

Bishop's Regulations for Lay and Ordained Local Ministry in the Diocese of Lichfield

Revised July 2015. Agreed by the Bishop of Lichfield in his staff meeting, July 2015

1. The Duties of Lay and Ordained Local Ministers

1.1. The Church of God is called to be the priestly people through whom the good news of God's Kingdom of love and justice is made known to God's world. The primary duty of Local Ministers in the diocese of Lichfield is to share in the collaborative leadership of the local church as it responds to that calling through its mission, ministry and discipleship. They share their ministry collaboratively with others, including the Incumbent within the Covenanted parish or district church in which, at the request of the PCC (or DCC), they are authorised by the Bishop's licence or commission.

1.2. Lay and Ordained Local Ministers will share in collaborative responsibility for parish leadership and congregational development, contributing especially in the exercise of the ministry for which they have trained, according to their particular gifts and calling, and the needs of the parish.

1.3 Lay Local Ministers will be commissioned by the Bishop as Authorised Lay Ministers.

1.5. Lay Local Ministers licensed as **Readers** are lay people who are called to serve the Church in a preaching, teaching and pastoral ministry. They are theologically trained to proclaim the gospel, to lead worship and to minister effectively alongside and in collaboration with their parish priests. *(Taken from the Bishops regulations for Reader Ministry)* In the Diocese of Lichfield Readers minister alongside other authorised lay ministers and so their ministerial focus is particularly upon preaching and teaching in a liturgical and pastoral context, expounding the scriptures, preaching, ordering of worship and sharing the leadership of worship with those suitably authorised.

1.5. **Ordained Local Ministers** are called, as are all priests, to serve the Church, the body of Christ, the royal priesthood. In the words of the ordinal, 'To serve this royal priesthood, God has given us particular ministries. Priests are ordained to lead God's people in the offering of praise and the proclamation of the gospel. They share with the Bishop in the oversight of the Church, delighting in its beauty and rejoicing in its well-being. They are called to set the example of the Good Shepherd always before them as the pattern of their calling. With their Bishop and fellow presbyters, they are to sustain the community of the faithful by the ministry of word and sacrament, that all may grow into the fullness of Christ and be a living sacrifice acceptable to God.' Ordained Local Ministers work collaboratively within their local settings, sharing their ministry with that of all the baptised. Their particular gift to the Church is their local identity and their focus on collaborative working.

2. The Context in which the Ministry of Lay and Ordained Local Ministers is Offered
2.1. Lay Local Ministers of all kinds may share in parish leadership as individual ministers in association with the clergy of the parish or district, or they may be informally or formally constituted, together with the clergy of the parish or district, as a local leadership team. The revised covenant process is highly recommended as a means to ensure that effective collaborative ministry is in place in a parish or group of parishes
2.1.2 Ordained Local Ministers may only be licensed as members of Covenanted Parish or District as outlined in section 2.2 below. Bishop's Advisory Panels require written evidence from the diocese that a candidate is working within a collaborative setting. Covenants demonstrate this clearly.
2.2. A Covenant is constituted by the PCC (or DCC) as an agreement of mutual commitment to shared ministry within the parish(es). Advice may be given by the Parish Development Adviser .
2.2.1. Any teams constituted within the Covenanted parish will always exercise their ministry of leadership in the covenanted parish or district under the authority of the PCC or DCC. Members may be elected or <i>ex officio</i> members, or non-members of the PCC or DCC, as the PCC or DCC shall determine. They ought, in any case, normally to be in attendance, either in person, or through such representation as the PCC may determine, at PCC or DCC meetings, at which the work of their team is discussed and decisions relevant to its work taken.
2.2.2. Covenanted Parishes or Districts may appoint their own continuing consultant from outside the parish or district, whose role will be to offer objective support and counsel in processes of team work and development.
2.3. The Bishop's licence authorises Lay Local Ministers licensed as Readers to minister in the parish or district church to which they are licensed. If they are invited to do so by a competent authority, they may also minister in public worship in other churches of the diocese as representatives of their own congregation, after consultation with their Incumbent or Priest in Charge. Ministry outside the parish and outside the scope of the Reader's licence and authority, (for example, in the workplace, or as a member of a diocesan body) is undertaken as an expression of the common calling of all baptised Christians to discipleship and service in the name of the Lord Jesus Christ.
2.4. The Bishop's commission authorises- Authorised Lay Ministers to minister only in the parish or district in which they are commissioned. Christian service involving the use of their ministerial gifts and skills in any other context (for example, in the workplace, or as a member of a diocesan body) is not undertaken by virtue of the Bishop's commission, nor with his authority, but simply as an expression of the common calling of all baptised Christians to discipleship and service in the name of the Lord Jesus Christ.
2.5. Ordained Local Ministers may only be licensed as members of Covenanted Parish or District as outlined in

section 2.1.2 above.

