



THE CHURCH
OF ENGLAND
**Diocese of St Edmundsbury
and Ipswich**



Handbook for Reader Ministry

Welcome

I am delighted to commend to you the Readers' Handbook, the aspiration being that it will contain most - if not all - the up-to-date information you might need as a Reader in the diocese of St Edmundsbury and Ipswich, or indeed if you are considering Reader ministry.

As preachers, teachers, pastors, worship leaders and evangelists Readers have a vital role to play in the life of the church in Suffolk. We rely heavily on Readers' expertise and are tremendously grateful for the sacrificial commitment Readers give throughout the Diocese.

I hope that by bringing together a great deal of valuable information, what follows will enhance and encourage the ministry of Readers at every stage of training and development.

My thanks to all those who have contributed to producing the booklet, and especially the two people who shouldered most of the responsibility for its production, namely the Deputy Warden of Readers, Malcolm Rittman, and Lesley Steed in the diocesan office.

A handwritten signature in black ink that reads "+Mike". The plus sign is a simple cross, and the name "Mike" is written in a cursive, flowing style.

+Mike Dunwich
Warden of Readers and LLMs

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1. Reader ministry

1.1. Readers in our Diocese

Revised December 2018

Readers provide vital support to the ministry of the Church in the parishes and communities where they serve. They are lay people, called by God, trained and licensed by the Church to preach, teach, lead worship and assist in pastoral, evangelistic and liturgical work. They are an important part of a body of ordained and lay ministers that support the priorities of the diocesan vision and strategy, [Growing in God](#).

1.2. What are Readers?

Revised December 2018

Readers are:

- called and licensed to a benefice by the Bishop to serve God in his world and his Church
- theologically trained with a ministry of:
 - evangelism
 - leading worship
 - pastoral care
 - preaching
 - teaching
- engaged in appropriate pastoral work which can be in a variety of contexts including:
 - the community
 - work places
 - hospitals
 - funeral ministry
- members of ministry teams working alongside other staff within the parish, benefice and diocese.

1.3. Training

Revised December 2018

Substantive and exacting initial theological training and formation, usually over two years, followed by three years of continuing ministerial formation, equips Readers to:

- connect Christian faith and theology with everyday experiences
- lead worship well, understand the liturgy and lead prayers
- preach and teach the word of God
- respond as a licensed lay minister

After successfully completing the initial training and formation, Readers are licensed by the Bishop to serve in their benefice. If a candidate is over 70 years old at the time of licensing, Permission to Officiate will be granted instead.

1.4. Being called to Reader ministry

Revised March 2019

Reader ministry is for those who are being called:

- by God to serve him more fully in ministry
- to an evangelistic, pastoral, preaching and teaching ministry

In preparation, prospective Readers are encouraged to:

- explore their Christian witness in everyday life – how they pray and study the Bible
- discuss their calling and their sense of vocation with a range of other people

Requirements and qualities of a potential Reader:

- a communicant member and regular worshipper in the Church of England
- married, single or in a civil partnership
- spiritually well-rounded, with a regular prayer life informed by reading and study of scripture and other Christian literature
- a heart for sharing the Gospel
- a good communicator, reflecting faith in everyday life
- wise and mature Christian and able to function as a team member
- experienced in the Church's life and ministry
- able to respond to a demanding training programme, open to on-going learning and continual ministerial development
- known and trusted by the Parish Priest and congregation
- motivated to contribute actively to the life, worship and leadership of the church

2. Discernment

Revised December 2018

To discern a calling and vocation to Reader ministry, prospective Readers are encouraged to:

- talk to their Parish Priest, other Readers and members of their congregation
- go to a local or regional Ministries Fair
- attend an informal gathering (Party with a Purpose) with the Bishop to explore lay ministry

The next stages of the discernment process are to:

- meet with the Deputy Warden of Readers or Discipleship and Ministry Development Officer. To arrange a meeting, contact the Readers' Administrator, Mrs Lesley Steed at lesley.steed@cofesuffolk.org or phone 01473 298510
- complete the Initial Registration form
- attend a 'Basics' course, run by the diocese or locally. Leaders' notes are [here](#)
- meet with a Reader Discerner for support through the discernment process. More information about their role is [here](#)

To complete the final part of the process, candidates will be invited to attend a discernment day to confirm their calling against the national selection criteria (see the full criteria [here](#)).

