



Permission to Officiate

In the

Diocese of Newcastle

October 2019

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Introduction

Thank you for your interest in applying for Permission to Officiate (PTO) in the Diocese of Newcastle.

This document outlines the expectations of someone holding PTO, and some of the provisions that have been made to support their ministry. It also provides information on how to apply for Permission to Officiate in the Diocese of Newcastle. The application form is available on the diocesan website (<https://www.newcastle.anglican.org/permissions-to-officiate/>) for you to print, complete and return to the Bishop of Newcastle. If you would like a hard copy of the application form contact Ruth Stradling in the Bishop's office (0191 285 2220) r.stradling@newcastle.anglican.org and one will be posted to you.

Those who have previously been given PTO will notice that our processes have changed. This is to keep us in line with the national procedures and requirements agreed by the House of Bishops, which provide an agreed structure and framework ensuring that:

- The process for agreeing and reviewing PTO is carried out in accordance with the House of Bishops' *Safer Recruitment: Practice Guidance*;
- Clergy with PTO receive appropriate pastoral support, and are not asked to do more than they are willing or able to provide;
- The ministry of those holding PTO is properly acknowledged and supported.

Applications for PTO in the Diocese of Newcastle are processed through the Bishop of Newcastle's Office, and references to 'the Bishop' in this document are references to the Bishop of Newcastle

The Bishop of Newcastle
Bishop's House
29 Moor Road South
Newcastle upon Tyne
NE3 1PA

bishop@newcastle.anglican.org

If you have any questions about the application process, please contact the Bishop's Chaplain on 0191 2852220, or your Archdeacon.

Application process

Generally, all clergy who wish to exercise public ministry must hold either PTO or the Bishop's licence. A current PTO will give you authority to minister in any parish in the Diocese at the invitation and permission of the incumbent or priest in charge, subject to any restrictions in your PTO certificate.

In order to process your application in accordance with the *Safer Recruitment* guidance, we will:

- Ask you to complete an application form, which can be downloaded from the diocesan website or is available from the Bishop's office;
- Apply for references (including a Clergy Current Status Letter from the Bishop of the Diocese where you last held a licence or PTO, if not held in the Diocese of Newcastle);
- Need to see your Letters of Orders (if you have not already held a post in the Diocese of Newcastle);
- Check, if you currently, or have recently, held the Bishop's licence within this diocese that you have a clear relevant Disclosure and Barring Service (DBS) certificate which is not more than five years old. If you are moving into the diocese, a fresh DBS application will need to be made;
- Ask for evidence that you have completed appropriate Church of England safeguarding training, or appropriate refresher training, within the last three years – if undertaken in this diocese we will already have a record;
- Invite you to meet with one of the Bishops, or someone on their behalves.

Please note that Permission to Officiate is required for preaching, presiding at the Eucharist, and taking the Occasional Offices. In order to exercise these ministries under PTO, you will also require the permission of the incumbent or priest in charge of the relevant parish (or in a vacancy, the Area Dean and Churchwardens). If both of these permissions are not in place, you will not be able to undertake these ministries.

The granting and renewal of PTO

If PTO is granted, it is normally for a period of five years or for a period of not more than five years from the date of your clear DBS certificate. Once you reach the age of 80, in accordance with the recommendation in the House of Bishops' Policy, any renewal of PTO may be for only one year at a time.

There is no right to PTO, which is held at the Bishop's discretion and may be withdrawn at any time. The Bishop is not expressly required to give a reason for withdrawing PTO, although it will not be withdrawn without good reason. There is no right of appeal against a withdrawal or refusal or non-renewal of PTO, but you will be given an opportunity to put the case for why your PTO should be continued, granted or renewed. Please note, PTO will be automatically withdrawn if you do not hold a clear DBS certificate, not more than five years old, or if you are not up to date with your safeguarding training.

PTO is subject to regular review and may be renewed – noting the requirements under Safeguarding below. The Bishop will be particularly concerned to ensure that PTO extends only to clergy whom the Bishop feels are still capable of exercising ministry effectively, and that retired clergy are cared for if there are particular pastoral needs which impinge on ministry in old age.

Before your PTO is due for renewal, the Bishop's Office will be in touch with a form to be completed and countersigned by the relevant incumbent / priest in charge / Area Dean (or other 'designated responsible person' – see below) and returned to the Bishop, if you wish your PTO to be renewed. It will be usual for the designated responsible person to meet with you to discuss your ongoing ministry. Please note that your PTO will expire unless a formal extension is obtained following an application to renew. It is therefore important to deal with the paperwork expeditiously if your PTO is not to lapse inadvertently.

Designated Responsible Person

As part of the Bishop's duty of care for you and for the church, someone will be designated to be responsible for the immediate oversight of your ministry.

