# DIOCESE Of Winchester(5

# form for renewal of bishop’s license or

# of permission to officiate

Before completing this form read the following notes carefully

1. Licensed Lay Ministers (LLMs) are usually licensed to a Parish and its Incumbent and to a Deanery, and are renewed every five years. You will need to apply also for a new DBS at this time, but if you tick the box for 'continuous updating' on the DBS form, then the process is much quicker for any further applications you make.

Please complete and submit this form if:

* **your Licence is due for renewal**
* **your Licence has been mislaid**
* **you are in any doubt as to whether you hold a currently valid Licence**
* **you have changed parishes since last licensing**
* **your incumbent has changed since last licensing**
* **you are new to the Diocese of Winchester and have been given temporary permission**

All new Licences will remain valid for five years unless withdrawn or there is a material change in the circumstances of your ministry, such as moving parishes.

1. LLMs who reach the age of 70 years may apply for a Permission to Officiate which is renewed every three years. This allows a LLM over age 70 to continue to perform the duties of a LLM by invitation of the incumbent of the parish. A Permission to Officiate is not granted automatically but is at the discretion of the Bishop and specific conditions to the Permission may be applied. LLMs who reach the age of 70 years should only apply for Permission to Officiate if they wish to continue in public ministry in a regular way.

You should complete and submit this form if:

* **you already hold a Permission to Officiate which is now due to be renewed**
* **you have reached the age of 70 by 30 September 2019**
* **your current Permission to Officiate has been mislaid**

1. LLMs who are 70 or over and who wish to retire from active ministry are known as LLM Emeritus. If you wish to retire from active ministry but wish to be kept informed about LLM matters, please fill in Section C.
2. LLMs requesting renewal of a Licence to Parish and Deanery need to obtain the signature of their Incumbent only.

LLMs holding or requesting a Licence to a sector ministry (e.g. Hospital Chaplaincy) should obtain the signature of the Chaplain or equivalent person to whom they will be accountable.

In some, rare, circumstances a LLM will have no one parish, benefice or equivalent to which they relate and will have no incumbent to whom they are accountable. If you fall into this category please contact the Bishop of Southampton or the Bishop of Basingstoke.

LLMs requesting Permission to Officiate should obtain the signature of their Incumbent. (In those cases where they currently hold a Licence to the Deanery only they should consult the Bishop of Southampton or the Bishop of Basingstoke).

1. Please return the completed form to:

Sue Pakenham-Walsh

[bishop.basingstoke@winchester.anglican.org](mailto:bishop.basingstoke@winchester.anglican.org)

Old Alresford Place, Old Alresford, SO24 9DH

# form for renewal of bishop’s license or

# of permission to officiate

Personal Details (Please complete in block capitals)

**Title:**

**Christian name(s):**

**Surname:**

**Date of birth:**

**Age at 30 September 2019:**

**Address:**

**Postcode:**

**Telephone no:**

**e-mail address:**

Ministry Details (*Please tick appropriate box*)

|  |  |
| --- | --- |
| I request a **Licence** to undertake the role and ministry of a LLM |  |
|  |  |
| I request **Permission to Officiate** |  |

**Parish (or sector):**

**Deanery**:

**Name of Incumbent:**

**Signature of Incumbent** (see note 4)

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Further Details (*Please tick appropriate box)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Licence 5 year renewal |  |  | Mislaid Licence |  |
| New parish |  |  | Mislaid PTO |  |
| New incumbent |  |  | New PTO |  |
| New to Diocese |  |  | Renewal of PTO |  |

LLM Emeritus *(Retirement from ministry)*

|  |  |
| --- | --- |
| I intend to retire from active LLM ministry |  |
| I wish to continue receiving the LLM newsletters |  |

No. of DBS disclosure certificate:

Date of issue:

If awaited please indicate approximate date of application.

**Signature ........................................................................................... Date**: