

# PERMISSION TO OFFICIATE

## A Step-by-Step Guide

### Applying for PTO

#### 1. Getting started

If you wish to exercise ministry as an ordained person in the Diocese of Winchester, you will need the Bishop of Winchester's written Permission to Officiate (PTO). You can apply for PTO by contacting the Bishop's Office and requesting an Application Pack.

The Application Pack includes:

- An Application Form, which you should complete and return to the Bishop's Office;
- A Confidential Self-Disclosure Form and DBS Certificate Application Form which you should complete and return to the Safeguarding Registry.
- PTO is granted at the discretion of the Diocesan Bishop. New national guidelines were issued by the House of Bishops in 2018, which set out very strict requirements for the granting of PTO. The following information is intended to help you with the PTO application process.

#### 2. Arriving from Another Diocese

If you are moving into Winchester Diocese, we will need to ask your previous bishop for an Episcopal Reference and Clergy Current Status Letter. You will also be invited to meet with your Suffragan Bishop (or occasionally the Diocesan Bishop). This will provide an opportunity for them to get to know you, and also to talk about what sort of ministry you might wish to offer. They may be able to help you if you need help finding a church or a "Designated Responsible Person" (see below). The Suffragan Bishop will need to support your request for PTO.

#### 3. DBS Check

All clergy with PTO must have a current, Enhanced DBS Certificate, and your Application Pack will include a form to apply for this. The DBS check is handled by the Diocesan Safeguarding Registry at Old Alresford Place. The original certificate will be sent directly to you, and you will need to send the original to the Safeguarding Registry.

#### 4. Safeguarding Training

The application form asks you to provide details of the safeguarding training that you have completed recently. If you have not completed the required modules within the last 3 years, you will be asked to undertake the required training before your PTO is granted. A full list of available training courses is available on the diocesan website, here:

<https://www.winchester.anglican.org/safeguarding/>

If you have completed safeguarding training in another diocese, we may need to ask you for copies of your certificates, or contact that diocese to confirm the details of your training. Please note that it is now a canonical obligation to complete required safeguarding training, and refresher training is required every 3 years.

#### **5. Designated Responsible Person**

A Designated Responsible Person is someone who will be responsible for your ministry locally. This will normally be the incumbent of the parish where you minister, but it could also be an area dean or assistant area dean. You should meet with them to talk through the ministry that you will be offering, and review this with them at least once a year.

On your PTO Application Form, you are asked to suggest the name of a person who will provide local oversight for your ministry. The name you suggest will be subject to the approval of the bishop.

#### **6. Receiving Your PTO**

If all of the above requirements are met, and the Bishop grants you PTO, you will receive it by post. PTO is normally granted for a period of 5 years from the date of your DBS certificate, and the expiry date is shown on the permission.

An e-mail notification will be sent to the Suffragan Bishop, Archdeacon, Area Dean, Designated Responsible Person, Clerical Registry and Crockford's Clerical Directory.

### **Using your PTO**

#### **7. Exercising Ministry with the Bishop's Permission to Officiate**

Having Permission to Officiate allows you to exercise ministry at the invitation of the incumbent (parish priest, hospital chaplain, etc.). You should meet with your Designated Responsible Person to discuss the ministry which you exercise. It is important to agree mutual expectations for support; keep a simple written record of your agreement, and review this on an annual basis.

#### **8. Clerical Registry**

The Clerical Registry keeps the details of those who are willing to be contacted when a nearby parish is seeking the help of a priest, for example, to cover absence for holiday or illness. A leaflet about the Clerical Registry is available from the Bishop's Office or Diocesan Office.

#### **9. Fees**

You are not, except in the circumstances below, entitled to any remuneration for the ministry you offer. Expenses may be claimed from the PCC where this has been agreed in advance.

Some offices attract a fee, part of which is payable to the PCC, part of which is payable to the Diocesan Board of Finance (DBF). You should never collect any fees on behalf of the PCC or Diocesan Board of Finance. If you are retired and in receipt of a CofE pension, the DBF allows you to receive a proportion of the fee which is payable to them. This should be arranged through the PCC Treasurer, who will collect the fee due and arrange for you to receive the appropriate proportion.

## 10. Retired?

If you are retired, you will be expected to exercise ministry in accordance with the “Guidelines for Working with Retired Clergy” which are available on the diocesan website. Support and advice for retired clergy is available from our Clergy Retirement Officers – there is one for each of the Winchester and Bournemouth Archdeacons. We will inform the Clergy Retirement Officer when you are given PTO.

Clergy Retirement Officers:	
Archdeaconry of Bournemouth	Archdeaconry of Winchester
The Revd Canon Peter Doores	The Revd Ron Corne
peter@doores.myzen.co.uk	cronandrew@aol.com

## Renewal

### 11. Renewing your PTO

You should begin to consider renewing your PTO around 6 months before it expires. You can obtain a PTO Renewal Pack by contacting the Bishop’s Office.

The PTO Renewal Pack includes a Renewal Form, a form for applying for a new DBS Certificate, and a Ministerial Return. You will need to complete the Ministerial Return with your Designated Responsible Person, who should also indicate their support for the renewal of your PTO.

### 12. Questions?

If you have any questions about Permission to Officiate, please do not hesitate to call:

Rhiannon Balme Bishop’s Admin. Assistant Wolvesey Winchester SO23 9ND	Siona Jeffery Safeguarding Administrator Diocesan Office Old Alresford Place Old Alresford SO24 9DH	Liz Wilkinson Clerical Registry Diocesan Office Old Alresford Place Old Alresford SO24 9DH
01962 854050	01962 737347	01962 737345
rhiannon.balme@wincheseter.anglican.org	siona.jeffery@winchester.anglican.org	liz.wilkinson@winchester.anglican.org

**MP**  
**March 2019**