**2025 Renewal of Permission to Officiate**

**for Readers/LLMs**

PTO for Lay Ministers is given for three years at a time, and all current Permissions expire at Pentecost this year.

Ministry offered by Lay Ministers with the Bishop’s Permission to Officiate (PTO) is widely welcomed and appreciated within the Diocese of Rochester. PTO is given and held entirely at the discretion of the Bishop, and the shape and extent of ministry offered by those with PTO varies according to personal and local circumstances. Some minister mainly in one parish or group of parishes, others offer ministry more widely in a deanery or beyond, in chaplaincy and other such settings.

Some lay ministers with PTO offer their skills and experience within the work of our Formation and Ministry Team (perhaps as a tutor or mentor) and in other aspects of diocesan life. Readers and LLMs with PTO are listed in the Diocesan Directory under the deanery in which they are resident or to which they are attached.

All those who offer public ministry within the Church of England, including those with PTO, must have a full DBS disclosure, and must undertake regular training in relation to the safeguarding of children, young people and vulnerable adults. In addition to the mandatory safeguarding training, lay ministers with PTO are encouraged to take other opportunities for continuing development. Details of the diocesan CMD programme are available on the diocesan website.

Readers/LLMs with PTO are not required to have full Lay Ministry Development Reviews, but it is important to stop and reflect, and this paper provides a framework for a conversation with the Incumbent/PiC or whichever priest is supporting the application for renewing PTO, along with the creation of a simple working agreement.

Readers/LLMs with PTO continue to receive “The Reader” magazine, as well as Lay Ministry communications from the Formation and Ministry Team. They will be included in local meetings – for example if the Lay Ministers of the Deanery have a gathering for a Bishop’s visit.

PTO is renewed every 3 years, and if the Lay Minister is fit and well, and their ministry continues to be appreciated in the parish, there is no upper age limit. However, the time might come when leading and preaching ceases and the minister finds that they prefer only to be Reading the Scriptures or leading Intercessions – neither of which require the Bishop’s permission, and this might be the time to step down from authorised ministry, whilst continuing to be a worshipping member of the church community, and one who encourages the next generation of Lay Ministers.

***Application to renew PTO***

***Name…………………………………***

***Parish/Deanery……………………………………***

How have your personal circumstances changed over the past 3 years?

What other responsibilities do you have? (eg family commitments/volunteering)

What areas of ministry have you found most encouraging over the past 3 years?

What areas of ministry have you found most challenging?

How do you feel about your ministry? Are you content with the how much you are asked/allowed to do? Do you feel pastorally supported?

Are your DBS and safeguarding training (leadership module or PTO Pathway) up to date? (Please check with Tricia Cliffe if you are unsure of this)

Please discuss what you have written with your Incumbent/PiC, or your Area Dean in a parish vacancy, or if your ministry extends beyond one parish. (If either of you wish to write more please feel free.)

Lay Ministers’ Signature……………………………………………… Date………………..

Signature of Supporting Priest…….......................................... Date………………..

PLEASE RETURN THIS FORM TO MANDY HOLLOWAY,

ROCHESTER DIOCESAN OFFICE, ST NICHOLAS’ CHURCH, BOLEY HILL,

ROCHESTER, ME1 1SL