



Readers' Handbook

A Handbook for Readers (Licensed Lay Ministers)



CARLISLE
DIOCESE

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Readers' Board

Officers

Warden of Readers:

Rev Peter Vivash, Thornthwaite Vicarage, Braithwaite, Keswick, Cumbria CA12 5RY
Telephone: 017687 78243 Email: peter.vivash@dsl.pipex.com

Assistant Warden of Readers:

Julie Batchelor, St Mary's Vicarage, Promenade, Walney Island, LA14 3QU
Telephone: 01229 227976 Email: julie.batchelor@yahoo.co.uk

Officer for Continuing Ministerial Education (CME) & CME Grants

Geoff Hine, c/o Church House, West Walls, Carlisle, Cumbria CA3 8UE
Telephone: 01228 815401 Email: ghine@carlisediocese.org.uk

Reader Secretary:

Patricia Hirst, 1 Orchard Cottage, Torpenhow, Wigton, Cumbria CA7 1JF
Telephone: 016973 71565 Email: patricia.hirst@talktalk.net

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Readers' Handbook

FOREWORD FROM BISHOP JAMES

'I am delighted to have the privilege of introducing this handbook, which should prove extremely helpful to all our Readers in Carlisle Diocese.

As 'lay theologians' (among many other things!) Readers have a vital role to play in the life of the church in Cumbria. We rely heavily on their expertise and are tremendously grateful for the sacrificial commitment they give throughout the Diocese.

So by bringing together a great deal of valuable information I hope that what follows will enhance and encourage the ministry of Readers at every stage of their training and development. I would also like to thank those who have so carefully and painstakingly put it together. '

+ James Newcome
Bishop of Carlisle

INTRODUCTION

Readers play an important part in the ministry of the Church of England. This handbook is intended to explain the duties and responsibilities of readers (licensed lay ministers) within the Carlisle Diocese. These are governed by Canon Law and can only be undertaken once a reader has been licensed by the bishop. Readers bear considerable responsibility in the church as lay ministers authorised by Canon Law with a preaching, teaching and liturgical ministry in a pastoral context. The House of Bishops have accepted these Regulations for Reader Ministry and authorised their publication to be used in all dioceses.

The text of this handbook reproduces the laws and national guidance covering reader ministry. The language is formal because it is based on legal documents, but we would encourage you to read it through nevertheless. Where there is a Diocesan interpretation, this is **clearly defined** within a text box.

Please be aware that although the text may refer to a reader in the masculine, these regulations are applicable to all readers, both male and female.

CANON E4 OF READERS

1. A lay person, whether man or woman, who is baptized and confirmed and who satisfies the bishop that he is a regular communicant of the Church of England may be admitted by the bishop of the diocese to the office of reader in the Church and licensed by him to perform the duties which may lawfully be performed by a reader according to the provisions of paragraph 2 of this Canon or which may from time to time be so determined by Act of Synod.

2. It shall be lawful for a reader:
 - (a) to visit the sick, to read and pray with them, to teach in Sunday school and elsewhere, and generally to undertake such pastoral and educational work and to give such assistance to any minister as the bishop may direct;
 - (b) during the time of divine service to read Morning and Evening Prayer (save for the Absolution), to publish banns of marriage at Morning and Evening Prayer (on occasions on which a layman is permitted by the statute law so to do, and in accordance with the requirements of that law), to read the word of God, to preach, to catechize the children, and to receive and present the offerings of the people;
 - (c) to distribute the holy sacrament of the Lord's Supper to the people.
- 2A. The bishop may also authorize a reader to bury the dead or read the burial service before, at or after a cremation but only, in each case, with the goodwill of the persons responsible and at the invitation of the minister of a parish or an extra-parochial place within the meaning of section 1 of the Deaconesses and Lay Ministry Measure 1972. When a cure is vacant the reference in this paragraph to the minister of a parish shall be construed as a reference to the rural dean.
3. The bishop of every diocese shall keep a register book wherein shall be entered the names of every person whom he has either admitted to the office of Reader or licensed to exercise that office in any place.

Carlisle Diocese: Readers may only officiate at funerals once they have completed additional training organised by the Warden of Readers, following which the Bishop may give permission, and with the goodwill of the family.

