

### **Information for Readers moving into Rochester from a different diocese.**

The Bishops' Regulations for Reader ministry, published in January 2000 include the processes for deployment and transfer, as below:

7.3 When Readers move to another parish or place within the same diocese they should inform the Warden or designated officer. After a sufficient period, normally of six months, the incumbent of the parish or minister in charge of the place where the Reader worships, in consultation with the Reader and with the agreement of the PCC, should contact the Warden to ask that the Reader's licence be transferred, or a new licence prepared.

7.4 When Readers move to another diocese the following procedure should be followed:

i The Reader notifies the Warden of the move to another diocese, in advance if possible.

If you are a Reader who has firm plans for moving to Rochester, or has already moved here, and are unsure about where your ministry might best be offered, please contact the Warden of Lay Ministry: [karen.senior@rochester.anglican.org](mailto:karen.senior@rochester.anglican.org) who will ask you to complete a CV, and will be offer to meet with you or to put you in touch with one of the Deputy Wardens of Lay Ministry in your archdeaconry, for an informal chat.

ii On arrival in the new diocese, the Reader should contact the incumbent or minister in charge of the parish where he or she intends to worship regularly.

When you have found a parish to which you would like to be licensed, it makes sense to speak with the incumbent sooner rather than later about the current ministry team, and what you might have to offer in joining the team. He/she may offer you the opportunity of preaching, or taking part in a service, so that when the PCC are asked to approve your re-licensing, they have seen you "up front".

iii After the Reader has worshipped at the new location for a sufficient period, normally six months, the incumbent or minister should apply to the Warden of the diocese, in consultation with the Reader and with the agreement of the PCC to ask that the Reader be licensed.

Nobody will be re-licensed to Rochester diocese without DBS clearance, which is done in the parish by the Lead Recruiter, who will make the application online, on your behalf, and will advise you about the officially approved ID, eg passport/birth certificate, which you need to provide.

iv The Warden of the diocese to which the Reader has moved should contact the Warden of the diocese which the Reader has left asking if the Reader is in good standing or if there is any reason why a new licence should not be given

We always consult the Warden of Readers from the sending Diocese for a recommendation from him/her. Increasingly this includes a recommendation from the incumbent of the parish to which you were previously licensed.

Relicensing to a new parish is generally done by the Archdeacon, on behalf of the Bishop, in a main Sunday service. The new Reader is usually presented for relicensing by one of the Deputy Wardens of Lay Ministry for the Archdeaconry.

Readers are expected to have met with their new incumbent to create a working agreement before they are relicensed. A copy of this will be sent to the Warden of Lay Ministry for filing at the Diocesan Office.

If you are over the age of 70, your ministry will no longer be under licence, but with the Bishop's Permission to Officiate. The same criteria apply regarding DBS clearance, and a recommendation from the Warden in your former diocese. PTO is not generally presented by an Archdeacon, but will probably be given to you by your incumbent in a Sunday service, so that your authorisation is publically witnessed by the congregation among whom you will minister.

All active Lay Ministers in Rochester Diocese are required to undertake regular safeguarding training, and your licence or permission will be given on the understanding that this will happen as soon as is practical.

***If you have previously been an authorised Lay Minister (not Reader) in a different diocese, and are moving into Rochester and would like to discuss the possibility of ministry in Rochester, please contact Karen Senior.***