 1972. This would require the permission of the Bishop and extra training.

## **SAFEGUARDING AND CHILD PROTECTION CHECKS**

Like all other ministers holding the Bishop's licence, whether ordained or lay, every Pastoral Worker is required to apply periodically for an enhanced disclosure from the Disclosure and Barring Service and to submit a renewed signed confidential declaration. Indeed no one may continue to exercise a licensed ministry unless this periodic renewal of checks has been undertaken satisfactorily. This procedure will be initiated from Church House when it is due (generally every five years, or when a significant change of ministry takes place – whichever comes earlier). The record of this procedure is kept centrally by the Bishop since it is under his authority that your ministry is exercised. There is no need to complete any further check in the parish. Any enquiries about this process and its recording should be made to the Director of Ministry at Church House (email: [ministry@chester.anglican.org](mailto:ministry@chester.anglican.org)).

**DIOCESE OF CHESTER**  
**APPLICATION TO LICENSE A PASTORAL WORKER TO**  
**A PARISH IN THE DIOCESE**

This form must be completed and forwarded to the Warden of Pastoral Workers in the following circumstances:

- a) A Pastoral Worker moves from one parish to another within this Diocese.
- b) A person (before Admission) is to be licensed to a parish other than the one which nominated them for the ministry of Pastoral Worker.

Surname .....

Christian Name(s) .....

Address .....

.....

Post Code ..... Tel: .....

e-mail .....

Occupation .....

Date of Birth .....

Date of Admission as Pastoral Worker/Commenced Training

.....

Previous Parish .....

How long has the person been attending your church? .....

(a period of settling-in of 6 months is expected)

Following a Resolution of the PCC, we the undersigned request that

.....

be licensed as a Pastoral Worker in the Parish of

.....

Signed: Incumbent .....

Secretary .....

Churchwardens .....

Dated: .....

## **PASTORAL WORKER EMERITUS**

1. In the Diocese of Chester, Pastoral Workers over the age of 75 are given the title of Pastoral Worker Emeritus as an indication of respect and gratitude for their continuing link with the Pastoral Worker network.
2. Should either the Pastoral Worker or the Incumbent (or both) request that the title of Pastoral Worker Emeritus be conferred between the ages of 70 and 75, due application should be made to the Warden.
3. Pastoral Workers Emeritus who wish to remain in active ministry should apply for the Bishop's Permission to Officiate. This will be given at the Licensing Service that takes place during their 76<sup>th</sup> year (or whichever year falls immediately after their request). The Pastoral Worker's licence will remain valid until that service takes place. It should be handed to the Warden on that occasion for cancellation.

The Permission to officiate will indicate what area of ministry they are permitted to perform. It is for a limited period, subject to renewal by the Warden of Pastoral Workers.

**REQUEST FOR BISHOP'S PERMISSION TO CONTINUE  
IN MINISTRY FOR PASTORAL WORKERS EMERITI**

**DIOCESE OF CHESTER**

This form should be completed by the Minister in charge of the parish and forwarded to the Warden of Pastoral Workers

Name of Pastoral Worker

Address

.....  
.....

Post Code ..... Tel: .....

E-mail:

The above named Pastoral Worker has reached, or is about to reach, the age of 75 years and I enclose his/her licence for cancellation.

Having discussed the matter fully with

.....

and having obtained permission from the Church Council, we request the Bishop's Permission to Officiate.

OR

Permission to officiate will not be required.

[Delete as appropriate]

Signed: .....

Parish of.....

Dated: .....

## RENEWAL AND REVIEW

### REVIEW OF MINISTRY

The purpose of this Review is to motivate, encourage and strengthen every Pastoral Worker in his/her ministry and to help each one to grow in Christ and in the wonderful privilege of serving Him as servants of His people. It should not be unhelpfully unsettling to either Incumbent or Pastoral Worker, but rather help us to work together in collaborative ministry in the priesthood of all believers and assist us all to seek and find God's purposes for the next stage in our work. Each of us needs our sense of vocation to be kept alive with vision, challenge and excitement.

