

Licensed Lay Ministers Handbook



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Introduction from the Bishop of Exeter

Wherever you look in the New Testament you find different kinds of ministry being expressed, but as authentic ministries always united in Christ and shaped by the Holy Spirit. So famously and classically in Ephesians 4.11 'The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers' (Ephesians 4:11). No wonder then that in recent times the Church has leaned on metaphors relating to ecology when framing ministries in the Church (as well as different ways of 'being' Church) - the healthiest and most vibrant ecosystems are ones containing a rich variety of different species, composed of myriad plants, animals and microorganisms each making their particular contribution to the whole.

And this variety also applies within specific ministries, there being many different ways of 'inhabiting' the role of LLM (Reader). All of which is to say I'm delighted to be introducing this edition of our LLM Handbook which is hospitable to this diversity among LLMs and adverts to the special and distinctive contribution made by LLMs to the life of our churches.

One of the questions I have been asked in my tenure as Bishop of Exeter is how I understand the distinctiveness of LLM ministry? A number of elements make for the distinctiveness in my view;

First LLMs are licensed – they have been selected by the Church utilising national criteria as being called to this ministry and hold the Bishop's recognised authority to minister within the communities to which they are sent.

Second LLMs are lay. They are called from the people of God to be of the people of God. They are not ordained and so speak and act out of a very different experience of the Church to the clergy alongside whom they work.

Third LLMs are community theologians, preaching and teaching and equipping for embodying the faith in everyday life.

Fourth and related they are observable practitioners of the faith they bear witness to and as such implicitly offer evangelistic and missional challenge to those around them.

Much more could be said but as this handbook shows, what LLMs do is as varied as the life experiences and backgrounds from which LLMs are called. LLMs play a central part in the commitment of our diocese to be a place where ministry is shared by many different and diverse people. We thank God that people are called to be LLMs and we delight in their distinctive contribution to the lives of our Christian communities in which they are set.

Mike Exon

Welcome from the Diocesan Lead for Licensed Lay Ministry



I'm delighted to be able to walk alongside you as you serve God both within and beyond the church building. I look forward to learning more about your varieties of calling and how we can by God's grace play our part in his mission in the world.

Bishop of Crediton, the Rt. Rev'd Moira Astin

Prayer

**Almighty God,
in your Son you minister your saving grace to us.
Bless our Licensed Lay Ministers, that through their
preaching, teaching and leading of worship,
they may share in your Son's continuing
ministry among us.
And in preaching your Word, may they build up your people
in truth, to serve with joy in your name.
Through Jesus Christ our Lord.
Amen**



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Introduction



1.1 An introduction to Licensed Lay (Readers) Ministry

This handbook contains information on Licensed Lay Ministry in Exeter Diocese for both Licensed Lay Ministers (Readers) (LLMs) and their clergy colleagues. Licensed Lay (Reader) ministry is a nationally recognised lay ministry. LLMs work alongside clergy and an increasing variety of other lay ministries in churches and communities across the Diocese. Throughout the county, LLMs play a vital part in living out the Diocesan vision of prayer, growth and serving the people of Devon with joy.

This handbook gives details of how LLMs are selected for serving God in these ways and others. It also outlines ways LLMs can be supported to flourish in their distinctive vocation. There is more information on the LLM pages of the diocesan website:

 exeter.anglican.org/ministry/licensedlayministry/

If you have any queries about LLM ministry, please use the Key Contacts list at the end of this booklet. If your enquiry is a general enquiry, it is best in the first instance to contact Hannah Cross, LLM Officer on Hannah.cross@exeter.anglican.org or 01392 294911.

Canons of the Church of England as relating to Licensed Lay Ministers, traditionally and legally known as Readers, can be found at:  [Section E | The Church of England](#) National guidance, laying out both obligatory elements and best practice for this ministry are at:  <https://www.churchofengland.org/sites/default/files/2026-02/national-guidance-for-reader-llm-ministry-2026-v2.pdf>

2



Selection & Initial Training



2.1 Hearing a call

The call to become an LLM may be felt by an individual or come about as the result of a suggestion by their incumbent, a member of the congregation, or even someone from outside the church who recognises the necessary qualities needed to serve in this way.

There is no single profile for a LLM in terms of sex, age, educational background or employment; however, those thinking God is calling them to LLM ministry need to consider these questions:

- Do you think God is calling you to serve God more fully in ministry?
- Are you being called to the teaching and preaching ministry of an LLM?
- How do you currently witness to Christ in your daily life?
- Do you pray and study the Bible daily?
- Are you a regular communicant?
- Have you talked over the possibility of LLM ministry with your spouse and family?
- How do they feel about your sense of vocation?

If LLM ministry seems the right course the next step for the potential LLM is to talk this over with their incumbent or possibly the Rural Dean in a vacancy. This conversation may cover several areas:

- Some reflection on the conclusions you have drawn from your answers to the questions above.
- Practical things regarding how and where you will serve as an LLM.
- Are there commitments in the parish or benefice and elsewhere which you would have to give up to train and to be able to exercise a LLM ministry?
- Consideration of the following questions:

Is your Incumbent willing to support your selection?

Is your Incumbent willing to ask the PCC to agree to your nomination?

Speaking to an experienced LLM such as one of the Archdeaconry Leads for Licensed Lay Ministry can also help to explore possibilities.

In considering the above the following qualities may be helpful.

2.2 General Qualities of a potential LLM

There are nationally agreed qualities for discernment. A potential LLM should inhabit the following:

Love for God

- Be reliant on God and live out an infectious, life-transforming, everyday focussed faith.
- Be rooted in Scripture, the worship of the Church and the living traditions of faith.
- Whole-heartedly, generously, and attractively engage in God's world.
- Be prayerful and study the Bible.

Call To Ministry

- Respond to the call of Christ to be a disciple.
- Understand and be excited by the nature of LLM ministry.
- Be committed to public ministry rooted in God's word.
- Have a sense of call to lay ministry.

Love for people

- Welcome Christ in others and follow Jesus's example in listening, valuing and respecting others.
- Build healthy relationships which are enabling of others in ministry.
- Seek to serve their community and enable others to join them in ministry.
- Have empathy and be self-aware.

Wisdom

- Be open to life-long learning, reflection and growth.
- Work collaboratively and embrace difference.
- Connect gathered worship and being sent out into the world.
- Be a person of integrity and emotional stability, open to feedback.

Fruitfulness

- Share Christ's story in a way that encourages others to follow Jesus's call in their lives.
- Share God's love for the world in mission.
- Be able to recognise their own strengths and weaknesses, and resource themselves with good self-care.

Potential

- Grow in faith and be open to navigating the future in the company of Christ.
- Lead collaboratively as part of a local team within the wider church context.
- See where God is working the world and spot opportunities to respond.
- Be adaptable, imaginative and creative.



2.3 Discerning your vocation

Discerning your vocation can be a long process and it is important that the decision reached is right from everyone's perspective. At the start of the process, you will be listening carefully to what God may be asking you to do. Pray about what you are hearing and feeling. Have conversations with family, trusted friends and your Incumbent and listen to what they say. Often other people perceive a person's call to ministry more clearly than the person themselves.