CANON E5 OF THE NOMINATION AND ADMISSION OF READERS

1. A candidate for the office of reader in a parish or district shall be nominated to the bishop by the minister of that parish or district; and a candidate for the said office in a wider area by one of the rural deans or archdeacons after consultation with the minister of his parish or district.
2. The nominator in making such nomination shall satisfy the bishop that the said person is of good life, sound in faith, a regular communicant, and well fitted for the work of a reader, and provide all such other information about the said person and the duties which it is desired that he should perform as the bishop may require.
3. No person shall be admitted to the office of reader in the Church except it be found on examination, held by the bishop or by competent persons appointed by the bishop for this purpose, that he possesses a sufficient knowledge of Holy Scripture and of the doctrine and worship of the Church of England as set forth in the Book of Common Prayer, that he is able to read the services of the Church plainly, distinctly, audibly, and reverently, and that he is capable both of teaching and preaching.
4. Every person who is admitted to the office of reader shall first, in the presence of the bishop by whom he is to be so admitted or of the bishop's commissary, make the declarations set out below, the preface which preceded the Declaration of Assent in paragraph 1 (1) of Canon C15 (with the appropriate adaptations) having first been spoken by the bishop or commissary.

I, AB, do so affirm, and accordingly declare my belief in the faith which is revealed in the Holy Scriptures and set forth in the catholic creeds and to which the historic formularies of the Church of England bear witness; and in public prayer I will use only the forms of service which are authorised or allowed by Canon.

I, AB, will give due obedience to the Lord Bishop of C and his successors in all things lawful and honest.

5. The bishop shall admit a person to the office of reader by the delivery of the New Testament but without imposition of hands.
6. The bishop shall give to the newly admitted reader a certificate of his admission to office; and the admission shall not be repeated if the reader shall move to another diocese..

CANON E6 OF THE LICENSING OF READERS

1. No person who has been admitted to the office of reader shall exercise his office in any diocese until he has been licensed so to do by the bishop thereof: Provided that, when any reader is to exercise his office temporarily in any diocese, the written permission of the bishop shall suffice.

1 A. A licence authorising a reader to serve in a benefice in respect of which a team ministry is established may be in a form which specifies the term of years for which the licence shall have effect.

2. Every reader who is to be licensed to exercise his office in any diocese shall first, in the presence of the bishop by whom he is to be licensed, or of the commissary of such bishop, (a) make the declarations of assent and of obedience in the form and manner prescribed by paragraph 4 of Canon E 5; (b) make the declaration following:

I, A B, about to be licensed to exercise the office of Reader in the parish (or diocese) of C, do hereby promise to endeavour, as far as in me lies, to promote peace and unity, and to conduct myself as becomes a worker for Christ, for the good of his Church, and for the spiritual welfare of all people. I will give due obedience to the Bishop of C and his successors and the minister in whose cure I may serve, in all things lawful and honest.

If the declarations of assent and obedience have been made on the same occasion in pursuance of paragraph 4 of Canon E 5 it shall not be necessary to repeat them in pursuance of this paragraph and in the declaration set out above the words 'the Bishop of C and his successors and' may be omitted.

3. The Bishop of the diocese may by notice in writing revoke summarily, and without further process, any licence granted to a reader within his diocese for any cause which appears to him to be good and reasonable, after having given the reader sufficient opportunity of showing reason to the contrary; and the notice shall notify the reader that he may, within twenty-eight days from the date on which he receives the notice, appeal to the archbishop of the province in which that diocese is situated.

On such an appeal the archbishop may either hear the appeal himself or appoint a person holding the office of diocesan bishop or suffragan bishop in his province (otherwise than in the diocese concerned) to hear the appeal in his place; and, after hearing the appeal or, if he has appointed a bishop to hear the appeal in his place, after receiving a report in writing from that bishop, the archbishop may confirm, vary or cancel the revocation of the licence as he considers just and proper, and there shall be no appeal from the decision of the archbishop.

Where the see of the archbishop is vacant or the archbishop is also the bishop of the diocese concerned, any reference in the preceding provisions of this paragraph to the archbishop of the province shall be construed as a reference to the archbishop of the other province, but any bishop appointed by the archbishop of the other province by virtue of this paragraph shall be a bishop serving in the province which contains the diocese concerned.

Any appeal under this paragraph shall be conducted in accordance with rules approved by the Archbishops of Canterbury and York, and any such rules may provide for the appointment of one or more persons to advise the archbishop or bishop hearing such an appeal on any question of law arising in the course thereof.