The designated responsible person will:

- If you have a regular weekly ministry within a particular benefice
 - meet you and agree expectations of the work that you will do. A model statement of agreed expectations can be found in Annex 1;
 - review statement of agreed expectations whenever your PTO is due for renewal;
 - Ensure that an annual Ministerial Return form is completed and sent to the Bishop, along with any change in the expectations. A Ministerial Return form is provided in Annex 2.
- Either recommend, where appropriate, and subject to the relevant safeguarding checks, that the Bishop renews your PTO when the current term is due to expire, or explain to the Bishop why they do not consider that your PTO should be renewed or should be renewed for less than five years;
- Ensure that the Bishop, and Retired Clergy Officers, are kept informed about any issues or health problems, particularly when you might require additional pastoral support, or it might be necessary to consider withdrawing PTO;
- Arrange an induction for clergy new to the Diocese of Newcastle.

Please note: a statement of agreed expectations and annual ministerial returns are only required of clergy who have a regular weekly ministry within a particular benefice. If you do not fall into this category, but would find these things useful, you are welcome to ask your designated responsible person to facilitate this for you.

You should review your ministry regularly with the designated responsible person. As part of this review, you should:

- Consider if you might wish to expand your role, or approach the diocese to see if you can provide further assistance;
- Consider whether it might be appropriate to find a mutually agreed way to vary or reduce your workload, or to discuss a transition to full retirement, for example if you are in poor health;
- Explore whether you have any particular training needs.

The designated responsible person will usually, but not always, be the Incumbent/Priest in Charge of the benefice where you live or worship, the Area Dean, or a Retired Clergy Officer.

Agreed statement of expectations

If you are carrying out regular weekly duties in a particular benefice, you should agree with the incumbent or priest in charge (or Area Dean in a vacancy) what duties you are expected to cover, as it is helpful for both you, and those you are helping, if there is a common understanding of what you are willing and able to do and for this to be recorded in writing. Any such agreement is not binding, may be changed at any time, and should be reviewed regularly. (see Annex 1 for model Statement of Agreed Expectations).

A request to conduct public worship

Should normally be issued by the incumbent or priest in charge. When invited to conduct public worship, you should please bear in mind the following:

- The worship should be consistent with the usual pattern of worship of that church
- Care should be taken to respect the ministry of lay people and, where the laity is regularly involved in worship, this practice should be encouraged
- Care should be taken particularly where Readers or Authorised Lay Ministers are concerned. Clergy with PTO should not assume that a request to conduct worship automatically involves all aspects of leading worship and preaching. It is important to be sensitive in enquiring whether a licensed or authorised member of the local ministry team will be preaching or performing a liturgical role during the service. They should not be denied this ministry simply because there is a visiting priest
- If problems arise over the question of the president's role and the practice of the Reader or Authorised Local Minister, the rubrics should be followed.
- Please read the following information on expenses and fees carefully

Expenses and fees

All expenses of formal ministry by clergy with PTO, including pastoral visits for weddings, funerals and other reasons, should be reimbursed in full by the relevant PCC or equivalent. Expenses should be the actual cost of mileage at the current rates of approved mileage allowance payments set by the diocese.

The request to conduct a funeral usually will come to you through the Incumbent or Area Dean. Please do not conduct funerals without the consent of the deceased person's incumbent or priest in charge. Some retired clergy may have a particular ministry to the bereaved. If you do, please arrange to meet the Area Dean which may result in a wider ministry across the deanery.

Retired stipendiary clergy are eligible to receive 80% of fees payable to the DBF for occasional offices, and should refer to the current diocesan policy. Non-Stipendiary clergy (licensed and with PTO) do not receive fees, and nor do Readers. In case of a need to clarify this point please refer your enquiry to your Archdeacon. Retired clergy would not usually expect to receive a fee for a funeral or wedding where they officiate at the personal invitation of the family, with the permission of the Incumbent.

A fee is paid to clergy with PTO for Sunday service cover in the absence of a priest due to illness, holiday or vacancy, should they wish to receive it. You should not, however, normally expect to receive expenses or a fee for taking a service in your usual place of worship or a church within the same multi church benefice.

Please remember that it is your responsibility to declare income from fees to HMRC.

Sickness Reporting

There is no legal requirement to report sickness.

Continuing Ministerial Development (CMD)

There is no specific legal requirement to participate in the Diocese's Continuing Ministerial Development programme (other than when required to do so by the Bishop – for example, safeguarding training) but you are very welcome to do so. Opportunities for CMD are advertised in the Diocesan CMD Brochure, which will be sent to you annually by the CMD Officer, and can also be found on the diocesan website.

Clergy Discipline Measure

The Clergy Discipline Measure (CDM) applies to all clergy, regardless of how their ministry is authorised, and continues to apply when they are no longer active in their ministry.

Personal Files ('blue files')

The House of Bishops' guidance on *Personal Files relating to Clergy (May 2018)*, apply to clerics who have PTO, and states:

(86). Where a cleric retires, the personal file should remain in the diocese in which he or she last served unless and until he or she is granted permission to officiate ('PTO') in another diocese.

(88). Where a cleric holds a licence or PTO concurrently in more than one diocese, the personal file should be held in the diocese where the cleric exercises the greater part of his or her ministry. A note should be kept on the file as to which other dioceses have issued a licence or PTO and arrangements put in place for the appropriate staff of those dioceses to have access to the file as necessary. The other dioceses should in turn keep a record of where the personal file is held.

