

Ministry for Clergy / Readers who are not licensed nor have PTO

When Clergy and Readers hold neither the Archbishop's Licence nor 'Permission To Officiate' (PTO) the legal assumption of the Church of England is that they are stepping back from public ministry, including the leading of public worship. However, some will wish to participate occasionally in public worship, in a similar manner to that which a layperson might do so. There has been further consultation with legal and Safeguarding advisers as to the extent to which ministry is permissible without any recognised authorisation and this paper sets out the revised directions within the Diocese of York.

Permissible Expressions of Ministry

Clergy and Readers without PTO may, on an occasional basis, contribute to those aspects of the service which an unlicensed lay person might participate in. As examples, this would include the following :

- Reading the Bible publicly
- Leading intercessions
- Welcomer/Sidesperson
- Processing the Offertory
- Being a Choir Member
- Administering the chalice. If they wish to do so, they would need to be included on the list of names which the Bishop authorises

They may also fulfil tasks which contribute towards acts of worship; for instance

- Serve on a Refreshments Rota
- Church Cleaning
- Flower Arranging

Robing and Seating. Ministers should not be robed whilst fulfilling any of these tasks and should be seated amongst the congregation during the Service; unless they sing in the choir where they may wear choir robes. Clergy may, if they choose, wear a dog collar.

Safeguarding Requirements. Whilst neither a DBS check nor the attendance of Safeguarding Training are required for the roles above, many do have Safer Recruitment requirements and these should be followed. Where an individual is subject to a Safeguarding Agreement, the Diocesan Safeguarding Officer should be consulted before any public ministry occurs.

Ministry requiring a Permission To Officiate

Permission To Officiate, with the associated Safer Recruitment procedures and Safeguarding Training, is required for any individuals who wish to engage in any of the following:

- Fulfilling any role which is restricted to licensed or PTO Clergy, or to licensed Lay People; e.g take the role of a President; Leading Morning or Evening Prayer or Preaching. This applies in all churches even in those where services may be led, and/or talks given, by lay people without any formal authorisation.
- Officiating at an Occasional Office
- Taking on a position of recognised leadership and/or representing the Church in the Community; e.g lead a homegroup; belong to a pastoral care team; lead informal Services of any form; lead a Lent Course
- Robing for any Service