The criteria include:

- Vocation: a personal conviction, commitment and confirmation
- Faith and mission: a personal commitment to Christ and capacity to communicate the Gospel

- Spirituality: evidence of spiritual discipline involving individual, corporate prayer and worship-sustaining everyday life
- Relationships and personality: a person of integrity sufficiently mature to sustain the demands on a minister, relationships, change and pressure in a flexible way and able to develop personal and pastoral relationships
- Potential for training: capable of undertaking a course of study and ministerial preparation with an open and enquiring mind

Following the discernment day, the Deputy Warden of Readers makes recommendations to the Bishop about those who are being licensed to train as Readers and those who need to continue discernment.

For more information:

Registering an interest or further enquiries regarding discernment:

Malcolm Rittman, Deputy Warden of Readers
Email: deputywarden.readers@cofesuffolk.org

General enquiries about new Readers or their initial or ongoing training:

Lesley Steed, Mission and Ministry Team Senior Administrator
Tel: 01473 298510, email: lesley.steed@cofesuffolk.org

Specific enquiries about the Ministry Training and Formation course:

Ruth Dennigan, Discipleship and Ministry Development Officer
Tel: 07468 474252, email: ruth.dennigan@cofesuffolk.org

3. Ministry Training and Formation

Revised December 2018

The route to becoming a Reader is sometimes seen as a long process but it must be thorough, rigorous and challenging for the world in which we live. The modern minister must be able to witness to faith, speak up for the things of God and be able to give account of the Gospel. Becoming confident in ministry does not come quickly and is an evolving process for all ministers: St Paul took many years after conversion before he began his ministry, and Jesus' public ministry did not take place until he was well experienced in the world.

In this Diocese, Reader training comprises of two stages:

Pre-licensing: Initial Ministerial Education Phase 1 or IME1

- ministry formation
- practical skills including preaching, leading worship and pastoral care
- theological education

After licensing: Initial Ministerial Education Phase 2 or IME2

- Readers are required by [Canon E6](#) to take part in post-admission training and continuing ministerial training and development, and must participate in training, reviews and assessments as required by the Diocese in order to fulfil the training expectations of the IME2 programme.

The programme is flexible and adaptable to take into account students who have relevant experience or formal qualifications in religious studies or theology, or those who cannot meet the time demands may be able to extend their studies over an additional year. There is a standard two-year pathway of structured formation and training which involves both face to

face teaching and practical experiences, is assessed through assignments and a portfolio of ministerial tasks and reflections. Students also engage in one or more placements which are chosen to broaden their experience and understanding of ministry.

Preparing for licensed ministry is a process which engages the whole person in an intellectual, emotional and spiritual journey with God, for God and in God. It is a journey:

- undertaken with others from the local church and the diocese
- supported and enabled by training staff, a Local Training Group involving the parish priest and members of the local church. More information about LTGs can be found [here](#)
- requiring openness to new ideas, understandings, perspectives and experiences
- requiring a willingness to think and reflect deeply on the Christian faith
- involving a preparedness to change beliefs, values, attitudes and agenda that may be long cherished and deeply rooted in the light of fresh exploration of God's call

At the end of the programme, students are:

- confident in theology
- able to work with Scripture and the doctrines of the church and to interpret them for the situations in which they live and work
- capable of developing the discipline of theological reflection as a foundation for effective ministry
- able to use the knowledge and skills required for their ministry
- competent in reflecting systematically on their ministerial practice
- open to change and new ways of working

4. Becoming a Reader

4.1 Admission and Licensing

Revised December 2018

The Admission and Licensing of new Readers normally forms part of the annual 'Called Together' service held on the third Sunday in September in St Edmundsbury Cathedral (see section 5.1 below for more information).

4.2 Retreat and Rehearsal

Revised December 2018

Prior to the Called Together service, those to be admitted as Readers attend a residential Retreat for reflection and preparation for ministry.

As part of the retreat there is a rehearsal at the Cathedral for the Service for those being licensed, their Parish Priest and the Parish Representative who presents the new Reader to the Bishop.

