Resolution and service form for Commissioning/Recommissioning of Lay Elders

Lay Elders are commissioned by the Bishop or his representative. A recommissioning may be conducted by either of these or by the parish priest. Recommissionings should take place as near as possible to the expiry of the Lay Elder's Commission.

The brief Form of Service for Commissioning/recommissioning is to be incorporated in another act of worship at the parish church, usually the main Sunday service. The parish priest is responsible for arranging the Service with those concerned. When arrangements have been made, *please notify the Lay Elders Administrator at least two weeks before the Service by returning the form below*. This will allow adequate time for certificate(s) to be prepared for presentation to the Lay Elder(s) at the Service and the Service Sheet to be sent to you.

*Thank you for keeping to this procedure and timetable. It ensures that people working as Lay Elders are properly authorised to do so by the Bishop.*

Name(s) of Lay Elder(s*).………………………………………………………………………………………………………………………*

*………………………………………………………….…………………………………………………………………………………………….……*

*……………………………………………………………………………………………………………………………………………….….…………*

**Agreement of the Benefice**

***[An expression of support from each PCC is required, please continue overleaf if necessary]***

**Resolution of the PCC or Benefice Council of *[parish/benefice]* ……………………….……………**

**…………………………………………………………………………………………………………………...**

We support the request that the above-named be re/commissioned as Lay Elder(s) for a period of 3 years.

Signed: Chairman of PCC …*………………………..………………*………… Date …………………………………………

Signed: Secretary of PCC ……………………………………………………… Date…………………………………….……

**Resolution of the PCC of ………………………………………………………………………**.. **parish**

We support the request that the above-named be re/commissioned as Lay Elder(s) for a period of 3 years.

Signed: Chairman of PCC …*………………………..………………*………… Date …………………………………………

Signed: Secretary of PCC ……………………………………………………… Date…………………………………….……

**Resolution of the PCC of ………………………………………………………………………**.. **parish**

We support the request that the above-named be re/commissioned as Lay Elder(s) for a period of 3 years.

Signed: Chairman of PCC …*………………………..………………*………… Date …………………………………………

Signed: Secretary of PCC ……………………………………………………… Date…………………………………….……

**Please see over to complete the form**

**Resolution of the PCC of ………………………………………………………………………**.. **parish**

We support the request that the above-named be re/commissioned as Lay Elder(s) for a period of 3 years.

Signed: Chairman of PCC …*………………………..………………*………… Date …………………………………………

Signed: Secretary of PCC ……………………………………………………… Date…………………………………….……

**Resolution of the PCC of ………………………………………………………………………**.. **parish**

We support the request that the above-named be re/commissioned as Lay Elder(s) for a period of 3 years.

Signed: Chairman of PCC …*………………………..………………*………… Date …………………………………………

Signed: Secretary of PCC ……………………………………………………… Date…………………………………….……

**Resolution of the PCC of ………………………………………………………………………**.. **parish**

We support the request that the above-named be re/commissioned as Lay Elder(s) for a period of 3 years.

Signed: Chairman of PCC …*………………………..………………*………… Date …………………………………………

Signed: Secretary of PCC ……………………………………………………… Date…………………………………….……

**Resolution of the PCC of ………………………………………………………………………**.. **parish**

We support the request that the above-named be re/commissioned as Lay Elder(s) for a period of 3 years.

Signed: Chairman of PCC …*………………………..………………*………… Date …………………………………………

Signed: Secretary of PCC ……………………………………………………… Date…………………………………….……

**Resolution of the PCC of ………………………………………………………………………**.. **parish**

We support the request that the above-named be re/commissioned as Lay Elder(s) for a period of 3 years.

Signed: Chairman of PCC …*………………………..………………*………… Date …………………………………………

Signed: Secretary of PCC ……………………………………………………… Date…………………………………….……

**Service Arrangements**

Date of Service ……………………………………………………… Time of Service ……….……………….….………..

Place of Service: ………………………………………………….……………………………………….……………..…………

Commissioning /recommissioning to be conducted by…………………………………….………………………….

Please send Service Sheets OR Please send Service Sheet electronically €

*how many*

Incumbent’s name ………………………………………………………………………………………………………………….

Email……………………………………….……………………………………………………………………………………………..

**Please return completed form to**  Lesley Steed, Diocesan Office, 4 Cutler Street, Ipswich IP1 1UQ

**For further information:** 01473 298510 or [lesley.steed@cofesuffolk.org](mailto:lesley.steed@cofesuffolk.org)