3A. Where a bishop has granted a licence to a reader to serve in his diocese for a term of years specified in the licence, the bishop may revoke that licence under paragraph 3 of this Canon before the expiration of that term, and where he does so that reader shall have the like right of appeal as any other reader whose licence is revoked under that paragraph.

4. No bishop shall license any reader to be a stipendiary in any place until he has satisfied himself that adequate provision has been made for the stipend of the said reader, for his insurance against sickness or accident, and for a pension on his retirement.

THE DUTIES OF READERS

1.1 The primary duties of readers are to **preach and teach, and to conduct or assist in conducting worship.**

1.2 Readers assist in the pastoral, evangelistic and liturgical work of the Church in the parish or area where they are licensed or have the bishop's written permission to officiate in so far as their licence or written permission allows, and in accordance with what is agreed with the minister to whom they are responsible.

1.3 The lawful duties of a reader as set out in Canon E4 are as follows:

- a. to preach at any service
- b. to lead worship including Morning and Evening Prayer, appropriate parts of the Holy Communion service, and such other services as may be authorised or allowed by the Canons of the Church of England or approved by the bishop, including a service with Communion by

Carlisle Diocese: Any Reader seeking permission to lead a Service of Public Worship with Communion by Extension should in the first instance attend a training day organised by the readers board. Contact the Warden of Readers for information.

- c. to read the Old or New Testament readings, Epistle or Gospel at any service, to lead intercessions, to receive and present the offerings of the people, to distribute the consecrated bread and wine to the people, to take Communion to the sick and housebound and to publish banns of marriage in the absence of a priest. A reader who publishes banns should sign the Banns Book but not the Certificate of Banns, which must be signed by a clerk in holy orders, normally the incumbent,
- d. to officiate at funeral services (but only with the good will of the persons responsible) provided that the reader is authorised by the bishop to do so, and is invited by the minister of the parish or place (or, during a vacancy, the rural dean) (See Regulation 6.4 about the procedure for funeral fees).
- e. to undertake pastoral and educational work
- f. to give such other assistance to any minister as the bishop may direct

1.4 Readers **may not**

- a. officiate at the sacrament of baptism except in an emergency situation when it is lawful for a lay person to baptise,
- b. officiate at a marriage service,
- c. pronounce the Absolution or give a Blessing but should use an authorised alternative form of words.

1.5 Readers may accept invitations to take part in services in a church of another denomination to which the Church of England (Ecumenical Relations) Measure 1988 applies provided that the duties they undertake in the service are the same as or similar to those they are authorised to perform in the Church of England. Readers should obtain the approval of the incumbent of the parish where the service is to take place or, where they intend to participate regularly in such a service, of the bishop of the diocese and the PCC of the parish where the service is to take place.

1.6 In local ecumenical projects and partnerships [LEPs], readers may, with the permission of the bishop (given after consultation with the PCC) undertake such duties in the area covered by the project as the bishop may specify.

1.7 Readers' licences authorise them to minister in their own dioceses. Invitations to preach or officiate (including at a funeral service) in a different diocese should be referred to the bishop of that diocese, normally through the warden of readers of that diocese.

2. SELECTION

Regulations on procedure for selection, as agreed with the House of Bishops, are set out below:

2.1 Candidates for reader ministry should normally be nominated to the Bishop by the incumbent of the parish or the minister of the place where they intend to minister, with the agreement of the PCC of the parish, or its equivalent in other contexts.

2.2 The selection of candidates for reader ministry is the responsibility of the diocese, exercised usually through a panel of selectors appointed by the bishop in consultation with the Warden. The process of selection should be thorough and rigorous.

2.3 The criteria for selection are set out under the following areas: vocation, faith, spirituality and worship, personality and character, relationships, potential for training. A summary of these criteria should be photocopied and circulated to potential candidates and their clergy.

2.4 Care must be taken at an early stage that those who are interviewed are eligible to serve as readers. Candidates must be baptised and episcopally confirmed and be regular communicants of the Church of England, and be familiar with its traditions and practices.

2.5 The current House of Bishops Policy on Child Protection requires a candidate for ministry to complete a confidential statement. Candidates must complete the necessary Enhanced CRB disclosure before undergoing the diocesan selection procedure.

2.6 The process of selection should include adequate contact between the candidate and the Warden, sufficient interviews with diocesan selectors and the consultation of referees. References should be supplied by several referees who know the candidate well, including the incumbent. The Parochial Church Council (or equivalent) in the place where the candidate would serve must express its approval and a copy of the minute recording that approval should be made available by the PCC Secretary. A selection report should be written for each candidate. In the case of those selected for training, a copy of the report should be sent to those overseeing their training.