4.3 What do Readers wear?

Revised December 2018

Readers should have their own robes; normal wear for Readers is black cassock, white surplice and blue scarf. The blue scarf will be presented to you at the Licensing Service by the Parish Priest. It is expected that your benefice will buy the scarf for the new Reader. Traditions in churches vary but generally a cassock, surplice and scarf are worn at Morning and Evening Prayer and at Eucharistic Services.

For Deanery and Diocesan services, you are expected to robe (cassock, surplice and blue scarf), for example at the annual Lay Ministers Service in September. If you have an academic hood, this may be worn at services when clergy are in choir dress.

5. Good practice

5.1 Called Together

Revised December 2018

This service is a key event in the Diocesan Reader calendar and provides the formal occasion for the admission of new Readers and Licensed Lay Ministers, the renewal of licences and the time when we welcome Readers who have moved into the Diocese during the previous twelve months.

All Readers should consider it a matter of obligation to attend the annual service at which they recommit themselves to their ministry as well as demonstrating their support for fellow Readers and Licensed Lay Ministers.

5.2 Collaborative ministry

Revised December 2018

Working collaboratively and good team work is key to life in the parish or benefice, encouraged by:

- open and honest communication between Parish Priest, Reader, members of the ministry team and church officers in a culture where thoughts and ideas can be explored
- regular ministry team meetings at times which make it possible for the Reader to attend
- the drawing up of a Role Agreement between the Parish Priest and Reader which is reviewed annually. In preparation for their ministry all new Readers are expected to have a formal Role Agreement in place, **prior to licensing**. The purpose of the Role Agreement is to agree expectation between the Reader, Parish Priest and ministry team. A blank template of the Role Agreement is downloadable [here](#)

5.3 Annual Review and Return

Revised December 2018

The completion of the Annual Review and Return, which will be circulated in December each year along with the Christmas mailing, is a requirement of holding a Reader licence and is required by [Canon E6](#) and the Bishops' Regulations for Reader Ministry. It is available to download [here](#).

The Review and Return form asks the Reader to record their ministry during the previous year, together with courses and retreats attended. We ask for these to be returned at the end of January and the findings presented at the LLM annual Study Day in the spring.

5.4 Conflict management

Revised December 2018

The potential for conflict can come from a variety of situations, such as a lack of communication, the unwillingness to tackle a difficult situation, inflexibility, personality clashes, over or under use. When difficulties arise, swift resolution of issues prevents the occurrence of further resentment. To resolve these situations the following course of action is recommended:

- after identifying an issue, a meeting is arranged in order to try to resolve the grievance, and the intervening period should be used for reflection and prayer. The Parish Priest and Reader may find it helpful during this period to talk, pray and reflect with their Assistant Warden of Readers (see section 8.2) or Rural Dean.
- if after this meeting the issue remains unresolved, both parties agree to refer the matter to the Deputy Warden of Readers for advice and/or mediation.
- if the issue still cannot be resolved, the official Grievance Procedure should be followed. The Procedure can be downloaded [here](#)

5.5 Continuing Ministerial Development

Revised December 2018

At the completion of IME2 all Readers are expected to continue their education, development and training through the various opportunities offered in the Diocese and through courses and conferences that take place elsewhere. Continuing Ministerial Development (CMD) grants are available for all who hold the Bishop's licence in the Diocese. Newly licensed Readers should also refer to the CMD Handbook issued to them after licensing, the current version is also available [here](#).

The purpose of Continuing Ministerial Development is to equip and develop the church's ministers in order that they may stimulate and enable the whole Church to participate more fully in the mission of God in the world. It encourages ministers to:

- discern and learn how to participate in God's mission in the world
- build worshipping and ministering communities to live God's life
- support and equip God's people for ministry and mission wherever they are
- deepen their theological reflection and openness to God

5.6 CMD Grants

Revised December 2018

If you are a minister, you may use your CMD grant to attend courses, training or conferences. Currently Readers and LLMs have a £675 grant and PTOs have a £150 grant over a three-year period; the current grant period is 2016 – 18. Courses and events are detailed in the annual [Events Programme](#).

