



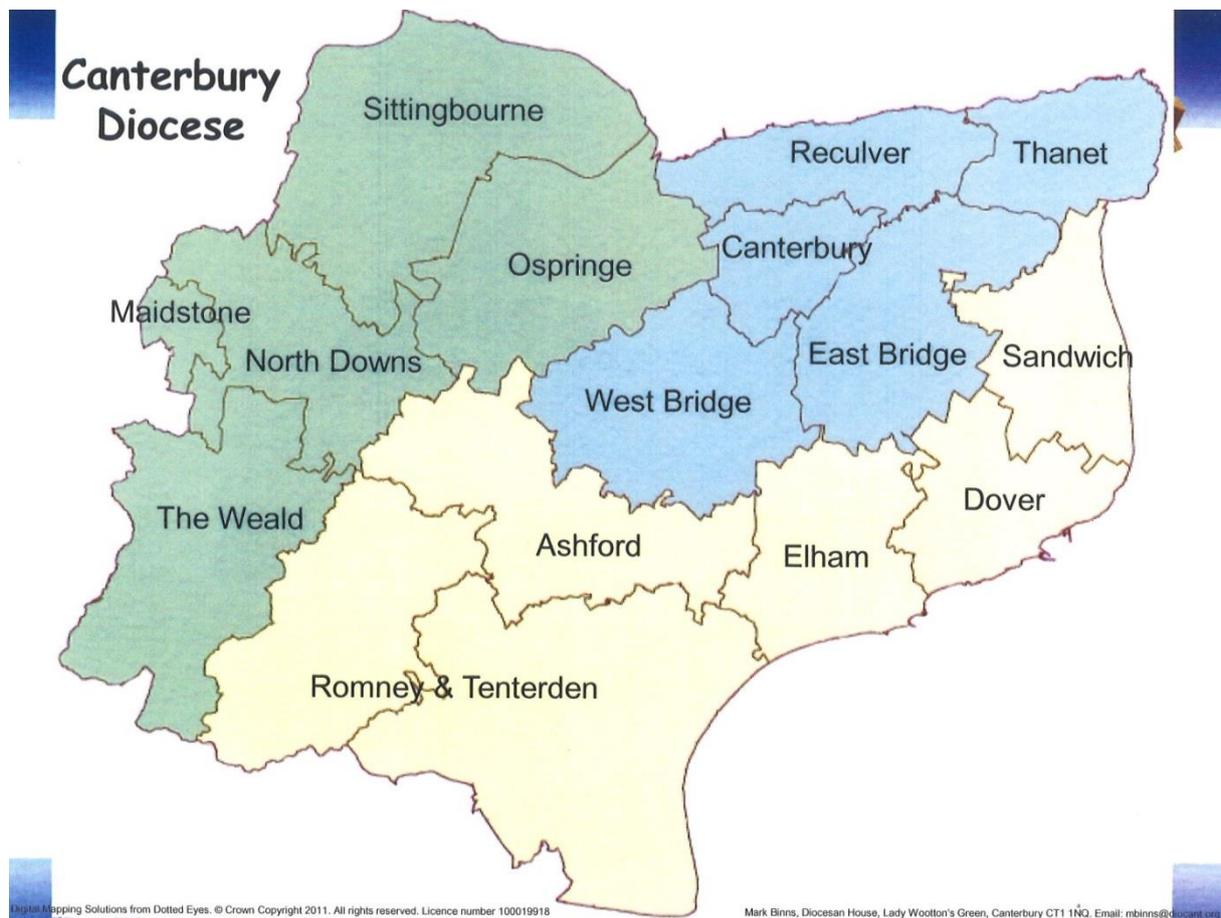
Diocese of Canterbury
CHANGED LIVES ⊕ CHANGING LIVES

www.canterburydiocese.org

Reader (Licensed Lay Ministry Handbook



Revised July 2022



Welcome

This handbook contains information about the ministry of Readers as Licensed Lay Ministers (LLMs) within the Church of England and how Readers work alongside other colleagues in ministry within the Diocese of Canterbury. It is intended as a guide for clergy and Readers as well as being helpful to anyone exploring a vocation to Reader ministry.

Reader webpage - <https://www.canterburydiocese.org/readers/>

Please feel free to contact me for further information, guidance or advice.