2.7 The diocese should ensure that appropriate pastoral care is provided for candidates who are not recommended for reader training.

2.8 Dioceses should ensure that the selection and training for potential readers is accessible without discrimination to all eligible members of the Church. This will necessitate the choice of suitable premises with facilities such as ramps, lifts, a loop system, appropriate toilets and when necessary the provision of sign language interpreters.

3. TRAINING

3.1 Each diocese should provide a course of training which appropriately prepares potential readers for the exercise of a preaching, teaching and liturgical ministry in a pastoral context. The course should have due regard for the development of potential readers in knowledge and understanding, skills, spirituality and personal witness sufficient for their admission to the office of Reader. Training should be financed by the diocese or parish. i.e. at no cost to the trainee.

<p>Carlisle Diocese: Anyone nominated for Reader training according to the criteria outlined above, will be invited to attend a Diocesan Reader Selection Panel.</p>

3.2 The diocesan courses are subject to inter-diocesan consultation, and national moderation which is the responsibility of the Ministry Division of the Archbishops' Council in liaison with the Central Readers' Council.

Carlisle Diocese: The training programme is normally two years and takes place within the Diocese. There is an expectation that candidates will have completed the Called to Serve course.

3.3 The national scope of reader ministry is reflected in the provision of the Church of England Readers' Certificate to registered trainees who satisfactorily complete a diocesan course which moderated nationally. The award of the certificate is administered by the Ministry Division. Bishops should ensure that candidates for admission as readers have been awarded the certificate.

3.4 Dioceses should require licensed readers to undertake post-admission training and Continuing Ministerial Education and Development and provide financial help for them to do so; where appropriate such training should be held in conjunction with other ministers, lay and ordained. To assist in this the Central Readers Council arranges regular national conferences.

Carlisle Diocese: Continuing Ministerial Education is required and encouraged and funds are available to help finance this. The Readers Board organises training opportunities such as lectures, quiet days and residential weekends.

4. ADMISSION AND LICENSING

4.1 Before exercising their office, readers must

- a. be admitted to office by a bishop and
- b. hold a current licence or written permission to officiate from the bishop in the diocese in which they intend to minister.

4.2 Candidates for admission must be baptised and episcopally confirmed and be regular communicants of the Church of England. The bishop, in consultation with the Warden and those responsible for diocesan selection and training, should be satisfied that those to be admitted are nominated in accordance with Canon E5 and are suitable in faith, learning and personal life as described in Canon E5.2 and 3 (See section 3.3 above). At admission a reader must make the declaration of assent and obedience as prescribed in Canon E5.4 and receives a certificate of admission and a copy of the New Testament. Admission is not repeated when the reader moves to a new parish or diocese. (See also section 7 "Deployment and Transfer").

4.3 All readers in active ministry under the age of 70 must hold a bishop's licence which should be subject to regular renewal, normally every three to five years. The licence should indicate the area in which they may minister and the duties they are permitted to perform. Readers must seek permission from the bishop before exceeding the terms of their licence. Before being licensed the reader is required to make the declarations as prescribed in Canons E5.4 and E6.2.

Carlisle Diocese: Licences are to be renewed every five years. A Working Agreement, which should be reviewed annually, must be in place before licensing and re-licensing as must a current CRB Disclosure.

4.4 Readers may only minister in a diocese other than that in which they are licensed with permission to officiate from the bishop of the diocese concerned.

4.5 Readers invited to conduct a service or to preach outside their own diocese should ask permission from the bishop of the diocese concerned, normally through the warden of readers of that diocese.

4.6 On reaching the age of 70 Readers who wish to remain in active ministry should apply for a bishop's written permission to officiate. This should indicate the area in which they may minister and the duties they are permitted to perform. It should be for a limited period subject to renewal.

Carlisle Diocese: Permission to officiate is at the discretion of the Bishop. Applications should be made in the first instance to the Warden of Readers.

4.7 Readers who have surrendered their written permission to officiate may be given the title Reader Emeritus as an indication of their continuing link with the reader network, though retired from active ministry.

4.8 During a clergy vacancy it is normally appropriate for the reader's ministry to continue with supervision and support from the rural dean and churchwardens. A potential incumbent should be made aware of any existing readers in the parish and declare acceptance of the principles and practice of Reader ministry.

