

## Permission to Officiate - Statement of Agreed Expectations- Help Sheet

The House of Bishops' Policy on the granting of Permission to Officiate states that all clergy should meet with a designated person to discuss and agree expectations. The conversation should be guided by the headings in the box below to allow the formulation of an agreed statement, which should be signed and dated by both the clergy person with PtO and the designated responsible person. This sheet is not a form to fill, but rather a guide for your conversation. The agreement made following the discussion should be recorded in some way and a copy of the record sent to the Bishop's Officer for PTO clergy.

The agreement is not binding, may be changed at any time, and should be reviewed regularly, at least annually.

### In your record of the discussion, please include:

- Name of Deanery, Base Parish and Cleric and Designated Person
- Extent and Nature of Assistance to be provided by the Cleric (see below for prompts)
- Signature of PTO holder and Designated Person, with date of agreement and intended date of review.

### Sample wording for document:

To recognise the ministry of The Revd [Name of Cleric] in the context of his/her Permission to Officiate (PTO), in support of ministry in the parish/benefice of [Name of Parish/Benefice] we have agreed the following:

#### Prompts for discussion

##### Ministry Support

- Number of days/hours each week across the parish(es) and churches
- To minister alongside and in support of the incumbent/priest in charge, as set out below
- While there is no requirement to attend PCC meetings, clergy with PtO can be co-opted onto PCCs (Church Representation Rules 14 (h)).

##### Sunday Services

- Up to x Sundays each month:  
For example: [Name of Church A] – 8.00am and 11.00am, [Name of Church B] – 9.30am

##### Midweek Services

- frequency agreed for midweek services

##### Occasional Offices

- Baptisms, Funerals and Marriages, eg. as invited by the incumbent/priest in charge, to include ongoing pastoral care, as appropriate

##### Expenses

- Ministry Support – Mileage, Telephone usage, Postage, Sundry Administration, in agreement with the Churchwardens
- Sunday and Midweek Services – number of services offered as a gift, mileage
- The Occasional Offices– availability for weddings or funerals without a fee (see above), availability for additional ministry within the parish/benefice for which a fee should be offered, mileage

##### Pastoral Care

- Provision of pastoral care with regard to church members and parishioners, as agreed with the incumbent/priest in charge

##### Other Areas of Ministry

- Ministry to the wider church (eg committees, spiritual direction)
- Areas of special interest
- Help/support/advice/training that could be offered
- Areas of ministry to develop or explore
- Availability or willingness to offer “additional ministry” in other parishes for which a fee will be offered if eligible under the Diocesan fees policy.