Nigel Collins

Warden of Readers for the Diocese of Canterbury

Tel: 01227 459401 Email: ncollins@diocant.org
Diocesan House, Lady Wootton's Green, Canterbury CT1 1NQ

1. Reader ministry	5
1.1. Readers in our Diocese	5
1.2. What are Readers?	5
1.3. Training	5
1.4. Being Called to Licensed Lay Ministry in the Church of England	5
2. Discernment and Selection	6
2.1. The Initial Discernment Process	6
2.2. The Formal Discernment Process	6
3. Ministry Training and Formation	7
3.1. Initial Ministerial and Formational Training	7
3.2. Post Licensing Formation	8
3.3 The Canterbury Diet for Licensed Lay Ministry	8
4. Becoming a Reader	9
4.1 Admission and Licensing	9
4.2 New Readers Residential weekend	9
4.3 What do Readers wear?	9
4.4 Reader Records and General Data Protection Regulations (GDPR)	9
5. Reader Licences	10
5.1 The Bishop's Licence	10
5.2 Surrendering of Licences	10
5.3 Permission to Officiate (PTO)	10
6. Good practice, policies and procedures	10
6.1 Annual Celebration of Reader Ministry service	10
6.2 Safeguarding	11
6.3 Spiritual Accompaniment	11
6.4 Ministerial Development and Review for Readers	12
6.4.1 Ministry Agreement	12
6.4.2 Annual Ministerial Development and Review	12
6.5 Continuing Ministerial Development (CMD)	13
6.6 Funeral Ministry	13
6.7 Finance, Fees and Expenses	13

6.8 The Wider Ministry of Readers	13
6.8.1 Requests to minister in another benefice	13
6.8.2 Requests to minister in another diocese	14
6.8.3 Requests to minister in churches of other denominations	14
6.8.4 Requests to recognise lay ministers from other denominations	14
6.9 Taking a Ministry Break	14
6.10 During a Vacancy	14
6.11 Retiring from Active Ministry	15
6.12 Moving Home and Transferring of Reader Ministry	15
6.12.1. Moving home	15
6.12.2 Transferring from another diocese	15
6.12.3 Transferring to another benefice in the diocese	15
6.12.4 Transferring to another diocese	15
6.12 How to Resign your Licence or Permission to Officiate	15
7. Diocesan Network of Readers	16
7.1 Warden of Readers	16
7.2 Assistant Wardens	16
7.3 Deanery Reader Representatives	16
7.4 Reader Vocations Advisers	16
7.5 Reader Tutorial Group Leaders	16
7.6 Reader Ministry Resource Group	17
7.7 Annual Networking Days of Refreshment	17
7.8 The Central Readers Council (CRC) – <i>Transforming Ministry</i>	17
8. Resources: Books, papers and reports	18

1. Reader ministry

1.1. Readers in our Diocese

Readers play an important role in the public ministry of the Church by leading worship, teaching and preaching, as well as in a wide range of missional and pastoral contexts. As theologically trained lay people they offer a ministry within the church and to the wider community; and are well placed to encourage people in their everyday faith.

1.2. What are Readers?

The office of Reader in the Church of England is governed by canon law¹; Readers are:

- Called by God to a ministry of the Word
- Licensed by the Bishop to exercise a public and representative lay ministry in Church and the wider community
- Theologically trained and equipped as:
 - teachers of the faith
 - enablers of mission in the everyday
 - leaders in church and community²

The ministry of individual Readers varies according to their individual gifting and mission context. Whilst most Readers minister collaboratively as part of a team of lay and ordained ministers some work very much on the margins of society sharing God's love and message of hope to those who may not yet know it.

Some Readers are also trained and authorised for funeral ministry.

1.3. Training

Initial ministerial and formational training consists of a two-year Licensed Lay Ministry course. The course is delivered by St Augustine's College of Theology and leads to a Certificate in Theology and Mission awarded by Durham University³ as part of Common Awards. Ministerial formation continues post licensing under the oversight of the Warden of Readers. See section 3 below for more details.

As lifelong learners Readers are encouraged to participate in continued ministerial development (CMD), see section 6.6 below for more details.

1.4. Being Called to Licensed Lay Ministry in the Church of England

To be considered for this ministry a candidate must be a baptised, confirmed and a regular communicant of the Church of England.

Reader ministry is nationally recognised and transferable within the Church of England, the Church in Wales, and in some other dioceses and provinces of the

¹ The canons directly relating to Readers are E4, E5 and E6, the latest edition can be found at: <https://www.churchofengland.org/more/policy-and-thinking/canons-church-england>

² See also *Resourcing Sunday to Saturday Faith*, which sets out a vision for Readers and lay ministers <https://transformingministry.co.uk/publications-handbooks/#resourcing-sunday-to-saturday-faith>

³ Students train alongside Chichester and Southwark diocesan trainee Readers as well as ordinands and independent students.