1. In the Review, attention should be paid to areas of fulfilment and satisfaction, noting opportunities for expansion of ministry or redeployment, as well as the need for refreshment or retraining. Special care should be taken that the criteria on the basis of which the Pastoral Worker was accepted for training are still valid, that his/her spirituality is being enriched by bible study and prayer and that understanding and skills are continuing to grow.
2. The appropriate moment for this Review would be at the time when the renewal of the Pastoral Worker's licence is due every three years. To help in this process, the Pastoral Worker will keep an on-going record of the main features of her/his ministry, including CMD undertaken (including sessions attended), books read and other ministry exercised.
3. The Warden is responsible for ensuring that the Review takes place. The Warden should inform the Pastoral Worker's Incumbent that the Review is due to take place and ask if there are any particular comments that he/she want to make. The Review itself may be conducted by the Warden him/herself or some other appropriate person. The Warden should maintain a list of appropriate people in the Diocese from which the Pastoral Worker chooses the interviewer.
4. To assist in this, the Pastoral Worker Ministry Review document should be used. This document is supplied via the Warden. Other suitable guidelines may be used if helpful.
5. Prior to the Review Meeting itself, the Pastoral Worker would find it helpful to have a discussion with his/her Incumbent and if possible the ministry team in the parish as well. A copy of the Written Working Agreement should be made available to the Reviewer.
6. This Review might well be a suitable moment to discuss re-deployment with the Pastoral Worker and his/her Incumbent, taking into account the Pastoral Worker's home and work situation along with the mission needs of the Pastoral Worker's parish, the deanery and possibly even neighbouring deaneries. The Rural Dean should also be kept informed, particularly if immediate re-deployment is a real option.
7. The Pastoral Worker's needs with regard to CMD should be noted carefully, together with goals for Pastoral Worker ministry during the next three year period. This should then be discussed with the Pastoral Worker's Incumbent. The Pastoral Worker's Incumbent should ensure that opportunities for fulfilment of these are given within their ministry team in the parish. The Reviewer may or may not be involved in this discussion, depending on the individual situation.

Subject to issues of confidentiality, a brief summary of the conclusions, together with a list of CMD courses that may need to be taken, should be given to the Pastoral Worker and the Warden.

9. As a result of the Review and should changes in the Pastoral Worker ministry be agreed (by the Pastoral Worker, his/her Incumbent and the Warden of Pastoral Workers), these should be incorporated into the Written Working Agreement.
10. In the event of it being agreed that a Pastoral Worker should terminate his/her ministry in this

capacity, his/her licence should be surrendered to the Warden, who in turn will return it to the Bishop.

**NB: When a parish is in interregnum the Review is required to be carried out at the due time – in such a case the Warden will carry out the review.**

**b) RENEWAL OF PASTORAL WORKER'S LICENCE**

Each Pastoral Worker's licence comes up for renewal every three years after his/her licensing and should occur after the Review of the Pastoral Worker's ministry has been finished to everyone's complete satisfaction.

The licence should be endorsed by the Warden of Pastoral Workers in the following terms:  
"Licence renewed as from [Date]", and then signed.

**c) CHANGES IN WORKING AGREEMENT**

These should be discussed with the PCC and then introduced into the original document and signed by the Pastoral Worker, Incumbent and Churchwardens, with a copy to the Warden.

**d) SURRENDER OF LICENCES**

A Pastoral Worker should surrender his/her licence in the following circumstances:

- a) On reaching the age of 75 and being granted the status of Pastoral Worker Emeritus.
- b) When a Pastoral Worker transfers to another form of ministry.
- c) After it is decided, on the occasion of the Review of a Pastoral Worker's Ministry, or for some other reason, that the Pastoral Worker's ministry, as such, should be discontinued.
- d) On the decision of the Bishop for reasons of church discipline.
- e) On moving outside the diocese.

## POST-LICENSING

Licensing is not the end! The initial training is just that, and Pastoral Workers in training are encouraged to look towards what their continuing training needs are. As stated elsewhere, the full extent of training available to clergy and lay ministers in the diocese is available on the diocesan website and will be sent via the e-bulletin. Licensed Pastoral Workers are eligible for CMD in-service training grants.

