



AUTHORISATION OF MINISTRIES

Explanatory Notes

The rules concerning the authorisation of ministry are not simply regulations for the good order of the Church – they are the foundation of our claim to maintaining faithfulness to the teaching we have received (apostolicity), and the framework within which we relate to one another as local communities within the people of God (catholicity).

In addition, our responsibility for the care of our communities, the wellbeing of individuals and especially the safeguarding of the most vulnerable extends to ensuring that ministry in the Church is exercised by those whose calling and gifting has been discerned and recognised by others, who have been trained for the work they do, and who are accountable to others. The Church takes special care to ensure that leadership, pastoral care, preaching and the administration of the sacraments are carefully and appropriately undertaken. The Canons of the Church of England contain instructions about these ministries; the purpose of this leaflet is to explain those provisions and their application in the Diocese of Winchester more clearly.

Types of Authorised Ministry:

Ordained ministry:	Bishops, Priests, Deacons (instituted, licensed or having PTO in this diocese)
Licensed Lay Ministry:	Licensed Lay Ministers (LLMs) (licensed or having PTO in this diocese) Licensed Lay Workers (LLWs)

Other Recognised Ministry:

Ordinands*
LLMs in training*
Bishop's Commission for Mission (BCM)

The above list is an exhaustive list of the types of ministry which are licensed or recognised. Any other license, authorisation, or other recognition or permission which may have been given will cease to have effect from 31 December 2017. Anyone who has received a bishop's permission to lead worship should speak to Phil Dykes in the School of Mission about the process for having that authorisation recognised under a comparable Bishop's Commission for Mission.

Accountability:

The key concept is the responsibility which the incumbent or priest-in-charge of a benefice has to ensure that ministry in that place is exercised by those who are able to do so.

Ministry	May be exercised by...	
Confirmation ¹	Bishops	
Presiding at Holy Communion ²	Priests	
Administering the bread/wine at the Eucharist, taking Holy Communion to the sick ³	Priests, Deacons, LLMs, LLWs and Churchwardens are always able to do this. Any other person must be authorised as a “Eucharistic minister” by the incumbent/p-i-c (or the Area Dean when in vacancy), with the approval of the PCC.	
Leading Communion by Extension	Communion by Extension is allowed in exceptional circumstances only (see below: “Communion by Extension”). The minister will normally be a Deacon, LLM or LLW.	
Absolution	Priests	
Officiating at marriage	marriage Priests. Deacons may officiate in exceptional circumstances, but almost never in the first year after ordination. ⁴	
Conducting baptism	Priests and Deacons. Only in emergencies may another person be asked to baptize by the incumbent/p-i-c.	
Conducting a funeral	Priests, deacons, LLMs and LLWs. ⁵	
Preaching ⁶	Regularly: Priests, Deacons, LLMs. Other persons only with the written agreement of the bishop.	Occasionally: Any other person asked by the incumbent/p-i-c.
Sharing a reflection, testimony, etc.	Any person.	
Leading non-Eucharistic service (Service of the Word, Morning/Evening Prayer, Messy Church, or informal prayer etc.) ⁷	Regularly: Priests, Deacons, LLMs, LLWs, BCMs, Churchwardens.	Occasionally: Any other person asked by the incumbent/p-i-c.
Leading parts of a service (sung worship, intercessions, etc.)	Any person	

* Ordinands and LLMs in training: Ordinands and LLMs in training may be asked by the incumbent or priest-in-charge to undertake any ministry which can be exercised by a lay-person (whether licensed or not), subject to their supervision and only as regularly as is required for their training.

¹Canon B27.1

²Canon B12.1

³Canon B12.3

⁴Solemnization of Marriage by Deacons, Guidance issued jointly by the Archbishops of Canterbury and York, November 2002.

⁵Canon E4.2 and canon E7.5. The goodwill of the incumbent/p-i-c of the place is always required, and rules about funeral fees must be observed. No Church of England minister may conduct a funeral other than in accordance with these rules, and no-one other than a Church of England minister officiating in accordance with these provisions may officiate at a Church of England funeral.