2.6. The Bishop's licence authorises Ordained Local Ministers to share in the leadership of the Covenanted parish, district, or group of parishes (locality) to which they are licensed or with which their licensed parish has a formal relationship, as defined in the Covenant Agreement eg other parishes within a team or parishes with whom there is a stated intent to work co-operatively. The distinctive calling of the OLM is to a local ministry and therefore they may not, ordinarily, exercise a sacramental or liturgical ministry in other parishes of the diocese. Where circumstances require that priestly ministry is shared with another parish (as, for example, in the provision of holiday or sickness cover), the cover given by the OLM should be limited, as a guide, to no more than 12 main services a year and no more than two event/midweek services per month. The OLM should keep a record of this to be monitored by the Incumbent.

2.7. If an Ordained Local Minister is invited by a competent authority to undertake regular sacramental and liturgical ministry as an individual, on either a paid or unpaid basis, in a non-parochial setting (such as a hospital, prison or similar institution), such ministry is not authorised by the Minister's licence to the covenanted local church. Where episcopal endorsement is required this should be sought from the Area Bishop and will always entail a separate licence from the Bishop, distinct from the licence as Ordained Local Minister. It is expected that the employing authority will notify the Area Bishop of this appointment, and the OLM should ensure that this has happened. In order to avoid confusion, invitations to ministry of this kind should only be accepted after consultation with the Area Bishop, the Parish Development Adviser, the Incumbent and the relevant PCC or DCC within the Covenanted parish.

2.8. No Ordained Local Minister may, under the authority of the Bishop's licence for ordained local ministry, undertake regular sacramental and liturgical ministry on a stipendiary basis in any ecclesiastical context outside the covenanted parish or district to which (s)he is licensed. Such stipendiary ministry would entail a referral to Candidates Panel in the Ministry Division of the Church of England, the agreement of the Diocesan and Area Bishops and transfer of ministerial standing to national stipendiary ministry.

2.10. In a vacancy in the incumbency of the parish, Lay and Ordained Local Ministers will work in co-operation with the rural dean and churchwardens, and the other members teams identified within the Covenant. When an incumbent is due to move from the parish, it is good practice for the Archdeacon or rural dean, to meet with the team(s) identified within the Covenant and other local church leaders to allocate responsibilities for the forthcoming vacancy.

2.11. In a vacancy in the incumbency, an Ordained Local Minister does not become the *de facto* incumbent, and must not be expected to provide the ministry which might be expected from a stipendiary vicar or rector. The rural

dean will monitor the work of OLMs during a vacancy to ensure that they are not being exposed to unrealistic expectations. If an OLM is still in their training curacy, under Common Tenure, time limited for learning purposes, then the Director of Ministry, or person responsible for IME 4 – 7, will appoint a mentor to take the place of the Training Incumbent by offering supervision and provision of reports necessary for the assessment of the end of curacy.

3. The Ministry of Ordained Local Ministers during their Diaconate

3.1 Ordained Local Ministers who are deacons, may perform all such duties as are permitted by law during the time of their diaconate, whether this is permanent or in the year prior to ordination as priest. At all times they will work under the direction of the Incumbent and in collaboration with others.

4. The ministry of Local Lay Ministers licensed as Readers is governed by the Bishops' Regulations (2013) and Canons E4, E5 and E6.

4.1 The ministry of Local Lay Ministers licensed as Readers is governed by the Bishops' Regulations (2013) and Canons E4, E5 and E6. 4.1 Where a Local Lay Minister is licensed as a Reader they will be expected to enter into an agreement with the Incumbent, relevant teams and the PCC or DCC concerning the time they will make available for ministry and their duties as Readers.