Please do work to encourage your candidate to think and pray about how he/she will work to develop their ministry after licensing. For some, building on the academic credits they have earned during Pastoral Worker training either at the University of Chester or elsewhere will be very valuable. Also, reviewing the working agreement and looking at how their future ministry will work in the parish is an important exercise to do before and after licensing. An informal review between Incumbent and Pastoral Worker after the first year of being licensed might be very helpful.

## GUIDELINES FOR INCUMBENTS WITH PASTORAL WORKERS IN THEIR WORK TOGETHER

### **Collaborative Ministry**

Ministry teams, even if you start with just two members, are important in God's work today. Regular team meetings are helpful. If you have a clergy team that meets regularly, that could now include the Pastoral Worker as well. Each parish is different. Some will meet weekly for prayer and planning. Some Pastoral Workers will be free to join in daily worship and prayer. Social occasions and meals together enable real relationships to grow. These need to be built into the diary as each year is planned.

### **A Colleague Not A Stop-Gap**

Pastoral Workers could well be included in determining parish vision and planning for the future, especially in terms of reaching out into the community. They can be assigned areas of responsibility that are not solely pastoral. These could include other areas of church life such as house-groups. A change of responsibility from time to time can offer Pastoral Workers new challenges and experience.

### **Working Agreement**

This will define roles, responsibilities and expectations. It can include frequency of team meetings, attendance at public worship (when "on duty" or not).

**NB** The licence of a Pastoral Worker includes permission to take Communion to the sick and to preach and lead worship. However preaching and leading worship should only be done with the permission of the Bishop, via the Director of Ministry and after further training. Initial training is for pastoral work and it is expected that this is the main focus of their ministry. All ministry should be undertaken with the support of the Incumbent.

### **Encouragement and Ministry Review**

Please take time to discuss the Pastoral Worker's contribution with him/her and to offer constructive criticism. This could be a mutual or team exercise. But most important of all, seek to ensure that each Pastoral Worker is growing in his/her faith, and is able to have a regular habit of the study of God's Word and prayer.

The renewal of licences takes place every three years, and it should be used as an opportunity for Ministerial Review for Pastoral Workers. There will be a questionnaire, and the Incumbent will be a vital part of this exercise. It will be helpful to keep a Report Sheet of factual information about the details of a Pastoral Worker's ministry over the year.

### **Continual Ministerial Development**

The work of any minister loses effectiveness when he/she stops learning. Please encourage your Pastoral Worker to read and take part in CMD. Encourage your PCC to set apart a yearly book grant or book token for clergy and other ministers. It is important to pass on information about diocesan events, etc. The diocese will endeavour to keep information flowing with the mailings to Pastoral Workers.

The diocese makes an annual grant to every Pastoral Worker for CMD. This must be an application for a specific event, prior to that event.

### **Expenses**

Parish finances vary greatly. Pastoral Worker ministry is essentially voluntary and unpaid, but it should not result in the Pastoral Worker being out of pocket, unless by his/her deliberate decision as part of his/her own stewardship. So please be aware of travelling costs, telephone calls, course expenses, etc., and make sure that folk are reimbursed. Pastoral Workers who minister elsewhere should be paid travelling expenses by the congregation they go to serve.

### **COLLABORATIVE MINISTRY**

Collaborative ministry is all about teamwork. In particular it means Clergy, Readers and Pastoral Workers, and any other accredited ministers and members of each congregation together sharing responsibility for the church's life and mission. Scripture reminds us of the contribution all Christians have to make as members of one Body, and St. Paul's teaching about spiritual gifts emphasises the complementarities of our various contributions. God himself works in a 'collaborative' way as 'Trinity' – and He calls us to be his partners in his Church and in the world. So when we try to work in a non-collaborative way, we are ignoring the fact that we have been made in his image and created to co-operate.

As possible local leaders, Pastoral Workers are in a good position to foster collaborative styles of ministry. As well as working closely with the Incumbent and any other members of staff, they can promote the development of teams in the parish. Their approach to working together, rather than apart, will establish an ethos of co-operation and provide a model for others to copy

Collaboration is 'caught' first and foremost. But of course it needs to be taught, and part of each Pastoral Worker's task is to make sure that everyone understands why this is such a vital ingredient in any recipe for church health and growth.