If you want to use your grant, please [download](#) a CMD grant application form from the diocesan website and send it to the CMD Administrator with supporting documentation. More information from the CMD Administrator at david.pawson@cofesuffolk.org or 01473 298550.

The Adviser in Continuing Ministerial Development strongly recommends that all ministers create a Ministry Development Plan. Details on how to construct these can be found in the Events programme.

5.7 Ministerial Development Review

Revised December 2018

The Ministerial Development Review (MDR) enables Readers to deepen their understanding and develop the practice of the ministry to which God has called them. It is designed to nurture the personal flourishing and well-being of those in ministry and is one element of the Bishop's commitment and responsibility for the pastoral and professional care of those who hold his licence. For more information see this [webpage](#) (see also the ministers' Wellbeing and Support page [here](#)).

5.7.1 Who Reviews?

Revised December 2018

Readers are reviewed by trained reviewers appointed by the Bishop for their wisdom and experience. They act as a 'critical friend' to the minister.

Readers are sent the name of their reviewer by the Bishop's Office, and usually see this reviewer in Years 1 and 3 of the scheme (see below). There is always the option of changing the reviewer if there is good reason, for example if the reviewer and minister know each other socially which might create a blurring of boundaries. Either the reviewer or minister may request a different person by contacting the Bishops' Ministry Officer at jeanette.gosney@cofesuffolk.org or 01473 252829.

5.7.2 What is the Review Process?

Revised December 2018

It is a four-year cycle where the Reader meets:

- Year 1 – with their appointed reviewer
- Year 2 – with their Assistant Warden of Readers
- Year 3 – with their appointed reviewer
- Year 4 – with a bishop or archdeacon

5.7.3 How does the Process Work?

Revised December 2018

The Reader is sent the name of their reviewer by the Bishop's Office and is asked to make an appointment with the reviewer.

Setting the Context Form The Reader is sent and completes a short 'setting the context' form which simply paints a broad picture of their context. This is helpful not only for the Reader to reflect on any factual changes, but also for the reviewer to be given a basic understanding of what they do. Once completed, it will probably need little change in subsequent years.

Personal Reflection Form The Reader also completes a Personal Reflection Form which looks back over the previous year and forward to the next. The Reader is encouraged to take time to complete it as it is an opportunity to stand back and prayerfully reflect. It will form the basis for discussion at the review.

External perspectives In Year 1 only the Reader asks between four and six people amongst whom they minister to give feedback on their ministry. It is suggested that the minister includes someone from the:

- ministry team
- regular congregation
- wider community e.g. school teacher, ecumenical partner

The Reader sends the forms to their reviewer at least 10 days before their review.

At the review, which usually lasts between 60-90 minutes, the reviewer will encourage the Reader to reflect further on what they and others have written to help them to set specific goals for the coming year. The conversation is confidential to the reviewer and Reader.

Summary Form Following the review, the Reader completes the summary form and sends it to the Bishops' Ministry Officer. Receipt of summaries will be acknowledged, and concerns followed up where appropriate. The summaries will be retained on your personal file.

The Reader is encouraged to continue to reflect and act on the outcomes of the review and, if they wish, to contact a bishop or archdeacon for further discussion.

Any feedback on the process is always welcome and can be sent to the Bishops' Ministry Officer, the Revd Jeanette Gosney, jeanette.gosney@cofesuffolk.org; 07710 479497.

Please contact Mrs Terry Atkins with any other queries, terry.atkins@cofesuffolk.org; 01473 252829.

5.8 Study Leave (Sabbatical) Policy

Revised December 2018

As part of our aim to support the well-being of ministers, there is an opportunity for expanded study leave (sabbatical). This provides the option of a short study leave after five years as well as the possibility of extended study leave after ten years. Study leaves give opportunity for refreshment of body, mind and spirit and can form an important part of ministerial development and flourishing. More information can be found on the Well-being and Support [page](#) of the diocesan website.

5.9 Safeguarding

Revised December 2018

The Diocesan Safeguarding Training Strategy states the following:

Minimal requirements

Through acceptance of the House of Bishops' Practice Guidance released in January 2017, the Bishop of St Edmundsbury and Ipswich has set minimum requirements for safeguarding training for ordained, licensed and other church officers. A "church officer" is anyone appointed by or on behalf of the church to a post or role, whether they are ordained or lay, paid or unpaid.