The Diocesan Vocations Development Adviser, the Rev'd Samantha Stayte, can help you to discern the specific nature of your calling by putting you in touch with a vocation adviser in your area. Samantha's details can be found at the end of this document. Samantha also runs a series of 'Exploring Vocations' days throughout the year and details of these can be found in Cultivate:

 exeter.anglican.org/ministry/training-and-development/

2.4 Foundations Course

The Foundations course, run by the Diocesan department of Mission and Ministry is a prerequisite for both LLM and ordination selection, and helps you to explore where your vocation might lie. It is designed to help Christians grow in their discipleship, and flourish as part of the Church. The topics covered are Theology, The Bible, Spirituality and Ministry.

The course runs in person, in various locations across the diocese, with study undertaken in between the gathered days and evenings. Each learner is part of a tutor group where conversation, listening and challenge take place. There is no assessed work, but engagement is key.

The gathered sessions include three Saturdays (10am - 4pm) and four evenings (7pm – 9pm). In-between these sessions participants will have videos to watch, topics to find out about and reading to do which will feed back to your tutor group when you meet.

More information is available from the diocesan website:

 exeter.anglican.org/ministry/lay-ministry/foundations/

2.5 Selection for LLM training

Applications for LLM training usually open at the beginning of April and forms can be obtained from the LLM Officer. The applicant needs to show that they have the support of their incumbent (through the completion of a sponsor form by the incumbent) and their local PCC. In giving their support, the PCC accepts that:

- The candidate will need to take an active part in the leading of worship, preaching and distribution of the Holy Sacrament in Church as part of their training.
- Priority must be given to LLM Training for its duration.
- Arrangements should be made to relieve the trainee of all other church duties which may detract in any way from the training.
- It agrees to offer pastoral care, support and encouragement to the candidate, and to provide financial assistance with the cost of books and travelling.

Importantly, this consent is given for the time of training only and does not imply commitment to the suitability of admission to LLM ministry at the end of training.

Interviews

Interviews usually take place in June each year.

Procedure following the Interviews

The LLM officer notifies the candidate and his/her Incumbent of the decision of the interview panel as quickly as possible and usually within ten days. They will inform the candidate of the Panel's remarks and any issues that they think should be addressed.

Candidates who have been recommended for LLM (Reader) Training, and have accepted the recommendation, should contact the administrator at Spiritus Theological College, the chosen provider for LLM training in the Diocese of Exeter, to discuss the next steps in their training.

An enhanced DBS check will be carried out before training begins.

Candidates who have not been recommended for training may wish to appeal against the decision. Notice of appeal, giving the grounds, should be made in writing and addressed to the Director of Mission and Ministry (contact details at the end of this document) who will then handle the appeal and notify the candidate of the decision and the reasons for it.

Finally, it should be noted that the whole discernment process can take some time. It is important that it is not rushed so that suitable time for prayer and reflection can be given to try to ensure the right discernment is made by all involved in the process.



2.6 Licensed Lay Ministry Training

LLM Training is delivered by Spiritus Theological College over a two year period beginning in September each year. The fees for this training are paid by the Diocese.

The programme's objectives are:

- **For the student to develop the necessary skills** in leading corporate acts of worship, in formal and informal contexts; preaching; pastoral care, including ministering to the bereaved; leading discussion groups; engaging in the church's mission in the local forms this takes; collaborative and team working.
- **For these skills to be grounded** in a sound understanding of the Bible, Christian theology, doctrine and ethics (studied to Certificate level determined by the University of Durham); the Church of England, the wider contemporary church, and ecumenical and inter-faith considerations; contemporary society as the context for ministry and mission.
- **For the student's ministry to be rooted** in a strong Christian faith; to flow from his/her personal spirituality (whilst also affirming those with a different spirituality); to come from an understanding of how their gifts and vocation fit in the wider church; to be flexible and adaptable to context and to changes in the church and society; to be aided by skills of personal and theological reflection.

The training has three dimensions:

- Academic study of the Bible, doctrine and theology.
- Skills in ministry, consisting of training in leading worship, preaching, teaching, mission and pastoral skills.
- Personal spiritual formation, involving growth in the student's understanding of the nature of ministry, of the self, and of God as the source of all.

The attendance commitment for teaching each year is: 7 study days (6 in person and 1 online), 7 online classes and 7 formation group seminars.

In the second year of training LLMs will also attend two days of the Easter/Lent School. In addition, students will need to find time for reading, writing essays and other assignments.

The academic study, which is equivalent to the first year of university study, is demanding and, if successfully completed, results in the award of a Certificate of Higher Education in Theology, Ministry and Mission validated by the University of Durham. The usual admission criteria is a minimum of one A level or equivalent. However, relevant work experience/professional qualifications can be considered in lieu of formal academic qualifications and support for the academic work is available.

Reporting on progress

Each year tutors at Spiritus College compile a report on the progress made by each candidate which is shared with the Diocesan Lead for Licensed Lay Ministry and the LLM Officer. The final report indicates whether sufficient progress has been made for admission and licensing to the role of LLM to be appropriate.