4.9 At a suitable time after the end of the vacancy the new incumbent (priest in charge etc.) in consultation with the PCC should re-nominate the reader to the Bishop for the licence to be updated. If at the end of, say, six months the new incumbent or the reader cannot agree to renomination the matter should be considered by the Bishop in consultation with the rural dean and the warden of readers.

4.10 Readers must surrender their licence or permission to officiate if it is revoked by the bishop. Sufficient opportunity should be given to the reader to show reasons to the contrary. Where a licence is revoked summarily, the reader should be notified in writing of the revocation and of the right of appeal to the Archbishop as laid down in Canon E6 paragraph 3.

4.11 A register of all readers holding a licence or written permission to officiate should be kept in each diocese by the bishop, warden or registrar. It should contain the reader's date of birth, full name and address, dates of admission and first and subsequent licensing, and details of the parish or context in which the ministry is exercised.

Carlisle Diocese: It is a condition of admission and licensing that Readers are subject to an Enhanced Criminal Records Bureau disclosure.

5. CONDITIONS OF SERVICE

5.1 Readers, clergy, and those among whom the readers are to minister should be clearly informed by the warden of the duties, rights and obligations of readers in the exercise of their ministry, through the provision by the diocese of a copy of the Bishops' Regulations for readers and any relevant diocesan statement, regulations or guidelines.

5.2 Readers should make a written agreement with their incumbent or minister over the duties to be undertaken by the reader, taking into account:

- a. the particular expression of the individual's ministry;
- b. the role of the reader in the local ministerial team and in relation to the PCC;
- c. the arrangements for post-admission training and regular attendance at reader meetings;
- d. the balance between their commitments as readers and the requirements of their family, work and leisure;
- e. the arrangements for reimbursement of expenses incurred through performance of the reader's duties;
- f. the arrangements for regular meetings between reader, clergy and other staff.

This agreement should be regularly reviewed by reader and incumbent together, normally once a

Carlisle Diocese: The Reader's Working Agreement should be reviewed annually with the Incumbent (in the case of a vacancy the Rural Dean). A copy held by both Reader and Incumbent and a copy sent to the Warden of Readers. **See Appendix A**

year, and at the time of the renewal of licence.

5.3 Readers should keep a record of services led, sermons preached, training attended and other ministry exercised, and, when requested, report to the warden or an appointed delegate. The report should be discussed with the incumbent who should be asked to countersign it and add appropriate comments.

5.4 Periodically readers should undergo a formal in-depth review of their ministry. Dioceses will vary in their requirements, but it is recommended that such a review take place every three or five years paying attention to areas of fulfilment and satisfaction, noting opportunities for expansion of ministry or re-deployment, and needs for refreshment or retraining. The review may be conducted by a member of the diocesan reader organisation or by another approved person. Subject to issues of confidentiality, a brief summary should be placed in the reader's records.

Carlisle Diocese: Some of the above information will be requested annually by the Warden of Readers. A copy should be signed by the Reader and Incumbent and returned to the Warden of Readers. **See Appendix B.**

5.5 As a matter of courtesy readers should consult their incumbent or minister before accepting engagements outside their own parish or district.

5.6 Readers are not automatically ex officio members of the PCC; each parish should decide at an Annual Parochial Church Meeting its policy for readers as regards membership of the PCC. Readers may be ex officio or co-opted members (or, where there are several readers one or two may represent the others) or may be elected by the APCM as one of the parochial representatives.

Carlisle Diocese: Deanery Clergy Chapters are encouraged to invite Readers to chapter meetings unless the nature of the subject matter under discussion means that it is inappropriate for them to attend.

5.7 The normal dress of readers for liturgical duties is cassock, surplice, hood of degree (where appropriate) and plain blue scarf. A cassock alb may be worn at the Holy Communion if this is the custom of the parish. Robing for readers is usually in accordance with the wishes of the PCC of the parish or benefice.

6 FINANCE

6.1 Readers are voluntary and unpaid ministers and do not accept fees for their services.

6.2 Readers should be reimbursed for travelling and other expenses incurred through the performance of their duties. In the case of expenses relating to duties undertaken in the parish where the reader is licensed, arrangements for their payment should be clearly indicated in the written agreement over duties (see Regulation 5.2e). Mileage should be paid by the parish at the diocesan rate, unless there is a diocesan scheme for reimbursement by the diocesan readers board. In the case of expenses incurred through serving elsewhere, the parish using the services of readers should ensure that they are fully reimbursed.

6.4 When readers conduct a funeral, they do not normally retain the fee, however since January 2013 a reader who is aged 65 or above and has retired from employment may choose to receive part of the fee. Further guidance is available from the Diocesan Secretary. It is normal for readers to collect the fee payable in respect of the service and to pass this to the incumbent or PCC treasurer. They may receive reimbursement from the undertaker or incumbent for expenses incurred through conducting the service and providing the related pastoral care for the bereaved family. In a vacancy the incumbent's fee should be paid to the Diocesan Board of Finance or in accordance with its directions. The incumbent and board should agree to the reader retaining a sum for expenses.

7 DEPLOYMENT & TRANSFER

7.1 In appropriate circumstances readers may be seconded or redeployed to new areas of ministry, either in a different parish or parishes or to a specialised (sector) ministry.

7.2 It is good practice for readers who are moving to a new area or diocese to contact the Warden concerned as soon as possible and to discuss where they might most usefully be deployed.

7.3 When readers move to another parish or place within the same diocese they should inform the warden or designated officer. After a sufficient period, normally of six months, the incumbent of the parish or minister in charge of the place where the Reader worships, in consultation with the reader and with the agreement of the PCC, should contact the warden to ask that the reader's licence be transferred, or a new licence prepared.

7.4 When readers move to another diocese the following procedure should be followed:

- i. The reader notifies the warden of the move to another diocese, in advance if possible.
- ii. On arrival in the new diocese, the reader should contact the incumbent or minister in charge of the parish where he or she intends to worship regularly.
- iii. After the Reader has worshipped at the new location for a sufficient period, normally six months, the incumbent or minister should apply to the Warden of the diocese, in consultation with the Reader and with the agreement of the PCC to ask that the Reader be licensed.
- iv. The warden of the diocese to which the reader has moved should contact the warden of the diocese which the reader has left asking if the reader is in good standing or if there is any reason why a new licence should not be given.

Carlisle Diocese: The most important annual occasions which it is hoped every Reader will attend are:

- 1) The Annual Service which celebrates Reader Ministry and at which new Readers are admitted and licensed, and readers transferring to the diocese are formally re-licensed;
- 2) The Annual General Meeting .

In addition both Clergy and Readers are invited to attend the Diocesan Maundy Thursday Service for Renewal of Vows.

Please note that there is a Readers page on the Diocesan Website which will be regularly updated to provide helpful information:

<http://www.carlislediocese.org.uk/ministry-training-and-vocation/readers.html>

FREQUENTLY ASKED QUESTIONS

	Page
Are Readers ex-officio members of their PCC?	
No - Readers are not automatically ex-officio members of their PCC. However, the PCC can decide at its APCM to invite one or more readers to act as ex-officio members.	12
Can Readers accept fees for conducting a funeral?	
Yes and No - Fees received for conducting a funeral must be passed on to the incumbent or PCC Treasurer. Reasonable fees can be received for expenses incurred. However, if you are aged 65 or older and have retired from employment, you may choose to receive a fee - see page 13.	13
At what age do I need to seek Permission to Officiate?	
On reaching the age of 70, if a reader wishes to remain in active ministry, they should contact the warden of readers to obtain the bishop's permission to officiate.	11
What is the Retirement Age?	
Normally 70, but see above. At retirement the reader is given an honorary title of Emeritus. This title is given at the discretion of the bishop.	11
What do I wear?	
The normal liturgical dress of a reader is cassock, surplice and a plain blue scarf. Degree hoods may be worn where appropriate (for example at celebration services). A cassock alb may be worn at Holy Communion where this is the tradition of the parish.	13
What do I do if I have a disagreement with my Incumbent?	
In the first instance, speak to your incumbent, then the rural dean. Your deanery sub-warden and warden of readers can be contacted at any time for advice.	
Do I need permission to conduct a funeral?	
Yes - to conduct a funeral readers are required to undertake a period of training, and obtain written permission from the bishop.	5
Can I conduct Baptisms?	
No - except in an emergency	8
What do I do if I move house?	
If you are moving from the diocese, the warden of readers should be informed. After a period of six months and with the agreement of the new incumbent, you may be licensed to your new parish. If you are moving away, you should make contact with the warden of readers in the diocese to which you are moving.	14
What support is available to Readers?	
It may be possible to arrange supervision, contact the warden of readers or assistant warden. Support may be available from deanery sub-wardens, and the readers board. It may be possible to arrange for a spiritual director, in the first instance contact the warden of readers.	17
Is there any financial help available?	
Yes - your parish should help with expenses incurred through the performance of your duties. There are diocesan funds available to help with the cost of Continuing Ministerial Education.	13 15

