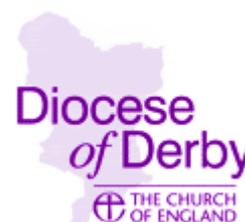


PERMISSION TO OFFICIATE

INFORMATION SHEET

POLICY



All clergy who wish to exercise public ministry other than in senior appointments must be granted either permission to officiate or a licence by the Diocesan Bishop.

Those wishing to hold permission to officiate (PTO) must apply to The Bishops Office. Such permission is normally for five years and will only be granted once diocesan safeguarding training has been attended. Those with PTO are free to minister in any parish in the diocese at the invitation of the Incumbent or Priest in Charge, subject to any restrictions in their PTO. Clergy who reside outside the diocese who have PTO from their Bishop may minister within the diocese without additional PTO, providing they have the consent of the Bishop of Derby. In all cases, the Bishop will consult the Archdeacon, Area Dean and relevant Incumbent.

For clergy who retire at 70, or take early retirement it is anticipated that PTO will not be granted within the first six months after the retirement date.

Once clergy with PTO reach the age of 80, they can apply for renewal on a twelve-month basis. When PTO is due for renewal, a form is issued from the Bishop's Office and must be countersigned by the relevant Incumbent /Priest-in-Charge (Area Dean if in interregnum) and returned to the Bishop. Please note that the PTO will expire unless a formal letter of extension is obtained following an application to renew.

From the age of 80, the Bishop will be particularly concerned to ensure that PTO extends only to clergy whom the Bishop feels are still capable of exercising ministry effectively.

EXPENSES AND FEES

All expenses of formal ministry by retired clergy, including pastoral visits for weddings, funerals and other reasons, should be reimbursed in full by the PCC or equivalent. Expenses should be the actual cost or mileage at the current rates of approved mileage allowance payments set by HM Revenue and Customs. Further details can be found in the Booklet; The Parochial Expenses of the Clergy: A Guide to their Reimbursement <http://www.churchofengland.org/clergy-office-holders/clergypay.aspx>

You are reminded that it is your responsibility to declare such income to HMRC.

SICKNESS REPORTING

There is no legal requirement to report sickness, although clergy with PTO should keep their incumbent and or Area Dean informed.

CONTINUING MINISTERIAL DEVELOPMENT (CMD)

There is no specific legal requirement to participate in arrangements approved by the Diocesan Bishop. However, failure to participate in CMD matters such as safeguarding when required by the Bishop can be a disciplinary offence and could lead to the Bishop withdrawing PTO.

CIRCUMSTANCES IN WHICH PTO MAY COME TO AN END

Permission to Officiate is held at the Bishop's discretion and may be withdrawn at any time. It may be granted on condition that required training (for example, safeguarding, or a refresher course on funeral ministry is completed and renewed on a regular basis.

CLERGY DISCIPLINE MEASURE

The Clergy Discipline Measure applies to all clergy; however, their ministry is authorised, and continues to apply when they are no longer active in their ministry.

PERSONAL FILES

In accordance with The House of Bishops' guidance on Personal Files relating to Clergy (April 2013), paras 74 and 76 applies to clerics who have PTO.

(74). Where a cleric retires, the personal file should remain in the diocese in which he or she last served unless and until he or she is granted permission to officiate ('PTO') in another diocese.

(76). Where a cleric holds a licence or PTO concurrently in more than one diocese, the personal file should be held in the diocese where the cleric exercises the greater part of his or her ministry. A note should be kept on the file as to which other dioceses have issued a licence or PTO and arrangements put in place for the appropriate staff of those dioceses to have access to the file as necessary. The other dioceses should in turn keep a record of where the personal file is held.

SAFEGUARDING

The Bishop will in all cases require all clergy with PTO to undertake appropriate diocesan safeguarding training before granting permission to officiate or a licence. It will be a

disciplinary offence not to attend safeguarding refresher training in the diocese when requested by the bishop.

Clergy with PTO must abide by Church of England and diocesan policies and procedures in safeguarding children and adults, and observe the implementation of procedures in the parishes in which they serve.

Clergy with PTO are accountable to and must share information with the Incumbent/priest in charge of the parish, or in a vacancy with the Area Dean or Archdeacon, on all safeguarding matters.

Clergy with PTO are subject to the same processes as any other ordained person in the event of an allegation of past or current abuse by a child or an adult being made against them.

Further information regarding all safeguarding policies and procedures can be found at <http://www.derby.anglican.org/en/about-us/safeguarding-information.html>

The Bishop of Derby takes seriously all matters relating to safeguarding and requires all those who hold PTO to read and familiarise themselves with the Safeguarding policies of this diocese, and to undertake the relevant training as approved by the Bishop, Synod and the Safeguarding Management Committee.

REVIEW RENEWAL OF PTO

Even if your duties are light and irregular you should have a regular discussion, say every two or three years up to the age of 80 with your incumbent about your ministry and the arrangements for it. After the age of 80 your PTO should be reviewed each year with an annual renewal application made to the Bishop for his permission to continue to minister with a PTO licence. Sometimes, it might be appropriate to find a mutually agreed way to vary or reduce your workload or to discuss a transition to full retirement, for example if you are in poor health. It may also be appropriate to explore whether you have any particular training needs.