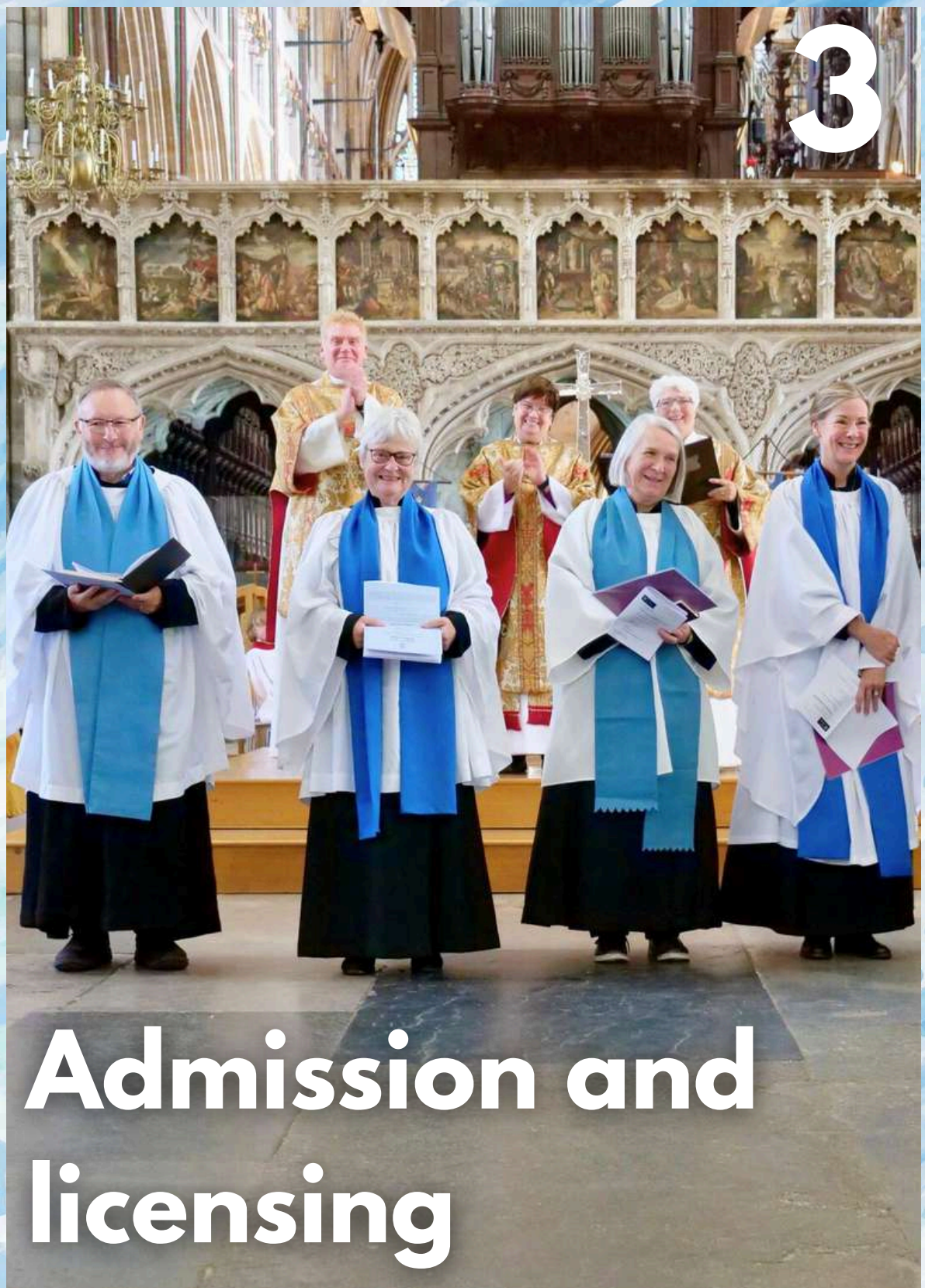
Additional necessary training

In addition to the course delivered by Spiritus College, LLMs in training must also undertake the Leadership pathway safeguarding training as led by the Diocesan safeguarding team and the nationally delivered online domestic abuse training ahead of their admission and licensing.

2.7 Post licensing training

There is a programme of post licensing training which is largely delivered across 10 Saturdays and occasionally Sundays over two years, alongside events such as the annual LLM conference and admission and licensing day. This looks at a range of different topics such as spiritual care of the elderly, leading small groups, funeral ministry and sharing faith stories. These events also include reflective practice groups and offer times of encouragement in the early years of ministry.



A group of seven people, likely a church choir or a group of lay ministers, are standing in a church. They are wearing white robes with blue stoles. The background features a large, ornate altar with a cross and a large organ. The number 3 is visible in the top right corner.

Admission and licensing

3

Admission and licensing



3.1 Admission and licensing

The service of admission and licensing takes place in Exeter Cathedral, usually on the first Saturday of October each year. It is an opportunity for family, friends and fellow LLMs to come together and celebrate LLM ministry.

By the time the service takes place it is likely that the new LLMs will have started to establish themselves as part of the ministry team within their parishes or in the context within which they will serve (this may include other institutions such as prisons, hospital trusts or educational establishments). The PCCs (or equivalent) consent and support for the application for admission is obtained and acknowledges that LLM Ministry is a voluntary ministry and accepts its responsibility in agreeing a basis for the payment of all reasonable ministry expenses. The incumbent also confirms support of the application for admission and undertakes to participate actively in the supervision, support and pastoral care of the LLM. All of the required forms will be issued and collected by the LLM Officer.

3.2 PCC Consent in a multi parish benefice

The LLM's Licence will normally be to the benefice as a whole rather than to individual parishes within it. The PCC of the LLM's home parish, or parish normally attended, should act as sponsor in applications for admission & licensing, and for the renewal of licences. The remaining PCCs within the benefice should be advised by the 'home PCC' of the request and whether the application was supported or not. Any PCC taking an opposite view should make their reasons known to the LLM Officer, Diocesan Warden of LLMs, or relevant Suffragan Bishop without delay.

Any PCC within the United benefices may if it so wishes consult with both LLM and Incumbent on the detail of the LLM's Working Agreement.

3.3 PCC Consent in a Team Ministry

There are two possibilities currently for the licensing of an LLM within a Team Ministry. In both cases the LLM's Licence will be to the Team Ministry.

- a) An LLM ministering in a Team Benefice. This is currently the normal situation.
- b) An LLM as a Team Member. This exceptional situation is authorised by separate additional licence and is usually employed where the LLM has special responsibility for a particular geographical area.

Where a Team Council exists it is appropriate for this body to act as sponsor in the application for admission & licensing, and for the renewal of licences. In the case of an LLM ministering in a Team benefice the Team Council may delegate this matter to the PCC of the LLM's home parish or parish normally attended

Where no Team Council exists:

- a) In the case of an LLM ministering in a Team benefice consent is gained in the same way as in a multi parish benefice above.
- b) In the case of an LLM as Team Member all the Parochial Church Councils of the Team Ministry are required to support the application for admission & licensing, and for renewal of licences.

4

A photograph of a woman with short, light brown hair, smiling warmly while sitting at a table. She is wearing a pink sweater over a blue floral patterned top. She is holding a spoon and eating from a white bowl. The table is set with several glasses of water and other dishes. In the background, a red fire extinguisher is visible on a wall. The image is framed by a blue and white abstract border.

The practicalities of ministry



4.1 Working agreements

The new LLM, incumbent and the local Archdeaconry Lead for Licensed Lay Ministers will meet to put together a Working Agreement after the LLM has completed their training and before the Licensing Service.

The Working Agreement sets out expected patterns of ministry and of rest. It is not a legally enforceable document or contract, but a voluntary code of practice which sets out boundaries and expectations.

All Ministers holding the Bishop's Licence are required to have a Working Agreement and it is good practice to review it regularly.

For LLMs the process of making a working agreement together with the incumbent can:

A) Clarify assumptions. Tensions between colleagues often arise because of different assumptions about sometimes minor matters, e.g. the amount of time to spend in church before a service, hours per day or week spent in ministry, etc.

B) Cover aspects of the LLM's work, ministry and leisure where some aspects might be overlooked: e.g. in including time for study, or consideration for LLMs in full or part time employment. For newly licensed LLMs the working agreement will include a commitment and space to engage with the post licensing training outlined above.

C) Guide the shape and direction of future continuing ministerial development (CMD), with reference to skills and expertise the LLM may particularly wish to develop.

D) Broaden the context of ministerial development. The LLM's previous experience and gifts need to be considered. So do the skills of all the members of the ministerial team, since this is a collaborative enterprise.

E) Provide an objective way of addressing problems in the working relationship. E.g., if there is friction about punctuality, the discussion can focus on what has been agreed in writing, rather than different interpretations of a conversation.

F) There should be a careful description of what expenses will be covered, which should obviously include all expenses incurred in fulfilling ministerial duties, attendance at training events such as the annual LLM weekend conference, books purchased in support of ministerial duties, travel to a spiritual director, and an annual retreat. PCCs need to understand these clearly as essential costs in support of LLM ministry.

Working Agreements need to be as realistic and specific as possible.

The agreement will need to be regularly reviewed and revised as the LLM's skills, competences and personal circumstances develop. The first review must take place within a year of the first meeting. This may be with the incumbent only but, if it is helpful, you can ask for another experienced LLM to assist. Regular consideration of the Working Agreement should take place annually but the incumbent and LLM should meet regularly throughout the year.