Those requiring core training include:

- All those who hold the Bishop's licence, commission or permission to officiate (this includes Deacons, as part of IME; new incumbents/stipendiary clergy new to the Diocese, as part of CMD; non-Stipendiary Ministers; Readers; Commissioned Lay People, as part of training and post licensing/commissioning; those applying for Bishop's Permission to Officiate
- All diocesan and Cathedral staff/volunteers
- Children and youth workers employed or volunteering within the diocese or in parishes
- Parish Safeguarding Officers
- Churchwardens
- Anyone else who through their role in the church has significant contact with children, young people or adults who may be vulnerable to abuse or exploitation, or who need a DBS check to carry out their role for the diocese or a parish.

A bishop **MAY NOT** license a Reader or Lay Worker unless the bishop is satisfied that the candidate has undergone training relating to the safeguarding of children and vulnerable adults. In addition, Working Together 2015, the government guidance on how organisations address child protection issues, sets out that "All staff should be given mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare".¹

¹ www.churchofengland.org/more/safeguarding

The requirements for a Reader are that they complete C0 and C3 Safeguarding Training. C3 training must be renewed every three years. Please see the diocesan Safeguarding and training [page](#) for details and booking.

A DBS (Disclosure and Barring Service) certificate is also required as it provides evidence that the Reader does not have the type of conviction that would automatically bar them from their role. The Church has a responsibility to provide leaders who can be trusted by children and vulnerable adults in their congregations, and the DBS check allows us to carry out our legal duty to confirm that leaders have no relevant criminal convictions.

A DBS check can only be initiated by an incumbent or Parish Safeguarding Officer by contacting the Safeguarding Administrator at lay.dbs@cofesuffolk.org or 01473 298540. The process is carried out on-line. The DBS certificate is valid for 5 years and your PSO should request a renewal before expiry.

Failure to follow these requirements could result in licensing as a Reader being delayed, or existing licences being suspended.

In the event of any Safeguarding concerns please contact the Diocesan Safeguarding Adviser immediately on 07785 621319 or david.butcher@cofesuffolk.org.

5.10 During a vacancy

Revised December 2018

This can be a very positive experience for a parish or benefice particularly when there is good communication between Readers, Churchwardens and PCC. People's talents can prayerfully be used to the full to help lessen the void and a feeling of loss when a priest leaves. When a vacancy is announced, the Mission and Ministry team will send a copy of the CPAS resource Growing Through a Vacancy handbook to each PCC Secretary in the benefice. They will be able to provide copies of the Guide to each PCC member and the Ministry Team.

It is normal for the Reader's ministry to continue during a vacancy under the supervision of, and with the support of, the Rural Dean.

5.11 Funeral ministry

Revised December 2018

This is an important part of the church's ministry to the community and Readers are encouraged to be involved in family visits and are authorised to conduct funerals. Before being involved in this ministry, support and training will be provided by the incumbent.

Readers are only allowed to conduct funerals with the agreement of both incumbent and family. Before Readers are able to take funerals, they should take part in training which includes:

- shadowing a priest conducting a funeral visit
- visiting a Funeral Director and a Crematorium
- teaching on the principles of funeral ministry
- discussing death, dying and bereavement
- additional training with their incumbent in the benefice

Training for funeral ministry is part of IME1.

A Reader does not receive a fee for conducting a funeral service, however they are entitled to travel expenses.

5.12 Spiritual Direction

Revised December 2018

Readers are encouraged to have a Spiritual Director with whom they meet regularly as it can be a way to:

- make better sense of their faith journey and ministry
- find clarity and support at times of significant life choices
- respond more deeply to God's presence and move toward wholeness and freedom.

Many people find that, at particular points in their ministry, a pattern of reflective companionship can be a significant help. For help in finding a Spiritual Director, email spiritual.direction@cofesuffolk.org or see the Prayer and Spirituality page on the [website](#).