HELPFUL INFORMATION

LOCAL INFORMATION

Carlisle Diocesan Website

The Diocesan Website has a wealth of useful information relevant to Readers:
www.carlisediocese.org.uk . Readers have their own page on the website:
www.carlisediocese.org.uk/ministry-training-and-vocation/readers.html

Safeguarding of Children and Vulnerable Adults

Emma Saner-Haigh, Email: safeguarding.adviser@carlisediocese.org.uk
Telephone: 07775 290139

Diocesan Office

Church House, West Walls, Carlisle CA3. Telephone 01228 522573

Ministry Development Officer

Revd Canon Amiel Osmaston 01228 815406 ministry.dev@carlisediocese.org.uk

NATIONAL INFORMATION

The Reader Magazine

Carlisle Diocese pays an annual subscription fee to The Readers Council to ensure that every Reader in the Diocese receives The Reader Magazine free of charge.

Reader Website

If you have access to the internet, the Reader Website is extremely useful:
www.readers.cofe.anglican.org.

NOTES

Confidentiality

Confidentiality is a critical issue: it protects the privacy of the individual and the integrity of the pastoral work of the church. Any Readers engaged in pastoral work need to respect and uphold confidentiality in all pastoral engagements. This means that personal details are not automatically passed on to the incumbent or ministry team without a person's knowledge and consent. There are, however, certain circumstances that legally require disclosure: domestic violence, child abuse, terrorism. Even so, it is necessary to let the person know that this will happen, and that any information will be passed on only to those agencies with the responsibility to take appropriate action. (Make sure you are aware of your church's safeguarding policy). If you are unsure please contact Emma Sainer-Haigh, Diocesan Safeguarding Officer

Supervision

The Working Agreement between Reader and Incumbent requires regular meetings between Reader and Clergy. In addition to such meetings, it may also be appropriate to identify a person outside the parish situation who can provide a listening ear, particularly for Readers engaged in pastoral duties. Such supervision provides opportunities to talk through situations (without naming names), consider other perspectives, and be encouraged and challenged. It is a safe and confidential place to explore issues not easy or appropriate to discuss with the Incumbent. The supervisor is not there to provide answers but to facilitate helpful reflection. For advice about setting up personal supervision please contact the Warden or Assistant Warden of Readers in the first instance.

Spiritual Direction

Readers may like to consider the benefits of having a Spiritual Director to encourage and foster development in their personal spiritual journey. To discuss this option please contact the Warden or Assistant Warden of Readers in the first instance.

APPENDIX A

WORKING AGREEMENT BETWEEN A READER AND INCUMBENT

This agreement has been drawn up after discussion between

.....(Vicar/Incumbent) and(Reader)

The form of working agreement should be reviewed annually and a copy signed by both should be forwarded to the Warden of Readers. Readers are asked to attend both the Readers' Board AGM and annual conference, and are also encouraged to attend the annual licensing service and the Maundy Thursday service for the renewal of vows. Licensed Readers also agree to undertake of CME and will be asked annually to evidence this. The Readers Licence is renewed every 5 years or less dependant upon date of initial licensing and Readers age.

Church(es) in which the Reader will minister

Main liturgical functions of the Reader and the frequency of them

Pastoral activities and the frequency of them

Other work

Regular meetings between Reader and clergy (it is recommended that these are not less than monthly)

Other matters (Append additional sheets as required)

Signed.....(Vicar/Incumbent).....(Reader)

Date.....

APPENDIX B

Annual Return

Annual Activity Report

The purpose of this report is to enable the Readers' Board to have an understanding of the scope and level of Reader ministry in Carlisle Diocese. This supports its budget submission and informs training and development planning. It also allows the Warden of Readers and others to promote the role of Reader ministry in the wider 'Growing Disciples' initiative. Completion of the return will also facilitate assessment of applications for grants or other financial support. The form of reporting is not prescribed in sections one and two so as to permit diversity of interpretation and expression.

Name

Email

Parish/Team Deanery

When was your Working Agreement last reviewed?

