



LIVERPOOL DIOCESAN ASSOCIATION OF READERS
PERMISSION TO OFFICIATE

Procedure:

Readers who, on attaining the age of 70, wish to continue in ministry, must apply for the Bishop's "Permission to Officiate".

The application must be supported by the Incumbent, the Churchwardens and the Parochial Church Council. It must also be discussed with the Deanery Chaplain (see over) who will then forward the application, with a recommendation and any comments, to the Warden of Readers. It must be remembered that any such application requires the approval of the Bishop of Warrington before Permission to Officiate is granted.

This form, together with the Readers license must be sent to:

Central Services
Diocese of Liverpool
St James' House
20 St James Road
Liverpool
L1 7BY

Surname:	Parish:
First name/s:	Parish number:
Address:	
Phone:	Deanery:
Email:	Date of Birth:



I wish to apply for the Bishop's Permission to Officiate in the following capacity:

- Preaching
- Teaching
- Pastoral work
- Leading worship
- Assisting at Communion
- Taking Communion to the sick and housebound
- Conducting funerals

(tick as necessary)

Any other area of ministry, please specify:

Signed:

Date: _____

This application is supported by: _____
(Incumbent)

(Churchwarden)

(Churchwarden)

I confirm that the PCC has discussed and approved this application:

(Secretary to the PCC)

Permission to Officiate granted for a 5 year period.

(Bishop of Warrington) **Date:** _____ **P.T.O.**



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~~I confirm that I have discussed this Application with the Reader and the Churchwardens and would make the following comments:-~~

_____ Date: _____
(Incumbent)

I confirm that I have discussed this Application with the Reader and his/her incumbent and would make the following comments:-

_____ Date: _____
(Deanery Chaplain)



Arrangements for Readers on reaching the age of 70

1. It is recognised that Readers, like Clergy, should not be licensed beyond the age of 70, and that this is often an appropriate age for a Reader to retire from formal membership of parish staff meetings.
2. It is also true that some Readers have an effective pastoral and preaching ministry long after that age and that this is much appreciated by parishes. However, the goodwill of such Readers must not be presumed upon. They must be allowed to develop a particular ministry which retired people can exercise effectively because it is less formalised.
3. Six months before a Reader's seventieth birthday the Administrator will inform the Warden, who then writes to both Reader and Incumbent setting out the procedure as follows.
4. A Reader's Licence automatically lapses on their seventieth birthday and cannot be renewed. It may be appropriate that this is marked by the parish by a service of thanksgiving to God for the ministry accomplished, if the Reader and Incumbent so desire.
5. Following the retirement of a Reader it is open to the Incumbent, the PCC and the Reader, after reference to the Deanery Chaplain to Readers, to ask the Bishop to grant 'Permission to Officiate'. The appropriate form is available from either the Warden of Readers or the Reader Administrator and details the areas of Ministry in which the Reader will continue to be involved.
6. Where a Reader moves parish at or after their seventieth birthday the Incumbent and PCC of their new parish and the Reader may ask the Bishop to grant Permission to Officiate, so long as the Reader has attended their new church for a six month period.
7. Permission to Officiate will be granted for a five year period, renewable on the joint application of Incumbent, PCC and the Reader.
8. When a Reader surrenders their written Permission to Officiate they may be given the title Reader Emeritus as an indication of their continuing link with the Reader network, though retired from active ministry. A certificate to this effect can be obtained via the Reader Administrator and again may be presented to the Reader at a service of thanksgiving if the Reader and the Incumbent feel that this is appropriate.



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9. A Reader Emeritus cannot be invited to preach or minister on a regular basis, though they may occasionally robe and preach on a particular occasion.

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