

## What the parish or chaplaincy might expect of an LLM:

### To be a key resource-person

- carrying out the ministry of an LLM according to gifts, skills and training including, with the permission of the diocesan Bishop, conducting funeral services and Communion by Extension;
- with an openness to continued learning and development and a willingness to work collaboratively;
- accountable to the Bishop through the parish priest/chaplain;
- committed to supporting colleagues, both lay and ordained;
- attending meetings and events as agreed and appropriate;
- encouraging other lay people in their Christian life, calling and ministry, and being involved in their nurture and development;
- being an example of committed discipleship.

## What an LLM might expect

### To receive encouragement and support

- by being involved in discussion and decision-making (eg playing a full part in staff/team meetings or their equivalent);
- as a full member of the 'ministry team', however this is defined in their locality;
- sharing collaboratively with lay and ordained colleagues in the vision for and development of ministry;
- by the parish priest/chaplain engaging in regular, dedicated one-to one time with the LLM for mutual support, discussion and reflection on issues arising from ministry and mission;
- by the parish priest/chaplain (or others as appropriate) making with the LLM an annual review of their Role Description and enabling any agreed changes to it;
- by encouragement for establishing an appropriate work/life balance;
- by encouragement for continuing training, study and retreat time;
- by being offered reimbursement of expenses incurred in carrying out their ministerial responsibilities.

*The Archdeaconry Wardens of Readers are available to offer support and assistance should it become difficult to find a mutually agreed ministry arrangement. or resolve different expectations about ministry. Contact details are in the diocesan directory. February 2017*



DIOCESE OF WORCESTER

## GUIDELINES AND EXPECTATIONS FOR LICENSED LAY MINISTRY

*This good practice document is intended to assist Licensed Lay Ministers (LLMs), clergy, PCCs and chaplaincy teams develop sound patterns of working and creative ministerial relationships. It serves as an introduction to the Role Description which all LLMs, whether licensed or with permission to officiate, are expected to form with their parish priest or chaplaincy team leader.*

### Canon Law and Bishops' Regulations

Under Canon Law a Reader (LLM) is authorised to

- preach;
- preside at Services of the Word;
- take the traditional role of deacon at the Eucharist;
- distribute the sacrament of Holy Communion in church and/or to the sick at home or in hospital;
- read Banns of Marriage;
- undertake general pastoral and educational ministry.

A Reader (LLM) must undertake further training and receive permission from the Bishop to preside at

- a service of Holy Communion by Extension (but note that permission to hold such services is given by the Bishop to specific parishes on application; permission is not given to individuals, LLMs or others);
- funeral services.

The Bishops' Regulations and diocesan guidance clarify that

- LLMs receives no fees, but those with funeral ministry authorisation from the Bishop may choose to receive payment for officiating at a funeral. This is in addition to any appropriate expenses. Paper A9 of the Worcester Diocesan Compendium, available on the diocesan website, sets out this arrangement, including the level of payment to be made;
- LLMs are entitled to all reasonable expenses associated with their office, responsibilities and training; the parish or chaplaincy should provide a suitable claim form for them to use;

- LLMs serving in parishes may be invited by the Annual Parochial Church Meeting to become ex-officio members of the Parochial Church Council(s) of the parish(es) to which they are licensed; an LLM may also be nominated and elected in the usual way;
- it may be appropriate for an LLM to participate in baptism preparation or take part in leading a service of baptism, but under Canon Law an LLM may not baptise, except as would apply to any lay Christian, where someone is at the point of death.

It is also necessary to bear in mind that, whilst confidentiality is a vital aspect of an LLM's pastoral ministry, it would be important to make clear to anyone unburdening themselves that the LLM is not a priest and therefore cannot hear confession or be bound by the 'seal of the confessional'.

## Licences and Permission to Officiate

In the diocese of Worcester LLMs are licensed by the Bishop up to the age of 75. Thereafter, if they wish to continue in active ministry, the LLM may ask for the Bishop's permission to officiate (PTO). PTO is valid for 5 years and is renewable. When retiring entirely from ministry they may be accorded the title 'Emeritus'.

## Safeguarding

All LLMs, whether licensed or with PTO, must comply with the diocesan Safeguarding policy, including Disclosure and Barring Service (DBS) checks and Safeguarding training. By the nature of their ministry there is an expectation that all LLMs will be working with vulnerable groups (ie children or vulnerable adults) in some capacity (which may, for example, include the need to cover an activity for a colleague at short notice) and therefore need a valid 'DBS Enhanced Plus Barred List' disclosure, renewable every 5 years. Any variation in this expectation must be agreed with the parish priest/chaplain and clearly recorded in the LLM's Role Description (see the Role Description form for more details.)

## Annual Review

LLMs complete an Annual Review when requested to do so by the Registrar of Readers or the Warden of Readers. This is an ideal time to review the Role Description (see below) and make any necessary changes. The Annual Review encourages LLMs to consider recent ministry, assess future priorities and identify possible training and development needs.

## Review of ministry

LLMs should review their Role Description with their parish priest/chaplain at least once a year. In addition, LLMs participate periodically in a more extensive review of ministry. Information about the review process is supplied at the appropriate time.

## Role Description

An LLM in active ministry, whether licensed or with PTO, is expected to negotiate a Role Description with their parish(es) or chaplaincy in consultation with the parish priest or chaplaincy team leader. This Role Description should be reviewed at least annually.

One of the aims of the Role Description is to honour the work undertaken by LLMs, helping to recognise that effective ministry is best served by a clear set of agreed expectations. This enables the LLM to know what is required of them and enables parishes or chaplaincies to know what they can appropriately ask of the lay minister. Agreed mutual expectations are fundamental to good relationships and the Role Description is intended to enable the on-going reflection and revision necessary for supporting good working relationships.

LLMs offer their time and gifts voluntarily and undergo a significant period of training and formation to enable those gifts to develop and be used. Each LLM is also unique, offering their ministry within a specific context of church, family, work and personal life. There is a need to maintain a healthy balance between these areas, so it is important that each parish or chaplaincy reflects regularly on how best to use the gifts offered for the work of God's mission, as well as for the well-being of the lay minister and the parish or chaplaincy.

As part of their Role Description an LLM should be offered

- at least one Sunday per month without liturgical or other duties;
- time for study, retreats and continuing ministerial development (CMD);
- opportunity to use their particular gifts and skills in ministry, bearing in mind the needs and vision of the parish(es) or chaplaincy.

Each Role Description will be individual, but all should in some way reflect the expectations outlined below.

The Role Description proforma is available from the diocesan website.