5.13 Growing Together groups

Revised December 2018

The Growing Together groups are held to support all lay ministry and are open to all (not only Readers, LLMs and Elders). All Readers are encouraged to attend. These meetings aim to provide ongoing support and encouragement on the faith journey and to develop discipleship in a way that can be fed back into the local churches. The groups meet bi-monthly, just turn up at the nearest venue. For more information, please contact Ruth Dennigan at ruth.dennigan@cofesuffolk.org or phone 07468 474252.

6. Working outside the benefice

6.1 Occasional services in another benefice

Revised December 2018

The Incumbent from another parish/benefice may directly approach a Reader to take a service in their benefice. The Reader must have permission from their Incumbent if they wish to accept the invitation.

6.2 Regular commitments outside the benefice

Revised December 2018

In certain circumstances it may be appropriate for a Reader to support and regularly conduct services in another parish/benefice for a limited period. In these circumstances the Reader must have the support of their incumbent and Rural Dean(s).

6.3 Regular commitments outside the diocese

Revised December 2018

If a Reader is asked to conduct a service outside of the diocese they need to be assured that they have permission to do so under the Diocesan Regulations of the Diocese in which they will take the service and have the permission of their incumbent and the Warden of Readers.

6.4 Services in another denomination

Revised December 2018

If a Reader is invited by the leader of another denomination's church to take part in a service, the permission of their incumbent, and the incumbent of the benefice in which the other denomination is situated, is required.

7. Licences

Revised December 2018

At the successful completion of training Readers are formally licensed at the annual Licensed Lay Ministers' Service. Licences are renewed for all Readers on a five-year cycle, starting in 2018.

7.1 Renewing a licence or Permission to Officiate (PTO)

Revised December 2018

A reminder is sent with the summer mailing from the Diocesan Office. This will contain the process and the actions required to renew a Reader licence, PTO or to move from a licence to a PTO.

Following Canon Law, a Reader's licence automatically expires in the year of their 70th birthday and if the Reader wishes to continue in ministry, they must apply for a Bishop's Permission to Officiate. A PTO is an annual licence.

When renewing a licence or PTO or applying for a PTO for the first time the following must be returned to the Diocesan Office:

- Licence or Permission to Officiate
- the completed application for renewal
- a new Working Agreement
- Annual Return Form
- DBS Certificate issue date
- C3 Safeguarding training date

Change of Benefice Boundaries: If this happens, Readers will need to have their Licence renewed, and should check with the Deputy Warden of Readers. Resolutions from the PCC(s) of parish(es) which have been added to the Benefice will need to be obtained.

7.2 Becoming a Reader Emeritus

Revised December 2018

Readers retiring from active ministry are eligible to be nominated by the Parish Priest to the Bishop to become Reader Emeritus. Readers wishing to be nominated to become Reader Emeritus should complete, with their Parish Priest, the [nomination form](#) and return it to the Diocesan Office with their licence or PTO certificate.

Readers in this category receive a Certificate from the Bishop which recognises the contribution they have made to ministry in the diocese. It should be noted that once Emeritus status has been given the Reader will cease to have an active public ministry, i.e. they will have ceased taking services or preaching and are no longer entitled to wear a Readers' scarf and robes. A Reader Emeritus will not receive any further communications from the office except for the summer mailing with an invitation to the annual Licensed Lay Ministers Service. Certificates are usually presented at the annual Licensed Lay Ministers' Service at the Cathedral.

7.3 Transferring your Reader ministry a. Transferring from another diocese

Revised December 2018

The course of action to be followed is given in this [process document](#). Readers and Parish Priests should note that this can be a lengthy process to complete since a licence cannot be given without a satisfactory reference from the previous diocese and the completion of the Safeguarding process (see 5.9).

b. Transferring to another benefice in the diocese

Revised February 2019

The course of action to be followed is given in this [process document](#). Readers and Parish Priests should note that this can be a lengthy process to complete since a licence cannot be given without support from the previous benefice and the completion of the Safeguarding process (see 5.9).

7.4 How to resign your Licence or Permission to Officiate

Revised December 2018

There are occasions when a Reader will need to give up their licence or PTO, for example, when they move home. Readers wishing to surrender their licence or PTO are asked to write to the Deputy Warden of Readers, enclosing their licence or PTO for cancellation, and giving the reason for their surrender. If the Reader hopes to have a licence or PTO in another place it would be helpful to have a forwarding address.