4.1.1 Lay Local Ministers licensed as Readers may:

4.1.2. Preach the word of God in the public worship of the church.

4.1.3. Read the service of Holy Communion, excepting those parts reserved to the President, and administer the elements at the discretion of the President.

4.1.4. Administer the Holy Communion in the homes of the people, using elements consecrated by the priest in a public service of the church.

4.1.5. Conduct the service of Thanksgiving for the Birth of a Child and the service of Thanksgiving after Adoption

4.1.6. Conduct the funeral service at the discretion of the Incumbent (or Priest in Charge) or District Minister, and with the goodwill of those concerned.

4.1.7. Participate in the service of Baptism and the Marriage service, at the request of the family and with the agreement of the Incumbent (or Priest in Charge) or District Minister; however, Local Lay Ministers may not, by law, solemnise a marriage, nor may they administer the sacrament of baptism, except where the person to be baptised is in danger of death, and no priest or deacon is available: they should then use only the baptismal formula, with or without short prayers, and should report the action to the Incumbent (or Priest in Charge) or District Minister immediately

4.1.8. Conduct the service for the Renewal of Baptismal Vows.
4.1.9. Publish Banns of Marriage (if required to do so by the Incumbent or Priest in Charge or District Minister) adding to their name in the register the words "Local Lay Minister, on behalf of the Rector/Vicar". Local Lay Ministers may not, by law, sign a Certificate of Banns (though Churchwardens may do so).
4.1.10. Preach and/or lead the worship of congregations of other denominations at the invitation of a competent authority, provided that the duties they undertake in the service are the same as or similar to those they are authorised to perform in the Church of England.
4.2. Readers will be expected to undertake a periodic review of their ministry. The scheme is operated by the Director of Lay Development.
4.3 Readers are expected to keep a record of services they have led, sermons they have preached, other ministry in which they have engaged and training they have attended.
4.4. When ministering in church, Local Lay Ministers licensed as Readers, both men and women, should, subject to the local custom of the church, normally wear cassock, surplice, Reader's scarf, and the hood of any degree held.
5. The Selection of Local Ministers
5.1. Full details of the selection process for lay and ordained candidates may be found on the diocesan website.
5.2. Candidates for Lay and Ordained Local Ministry must be called out by the local church to which they are ultimately to be licensed. A candidate may be selected by whatever methods the PCC or DCC deem appropriate, but these should always involve representatives of the congregation and members of relevant teams. A process for calling out Local Ministers which involves the congregation of the local church, the PCC or DCC, and the Incumbent or Priest in Charge, is available from the Mission or Ministry Department
5.3 Vocations to Ordained Local Ministry, Reader ministry and Authorised Lay Ministry will arise from a process of discernment on the part of the parish and the individual.
5.3.1 The journey to the discernment of such vocations will normally begin with the Bishop's Certificate Course, Living Faith or an alternative foundation course.
5.4. Candidates who believe they may have a vocation to one of the ministries listed above will proceed to the Pathway to Ministry year of diocesan training, where this vocation will be explored and tested. (In a few cases this work of discernment may already have taken place within the parish, in which cases candidates may proceed to discernment for Local Lay Ministry or Ordained Local Ministry at an earlier stage, but not prior to engagement with a foundation course – see 5.3.)
5.5 The Pathway to Ministry year will be offered by the Diocese as a time of discernment and preparation for future

ministry, of whatever type. Preparation for the appropriate selection panel for Ordained Local Ministry, Reader ministry and Local Lay Ministry will be offered to those who have appropriate support from their parishes. For lay candidates, this will entail attendance at a Diocesan Advisory Panel (which will include an interview with a parish representative); for OLM candidates, this will entail attendance at both a diocesan Pre-Selection Panel and a national Bishop's Advisory Panel.

Further details, including details of parish involvement in these processes, will be found on the Diocesan website.

5.5.1 The Pathway to Ministry Year will not necessarily be a direct progression from the foundation course (5.3). Candidates may come to this some years later.

5.5.2. All selection panels will require the candidates to have the support of their local PCC or DCC. All will require references and will include interviews and observed activities.

5.5.3 All local selection panels will be advisory to the Area Bishop (or the Diocesan Bishop in the case of OLM candidates). The final decision concerning admission to training for a form of local ministry will rest with the Bishop.

