

AUTHORISATION OF MINISTRIES

Explanatory Notes

Mission and Good Order

Our commitment to the mission and ministry to which Jesus calls us is not just an individual one, but corporate. Sharing God's life is something that we do together, so the way in which we express our life as a community and relate to one another within the fellowship of the Church is part of our witness to the world. God's call to us as a church is a call to unity and holiness for the sake of mission.

It is for the sake of unity, holiness, catholicity and apostolicity, and ultimately for the sake of the very mission of Jesus, that we consider the need for good order in the church. While our individual callings are as diverse as we are, our witness as the body of Christ and our service of the world together demand that we attend to the relationships between us.

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 document 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: Bishop's Commission for Mission (BCM)
Bishop's Permission to Preach

The above list is a list of the types of *authorised* and *recognised* ministry. There are many others who serve the Christian community in different ways, but this document explains the principles which govern the way that authorised and recognised ministers exercise their ministry, and the circumstances in which others may share in that ministry.

Responsibility and 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. All

those who exercise ministry in the parish are accountable to the parish priest and should expect to minister under their supervision and oversight.

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, with the approval of the PCC, with careful preparation by the incumbent/p-i-c for this role.	
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	Priests. Deacons may officiate in exceptional circumstances, but rarely in the first year after ordination. ⁴	
Conducting baptism	Priests and Deacons. Only in emergencies may another person be asked to baptise by the incumbent/p-i-c. ⁵	
Conducting a funeral	Priests, deacons, LLMs and LLWs. ⁶	
Preaching ⁷	<i>Regularly:</i> Priests, Deacons, LLMs, LLWs, BPPs. Other persons only with the written agreement of the bishop.	<i>Occasionally:</i> 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.) ⁸	<i>Regularly:</i> Priests, Deacons, LLMs, LLWs, BCMs, BPP or Any other lay person under the supervision of the incumbent/p-i-c.	<i>Occasionally:</i>
Leading parts of a service (sung worship, intercessions, etc.)	Any person	

¹ Canon B27.1

² Canon B12.1

³ Canon B12.3

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

⁵ “emergency” means that the person to be baptised is in danger of dying before a priest or deacon could administer baptism.

⁶ Canon 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.

⁷ Canon B18.2

⁸ Canon B11.1

* Ordinands and LLMs and LLWs in training: Ordinands and LLMs/LLWs 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.

Particular Cases:

Occasional Preaching

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

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. Guidance about the use of Communion by Extension is now available in a separate document: "Communion by Extension: Guidance for incumbents/churchwardens".

Bishop's Commission for Mission

The Bishop's Commission for Mission is a form of lay ministry which is recognised in Winchester Diocese.⁹ It does not, on its own, imply authorisation for particular ministries. Unlike the BPP, receiving a BCM affirms the equipping or further quipping in a particular area of ministry or service. The authorisation rests with the incumbent or p-i-c. (although this does not negate/undermine that the Bishop's authority to withdraw permission to lead worship or other ministries in the unlikely occasion it may be deemed necessary). BCM training is helpful to be considered when other forms of authorisation are sought – e.g. a BCM (Pastoral Care) is a helpful component for equipping those authorised to take Communion to the sick and housebound, or a BCM (Worship) for a lay-person whom the incumbent asks to lead worship regularly. Those who complete BCMs are publicly 'commissioned' by the Bishop at the annual Cathedral licensing and commissioning service (usually in October) as a sign of recognition and affirmation.

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
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⁹ As 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.

Clergy with authorisation in Winchester Diocese	No special permission required	No special permission required
Clergy with authorisation in another diocese of the CofE	Inviting incumbent or p-i-c should check whether the clergy person is on the National Register of Clergy ¹⁰ . If so, they are considered “safe to receive”. If they are not on the National Register, please contact the Bishop’s Office to seek confirmation that from the person’s home diocese that they are “of good standing and character”	Inviting incumbent or p-i-c should check whether the clergy person is on the National Register of Clergy ¹¹ . If so, they are considered “safe to receive”. If they are not on the National Register, please 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 Warden of Lay Readers’ office	Should not be invited <i>as an LLM or LLW</i> .

Only ministers invited in accordance with these guidelines may wear vesture indicative of their being an authorised minister during any service.¹²

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.

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¹⁰ [National Register of Clergy | The Church of England](#)

¹¹ [National Register of Clergy | The Church of England](#)

¹² Canon C8.6