National Register of Clergy

The National Church Institutions (NCIs) will maintain a register of clergy with PTO in order to enable those who wish to use their ministry to know that they are properly authorised. We will keep the NCIs informed of your current status in this diocese.

Safeguarding

We aim to make our churches places where all are welcome, places where all may encounter God and his love for each and every one of us. Hospitality is a sign of a vibrant church. But, if our churches are to be places of warm hospitality which are open to all, they will be open to those adults and children who have suffered, or are suffering, abuse and they will be open to those who have abused others in the past or who may be abusing still today. Our churches must, therefore, be not only welcoming places for all but safe places for all. Ensuring our churches are safe places is an outworking of the Gospel message and is integral to all that we do.

The Bishop requires all clergy with PTO to undertake appropriate diocesan safeguarding training. Failure to attend such safeguarding training when requested by the Bishop will result in your PTO being withdrawn.

Please remember that, while holding PTO

- You must always hold a clear DBS certificate, not more than five years old;
- You are accountable to, and must share relevant information with, the designated responsible person or Area Dean or Archdeacon, on all safeguarding matters;
- You are subject to the same processes as any other ordained person in the event of an allegation of past or current abuse by a child or an adult being made against you;
- You are required by law to have due regard to the House of Bishops' guidance relating to the safeguarding of children and adults who may be at risk and you must therefore read and familiarise yourself with the House of Bishops' Safeguarding policies as well as those of this diocese, and undertake the relevant training as approved by the Bishop. The policies are available on the diocesan website.

Representation

The Church Representation Rules give limited scope to those with PTO. Those with PTO have the statutory right to elect one of their number, for every ten or fewer in a deanery, onto the house of clergy of the deanery synod, which may also co-opt those with PTO. Those so elected or co-opted may vote and stand as candidates in diocesan and General Synod elections.

Those with PTO do not have an automatic right to be members of the deanery clergy chapter, as it is not a synodical body. Practice may vary in different deaneries: some deaneries may have meetings for incumbents only; others may invite retired clergy to some or all of their meetings. Some deaneries have separate chapter meetings for retired clergy.

Any cleric, whether or not they have PTO, may be co-opted to a PCC. Where a cleric with PTO has been elected to the deanery synod, it is appropriate for them to be co-opted onto the PCC. PTO itself does not confer any automatic right to PCC membership.

Support

Retired clergy are supported in their role by their Deanery Retirement Officer, and the Bishop's Officers for Retired Clergy, these are:

Lindisfarne Archdeaconry



Revd Dave Wood: davwd50@hotmail.com

Northumberland Archdeaconry



Revd Canon David Peel: peeldc524@gmail.com

Model Statement of Agreed Expectations

To be completed only if you are carrying out regular weekly duties in a particular benefice.

Name of Deanery/Name of Benefice

Extent and Nature of Assistance provided by The Revd [Name of Cleric]

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 Benefice of [Name of Benefice]

Ministry Support

- --- days/hours each week across the benefice
- To minister alongside and in support of the incumbent/priest in charge, as set out below
- There is no requirement to attend PCC meetings

Sunday Services

- Up to --- Sundays each month

Midweek Services

– frequency to be agreed

Occasional Offices

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

Pastoral Care

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

Expenses

- Ministry Support – Mileage, Telephone usage, Postage, Sundry Administration, in agreement with the Churchwardens, and claimed from the PCC.
- Sunday and Midweek Services – [insert fee allocation and mileage]
- The Occasional Offices– [insert fee allocation and mileage]

Review

This agreement will be reviewed on _____

Signed _____ Designated Responsible Person
(must be the Incumbent or Priest in Charge of the benefice in which you will be ministering, or Area Dean if benefice in vacancy)

Signed _____ (with PTO)

Ministerial Return

If you are carrying out regular weekly duties in a particular benefice: This form to be completed annually, by the clergy person with PTO, and returned to Bishop’s House by January 31st.

Name:

Parish:

Designated person responsible for oversight:

DBS clearance last carried out on:

DBS valid until:

PTO expires on:

Participation in safeguarding training:

Further safeguarding training due on:

Ministry Carried out for the period from: January to December

If your ministry is primarily parochial, please list the approximate number of occasions below during the year when you have

	In my own parish	Other parishes
Presided at the Eucharist		"
Preached		"
Taken Funerals		"
Taken Baptisms		"
Taken Weddings		"
Provided teaching (Bible Study, confirmation preparation, discussion groups)		
Carried out visits and provided pastoral support		"
Other (please specify)		"
Other (please specify)		

In addition to my own parish, I have provided ministry in the following parishes with the permission of the Diocesan Bishop and relevant incumbent/priest in charge....

I have also provided support for the diocese in the following ways during the year:

I held a discussion of my ministry with _____ on _____
and (please tick)

no change was made to the agreed expectations of ministry

agreed expectations of the ministry I am to carry out were changed and a copy is attached.

(signed) _____ Date _____

(signed) _____ Designated Responsible Person

Date _____