### **MINISTRY TEAMS**

A number of churches in the Diocese of Chester have established 'Ministry Teams', and these take various forms. Some are teams concerned primarily with the planning and leading of worship; some are gatherings of clergy, accredited ministers and others. Some are 'Heads of Department' teams and some are groups of people who share responsibility for particular areas of the church's life (such as outreach, children's work, fabric etc.).

In the Diocese of Chester we are keen to encourage the development of ministry teams of every kind. Pastoral Workers will be members of such teams and they have an important contribution to make. The Committee for Ministry aims to assist parishes in promoting teamwork and encouraging the ministry of every church member (further details are available from the Director of Ministry).

## **GUIDELINES FOR LICENSED PASTORAL WORKERS INTERMS OF PREACHING, LEADING WORSHIP AND CONDUCTING FUNERALS**

The focus of ministry for Pastoral Workers is expected to be in line with their name: pastoral care exercised in a variety of different settings. Initial training is for this ministry and not for any other. You will have read, however, earlier in this handbook:

“The Canons (E7) also potentially permit Pastoral Workers more generally to lead worship, preach and conduct funerals. This would only be done at the request of the Incumbent or Priest-in-Charge, with additional training and the permission of the Bishop. Please contact the Director of Ministry for more details.”

You may find the following guidelines helpful:

### **Definition:**

Regular preaching or regular leading of public worship more than once a quarter (many Readers are not given more than once every 4-8 weeks)

### **Those enquiring about leading worship:**

If you, as a licensed Pastoral Worker, are being asked to lead public worship on a regular basis, please ask your Incumbent to send a letter giving details of this request to the Director of Ministry. Discussions involving the Warden and the Director of Ministry will follow, with these general principles:

- a) The Pastoral Worker is likely to be asked to participate in a short course on Leading Worship and possibly in some parts of the Reader Training Course. There might be some assessment of learning.
- b) The parish will be encouraged to pay the cost of these sessions rather than the individuals themselves.
- c) The Incumbent will be asked to provide help in training opportunities for the leading of worship, including help in preparation and in feedback following early involvement.
- d) The Pastoral Worker will be asked to consider if the focus of his/her ministry is changing sufficiently to be considering full Reader training and licensing.
- e) If the Pastoral Worker does complete the extra training successfully, the diocesan Bishop will be informed and the individual could then lead public worship on a regular basis under his or her licence.

### **Those enquiring about preaching:**

If you, as a licensed Pastoral Worker, are being asked to preach on a regular basis, please ask your Incumbent to send a letter giving details of this request to the Director of Ministry. Discussions involving the Warden and the Director of Ministry will follow, with these general principles:

- a) The Pastoral Worker is likely to be asked to participate in further training and assessment. Possible elements include those on the Bible, on communicating the faith and preaching.
- b) The parish will be encouraged to pay the cost of these modules rather than the individuals themselves.
- c) The Incumbent will be asked to provide help in training opportunities to preach, including help in preparation and in feedback following early sermons.
- d) The Pastoral Worker will be asked to consider if the focus of his/her ministry is changing sufficiently to be considering full Reader training and licensing.

If the Pastoral Worker does complete the extra training successfully, the diocesan Bishop will be informed and the individual could then preach on a regular basis under his or her licence.

**Those enquiring about leading funerals:**

If you are being asked to take funerals in the parish, please ask your Incumbent to send a letter giving details of this request to the Director of Ministry. Discussions involving the Warden and the Director of Ministry will follow, with these general principles:

- a) The Pastoral Worker will be asked to participate in the following:
  - i) The funeral course (at present for Readers)
  - ii) A Short Course on Leading Worship
  - iii) Sessions on funeral eulogies and preaching.
- b) The parish will be encouraged to pay the cost of these sessions rather than the individuals themselves.
- c) The incumbent will be asked to provide help in training opportunities in this ministry and in feedback following early involvement. The Pastoral Worker should not take the whole of a funeral service without having been given prior opportunities to learn by supervised involvement in part of such services.
- d) If the Pastoral Worker does complete the extra training successfully, the diocesan bishop will be informed and the individual could then lead funerals on a regular basis under his/her licence.