A proforma working agreement which can aid the discussion and drafting of the Working Agreement can be found at the end of this document in Appendix A.



4.2 Robes

Traditionally, normal wear for LLMs has been black cassock, white surplice and blue scarf. This remains the case in many churches for Morning and Evening Prayer and at Eucharistic Services. However, local variations do exist so please check with your Incumbent about local practice.

For archdeaconry and diocesan services, you will generally be expected to robe (cassock, surplice and blue scarf) – for example at the annual LLM Licensing Service in October. If you have an academic hood, this may be worn at services when clergy are in choir dress.

The Central Readers Council also now produces LLM (Reader) hoodies for informal wear. These can be purchased at <https://layministry.org.uk/reader-llm-hoodies/>

4.3 Expenses

Working costs should be paid to LLMs. This recognises the invaluable ministry of LLMs within the Church. In addition, it prevents an LLM being barred from ministry on financial grounds and enables the Church to know the true monetary cost of ministry.

Some LLMs see the non-claiming of working costs as part of their giving to the Church. However, this sets a precedent for the future which other LLMs should not be expected to match. If LLMs claim their working costs, they are at liberty to give them back in full to the Church and this could be done by way of Gift Aid which would greatly increase the value of their giving.

LLMs should be reimbursed in full for:

- Travelling expenses at the full Diocesan rate when taking services within the benefice. Where an LLM takes a service in another benefice that benefice should offer travelling expenses in full.
- Training costs - during Formation Training, initial post-licensing training, for Continuing Ministerial Development and attendance at Diocesan and Archdeaconry training events e.g. travelling and course fees.
- Teaching and preaching resources.
- The cost of telephone calls, stationery and postage.

The Diocese of Exeter pays for an annual subscription to the Transforming Ministry magazine for all LLMs. It is good practice to give an allowance for the purchase of books, up-keep of robes and participation in Quiet Days and Retreats.

Parish / Benefice treasurers will need documentation, for their accounts, of any payment made and therefore LLMs should keep receipts and appropriate records where required.

4.4 LLMs and the PCC

LLMs are not automatically on the PCC, unless the APCM decides that they (or some of them) should be. The Church Representation Rules listing PCC members say “The members of the PCC are.....if the annual meeting decides that one or more of the readers licensed to the parish or to an area including the parish whose names are on the roll of the parish should be members, the readers or readers in question.” The full text can be found at <https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-9#sn2>

4.5 Ministry outside the diocese

If an LLM is asked to conduct a service outside of the Diocese they need to be assured that they have permission to do so under the regulations of the Diocese in which they will take the service.

Incumbents wishing to invite an LLM from another Diocese to conduct a service or preach in their parish/benefice should ask the LLM officer to ascertain from the ‘home’ diocese that all is in order and that their licence and safeguarding is up to date.

4.6 Keeping records

The ministry review required as part of the relicensing process includes questions about the number of times in a year an LLM

- Preaches
- Leads a service
- Takes a funeral
- Conducts public worship with communion by extension

It is good practice to keep a note of such activity to help complete this section of the review. It is also helpful for the PCC and the wider diocese to understand the value and contribution of its LLMs.

5



Continuing Ministry Development (CMD)



5.1 Continuing Ministry Development

The route to becoming a LLM is sometimes seen as a long process, but it must be thorough, rigorous and challenging for ministry to be effective in a challenging world. Training and Ministry Development does not end with the service of admission and licensing. It is good practice for the LLM and their incumbent to undertake a ministry review annually to discuss possible training needs. A template 'light touch' review is available in Appendix B.

There are two main CMD opportunities specifically for LLMs each year with other opportunities available more widely.

5.2 LLM Conference

The LLM conference takes place over one weekend (Friday evening until Sunday lunchtime) in February. This is a residential conference and is planned and organised by a team of LLMs. The conference includes a series of talks, discussions and workshops around a theme and allows for worship and fellowship between LLMs from across the diocese. Suggestions for themes or speakers are welcomed and should be directed to Carol Price, the assistant diocesan lead for Licensed Lay Ministers.

While the conference is largely residential day visitors are welcomed. The cost of the conference should be met by the benefices and mission communities of LLMs as part of their ongoing support of their wellbeing and development.



5.3 LLM Day

The annual LLM Day is an important day for ministerial development and celebration of LLM ministry in the diocese. It usually takes place in Exeter on the first Saturday in October. In the morning, LLMs meet for continuing ministry development with a guest speaker, before gathering for fellowship over lunch. In the afternoon the LLMs attend the service of admission, licensing and celebration at the Cathedral. During this service, all LLMs reaffirm their commitment to serve God through their ministry. The Diocese welcomes and admits newly trained lay ministers and those transferring from other Dioceses.

The day provides a chance to meet with other LLMs, share experiences and learn from each other and is a reaffirmation of LLM ministry offering support for each other and those who have been newly licensed.

5.4 Department of Mission and Ministry CMD programme: Cultivate

Cultivate is the Diocesan programme of training for clergy, LLMs and others in ministry and information about this is circulated directly by email. LLMs are encouraged to engage with events that will refresh their own faith journey, equip them in the context of their ministry and to enable them to support and develop the discipleship and ministry of others. 

<https://exeter.anglican.org/ministry/training-and-development/>

LLMs should discuss training and development needs with their Incumbent as part of their ministry reviews and to feed back to the LLM officer and the Mission and Ministry team to help shape future CMD programmes. The cost of these courses is usually minimal and may be claimed as an expense from the parish/benefice. LLMs are also encouraged to look at the lifelong learning opportunities offered by the Central Readers Council:  layministry.org.uk

5.5 Retreats, Sabbatical and Study Leave

In addition to the regular programme of training events, all LLMs, like clergy, are encouraged to take regular retreats as an essential part of spiritual refreshment to minister well. It is expected that the cost of this will be met by the parish/ benefice. Partial grants for retreats are also possible through the Posbury Trust:

 [Grants - Posbury St Francis Trust](#)

From time to time, LLMs are also encouraged to step back from regular commitments for a period of sabbatical. LLMs are encouraged to take time out for study and to see other places, as an opportunity for rest, renewal and recreation, away from normal parish or benefice commitments.

5.6 Spiritual Direction

LLMs are also encouraged to have a spiritual director or other wise counsel with whom they can talk over spiritual and ministry matters. If you do not have such a person please contact the Diocesan Spiritual Direction team:

 exeter.anglican.org/ministry/spiritual-growth/finding-spiritual-guide/

5.7 Transforming Ministry

As part of its commitment to supporting the continuing development of LLMs the Diocese of Exeter pays for a subscription to Transforming Ministry magazine, a quarterly publication of the Central Readers' Council which includes news, theological articles following a theme for each issue and book reviews. Many LLMs find this an excellent resource for information, learning and reflection. If you do not receive a copy, please contact the LLM Officer.





5.8 The LLM Forum

On behalf of the Bishop, the Diocesan Lead for Licensed Lay Ministry has oversight of all matters relating to LLMs in the Diocese including policy, practice, planning and pastoral care.