Anglican Communion. This distinguishes Readers from other locally recognised forms of lay ministry, such as that of authorised lay ministers (ALMs), chaplains, pastoral assistants and 'lay' lay leaders.

Being able to articulate a sense of calling to a 'licensed' lay ministry rather than a call to recognised local lay ministry is an important aspect of the discernment process.

2. Discernment and Selection

2.1 The Initial Discernment Process

To discern a calling and vocation to Reader ministry, prospective Readers are encouraged to:

- talk to their incumbent or local priest, other Readers and members of their congregation
- talk with the Warden of Readers:
Nigel Collins, Tel: 01227 459401, email: ncollins@diocant.org
- consider exploring your sense of calling through one of these avenues:
 - *Deepening Discipleship*⁴ – an eight session course which enables participants to explore their own journey of discipleship and their own unique calling
 - *Come and See*⁵ – an evening for anyone who wants to find out more about Reader ministry

It is important to contact the Warden of Readers in order to take the process forward. This may include meeting with a Reader Vocations Adviser, before being invited to make a formal application.

Once invited to formally apply, an application pack will be sent, consisting of:

- Application form⁶ – to be completed by the candidate
- Nomination form – to be completed by the incumbent⁷ and sponsoring PCC/s
- Confidential Safeguarding Declaration – to be completed by the candidate

It should be noted that applicants will be expected to participate in a *Deepening Discipleship* course as part of the discernment process unless they have previously completed it or a recognised alternative course.

2.2 The Formal Discernment Process

At this stage applicants are required to have completed a DBS and awareness/foundation safeguarding modules (see section 6.2 for more details). They may then be invited to attend an ad-hoc discernment panel and will have a short interview with the Bishop.

⁴ Book through Sarah Lucas, Mission and Ministry Team Administrator slucas@diocant.org

⁵ Book through the Warden of Readers

⁶ Applicants will also be asked for two referees, a CV, Reflection on their spiritual journey as well as evidence of baptism and confirmation.

⁷ The incumbent will also be asked to provide a reference for the candidate.

The Discernment Panel normally takes place in June/July. The main purpose of the panel is to consider whether the candidate is being called to a nationally governed 'licensed' lay ministry in the Church rather than to locally 'recognised' lay ministry or something else.

The National Discernment Framework⁸ is used as a guide when considering applicants. The key indicators the panel will be looking for are:

- discipleship – someone who is an active disciple seeking to grow more Christ-like as they mature in the faith; this will include a commitment to individual bible study and prayer whilst being rooted in a local worshipping community
- calling – someone who clearly feels called by God to serve in the church and wider community as a 'commissioned' lay minister; this calling will have been affirmed by the local church
- encourager – someone who encourages others to grow in their discipleship and strives to make new disciples; with a focus on sharing everyday faith
- potential – someone who has the potential for growth as their discipleship becomes shaped by their calling and formation as a lay minister/leader
- capacity – someone who has the capacity to undertake the academic study and formational training

It is important to note that the panel isn't looking for the 'finished article' at this stage.

The Bishop makes the final decision about whether to recommend a candidate for training. If recommended, the course begins in September.

3. Ministry Training and Formation

A brief introduction can be found at section 1.3 above.

3.1 Initial Ministerial and Formational Training

The Licensed Lay Ministry course is delivered by the St Augustine's College of Theology and normally consists of two elements:

- Core modules (evening classes or teaching days):
 - Introduction to Biblical Studies
 - Introduction to Church History
 - Introduction to Spirituality and Discipleship
 - Introduction to Christian Worship
 - Brief Introduction to Christian Doctrine
 - Using the Bible Today
- Reader-specific training (Residential weekend and a termly study day):
 - Formation for Reader ministry

⁸ The Church of England Discernment Framework for Readers/LLMs can be found here: https://www.churchofengland.org/sites/default/files/2021-04/LLM%20Reader%20discernment%20framework%20toplevel%20grid_1.pdf

- Foundations for Reflective Practice in context (within your own parish/benefice)
- Foundations for Ministry and Worship in context (in another parish/benefice on placement)
- Practical skills (eg for theological reflection, leading worship, preaching, pastoral and mission)

Students also participate in a diocesan tutorial group and train alongside candidates from Chichester and Southwark dioceses.

