

Diocese of Salisbury – Licensed Lay Ministers



Guidelines

The Move from Licence to Permission to Officiate and from PtO to Emeritus

In line with the 'Bishops' Regulations for Reader Ministry' published by the Archbishops' Council, Licensed Lay Ministers in the Diocese of Salisbury relinquish their licence when they reach the age of 70 and request a Bishop's Permission to Officiate (PtO).

A Lay Minister with PtO can continue in active ministry, but must review their Ministry Agreement with their Incumbent to redefine their responsibilities. It will continue to be a requirement that the Lay Minister has a current DBS check lodged at Church House, and that their Safeguarding training is kept up to date. The Lay Minister may wish to withdraw from the PCC, as membership for LLMs is entirely optional and by local choice and election.

A Lay Minister with PtO will continue to receive mailings from Church House and an Annual Review Form for completion and return. They will also continue to receive the Reader magazine. They are welcome to continue joining events provided in the diocesan CMD programme.

For ease of administration Permission to Officiate is issued at the Annual Admissions Day to all those who reach the age of 70 in that current year (January to December). Administration of licences and PtO is through the Diocesan Office at Church House. Any moves or changes in circumstance should be notified to the office and to the Associate Warden. A Bishop's Permission is due for renewal every three years in response to a request by the Lay Minister, endorsed by the incumbent.

When a Lay Minister with PtO wishes to fully retire from active ministry, he or she may surrender the PtO and be given the title Reader Emeritus, as an indication of the continuing link with the Reader network. This move should be advised to the Diocesan Office by the Lay Minister or the incumbent. There is no reason why a Reader Emeritus should not continue with tasks that any lay member of the congregation can also fulfil, for example, leading intercessions, but he/she should not wear robes on any occasion. The DBS check and Safeguarding training are no longer required. A Reader Emeritus ceases to receive mailings and the magazine, but will receive Christmas greetings as an acknowledgement of their continuing presence in the diocese.

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