Under this oversight, the Assistant Diocesan Lead along with the LLM officer and the Archdeaconry Leads, hold much of the operational responsibility for licensed lay ministry within the diocese. Chaired by the Assistant Diocesan Lead, this group makes up the LLM Forum. They meet four to five times a year to discuss matters of pastoral care, training and policy.

5.9 The LLM Bursary

There is a small LLM Bursary Fund to assist in continuing ministry development. The Fund is financed through interest from the Westlake Bequest along with collections from LLM services and usually amounts to around £1200 per year. Monies not dispersed throughout the year are absorbed into diocesan funds and do not roll over to the following year.

Applications must be for programmes, courses, or research within the broad field of theology and with the principle aim of enhancing the applicant's knowledge and practice in LLM Ministry. Funding is not available for initial LLM training. Courses will normally be part-time and offered by an accredited training institution. UK based distance learning courses are acceptable. Grants may be used to supplement fees or the purchase of necessary books or resources only.

Monies will be dispersed in two equal tranches with the following closing dates:

Tranche 1: 31st July

Tranche 2: 1st December

Funds not dispersed in tranche 1 will be rolled over into tranche 2 but no further. Decisions regarding the award of grants will normally be made at a meeting of the LLM Forum or, if no meeting is scheduled for a timely decision, via email between the members facilitated by the LLM officer. Applicants should expect a decision to be made within 6 weeks of the closing date. The decision will be communicated by the LLM Officer. Application forms are available from the LLM Officer.

5.10 The Adam-Myland Grant

The Adam-Myland Grant is administered by the Central Readers Council and is available for further study. Applications should be made on the application form available at [Grants Policy — Central Readers' Council](#) and will require the support of the Diocesan Lead for LLMs. The grants board will consider grant applications at two meetings per year (January and July). Any application should be submitted by the preceding 31st December and 30th June for the January and July meetings respectively. Successful applicants will be expected to submit a short report (500 to 1000 words long or up to 5 minute audio clip) on how the award aided their study or their ministry. Such a report should be submitted within a month of the ending of the course.

In each funding round, if there are insufficient funds in the grant pool to meet the applications that have been made, preference will be given to applicants who otherwise would not be able to afford to undertake the training. If there are insufficient funds to meet all the applications, awards may be reduced pro rata. Applicants may re-apply if their course lasts more than a year. A grant given in one year is no guarantee that a second or subsequent year's award will be given. Applications for long term courses that are expected to take three or more years will always be limited to a maximum of three grants. The Board will be guided by the amount of money available in the grant pool as to how much to give to each applicant, but an indicative amount of the maximum is £675 for long courses and £375 for short courses. In any event, for shorter courses, the award will be capped at half of the total cost of such courses



6



Additional Permissions



6.1 Additional Permissions

Licensing as a LLM does not automatically include all possible areas of ministry. Some, such as authority to undertake funeral ministry or permission to administer communion by extension, require additional permission.

6.2 Communion by Extension

‘Communion by Extension’ is a provision whereby, in the absence of a priest to preside at the Eucharist, a congregation may nevertheless be nourished with the consecrated bread and wine of Holy Communion. Importantly, it is an exceptional provision for which the Diocesan Bishop’s explicit permission is required.

Communion by Extension allows for bread and wine, consecrated at a Sunday service in one church to be taken to another church (usually in the same benefice and usually on the same day) where an authorised service called ‘Public Worship with Communion by Extension’ is celebrated, led by a LLM authorised by the Diocesan Bishop during which the consecrated elements are shared.

It is envisaged that this provision would be used only on Sundays and Principal Holy Days, thus providing some flexibility for seasons such as Christmas and Easter. Authorisation for the use of Communion by Extension is dependent on prior teaching, training and preparation in the parish. It is not therefore designed to meet a short-term emergency.

Full guidance for Communion by extension, including the application process, can be found at [🔗 C-by-Ex-revised-Sept-2017-FINAL.docx \(live.com\)](#) Authorisation for the use of communion by extension as well as authority for individual LLMs to administer it is handled solely by the Bishop of Exeter’s Office through the Bishop’s chaplain who can be contacted at bishops.chaplain@exeter.anglican.org. As a general rule, LLMs will need to have held a licence for two years before this permission is granted.

6.3 Funeral Authority

Authorisation for an LLM to bury the dead or read the burial service before, at or after a cremation is sought by the incumbent. An application form is available from the LLM officer. However, the responsibility for the care and wellbeing of bereaved families remains with the incumbent. By making the request, the incumbent is declaring that they believe the LLM is competent to carry out this ministry and that the bereaved families will be safe in their hands. They are also declaring that they will provide supervision and support to the LLM, ensuring their wellbeing. Training is largely undertaken by shadowing the incumbent, talking through the various elements of the funeral service although central training is sometimes offered.

Generally, authority will only be granted to an LLM who has been licensed for at least a year, and it is not recommended that it is sought shortly before a vacancy unless there is someone other than the incumbent able to provide suitable oversight. An LLM with funeral authority can only exercise this ministry with the goodwill of the bereaved family and at the invitation of the incumbent.

An LLM without funeral authority is still able to:

- Offer pastoral visiting and support to the bereaved
- Take part in a funeral service alongside an LLM with funeral authority or a member of the clergy



A hand holding a small purple flower against a blue sky background. The hand is positioned in the lower center, with the thumb and index finger holding the flower. The flower has many thin purple petals and a yellow center. The background is a clear blue sky with some light clouds. The overall image has a soft, painterly quality.

7

Safeguarding



7.1 Safeguarding

LLMs are local leaders and have their part to play in ensuring that the local Christian community has a healthy culture reflecting the love of God and is therefore better able to carry out the church's mission in the world, prevent harm and abuse from happening to others and respond well to victims and survivors. It is important that all LLMs promote healthy cultures through their teaching and through their behaviours. The Diocesan safeguarding team provide professional advice and training to parishes to ensure they can meet the responsibility to protect children and vulnerable adults, as well as support those who may have suffered abuse or exploitation in a church setting. They also manage individuals who may pose a risk in a church setting through safeguarding agreements and investigate allegations of safeguarding concerns. The team also has oversight of safer recruitment within the Diocese. The contact details for the safeguarding team are set out in the Key Contacts section of this booklet.

7.2 Safeguarding Training

Safeguarding training is mandatory for all LLMs and their licences become invalid if that training lapses. To maintain currency, safeguarding training should be updated at least once every three years at the highest level of attainment required for your role.

The Leadership Pathway is the required training for Archdeacons, Licensed Clergy, Licensed Lay Ministers, Curates, Ordinands (during IME1) and Parish Safeguarding Representatives. Before attending the Leadership Pathway, all those who are new in post and/or who have not previously done so will need to undertake the Basic awareness and Foundation modules.

The Leadership Pathway is usually delivered via Zoom as a two-part course, with both 1.5 hour sessions taking place exactly one week apart. Participants will need access to a computer, tablet or smart phone with internet access and a camera and microphone to take part. Some in person training sessions are available. In this case, both sessions take place on the same day.