5.5.4. In the case of Ordained Local Ministers, the candidate will be required to attend a Bishop's Advisory Panel, following a recommendation from the local panel. The Bishop will make a decision concerning the candidate's entry into training for OLM ministry, based upon the advice of the panel.

5.5.5 In no circumstances can any recommendation about the sponsorship of a candidate for Ordained Local Ministry to an Advisory Panel be made to the Diocesan Bishop until a Covenant has been agreed with the local parish or district church presenting that candidate. The Incumbent will be expected to agree to act as a Training Incumbent within the Diocesan Scheme, participating in appropriate training, supervision and report writing. Incumbents will be interviewed in the year prior to the ordination of the candidate by the DDO and/or other members of the Ministry team.

5.5.6 Diocesan Advisory Panels will solely be a recommendation for training. The decision as to whether to license or authorise the candidate is taken by the Bishop, on the advice of those responsible for the training courses, and is based on a satisfactory completion of the courses.

6. The Training of Lay and Ordained Local Ministers

6.1 Lay candidates other than Readers are trained through modules of the Authorised Lay Minister course . Candidates for Reader and Ordained Local Ministry will normally be trained on one of the Queen's—Lichfield Pathways. The training programme, which is ordinarily preceded by the Bishop's Certificate Course or Foundations for Ministry, and the Pathway to Ministry Year, normally lasts one further year for Lay Local Ministers, two years for Readers and three years for Ordained Local Ministers.

6.2. Training for Lay Local Ministers to be admitted as Readers
6.2.1. The Reader training programme is one of the Queens-Lichfield pathways. It will prepare candidates to exercise parish leadership through a preaching, teaching and liturgical ministry in a pastoral context, as described in the Canons of the Church of England. The course will have due regard for the development of potential Readers in knowledge and understanding, skills, spirituality and personal witness sufficient for their admission to the office of Reader and will meet the criteria set from time to time by the Ministry Division of Archbishops' Council.
6.2.2. Reader training on the Queens-Lichfield pathway will be subject to the quality control mechanisms of both the Queens Foundation and Ministry Division, acting under the direction of the House of Bishops.
6.2.3. The national scope of Reader ministry is reflected in the provision of a national certificate for all Local Lay Ministers admitted as Readers who satisfactorily complete a diocesan course. The award of the certificate is administered by Ministry Division.
6.2.4. All LLMs are expected to take part in the continuing ministerial development provided by the Diocese. Those who are newly Licensed are required to complete a certain amount of CMD before such time as their license is renewed. Information will be provided at the point of licensing by the Director of Lay Development or Warden of Readers.
6.3. Training for Lay Local Ministers to be commissioned as Authorised Lay Ministers
6.3.1. The training programme for Authorised Lay Ministers, which follows the Pathways to Ministry Year will prepare candidates to exercise parish leadership and equip them either for general / focal ministry or to focus on areas of specialism in ministry such as pastoral care, outreach, youth and children's work etc. The course will have due regard for the development of potential Authorised Lay Ministers in knowledge and understanding, skills, spirituality and personal witness sufficient for their admission to the office of Authorised Lay Minister.
6.3.2. Since Lay Local Ministers other than Readers are not admitted to a nationally recognised ecclesiastical office in the way Readers are, their training is not subject to canonical regulation. However, the Lichfield Diocesan Ministry Department will ensure that the training is of an appropriate standard in relation to the nationally moderated training for Readers.
6.3.3. The training of Lay Local Ministers other than Readers will be certificated by the Lichfield Diocesan Ministry Department. Those who successfully complete it will be admitted by the diocese as Authorised Lay Ministers.
6.4.1. The ordination training programme of the Queens-Lichfield pathway will prepare candidates to share as priests and deacons in parish leadership within a Covenanted parish. The course will be particularly concerned with learning, with priestly formation and the development of knowledge and understanding, appropriate skills, spirituality