⁶Canon B18.2

⁷Canon B11.1

Particular Cases:

Communion by Extension

Communion by Extension is a form of service which allows one congregation to receive the bread and wine which were consecrated at an earlier service of Holy Communion for another congregation. For this reason, the service does not have to be conducted by a priest, but allows a congregation to receive Holy Communion where no priest is available. However, this form of service must always be regarded as exceptional and provisional, and may only be used with the explicit permission of the bishop.⁸ A Service of the Word is the norm otherwise.

Having regard to these requirements, the Bishop of Winchester makes the following directions as to how permission for Communion by Extension should be requested:

- 1) The incumbent/p-i-c must make a written request to the diocesan bishop, setting out the circumstances in respect of which permission is sought (dates, places, minister, etc.), and explaining the reasons for seeking permission to use communion by extension;
- 2) Permission will only be granted for communion by extension to be used occasionally;
- 3) Permission will only be granted for a limited period of time, and not normally renewed. Requests for permission to use Communion by Extension on more than one occasion should explain what alternative arrangements are being made for services after the expiry of the permission.
- 4) The only form of service which is permitted to be used for services of Communion by Extension is the service of "Common Worship: Public Worship with Communion by Extension".

And in relation to any use of Communion by Extension which may be being made at the time of these notes being published, the Bishop of Winchester directs that any request for permission must be made by 31 December 2017, at which time all previously granted permission expires.⁹

Occasional Ministry

For the purposes of inviting any other person (not ordained or licensed) to preach or lead non-Eucharistic services, such a ministry will be considered occasional if it is exercised no more than once in any period of 3 months. The incumbent or priest-in-charge is responsible for ensuring that the person invited receives adequate training and supervision.

Bishop's Commission for Mission

The Bishop's Commission for Mission is a form of lay ministry which is recognised in Winchester Diocese.¹⁰ It does not, on its own, imply authorisation for particular ministries.

⁸Communion by Extension: Guidelines issued by the House of Bishops, October 2000. §5.

⁹If any benefice currently using Communion by Extension is in vacancy when these notes are published, the Churchwardens must inform the Diocesan Bishop of the use being made within 2 months, and any previously granted permission to use Communion by Extension will expire on the date on which a new incumbent or priest-in-charge is instituted/collated/licensed or on 31 December 2017, whichever is later.

¹⁰As a locally recognised form of ministry, it is not recognised in other dioceses, although comparable forms of recognised ministry may exist elsewhere in the Church of England.

However, receiving a BCM will normally provide an incumbent/p-i-c with good grounds to expect a lay person to undertake regularly what they might otherwise do only occasionally. BCM training will be considered when other forms of authorisation are sought – e.g. a BCM (Pastoral Care) for a Eucharistic minister who takes Communion to the sick and housebound, or a BCM (Preaching) for a lay-person whom the incumbent asks to preach more regularly.

Inviting Other Ministers to Exercise Ministry:

An ordained minister, LLM or LLW from another diocese will normally need permission to exercise their ministry in this diocese. The steps you should take will depend upon the circumstances of the person being invited, and the length of time for which they are being asked to exercise ministry:

	Regularly	Occasionally
Clergy with authorisation in Winchester Diocese	No special permission required	No special permission required
Clergy with authorisation in another diocese of the CofE	Invited person must apply for Permission to Officiate in this diocese	Inviting incumbent or p-i-c should contact the Bishop's Office to seek confirmation that from the person's home diocese that they are "of good standing and character"
CofE Clergy not currently authorised in any diocese	Invited person must apply for Permission to Officiate in this diocese	Permission cannot normally be given
Clergy from another Anglican province	Invited person must apply for the Archbishop of Canterbury's Permission to Officiate in the Province of Canterbury before applying for Permission to Officiate in this diocese	Invited person must apply for the Archbishop of Canterbury's Permission to Officiate in the Province of Canterbury before applying for Permission to Officiate in this diocese
LLM or LLW with authorisation in another Deanery in Winchester diocese	Inviting incumbent should contact the Suffragan Bishop's office	No special permission required
LLM or LLW with authorisation in another diocese	Invited person should request permission to officiate from the Suffragan Bishop's office	Should not be invited as an LLM or LLW.

Only ministers invited in accordance with these guidelines may wear vesture indicative of their being an authorised minister during any service.¹¹

The Archdeacons or Bishop's Chaplain can provide further information and advice, including advice on invitations to ministers of other denominations and visits from Bishops from other Anglican Provinces.

¹¹Canon C8.6