The course includes pre-course work which must be submitted prior to the first session and a post course reflection that must be submitted after you have attended the course to gain certification and completion. Information will be emailed to you two weeks ahead of the course along with Zoom joining instructions. Bookings will be taken on a first come, first served basis. To book your place on the Leadership Pathway safeguarding course please follow the instructions available at:

 [Leadership-Pathway-Safeguarding-Training](#)

It is also a requirement for LLMs to hold Domestic Abuse awareness training. This is delivered online and can be accessed at any time. Further information is available at

 <https://exeter.anglican.org/resources/safeguarding/issue-based-pathway-domestic-abuse/>

LLMs should also repeat the Foundation Safeguarding training roughly every six years so they are aware of the content of training undertaken by other people in their congregations.

7.3 DBS Checks

DBS Checks for anyone holding the Bishop's licence, commission, authorisation, or permission (Clergy, PTO, Licenced Lay Ministers) and ordinands are always carried out by Diocese of Exeter staff and not by parish based safeguarding representatives. These need to be renewed every three years. The LLM officer will notify you when your check needs to be renewed but please be proactive about the checks and know when your current check expires.

It is a requirement that you complete a Confidential Declaration and return it to the LLM Officer ahead of your ID check. If you are concerned about any aspect of this process, such as the possibility that there may be information about a caution or conviction on your DBS check, please contact the safeguarding team via the contact details below.

The DBS Certificate is required as it provides evidence that the LLM does not have the type of conviction that would automatically bar them from their role. The Church has a responsibility to provide leaders who can be trusted by children and vulnerable adults in their congregations, and the DBS check allows us to carry out our legal duty to confirm that leaders have no relevant criminal convictions.

7.4 Safeguarding Concerns

It is important that you familiarise yourself with diocesan safeguarding policies and those at play within your benefice. The diocesan policies can be accessed at

 [Safeguarding Policies and Guidance - Diocese of Exeter \(anglican.org\)](#). If you have any concerns about someone please use the flowchart to be found at  [Initial-Safeguarding-Response-Flowchart-Jan-2019.pdf \(anglican.org\)](#) to decide on the best response.



8



Renewing Licenses

8.1 Renewing Licenses

LLMs will be sent a reminder by the LLM Officer when their licence needs to be renewed. Licences are generally valid for five years unless revoked by the diocesan Bishop or appointed commissary, usually the Diocesan Lead for LLMs. LLMs cannot exercise their ministry if their Licence has lapsed or has been rendered invalid by the lapsing of required safeguarding training or DBS checks. The Diocese of Exeter staggers the renewing of licences by archdeaconry. As a result, there are now usually two opportunities for attending a licensing service; one in the Cathedral in October and a second in the designated archdeaconry for that year, usually in July.

8.2 Process of renewal

The LLM officer will inform you of the need to renew your licence at the beginning of the year. The renewal process includes:

- The completion of a PCC consent form
- A ministry review to be undertaken with the incumbent or other suitable person in a vacancy. For LLMs between the ages of 70 and 80 this should include consideration of at what point might it be appropriate to retire from this form of ministry. After the age of 80, licences are issued for a period of one year at time.
- Review of the working agreement
- A DBS check (if necessary – this is required every 3 years)
- Renewed safeguarding training (if necessary – this is required every 3 years)
- Attendance at one of the licensing services taking place that year.

Please see section 3 above regarding the process of gaining PCC consent in a multi-parish benefice or team ministry.



8.3 Removing a licence

Each license includes the following text:

‘This Licence remains in force until [date] unless previously revoked by the Bishop or his Commissary. It is a condition of holding a License that the House of Bishops’ Guidance on Safeguarding must be followed by all Readers and this includes undertaking the required Safeguarding Training and DBS checks. Any failure to have due regard to the Guidance or a failure to undertake the required training or checks will result in the suspension or revocation of this License at the Bishop’s discretion or that of his Commissary.’

Sometimes licenses are revoked simply to allow the LLM to fit into the standard relicensing pattern of their archdeaconry. Occasionally, it is necessary to suspend a licence temporarily to allow LLMs to comply with safeguarding training and DBS requirements.

LLMs should be aware of the following provision under Canon Law E6 section 3:

- The diocesan bishop may revoke, without further process, any licence granted to an LLM who is not subject to Common Tenure for any cause which appears to be good and reasonable.
- The LLM should be given opportunity of showing reason to the contrary.
- The LLM may appeal to the Archbishop of Canterbury within 28 days of being given notice.
- The archbishop may either hear the appeal personally or appoint a diocesan or suffragan bishop from another diocese to do so. On receipt of the appeal report the archbishop may confirm, vary or cancel the revocation of licence. There is no further avenue for appeal.
- The bishop of a diocese may suspend a licence granted to an LLM by giving the person notice in writing, pending a decision on whether to revoke the licence.

The full text of the provision can be found at

<https://www.churchofengland.org/about/governance/legal-resources/canons-church-england/section-e>

8.4 Raising a new licence due to pastoral reorganisation

LLMs are usually licensed to benefices. If pastoral reorganisation takes place which changes the composition or name of a benefice, then a new licence will need to be issued. Please apply to the LLM officer if you think this may be necessary. Often, a new licence can be issued without further intervention.

8.5 Additional licenses

An LLM can minister occasionally in other benefices at the invitation of the incumbent. However, if this becomes a regular arrangement then holding an additional licence for this second benefice may become necessary. It would certainly be necessary to adjust the LLM's working agreement following discussion with the incumbents of both benefices to safeguard the wellbeing of the LLM.

8.6 Transferring from another diocese

It is recommended that LLMs transferring from another diocese spend six months worshipping in a benefice before applying for a transfer. This allows the LLM to become settled in a new church community. It also allows the congregation and the incumbent to become familiar with the LLM and more able to confirm that they wish to receive their ministry. The LLM officer can supply the necessary transfer form.

Before a licence can be issued the applicant will need:

- A satisfactory reference from the Warden of Licensed Lay Ministry in their previous diocese.
- A DBS check
- Current safeguarding training (as this is a nationally regarded training, proof of training from the previous diocese will suffice)
- PCC consent
- A working agreement
- A conversation with the Assistant Diocesan Lead or other officer.

LLMs new to the Diocese receive their licences at one of the licensing services taking place that year.

8.7 Transferring to another benefice within the diocese

Transferring to another benefice within the diocese, for example following a house move, would require many of the same steps that occur when moving from another diocese. It is good practice to worship for some time in your new location so that the congregation and the incumbent can get to know you and be able to confirm that they wish to receive your ministry.

Similarly, an internal transfer will require:

- Current safeguarding training and DBS check (although not an additional check if one is still valid).
- PCC consent
- A working agreement

If the previous licence remains valid, a new licence can be issued without further intervention. If the previous licence has lapsed, the new licence is issued at one of the licensing services taking place that year or, if required more quickly, following a meeting with Diocesan Lead for LLMs.

8.8 Welcoming a new LLM to your benefice

When LLMs receive their licence and begin ministering in the parish, it would be appropriate for prayers to be said for them where they minister. Suggested wording can be found at the end of this document in Appendix C.





**Working
within a
ministry team**



9.1 Working within a ministry team

LLM ministry is collaborative ministry - LLMs do not minister alone. Healthy ministry teams make good use of different gifts, experience and perspectives. Lay and ordained ministers, church officers and others who share in the life of the church all have contributions to make to the life of the Church. The Working Agreement provides a useful framework for conversations between an LLM and incumbent, but good teamwork depends just as much on regular communication and mutual respect. Good working relationships are characterised by

- Open and honest communication
- Listening well and respecting different points of view
- Regular opportunities to meet, plan and reflect together
- Clarity about roles, responsibilities and expectations
- Appropriate confidentiality and mutual trust
- Sharing resources, ideas and opportunities for learning
- Reviewing arrangements when circumstances change

In any benefice or mission community where there are LLMs or associate priests, there should be a functioning leadership team, which meets regularly to aid communication and the sharing of ideas.

9.2 Accountability and Responsibility

As licensed ministers, LLMs hold positions of trust and are expected to exercise their ministry responsibly within the scope of their training, license, and agreed role. The qualities identified in section 2 should continue to be evident in ministry. The working agreement (see Section 4) provides the framework for agreeing roles, expectations, boundaries and patterns of ministry.

LLM ministry is exercised collaboratively and with appropriate accountability. The Working Agreement should make clear how the LLM, incumbent, and wider ministry team will work together and where responsibilities lie. LLMs should recognise the limits of their responsibilities. They are not expected to deal with every pastoral or practical situation themselves and should seek advice or refer matters to a Safeguarding Representative, incumbent or another appropriate person, when necessary, as outlined in the Diocesan Safeguarding policy.



9.3 When difficulties arise

Differences and disagreements are a normal part of working with others and will usually be resolved through open conversation. Where possible, concerns should therefore be raised early and directly with the person concerned. If a difficulty cannot be resolved in this way, or if a direct conversation would not be appropriate, either party may seek advice or support from the Assistant Diocesan Lead for LLM Ministry, the Archdeaconry Lead, Rural/Area Dean or Archdeacon. They can help identify the most appropriate next step and, when necessary, facilitate a conversation.

Where a matter becomes a formal complaint or grievance, it should be handled under the appropriate diocesan policy. LLMs are covered by the Diocese of Exeter's Dignity in Ministry Policy  <https://exeter.anglican.org/ministry/clergy-hr/dignity-in-ministry-policy/>

While concerns should normally be raised directly where possible, no one should feel obliged to do so where they feel unsafe, where there is a significant imbalance of power, or where the nature of the concern makes direct discussion inappropriate.

Please note that any concerns involving the safeguarding of a child, young person or vulnerable adult should be referred to the diocesan safeguarding team immediately.

10.3 During a vacancy

During a vacancy, clear communication about roles and expectations is particularly important. LLMs should not be expected to step into inappropriate roles or take on an unsustainable workload. The LLM's ministry will normally continue under the supervision of the Rural Dean or another person appointed for this purpose. Churchwardens, LLMs and other members of the ministry team are encouraged to meet regularly and maintain clear arrangements for communication, support, and decision making. A potential incumbent should be made aware of existing LLMs within the benefice. Their willingness to work with the LLM[s] if appointed, and to accept the principles and practice of LLM ministry, should be clear.

10



Wellbeing



10.1 Wellbeing

Being in ministry and following God's call is a privilege and can give enormous purpose and joy. The realities of life and ministry however can mean times of stress and pain, sometimes in unsustainable intensity. Developing and establishing healthy patterns and habits of personal self-care and ministry practice are vital.

10.2 Counselling

When needed, counselling is available for LLMs through the Churches' Ministerial Counselling Service (CMCS). CMCS exists to help LLMs (and others including clergy colleagues and diocesan staff) deal with the challenging and emotional issues they face, whether work related or personal, through short term professional counselling. The service is entirely confidential and can be accessed anonymously through self-referral. The Diocese of Exeter will normally meet the full cost of counselling accessed through the scheme. For more information on the service and how to access it please go to [🔗 CMCS-Leaflet-DofE-July-2024.pdf](#)

10.3 Individual Assistance Programme

The Diocese of Exeter also provides all licensed lay and ordained ministers with additional wellbeing support through an assistance programme. This service, provided by an external company, gives all ministers and their families access to many resources to support their physical and mental health, as well as work-life balance support and help with family and financial matters. It also gives access to a 24-hour helpline. Further information is available at [🔗 Wellbeing for Clergy and Staff - Diocese of Exeter](#)



Concluding LLM Ministry

11.1 Concluding LLM Ministry

There is no longer any requirement for LLMs to give up their ministry or relinquish their licence at the age of 70. For many, it is only on retirement from secular work that they feel able to fully embrace their LLM ministry. This does not mean though that this form of ministry should continue indefinitely.

11.2 Ending Licensed Lay Ministry well

Licensed lay ministry is an active ministry and one that should have both a dynamic life and a considered end. Between their 70th and 80th birthdays LLMs are invited to actively consider when it would be appropriate to end this phase of ministry. Part of the role of the regular ministry reviews will be to identify the right time to end and to end well. This is not always an easy decision. However, addressing the following questions may help:

- Am I willing to continue?
- Am I able to continue?
- Am I needed?
- Am I the best person to undertake this ministry or is there someone else who could do it with my encouragement?
- Is the pattern of services right for this place or is it the one which is comfortable and known?
- Who might come forward if I step aside?
- How am I enabling and encouraging the next generation of lay leaders?

For licenses to be renewed beyond the age of 80 LLMs should meet the following qualifying conditions:

- They, the PCC and the incumbent believe that they are competent and capable for an active ministry (where an active ministry is one where at least once a month they fulfil a role that cannot be undertaken by a lay person without licence or permission)
- They have the support and consent of both the PCC and incumbent
- They are fulfilling a demonstrable need within the local ministry team

From the age of 75 licences will be endorsed at relicensing up until the age of 80. From this point relicensing will be for a period of 12 months upon receipt of PCC consent.

The end of ministry should be marked and celebrated. Sample liturgy for concluding Licensed Lay Ministry is provided at the end of this document in Appendix B.

11.3 LLM Emeritus

LLM Emeritus status is given to those who have ceased to have an active ministry. It is given in recognition of a LLM's previous service to the Church by the Bishop. It should be noted that once emeritus status has been given it is a requirement that the LLM will cease to have an active public ministry, i.e. he or she will have ceased taking services or preaching and will stop wearing robes. LLMs wishing to surrender their licence are asked to contact the LLM Officer giving their reason for surrender and indicating whether they wish to be awarded Emeritus status.

LLMs Emeritus would remain part of the lay ministry family, recognising the wealth of experience and wisdom that they hold. As a result, retired lay ministers will be:

- invited as non-residents to the annual conference, usually held in February each year.
- Invited to the annual service of celebration at the Cathedral in October.
- Invited to the quinquennial relicensing held in each archdeaconry.
- Invited to other events that may take place

It should be clear though that retired lay ministers should not robe or undertake ministries not open to all lay people. If they continue in unlicensed lay ministry, they should hold safeguarding training suitable for the ministry that they undertake.

If you are an LLM Emeritus and do not wish to receive communications from the Diocese, please inform the LLM Officer.