and personal growth so as to meet the House of Bishops Learning Outcomes for IME Phase 1.
6.4.2. The appropriate participation of the team(s) identified under the Covenant (including the incumbent or Priest in Charge and both lay and ordained members) in the ordination training programme is integral to the training of Ordained Local Ministers. As such, it is a condition of the ordination and licensing of any Ordained Local Minister.
6.4.3. Ordination training within the Local Ministry Training Course, on the Queens foundation pathway, will be subject to validation by the Ministry Division, and to regular inspection by the House of Bishops. This will ensure that the standard of training for ordination meets national criteria.
6.5 Individual training pathways will be agreed with the Queens Foundation acting upon the advice of the Bishops' Advisory Panel and the DDO and in line with training regulations.
6.6 Following ordination, Ordained Local Ministers will complete their Initial Ministerial Education Phase 2 programme, alongside other newly ordained clergy. They will hold Common Tenure, time limited for learning purposes. They will be assessed at the end of their curacy for fitness to practise as an assistant minister (OLM). It is a condition of moving on from IME Phase 2 and into permanent Common Tenure, that clergy are recognized as fit to practise.
6.6.1 Under the provisions of Common Tenure, participation in ongoing ministerial development and Ministry Development Review for OLMs is mandatory.
7. Admission of Lay Local Ministers (Authorised Lay Ministers and Readers)
7.1. Before exercising their office, Lay Local Ministers must be admitted by the Bishop and hold a current licence, commission, or written permission to officiate. Licences and commissions will be issued at the request of the Incumbent or Priest in Charge and PCC or DCC.
7.2. Candidates for admission must be baptised and confirmed and regular communicants of the Church of England.
7.3. The admission of candidates for Reader ministry is governed by Canon E5. The admission of other candidates is not canonically governed, but the Bishop, in consultation with the Director of Lay Development and those responsible for selection and training, will wish to be satisfied that all those he intends to admit as Lay Local Ministers are suitable in faith, learning and personal life as described in Canon E5 paragraphs 2 and 3.
7.4. At admission a Lay Local Minister must make the Declaration of Assent and Canonical Obedience (as prescribed for Reader candidates in Canon E5 paragraph 4). Each Lay Local Minister admitted will receive a certificate of admission and a copy of the Scriptures.
7.5. Admission as a Reader is performed only once in the case of each candidate for Reader ministry, and will not

be repeated after moving to another diocese.

8. Authorisation of Lay and Ordained Local Ministers

8.1. All Lay Local Ministers serving in active ministry as Readers, and all Ordained Local Ministers, must hold the Bishop's licence. OLMs will also hold Common Tenure or a permission to officiate from the Diocesan Bishop. For Readers this will be subject to renewal at five-yearly intervals at the request of the Incumbent or Priest in Charge and PCC or DCC. All other Lay Local Ministers in active ministry must hold the Bishop's commission, which will be subject to renewal at five-yearly intervals at the request of the Incumbent or Priest in Charge and PCC or DCC.

8.2. All Lay Local Ministers' licences and commissions will be renewed at the same time, usually in the first and sixth years of each decade (2006, 2011 etc). Licences and commissions issued during the five year period will run until the completion of the five-year period in which they are issued, when they will be renewed with the licenses and commissions of all other Lay Local Ministers in the diocese.

8.3. The Lay or Ordained Local Minister's licence or commission will always be to a carefully defined local context. Authorised Lay Ministers will not normally receive a licence or commission to a particular member of the clergy.

8.4. Lay Local Ministers should seek permission from the Bishop before exceeding the terms of their authorisation. Lay Local Ministers who are to exercise their office temporarily in the diocese may do so on the basis of the Bishop's written permission rather than a formal licence or commission.

8.5. Ordained Local Ministers, or Lay Local Ministers licensed as Readers, in Lichfield Diocese, who minister in another diocese, must seek permission to officiate from the Bishop of the diocese concerned.

8.6. A register of all Lay and Ordained Local Ministers holding a licence, commission, or written permission to officiate will be kept by within the Ministry Department on behalf of the Bishop.

8.8. Six months after the end of any vacancy, each Lay and Ordained Local Minister's written agreement with the Incumbent or Priest in Charge and PCC or DCC must be reviewed, and a new agreement drawn up, which will specify any changes in the Local Minister's terms of service. In the case of the Ordained Local Minister this document will be their role description and any associated working agreement. If the Local Minister, Incumbent or Priest in Charge, and PCC or DCC are unable to reach agreement about any Local Minister's terms of service, or continuation in ministry, the matter should be referred to the Team Rector (if applicable), or else to the Area Dean in the case of Covenanted Teams. In the case of Readers authorised individually reference should be made to the Warden of Readers. In the case of Ordained Local Ministers reference should be made to the Archdeacon if the difficulty cannot be resolved locally.