All students will have a Personal Pathway Guide which will have taken into account any previous accredited theological studies they may have completed.

Further details are available on request from the Warden of Readers.

3.2 Post Licensing Formation

Following licensing new Readers are required to complete further formational learning under the direction of the Warden of Readers, this includes:

- Action learning⁹ – being part of a supervised training group which assists in the process of transition to licensed lay ministry
- Further study and learning – this may involve participating in blended learning modules¹⁰ aimed at equipping the Reader for missional ministry and leadership in everyday life

The length of post licensing learning will vary according to the individual rather than being pre-determined.

Readers may also participate in diocesan *equipping for ministry* events and CMD. Training for specific areas of ministry is currently available for:

- Lay Funeral ministry
- Anna Chaplaincy

Training for other areas of ministry is under development.

3.3 The Canterbury Diet for Licensed Lay Ministry

The Canterbury Diet provides a framework describing good practice and the support a Reader can expect in this diocese. There are three golden threads summed up in the following three questions which underpin this:

- How are prayer and spiritual practices being developed?
- How am I learning and reflecting on ministry practice?
- How are we attending to good relationships and collaborative ministry?

The latest version of the Canterbury Diet for Licensed Lay Ministry can be found on the diocesan website and on request from the Warden of Readers.

⁹ the group is facilitated by the Warden or an experienced Reader.

¹⁰ a suite of modules are in the process of being launched by the Central Readers Council. The first module will be online worship and teaching; followed by preaching everyday faith; communicating in the 21st Century; and second chair leadership.

4. Becoming a Reader

4.1 Admission and Licensing

The Admission and Licensing of new Readers takes place at Canterbury Cathedral on a Sunday in late September (see section 6.1 below for more information). In recent years this has been within the context of choral evensong.

New Readers receive a Certificate of Admission signed by the Bishop which is evidence of their being admitted to the office of Reader in the Church of England. The Bishop's licence gives authority for the Reader to exercise a public ministry in the name of the Church (see section 5 below for more information).

4.2 New Readers Residential Weekend

A residential weekend is held annually at the Cathedral Lodge for those who are to be admitted and licensed in the Cathedral. It includes induction sessions for Readers who are new to the diocese. This normally takes place over the weekend which includes the Cathedral service.

4.3 What do Readers wear?

The formal vesture of a Reader is black cassock, surplice, blue scarf and academic hood (where appropriate). The scarf should be plain and not embroidered or otherwise decorated. This is the correct dress for such occasions when clergy also wear formal vesture (also known as 'choir dress/habit'). Local custom may suggest variations on other occasions, for instance when it is more appropriate for a Reader to wear an alb. The PCC may wish to contribute towards the cost of vestments for their Readers.

Newly admitted Readers are presented with a scarf and Bible by the diocese.

4.4 Reader Records and General Data Protection Regulations (GDPR)

As licensed ministers regulated by Canon law, a personal record is kept for all Readers in line with the document *Personal files relating to the clergy* as approved by the House of Bishops. The Warden of Readers holds these records securely on behalf of the Bishop and in compliance with GDPR.

Files are retained for everyone who has been admitted to the office of Reader in the diocese and a new file is opened when a Reader transfers into the diocese. Unlike clergy files are not currently transferred between dioceses. The main contents of the file are:

- Application paperwork and references
- Safeguarding documents – evidence of DBS and training
- Copies of Certificates of admission, licenses, etc
- Annual Ministerial review
- Further authorisations – eg funeral ministry, anna chaplaincy
- Other relevant information or correspondence – eg change of contact details etc.

5. Reader Licences

5.1 The Bishop's Licence

Readers are licensed to the deanery in which they serve, emphasising that they are a resource for mission and ministry beyond their local parish or benefice. For incumbents this means that when requested and willing, their Reader should be supported in ministering beyond their parish/benefice when appropriate.

Licences are subject to annual ministerial review (see below) and continue until such time as the Reader moves deanery, leaves the diocese or retires from active ministry. Licences are automatically suspended where mandatory safeguarding requirements are not met.

5.2 Surrendering of Licences

Ill health or other changes in personal circumstances may lead a Reader, after discussion with the Warden and Parish Priest to surrender a licence. Readers must surrender their licence if it is revoked by the Bishop. This is a very rare event and in these circumstances the Reader does have the right of appeal to the Archbishop of York. However, this step should not be taken until the Reader has discussed the issues with the Warden.