Key Contacts

Diocesan Lead for LLM Ministry

Bishop of Crediton,
The Rt. Rev'd Moira Astin
bishop.of.crediton@exeter.anglican.org

Assistant Diocesan Lead for LLM Ministry

Mrs Carol Price
carolprice81@hotmail.co.uk

LLM Officer

Hannah Cross
hannah.cross@exeter.anglican.org
01392 294911

Barnstaple Archdeaconry Lead

David Halpin
djhalpin@hotmail.co.uk

Exeter Archdeaconry Lead

Laura Armstrong
lnnarmstrong@gmail.com

Totnes Archdeaconry Lead

David Harwood
davidllm@christchurchandstpaul.org.uk

Plymouth Archdeaconry Warden

Carrie Tucker
carrieatucker29@gmail.com

Director of Mission and Ministry

The Rev'd Preb Ian Bussell
ian.bussell@exeter.anglican.org

Initial Ministerial Formation Officer

The Rev'd Preb Kim Mathers
kim.mathers@exeter.anglican.org

Diocesan Safeguarding Advisor

Costa Nassaris
costa.nassaris@exeter.anglican.org
01392 294969

Assistant Diocesan Safeguarding Advisor

James May
james.may@exeter.anglican.org
01392 345910

Assistant Diocesan Safeguarding Advisor

Rebecca Lane
Rebecca.lane@exeter.anglican.org
01392 294975

Safeguarding Training Co-ordinator

Ruth Putnam
safeguardingtraining@exeter.anglican.org
01392 294929

Vocations Officer

The Rev'd Preb Samantha Stayte
samantha.stayte@exeter.anglican.org



Appendices

Appendix A: Template LLM Working Agreement

The purpose of a Working Agreement is to help colleagues work together under God in harmony. It is not a legally enforceable document or contract, but a voluntary code of practice which sets out boundaries and expectations.

All Ministers holding the Bishop's Licence are required to have a Working Agreement

1. Name of LLM
2. Email address
3. Parish/Benefice/Mission Community
4. A brief description of the secular work/family environment of the Reader
5. The prime focus of work and accountability is in the parish(es) of

Liturgical responsibilities

Please aim to leave at least one Sunday per month clear

6. How many Sundays a month will the LLM have ministerial involvement?

- ☐One
- ☐Two
- ☐Three

7. How many times will the LLM preach each month?

- ☐One
- ☐Two
- ☐Three

8. Attendance at daily offices

- ☐Not required
- ☐Once a week
- ☐As able
- ☐Other (please specify)

9. What level of attendance is expected at occasional offices?

- ☐Not required
- ☐By pre-arrangement on an individual basis
- ☐As able
- ☐other (please specify)

10. Are there any other items you wish to include under liturgical responsibilities?

Pastoral Responsibilities

Please indicate areas of involvement and approximate weekly hours

1. Pastoral/sick visiting
2. House visiting/home communions
3. School visits/assemblies
4. House group or other church involvement
5. Are there any other items you wish to include under pastoral responsibilities

Further training

6. Please specify possible areas of further training

General

7. Weekly day off (one day a week should be clear of duties)
8. Allowable travel and other expenses to be paid by
9. Membership of PCCs or committees
10. Pattern of attendance at Staff Meetings
11. Understanding about taking part in outside ministerial commitments (i.e., in other benefices/mission communities, wider deanery or diocesan commitments)
12. Are there any other items you wish to include?

13. This working agreement is to be reviewed

- ☐ In 6 months
- ☐ In 12 months
- ☐ Other (please specify)

14. Name of incumbent /joint reviewer

15. Email of incumbent/joint reviewer

Signed by LLM (Reader)

Date

Signed by incumbent

Date

Return to: Hannah Cross, The Old Deanery, Exeter EX1 1HS

Hannah.cross@exeter.anglican.org

Appendix B: Liturgy for welcoming a new LLM

To be used as part of a Sunday service. It can be used during Services of the Word, a Eucharistic service or Evensong as appropriate. It may be appropriate to ask the LLM to preach, choose a hymn or have some other input into the planning of the service. If the LLM has been asked to preach it should take place before the sermon. If they will not preach it can be placed after the sermon and before the intercessions.

Priest: This is the day that God has made and given to us.

All: Thanks be to God.

God has called us here, to be in communion and friendship, one with another:

All: God is ever present with us.

In our sharing, in our conversations, in our service, and in our times of prayer:

All: feed us and nourish us with the Bread and Word of Life.

In our ongoing discipleship, as we seek to follow you in faith:

All: Open our hearts to give more of ourselves, and to share the gifts you have given us.

Compassionate God, you call us to care for all your people.
Deepen our faith and make us more aware of the world in which you call us to serve.
By your Holy Spirit may all whom you call share your gospel of love and peace,
relying not on ourselves alone but on Jesus who is our Friend and Companion,
now and forever.

All Amen.

The LLM stands in front of the congregation

We welcome [N] a lay minister licensed to this benefice/mission community.

There are many gifts of the Spirit, and we have each been given our own unique gifts to share with others in the name and the service of God.

All: May God be with you in your ministry

The LLM says:

Loving God, you have called me to share in the ministry of your church within this place.

Hearing your Word spoken into my heart, may I share that Word with others.

Seeing your love work within my life, may I share that love with others.

Experiencing your joy in my day, may I share that joy with others.

Help me to be faithful to the calling you have brought to life in me.

Amen

The priest says:

The Spirit of truth lead you into all truth,

give you grace to confess that Jesus Christ is Lord,

and to proclaim the word and works of God;

and the blessing of God almighty,

the Father, the Son, and the Holy Spirit,

be upon you and upon all your work done in his name

now and for evermore.

All Amen.

They shake hands and the priest says:

I welcome you to share with us in the ministry of Christ in this place.

The new LLM may shake hands with others who share in the licensed ministry in the parish or team.

Then one of the churchwardens takes her/him by the right hand, and both churchwardens say:

On behalf of the people of this benefice we welcome your share in the ministry of the whole people of God in this place. We will pray for you and support you in all the work we do together.

Intercessions

Appendix C: Liturgy celebrating the retirement of a licensed lay minister

This liturgy should be included as part of Sunday worship. The retiring lay minister may be asked to read or preach as appropriate or choose the hymns that form part of the worship. It can be used during Services of the Word, a Eucharistic service or Evensong as appropriate. This liturgy would be included after the sermon.

Litany

For your calling upon each of us

We thank you O lord

For ministries of preaching, teaching and pastoral care

We thank you O lord

For different ministries, types of service and the gifts you have given us all

We thank you O lord

Formal thanks

The incumbent or other suitable person thanks the retiring Lay Minister

Prayer

Father, we thank you for N, as he/she ends this public ministry in our community. As N lays down her/his licensed lay ministry we give thanks for good memories, care and compassion, humility and service, we pray that they will continue to be part of the life of our church/churches. **Amen**

The retiring Lay Minister says:

By the help of God I have carried out my ministry and now, with the help of God, I lay it down

The retiring Lay Minister lays their scarf upon the altar

Blessing

We praise God and give thanks for all the many blessings we have shared together. As you lay down your licensed lay ministry be aware of God's continued presence with you. We thank you for the light of Christ which you have reflected in our community and for the works you have done in his name

And may the blessing of God almighty, the Father, the Son and the Holy Spirit, be with you and remains with you always. **Amen**

The service continues with intercessions

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THE CHURCH
OF ENGLAND
IN DEVON



pray



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serve
with joy



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