**REGULATIONS FOR PASTORAL WORKERS  
CANON LAW CONCERNING PASTORAL WORKER MINISTRY**

Pastoral Workers are licensed under Canons E7 and E8 (a copy of which follows). Pastoral Worker licences normally apply until the Pastoral Worker is aged 75, with the normal process of review and renewal of the licence applying during that time.

**Canons E7 and E8**

**E 7**

**Of lay workers**

1. A lay person, whether man or woman, who satisfies the bishop that he or she
  - (a) is baptised and confirmed and a regular communicant of the Church of England;
  - (b) has had the proper training; and
  - (c) possesses the other necessary qualifications,may be admitted by the bishop as a lay worker of the Church. A lay worker may perform the duties set out in this Canon or any of them, if authorised to do so by licence or permission of the bishop of the diocese in which he or she is to serve.
2. A man or woman admitted to the office of evangelist is thereby admitted as a lay worker of the Church.
3. A lay worker may in the place where he or she is licensed to serve and under the direction of the minister, lead the people in public worship, exercise pastoral care, evangelise, instruct the people in the Christian faith, and prepare them for the reception of the sacraments.
4. A lay worker may:
  - (a) in accordance with Canon B 11 be authorised and invited to say or sing Morning or Evening Prayer (save for the Absolution);
  - (b) distribute the holy sacrament of the Lord's Supper to the people and read the Epistle and the Gospel.
5. The bishop may also authorise a lay worker to perform any of the following duties 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:
  - (a) to preach at divine service;
  - (b) to church women;
  - (c) with the goodwill of the person responsible, to bury the dead or read the burial service before, at or after a cremation;
  - (d) to publish banns of marriage at Morning and Evening Prayer (on occasions on which a lay person is permitted by the Statute Law so to do and in accordance with the requirements of that law).

When a cure is vacant the first reference in this paragraph to the minister of a parish shall be construed as a reference to the Rural Dean.

**E 8**

**Of the admission and licensing of lay workers**

1. A bishop shall give to every person admitted by him as a lay worker of the Church a certificate of admission as a lay worker, and the admission shall not be repeated if the person admitted thereby moves to another diocese.

2. No person who has been admitted as a lay worker of the Church shall serve as such in any diocese unless he or she has a licence so to do from the bishop thereof: Provided that, when any lay worker is to serve temporarily in the diocese, the written permission of the bishop shall suffice.
- 2A. A licence authorising a lay worker to serve in a benefice in respect of which a team ministry is established may be in a form which specifies the terms of years for which the licence shall have effect.
3. Where any person is to be a stipendiary lay worker in any place in a diocese, the bishop shall not license that person as a lay worker unless he is satisfied that adequate provision has been made for his or her salary, appropriate insurance and a pension on retirement.
4. Every person who is to be admitted or licensed as a lay worker shall in the presence of the bishop or his commissary, make and subscribe the declarations set out below, the preface which precedes the Declaration of Assent in paragraph 1(1) of Canon C 15 (with the appropriate adaptations) having first been spoken by the bishop or commissary
  - I. A B, 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 authorised or allowed by Canon.
  - I, A B, will give due obedience to the Lord Bishop of C and his successors in all things lawful and honest.
5. The bishop of a diocese may by notice in writing revoke summarily, and without further process, a licence granted to a lay worker within his diocese for any cause which appears to him to be good and reasonable, after having given the lay worker sufficient opportunity of showing reason to the contrary; and the notice shall notify the lay worker 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 archbishops or bishop hearing such an appeal on any question of law arising in the course thereof.
- 5A. Where a bishop has granted a licence to a lay worker to serve in his diocese for a term of years specified in the licence, the bishop may revoke that licence under paragraph 5 of this Canon before the expiration of that term, and where he does so that lay worker shall have the like right of appeal as any other lay worker whose licence is revoked under that paragraph.
6. The bishop of every diocese shall keep a register book wherein shall be entered the name of every person

either admitted or licensed by him as a lay worker, together with the particular duties which that person has been licensed to perform.

**Useful Background Information:**

Some aspects of these canons were framed when stipendiary women lay workers were mainly in view, prior to the admission of women to the ordained ministry. Stipendiary licensed lay workers tend now mainly to be Church Army Captains and Youth Workers, where such ministers are licensed, although the possibility exists of a wider renewal of stipendiary lay workers.

## CONTACTS

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