8.9. For Lay Local Ministers reaching the age of 70, renewal of the licence of commission will be on an annual

<p>basis, at the request of the PCC or DCC to the Bishop.</p>
<p>8.9.1. Emeritus status may be awarded, at the point at which a Reader or ALM retires. A Reader Emeritus or ALM Emeritus will no longer have a licence or commission for their ministry.</p>
<p>8.9.2. Reader or ALM Emeritus may still be involved in the ministry of their church, and may preach or lead services under the guidelines for Occasional Preachers. However, they will no longer be a formal part of the leadership or ministry team. Any LLM, of whatever age, who is still active in their ministry, even if they are on light duty will need to be licenced or authorised and will need to meet the requirements for that including Safeguarding training and DBS checks.</p>
<p>8.9.3. At the time of awarding the new status, the Church Council, Incumbent and Local Minister should consider the duties expected of the Local Minister. A new Working Agreement should be drawn up and lighter duties will be appropriate</p>
<p>8.9.4. If it is decided that the Local Minister is retiring from licensed ministry, vetting and barring checks in the future are not required. If licensed ministry continues, or ministry under a permission to officiate, even if on a reduced basis, vetting and barring checks should continue.</p>
<p>8.9.5. Lay Local Ministers transferring to the Emeritus List must send in their licence or Commission to the Local Ministry Department, who will endorse it "Transferred to Emeritus" and return it.</p>
<p>8.9.6. Emeritus LLMs will no longer be on Diocesan mailing lists and will not be invited to CMD training.</p>
<p>8.10. Ordained Local Ministers who, for reasons of health or other personal circumstances, wish to withdraw from active ministry as a member of the teams identified under the Covenant, but remain associated with it, must, after consultation with the relevant team(s) and PCC or DCC, inform their Area Bishop. In these circumstances the Diocesan Bishop may issue a Permission to Officiate to the OLM concerned, if he deems it appropriate, in agreement with the Incumbent.</p>
<p>8.11. Lay or Ordained Local Ministers wishing to resign from their ministry may do so by surrendering their licence to the Bishop in the case of OLMs, and the Warden of Readers in the case of Lay, after giving adequate notice to the Incumbent or Priest in Charge and PCC or DCC of their intention to do so and the reasons for it.</p>
<p>8.12. A parish or district church may dispense with the services of a Lay Local Minister by a decision of the Incumbent or Priest in Charge and the PCC or DCC to request the Bishop to revoke the Lay Local Minister's licence or commission, which should be properly recorded in the minute book of the PCC or DCC and transmitted to the Area Bishop and Warden of Readers. Such a decision should only be taken after full discussion of the reasons for it with the Lay Local Minister concerned, and in consultation with the Warden of Readers and the Archdeacon, who</p>

may explore the situation with the parties on all sides of such a dispute.
8.13. Where a breakdown in pastoral relations occurs involving an Ordained Local Minister, a parish or district church must seek the advice of the Area Bishop.
8.14. Lay Local Ministers must surrender their licence, commission, or permission to officiate if it is suspended or revoked by the Bishop. Sufficient opportunity should be given to the Local Minister to show reasons to the contrary. Where a Reader's licence is revoked summarily, the Reader will be notified and has a right of appeal to the Archbishop as laid down in Canon E6 paragraph 3.
8.15. Ordained Local Ministers hold their office under Common Tenure and may only be removed from office following disciplinary or capability proceedings. They will be subject to a retirement age of 70 years, after which annual application may be made yearly for Common Tenure and a licence, by agreement between the Incumbent, the PCC or DCC and the OLM or an application may be made to the Diocesan Bishop for Permission to Officiate.
9. Conditions of Service
9.1. Lay and Ordained Local Ministers should be clearly informed of their duties, rights and obligations in the exercise of their ministry by the diocese through the provision of a copy of these Regulations and, in the case of Ordained Local Ministers a Statement of Particulars.
9.2. The ministry of Lay and Ordained Local Ministers is subject to a process of regular review, as follows:
9.2.1. Before their licensing to any parish, Local Ministers and their Incumbent or Priest in Charge and PCC or DCC must make a written agreement over the duties to be undertaken by the Local Minister, taking into account:-
a) the particular expression of the individual's ministry.
b) the role of the Local Minister in any Local Leadership Team and in relation to the PCC and other ministers.
c) the arrangements for ministry development.
d) the balance between their commitments in the role of a Local Minister and the requirements of their family, work and leisure.
e) the arrangements for reimbursement of expenses incurred through performance of the Local Lay Minister's duties