5.3 Permission to Officiate (PTO)

Reader regulations state that on reaching the age of 70, a Reader should receive the Bishop's permission to officiate (PTO) rather than a licence. This regulation is no longer actively applied in the diocese, although there are some Readers who were given PTO in previous years.

There may be exceptions where PTO is granted. The most common circumstances are:

- to grant temporary authority for a Reader who is awaiting licensing at the annual service.
- Where a Reader is licensed in another diocese but also ministers in the Diocese of Canterbury (Readers are not permitted to hold a licence in more than one diocese at the same time).
- Where a Reader's ministry will be exercised on an occasional basis rather than regularly as part of the local church leadership team.

6. Good practice, policies and procedures

6.1 Annual Admission and Licensing Service

This service is held annually in the Cathedral and celebrates the breadth of Reader ministry in the diocese. It includes the admission and licensing of new Readers, welcoming Readers moving into the diocese, granting of the title Emeritus and the re-commissioning of all Readers. The service is open to the public and all Readers are encouraged to attend and bring along members of their local churches.

6.2 Safeguarding

All Readers are required to complete Safeguarding training in line with the national Safeguarding Training and Development Framework as follows:

- Basic Awareness and Safeguarding Foundation online modules – before Selection
- Leadership for Licensed Ministers – all active Readers and those in training before licensing (a ‘PTO’ version is available for those with a reduced leadership role)
- Raising Awareness of Domestic Abuse – all active Readers and those in training should complete the latest version of this module alongside completing the leadership module (this is completed through the National Safeguarding training portal – copies of certificates should be sent to the Warden of Readers on completion)
- Refresher – all active Readers every 3 years

For course details and booking please see the diocesan website:

www.canterburydiocese.org/safeguarding/training

An enhanced Disclosure and Barring Service (DBS) check against the children and adult barred lists is required for all Readers and those in the discernment process. The DBS check is completed through the Diocesan Safeguarding Administrator at safeguarding@diocant.org or 01227 459401. The process is carried out on-line. The DBS certificate is valid for 3 years, a reminder to renew the check is sent to Readers by the Safeguarding Administrator around 3 months before expiry.

Failure to follow these requirements will result in licensing as a Reader being delayed, or existing licences being suspended.

In the event of any Safeguarding concerns please contact one of the Diocesan Safeguarding Advisers immediately:

Fiona Coombs 07548 232395 or fcoombs@diocant.org

Paul Brightwell 07398 009951 or pbrightwell@diocant.org

6.3 Spiritual Accompaniment

Readers are encouraged to have a Spiritual accompanier with whom they meet regularly as it can be a way to:

- identify and trust their own experience of God
- discern and make good choices in everyday life
- share their hopes, struggles and losses
- discern their response to God’s call to licensed ministry

Many people find that, at particular points in their ministry, a pattern of reflective companionship can be a significant help. The Diocese has a network of experienced spiritual accompaniers. For help in finding a Spiritual accompanier please contact:

Ashford archdeaconry - Mrs Anna-Stina Ponsford on 07932 165546
annastinaponsford@gmail.com

Canterbury archdeaconry – Revd Lesley Hardy on 01622 833263
lesleyhardy2@mac.com

Maidstone archdeaconry – Revd Robin Williamson on 01622 682959
rhw.williamson@gmail.com

Or visit the Prayer and Discipleship page on the website:
www.canterburydiocese.org/spirituality-and-discipleship

6.4 Ministerial Development and Review (MDR) for Readers

6.4.1 Ministry Agreement

All active Readers are required to have a written ministry agreement between themselves and their incumbent. The purpose of the written agreement is to provide clarity of roles, responsibilities, expectations and supervision between the Reader, incumbent and ministry team/PCC. A copy of the agreement must be sent to the Warden of Readers to be held on file.

Readers in training will have a training agreement with their supervising minister, in preparation for licensing a new ministry agreement should be drawn up to supersede the training agreement.

A template ministry agreement is available from the Reader webpage.