Are you licensed to conduct Public Worship with Communion by Extension? Yes/No

If you are licensed to conduct funerals how many services have you taken in the last year?

..... If you are not licensed is this a ministry you would like to explore?

Section One

Please indicate below the activities you undertake as part of your Reader ministry and their frequency. This should include your roles within worship, teaching, pastoral care, mission outreach and any specific roles you might have in a team context.

Section Two

Please indicate below the personal development activity you have undertaken during the past year and those activities which are an ongoing part of your learning or spiritual growth. These activities are not confined to formal courses of study or specific qualifications.

When completed please return this form to the Warden of Readers:
The Revd Peter Vivash, Thornthwaite Vicarage, Braithwaite, Keswick CA12 5RY

APPENDIX C

CONTINUING MINISTERIAL EDUCATION

GRANTS POLICY

Introduction

At the present time Readers are entitled to apply for grants of up to £110.00 pa which can be rolled forward over a three year period. There has been a low take up of grants so the budget is under spent. The budget is not set at a figure which would allow 100% take up and there has to be an element of control. At the same time we have a duty to continue our personal development. Many Readers are able to do so without calling upon external financial support and some are funded in such by their PCCs. Indeed, the Readers Board have an expectation of PCCs that they will contribute towards the training and development costs of the laity.

This policy seeks to give guidance to Readers as to what is acceptable but the Warden of Readers and CME Officer are very happy to discuss individual situations and the Readers Board is committed to a system that is consistent and fair. The Reader CME grants policy seeks to be both compatible with, and a resource for, the Diocesan Vision and Strategy for 2011—2020.

Diocesan Vision and Strategy 2011—2020

The vision of this *'Is to see our Churches growing Disciples of all ages'*. The objectives are grouped under 5 headings:

- Maturity in faith
- Prayer and worship
- Community service
- Evangelism
- Quality of relationships

Each of these five headings has five sub-headings which are described in the **'Growing Disciples: Vision and Strategy 2011-2020'** document. Reader CME grants will be justified by reference to the headings and should, in the majority of cases, be self evident. For example, a course on using multi-media in worship is a clear contribution to a Reader's ministry as long as such facilities are available in the church s/he serves. Similarly, courses on preaching on specific areas, topics and situations are within the ambit of Reader ministry and development. The following is not a definitive schedule.

Books

Books will not normally be eligible for a grant. Exceptions may be made for an expensive commentary or books which are required reading for an approved course of study.

Computer equipment, software and stationery

These will not normally be eligible. Useful Bible software is available free online at <http://bible.oremus.org/>

Training Courses

Courses that are relevant to the role played by the Reader in his/her parish or personal development as a Reader. Courses which broaden mission, pastoral and teaching skills are encouraged.

Conferences

These must be relevant to the Reader's role and the Vision and Strategy objectives.

Travel Costs

Reasonable travel costs may form part of a grant application.

Spiritual Development

Retreats or similar may be eligible. Detail of the theme, purpose, and structure will be required.

Robes

The cost of these is seen as a personal or parish responsibility.

Events organised by Training Team members

Reader CME funds may contribute to the costs of such events. Attendance at these is encouraged and does not count against personal grant allocation.

Parish/Team organised training

Reader CME funds may be granted to a PCC for such according to the number of Readers involved. In this case the individual Reader allocations will normally be drawn upon by the Reader CME Officer to fund the contribution.

Discretionary Funds

The question has been asked as to whether a Reader may assign her/his allocation to another. The answer to this is no but a Reader may contact the Reader CME Officer and voluntarily surrender her/his allocation to the CME Officer's discretion. At the same time as surrendering the allocation a Reader may make a suggestion as to its disposal but the Readers Board is not bound to abide by this. Surrenders will be year specific and not open ended.

Newly Licensed Readers

The full year allocation is available following the licensing of a Reader on completion of training or transfer from another diocese but applications must relate to purposes dated after the licensing.

Readers Emeritus

These will not normally be eligible for a grant.

Making applications

The current Honorary Reader CME Officer is Geoff Hine and applications may be made to: Geoff Hine, Church House, West Walls, Carlisle CA3 8UE or by email to ghine@carlisediocese.org.uk. For telephone enquiries 01228 815401 or 07584 684297. Grants that are authorised will normally be paid by BACS and the bank sort code, account number and name of account holder are needed. Grants will always be paid to the applicant and never to a third party.

Revised and Approved by the Readers Board 11th November 2010