In the case of Ordained Local Ministers this information will be contained in the Role Description and an associated working agreement. Training for Ordained Local Ministers will be offered in line with the advice of the Archbishops' Council and the requirements of Common Tenure. Ordained Local Ministers will begin their ordained ministry with Common Tenure, time limited for learning purposes. If the Bishop so recommends at the end of Initial Ministerial Education Phase 2, they will receive full Common Tenure.

9.2.2. During each five-year licensing period, each Lay Local Minister will be expected to undertake a ministerial development review. The purpose of the review will be for each Local Minister to gain feedback and evaluate his or her ministry, and to identify appropriate development needs and how they will be met through in-service training, personal development etc. In the case of LLMs the review will normally be carried out with the incumbent. In the case of Ordained Local Ministers, there will be a regular review and reporting process during IME Phase 2, as set out on the Diocesan website. This will encompass the Assessment of the End of Curacy. Following receipt of Common Tenure OLMs will be subject to review a minimum of every two years, on the Diocesan MDR scheme, or yearly with their Incumbent after the age of 70.

9.2.3. In the case of LLMs, a current role descriptor will be required at the point of application for relicensing.

9.3. Covenants will themselves be reviewed every 5 years and after the appointment of a new Incumbent. The process for this is described in the Covenant scheme, to be found on the Diocesan website.

10. Transfer of Lay and Ordained Local Ministers

10.1. Lay Local Ministers licensed as Readers:

10.1.1. A record will be kept by the Diocese of Lichfield on a diocesan database for each Lay Local Minister licenced as a Reader serving in the diocese. It will contain the full name and address of each Reader, the date of admission and licensing and the details of the parish or place to which the Reader is licenced. The record will also include DBS and Safeguarding training information.

10.1.2. When Readers move to another diocese the following procedure should be followed:-

a) The Reader must notify the Warden that he or she is moving to another diocese, and surrender his or her licence.

b) The Warden will normally notify the Warden of Readers in the diocese to which the Reader is moving.

c) On arrival in the new diocese, the Reader should contact the Incumbent or Priest in Charge where the Reader

will worship regularly.

d) After the Reader has worshipped at the new location for a sufficient period, normally six months, the Incumbent or Priest in Charge may apply to the Warden of that diocese, in consultation with the Reader and with the agreement of the PCC to ask that transfer is carried out.

e) The Warden of the diocese into which the Reader has moved should contact the Warden of the Diocese of Lichfield asking for a copy of the Reader's record.

10.1.3. When Lay Local Ministers licensed as Readers move to another parish or place within the diocese of Lichfield they should inform the Warden and surrender their licence. After a sufficient period, normally of six months, and following a resolution of the PCC (or DCC) to request the Bishop to license the Reader to that parish or district, the Incumbent (or Priest in Charge) of the parish or minister in charge of the place to which the Reader has moved, should contact the Warden to ask that transfer is carried out.

10.2. Ordained Local Ministers:

10.2.1. The relicensing of an Ordained Local Minister who moves from one parish to another within the diocese of Lichfield will be possible only where the following conditions are fulfilled:

a) The Ordained Local Minister concerned must make the earliest possible contact with the Area Bishop and the Parish Development Adviser about the impending move.

b) The parish to which the Ordained Local Minister moves has entered into a Covenant.

c) The Ordained Local Minister is called out by the congregation of the local church to which (s)he has transferred. The calling out process may not take place until the Ordained Local Minister has resided in or near the parish and worshipped with the local church for at least six months.

During IME Phase 2 it may be necessary for OLMs to undertake a placement, sometimes of extended length, in another parish to enable them to meet the House of Bishops Learning Outcomes. This is not to be regarded as a transfer and so is not subject to the above.