6.4.2 Annual Ministerial Development and Review

An annual ministerial development and review is initiated by the Warden of Readers in January, the purpose is to:

- reflect on the Reader's ministry over the past year
- identify any areas for ministerial development (especially as circumstances and roles change)
- review the ministry agreement (revised copies should be sent to the Warden)

The Reader MDR process consists of two elements:

- **Self-Review** – this should include reflecting on ministry exercised over the past year (using the *Reflection Based on Promises made at Licensing* resource), recording some statistical information¹¹ and checking personal details. The Reader is responsible for sending the Ministry Report form to the Warden.
- **Ministerial Review meeting of Reader and incumbent** – this should include a discussion about the Reader's ministry over the past year, and identify any areas for ministerial development or changes to the written ministry agreement. The incumbent is responsible for sending the completed Review form back to the Warden.

During an interregnum the Area Dean and Churchwardens share oversight of the parish. In this instance the Reviewer could be another clergy member of the ministry team, a Churchwarden or the Area Dean. Advice is available on request from the Warden.

¹¹ Readers should routinely keep a record of services led, sermons preached, training attended and any other public ministry exercised

6.5 Continuing Ministerial Development (CMD)

The diocese arranges centralised CMD events and seminars throughout the year. Unless otherwise advertised, these are available free to ordained and lay ministers alike. Events are published in the regular diocesan mailings, but particularly in the termly *Equipping for ministry* mailing. Regular events include:

- Bishop's Days, Preaching the Lectionary Days
- The Creative Mission Forum
- Various workshops and seminars

The *Canterbury Diet* describes a range of expectations and provision for ordained and lay ministers, such as supervision, leadership and management, conflict resolution. The *Canterbury Diet* is well established for clergy and is being extended and developed to include licensed lay ministers such as Readers and lay missionaries.

6.6 Funeral Ministry

This is an important ministry in the life of the Church. Readers who feel called to this ministry undergo specific training in order to gain authorisation. To do this, they need the support of their incumbent who will act as their supervising minister during the training.

The pathway to gain authorisation is to complete the Lay Funeral Ministry course (normally offered annually). The course is also run for experienced local worship leaders and preachers and leads to a diocesan recognition.

Expressions of interest may be made at any time directly to the Warden of Readers.

Readers who are authorised to conduct funerals are permitted to claim 80% of the CDBF fee element by submitting the appropriate claim form (available from the Diocesan website or Diocesan House). This remuneration is on a casual ad hoc basis and does not constitute an employment relationship between the CDBF and the Reader. It is also the responsibility of the Reader to declare and return to HMRC any fee received from the Diocesan Board of Finance (CDBF) in respect of the performance of Occasional Offices.

6.7 Finance, Fees and Expenses

Readers offer a voluntary and unpaid ministry, and do not accept a fee for their services. However, they should be reimbursed for travelling and other expenses incurred through the performance of their duties, especially outside their parish/benefice. Car mileage should be reimbursed at the current rate approved as set by the CDBF.

6.8 The Wider Ministry of Readers

6.8.1 Requests to minister in another benefice

The incumbent from another parish/benefice may directly approach a Reader to take a service in their benefice. Out of courtesy the Reader should inform their incumbent of any such request especially if it becomes a regular commitment. They do not require any further authorisation unless the request is from outside the diocese.

If a Reader regularly ministers in more than one benefice or deanery, a ministry agreement should be drawn up which takes these arrangements into account. The

Warden of Readers should be informed and sent a copy of the revised ministry agreement.

6.8.2 Requests to minister in another diocese

If a Reader is asked to minister in another diocese they should inform the Warden of Readers and seek the permission of the Bishop where the request was initiated. For a one off request this may simply be approved between the Wardens of Readers acting on behalf of the Bishop.

Requests to regularly minister in another diocese, for example where a Reader is resident in more than one diocese the advice of the Warden of Readers is to be sought. Readers are not permitted to hold a licence in more than one diocese and so PTO may be granted by one of the dioceses involved. Other considerations include safeguarding, ministry agreements, MDR and CMD.

6.8.3 Requests to minister in churches of other denominations

In local ecumenical projects and partnerships (LEPs), Readers may, with the permission of the bishop (given after consultation with the PCC) undertake such duties in the area covered by the project as the bishop may specify.

Readers may accept invitations to take part in services in a church of another denomination to which the Church of England (Ecumenical Relations) Measure 1988 applies provided that the duties they undertake in the services are the same or similar to those they are authorised to perform in the Church of England. Readers should obtain the approval of the incumbent of the parish where the service is to take place or, where they intend to participate regularly in such a service, of the bishop of the diocese and the PCC of the parish where the service is to take place.

6.8.4 Requests to recognise the ministry of a lay minister from other denominations

Local Preachers of other denominations may not become Readers unless they become confirmed members of the Church of England. However, their ministry as a Local Preacher may be given formal recognition by the bishop on an individual basis; requests should be submitted by the incumbent to the Warden of Readers.

