

Information for Licensed Lay Ministers (Readers) transferring from another diocese.

In this diocese nationally accredited Readers are called “Licensed Lay Ministers” and are fully transferable between dioceses. Throughout this documentation we refer to Readers, whether holding a licence or permission to officiate, as Licensed Lay Ministers (LLMs). Licences are not normally granted to LLMs over the age of 70; the Bishop’s Permission to Officiate is appropriate in such cases.

1. LLMs who move house to a different part of the country will usually first identify the parish in the area where they feel they are going to be most at home. This may involve “shopping around”. Possibly only then will they disclose that they are an LLM and request to be considered for a licence or permission to officiate. However, it is important that a relationship has been established with the incumbent of the parish well before a formal application for transfer is begun.
2. *Bishops’ Regulations for Reader Ministry* require that an LLM should worship in their new parish “for a sufficient time, normally six months,” before relicensing is considered. This settling in time can be negotiated between the incumbent, the LLM and the Warden of LLMs. The diocesan policy is to observe this period as far as possible, although it may be adjusted if the annual Admissions Service falls towards the end of the six-month period. At the discretion of the incumbent, the transferring LLM may be invited to preach or lead worship during this period as an introduction to the church community.
3. When an incumbent is ready to formally receive a transferring LLM with either a licence or permission to officiate, they should contact the LLM Administrator (andrea.dredge@salisbury.anglican.org) for an Application Pack. The following steps will have to be fulfilled before licensing or granting of permission to officiate:
 - a) The transferring LLM must be accepted as a member of the ministry team by the PCC or team council, with a supporting minute or resolution forwarded to the LLM Administrator.
 - b) The incumbent will complete and sign a Transfer Application Form and return to the Administrator, if possible with the supporting minute at (a), but if it is likely to be some time before the next PCC meeting, the form should be returned promptly, with the minute to follow when possible.
 - c) The transferring LLM should submit their previous licence and admittance as a Lay Minister to the Administrator. These documents will be returned.
 - d) Following receipt of the Transfer Application form, references will be requested from the LLM’s most recent incumbent and previous diocesan Warden’s office.
 - e) The transferring LLM will need to complete a confidential declaration form and if necessary paperwork for a DBS check will follow. Licensing or grant of permission to officiate cannot proceed without a current DBS check in place.
 - f) The transferring LLM must complete Leadership Safeguarding training. If this has been done in another diocese, a copy of the certificate should be sent to the Administrator. The diocesan Safeguarding team offer a slightly adapted leadership course for those applying for permission to officiate rather than a licence.
 - g) Before licensing the Incumbent and LLM will together generate a ministry agreement for their ongoing use. This should be reviewed regularly.
4. When the paperwork is complete the recommendation to grant a Permission to Officiate or licence is made to the current Bishop responsible for Lay Ministry (Bishop of Sherborne) and then arrangements can be made for licensing, as appropriate. Licensing usually takes place at the annual Admissions Service in the Cathedral in the autumn, but if necessary it can be brought forward and take place either in the local parish or at a venue to be agreed. The Suffragan Bishop or appropriate Archdeacon will officiate. Any Lay Minister licensed during the year will also be invited to the Cathedral to receive a welcome at the next Admissions Service.
5. LLMs transferring between parishes within the diocese are subject to the same procedure, excepting 3(c) above.