10.2.2. Ordained Local Ministers who move from one parish to another within the diocese of Lichfield will not be required to go through a second or subsequent evaluation or selection process, nor to undertake the ordination

<p>training again. They may be required by the Area Bishop to undertake some training relevant to their transfer to a new locality. An assessment of this need may be made by the Director of Ministry, in conjunction with the Principal of OLM and Reader Training/Queen's Foundation, if appropriate.</p>
<p>10.2.3. If there is no Covenant in place in the parish within the diocese of Lichfield to which an Ordained Local Minister moves at the time when the move takes place, (s)he will not formally be licensed until such a Covenant is in place.</p>
<p>10.2.4. Where the parish to which an Ordained Local Minister moves within the diocese of Lichfield already has a Covenant an Ordained Local Minister who has moved to the parish may be licensed as soon as the calling out process is complete and as soon as training relevant to the move has taken place but only after a minimum 6 months worshipping in the parish.</p>
<p>10.2.5. If an Ordained Local Minister moves to a parish in another diocese it will be a matter for the Bishop of that diocese to determine upon what conditions (s)he may be authorised to exercise public ministry there. It will be the responsibility of the Bishop to inform the Bishop of the "receiving" diocese (and other appropriate persons in authority there) of the basis upon which the OLM concerned was licensed in the Diocese of Lichfield, the nature of the training (s)he undertook in preparation for ordination, and the collaborative, team-based context in which his or her ministry was exercised.</p>
<p>10.2.6. Where an Ordained Local Minister is moving to another locality it may, in some cases, be more appropriate for a move to NSM to be considered. If this is the case, the DDO will refer the OLM to the Candidates Panel of Ministry Division.</p>
<p>10.3. Authorised Lay Ministers</p>
<p>10.3.1. A record will be kept by the Diocese of Lichfield on a diocesan data-base for each Authorised Lay Minister serving in the diocese. It will contain the full name and address of each such minister, the date of admission and commissioning and the details of the parish or place to which the Local Minister is authorised. The record will also include DBS and Safeguarding training information.</p>
<p>10.3.2. When Authorised Lay Ministers move to another parish or district within the diocese of Lichfield, they must surrender their commission to the Warden of Readers. After a sufficient period, which should be a minimum of six months, and following a resolution of the PCC or DCC to request the Bishop to commission the Authorised Lay Minister for ministry in that parish or district, the Incumbent or Priest in Charge of the parish or district to which the Authorised Lay Minister has moved, should contact the Warden of Readers to ask that a new commission be issued.</p>

11. Expenses and Fees
11.1. Since Lay and Ordained Local Ministers are voluntary and unpaid, they may not accept any fee for their services.
11.2. Lay and Ordained Local Ministers should be reimbursed for travelling and other expenses incurred through their ministry at the rates for the time being approved by the Diocesan Board of Finance for ministers in the performance of their duties. In the case of expenses relating to duties undertaken in the parish or district where the Local Minister is authorised, arrangements for their payment should be clearly indicated in the written agreement over duties (see Regulation 9.2.1.e). In the case of expenses incurred through serving elsewhere, the parish or institution using the services of the Local Lay Minister should ensure that they are fully reimbursed.
11.3. When Ordained Local Ministers conduct a wedding or a funeral, or Lay Local Ministers licensed as Readers conduct a funeral, they may not retain a fee. They may receive reimbursement from the undertaker for loss of earnings and expenses incurred through conducting the service. At funerals it is acceptable for Local Ministers to collect the fee payable to the incumbent in respect of the service and to pass this to the PCC Treasurer. Any fee not due to an Incumbent or Priest in Charge should be sent to the Warden of Readers for credit to the Diocesan Board of Finance, having taken into account loss of earnings and expenses incurred, if these are not provided for explicitly.
12. Child Protection Policy
The Diocese of Lichfield is committed to the safeguarding, care and nurture of children and vulnerable adults within the Church community. The Diocese has adopted the Safeguarding policy as outlined in on the diocesan website.
12.1 The following points relate particularly to Local Ministers;
12.1.1 It is the responsibility of the parish to ensure that all Local Ministers hold a current disclosure and barring disclosure form. Disclosure and barring certificates for ordinands are dealt with by the Bishop's office.
12.1.2 Local Ministry students should obtain a vetting and barring disclosure certificate at the beginning of training, by contacting the Diocesan Office. No Local minister will be licensed or authorised in the Diocese unless they hold a current certificate.
12.1.3 Disclosure and barring certificates obtained in other areas of life and work are in some cases transferable, as described in the Diocesan policy.