6.9 Taking a Ministry Break

There may be times when a Reader wishes to take a temporary break from public ministry; this may be for a variety of reasons. They should discuss and agree this with their incumbent and inform the Warden of Readers.

6.10 During a Vacancy

During a vacancy the Churchwardens and Area Dean share legal responsibility for a parish. It is normal for the ministry of any local Readers to continue during a vacancy under the supervision of, and with the support of, the Area Dean. The Warden of Readers is available to provide advice about Reader ministry to Area Deans or Churchwardens.

6.11 Retiring from Active Ministry

Readers may retire from active ministry at any time, by informing their incumbent and the Warden of Readers (as the Bishop's representative). The title Reader Emeritus may be accorded to Readers of any age who wish to step away from a public ministry. It will signal both to the congregation and the wider diocese that the Reader has retired from a public ministry; therefore they no longer have permission to exercise the ministry of a Reader.

The link with Reader ministry in the diocese will be maintained where possible and appropriate. However, to avoid any confusion, the names of Readers Emeriti will no longer be listed in the Diocesan Directory.

The title of Reader Emeritus may be formally presented during the annual Celebration of Reader ministry service in the Cathedral or, if the Reader prefers it, locally in the parish/benefice.

6.12 Moving Home and Transferring of Reader Ministry

6.12.1. Moving home

As a courtesy the Warden of Readers should be informed of any change in personal circumstances or contact details at the earliest opportunity.

6.12.2 Transferring from another diocese

When an admitted Reader moves into the diocese they should inform their Warden prior to moving, and then contact the Warden of Readers for this diocese to introduce themselves. The Reader should also contact the incumbent of the parish where he or she intends to worship regularly. After the Reader has worshipped at the new parish for a sufficient period (usually six months), the incumbent should contact the Warden of Readers to request the person be licensed.

As part of the safer recruitment process the Warden will take up references, including from their former Warden of Readers. This is to check whether there is any reason why a new licence should not be given.

6.12.3 Transferring to another benefice in the diocese

When Readers move to another parish within the diocese, they should inform the Warden. After a sufficient settling in period, usually six months, the incumbent of the parish where the Reader worships, in consultation with the Reader and with the agreement of the PCC, should contact the Warden to ask for the Reader to be licensed.

6.12.4 Transferring to another diocese

It is good practice for Readers who are moving to a new area or diocese to contact the Warden concerned as soon as possible and to discuss where they might be usefully deployed. When planning to move away from the diocese, Readers should inform their incumbent and the Warden at the earliest opportunity.

6.13 How to Resign your Licence or Permission to Officiate

There are occasions when a Reader wishes to give up their licence or PTO, for example, when they move home. Readers wishing to surrender their licence or PTO

are asked to write to the Warden of Readers, enclosing their licence or PTO for cancellation, and giving the reason for their surrender.

7. Diocesan Network of Readers

7.1 Warden of Readers

On behalf of the Bishop of Dover the Warden of Readers has oversight of all matters relating to Readers in the diocese including policy, practice, planning and pastoral care. The Warden administers a Facebook group for Readers and those in training: *Canterbury Diocesan Licensed Lay Ministries Group*.

7.2 Assistant Wardens

The Warden of Readers is supported by three Assistants one in each archdeaconry, their role is to support the Warden in promoting, encouraging and developing the ministry of Readers throughout the diocese. The Archdeaconry Assistant Wardens are:

Ashford	Lynne Watson	lynnewatson3@ntlworld.com
Canterbury	Judith Andrews	judith.andrews68@btinternet.com
Maidstone	Pat Tatchell	tatch@blueyonder.co.uk

They are appointed by the Warden, initially for a three year term of office. A role description is available on request.

7.3 Deanery Reader Representatives

Deanery Reader Representatives (DRRs) are appointed by the Warden to assist in promoting, supporting and developing the ministry of Readers in each deanery. The Warden, Assistant Wardens and DRRs meet on a termly basis. A list of DRRs is available from the Warden and their contact details can be found in the Diocesan directory. A role description is available on request from the Warden.

7.4 Reader Vocations Advisers

The Warden of Readers is responsible for appointing Reader Vocations Advisers to assist in the discernment process. Advisers meet with potential Readers and their incumbent to help them reflect on:

- The call to licensed lay ministry
- What licensed lay ministry might look like for the parish/ministry context
- Answer questions

The Adviser provides a brief report on the meeting to the Warden of Readers.