8. Governance

8.1 Warden of Readers and Licensed Lay Ministers

Revised December 2018

The Bishop of Dunwich is the [Warden of Readers and LLMs](#) and has the oversight of all matters relating to Readers and LLMs in the diocese including policy, practice, planning and pastoral care. The Warden of Readers and LLMs is supported by the [Deputy Warden of Readers and LLMs](#) whose role is to promote, encourage and develop Reader and Licensed Lay Ministries throughout the diocese.

8.2 Assistant Wardens of Readers and Licensed Lay Ministers

Revised December 2018

Assistant Wardens of Readers and LLMs are appointed to work with the Deputy Warden of Readers and LLMs to promote, support and develop Readers and Licensed Lay Ministry. Each takes responsibility for one of the following Deanery areas:

- Waveney and Blyth, Saxmundham, Woodbridge
- Hoxne, Hartismere, Loes
- Bosmere, Hadleigh, Samford, Stowmarket
- Ipswich and Colneys
- Clare, Lavenham, Sudbury
- Ixworth, Thingoe, Mildenhall

Contact details for the Assistant Wardens can be found [here](#).

8.3 Discipleship and Ministry Development Officer

Revised December 2018

The [DMDO](#) has particular responsibility for the training and support of Readers.

8.4 Administration

Revised December 2018

The [Senior Administrator](#) in the Mission and Ministry team, based at the Diocesan Office, ensures all processes and procedures are in place to support and promote Readers and LLMs throughout the Diocese.

8.5 Licensed Lay Ministers' Council

Revised December 2018

A Diocesan Licensed Lay Ministers' Council promotes, encourages and develops lay ministries focusing on vocation, initial and ongoing training, resourcing, regional and national good practice. For the [Constitution](#), click on the link. This also contains the role descriptions for the Deputy and Assistant Wardens of Readers and LLMs.

8.6 Annual Study Day

Revised December 2018

This event, usually held in the spring, is the annual opportunity for all Licensed Lay Ministers to meet together for a Study Day to network, review the previous year's practice and to explore current issues and practice in lay ministry. The Study Day is advertised widely each year.

9. Resources

9.1 Reading

Revised January 2019

The following may be of interest to anyone wishing to know more about Readers:

- 'Reader Ministry Today' Grove Worship W203 by Charles Read and Philip Tovey
- 'Reader Ministry Explored' by Cathy Rowling and Paula Gooder
- 'Bridging the Gap: Reader Ministry Today' by Gordon W. Kuhrt and Pat Nappin
- 'Bishops' Regulations for Reader Ministry' published by the Ministry Division of the Archbishops' Council
- 'Readers – Ministry Pioneers since 1866' by Roy Tricker, £5, available from [here](#)

Information on particular aspects of Reader Ministry are available in:

- ABM Policy Paper No 7 *Selection for Reader Ministry*
- ABM Ministry Paper No 19 *Servants and Shepherds*
- ABM Ministry Paper No 20 *The Deployment of Readers*

Canon law relating to Reader ministry can be found [here](#), in sections 4, 5 and 6.

9.2 Websites

Revised December 2018

- [Central Readers Council](#) home page *accessed 13 December 2018*
- [Course providers](#) *accessed 13 December 2018*
- [Christian publishers](#) *accessed 13 December 2018*
- [Suppliers of robes](#) *accessed 13 December 2018*
- [Roots](#) – worship and learning resources *accessed 13 December 2018*
- [Church resources](#) – from the Church of England *accessed 13 December 2018*
- [Scripture Union](#) *accessed 13 December 2018*
- [All-age worship resources](#) *accessed 13 December 2018*
- [Fresh Expressions](#) *accessed 13 December 2018*
- [Hope](#) – a catalyst for local church mission *accessed 13 December 2018*
- [The Ugly Duckling Company](#) *accessed 13 December 2018*
- [Soul\[food\]](#) *accessed 13 December 2018*
- [The Retreat Association](#) *accessed 13 December 2018*

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It is in the nature of publications such as this that they need to be updated from time to time. If you notice something that needs amending, please contact the [Senior Administrator](#).