7.5 Reader Tutorial Group Leaders

The Warden of Readers is responsible for appointing one or more experienced Readers to act as tutorial group leaders for trainee Readers. role description is available from the Warden of Readers.

7.6 Reader Ministry Resource Group

The Warden chairs a Resource Group which is both strategic and practical. The Group assists in planning the various events and activities affecting Readers. The group consists of:

- The Warden of Readers (chair)
- the Assistant Wardens of Readers
- the Tutorial Group Leader/s
- the Reader Vocations Adviser/s
- the Director of Mission and Ministry
- others as invited by the Warden

7.7 Days of Refreshment

The Living Well is the Diocesan Centre for Healing and Wholeness. The centre offers a range of events including Days of Refreshment for Readers. Contact them for more information:

The Living Well, Vicarage Lane, Nonington CT15 4JT
website: www.the-living-well.org.uk
Tel: 01304 842847 Email: contact@the-living-well.org.uk

7.8 The Central Readers Council (CRC) - *Transforming Ministry*

The CRC represents Readers in the Church of England (and Wales); it is a registered charity, with an Executive committee and various sub-committees.

Reader merchandise is available for purchase from the CRC, details can be found on their website. They also produce *The Transforming Ministry* magazine, which is a quarterly publication. The diocese funds a copy for every Reader.

CRC administer the Adams/Myland Fund which is available to licensed Readers wishing to complete further theological study. Details are available from CRC or the Warden of Readers who is required to support an application for funding support.

In 2019 the renewed vision of the CRC identified three foci for the future ministry of Readers:

- teachers of the faith
- enablers of mission in the everyday
- leaders in church and community

CRC are developing a range of blended learning resources in support of these foci; these modules will be freely available as part of a suite of continued ministerial development (CMD) resources for licensed lay ministers.

Central Readers Council (CRC) Office, Church House, Great Smith Street,
London SW1P 3NZ Tel: 020 7898 1401
www.transformingministry.co.uk

8. Resources: Books, Papers and Reports

The following may be of interest to anyone wishing to know more about Readers:

T.G. King, *Readers: A Pioneer Ministry*, Myland Fund, Central Readers Board, 1973

Robert Martineau, *The Office and Work of a Reader*, Mowbray, 1980

Carolyn Headley, *Readers and Worship in the Church of England*, Grove Books, 2000

Rhoda Hiscox, *Celebrating Reader Ministry: 125 years of Lay Ministry in the Church of England*, Weidenfeld, 1991

G. Kuhrt, P. Nappin (eds), *Bridging the Gap: Reader ministry today*, Church House Publishing, 2002

Cathy Rowling, Paula Gooder, *Reader Ministry Explored*, SPCK, 2009

Charles Read, Philip Tovey, *Reader Ministry Today*, Grove Worship, 2010

Philip Tovey, *Instruments of Christ's Love: The Ministry of Readers*, SCM Press, 2016

Philip Tovey, *The Liturgical Ministry of Readers*, Grove Worship, 2017

It is recommended that *Reader Ministry Explored* is read as part of the process of exploring Reader ministry; loan copies are available from the Warden.

The following reports relate to the ministry of Readers:

GS1689, *Reader Upbeat: quickening the tempo of Reader Ministry in the Church today*, Archbishops' Council, 2008

Central Readers Council, *Resourcing Sunday to Saturday Faith: Readers, Lay Ministers and Everyday Faith; the renewed vision of the Central Readers' Council of the Church of England and the Church in Wales*, Central Readers Council, 2019¹².

The House of Bishops, *Bishops' Regulations for Reader Ministry*. Archbishops' Council, 2000.

Canon law relating to Reader ministry are E4, E5 and E6, the latest edition can be found at: <https://www.churchofengland.org/more/policy-and-thinking/canons-church-england>

The following reports and papers should be of interest to Readers:

GS 2056, *Setting God's People Free*, Archbishops' Council, 2017.

GS Misc 1224, *Ministry for a Christian presence in every community*, Archbishops' Council, 2019.

GS Misc 1265, *A Vision for Lay Ministries*, Archbishops' Council, 2020.

The following webpages may also be of interest:

<https://www.churchofengland.org/about/renewal-reform/growing-faith>

¹² <https://transformingministry.co.uk/publications-handbooks/#resourcing-sunday-to-saturday-faith>