Service Arrangements for Commissioning/Re-Commissioning of Lay Elders

Lay Elders are commissioned by the Bishop or his representative. A re-commissioning may be conducted by either of these or by the Incumbent. Re-commissionings should take place as near as possible to the expiry of the Lay Elder's Commission.

The brief Form of Service for Commissioning/Re-commissioning is to be incorporated in another act of worship at the parish church. This is usually the main Sunday service. The Incumbent 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.*

**Details of Commissioning/Re-commissioning**

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

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

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

Benefice / Parish …………………………………………………….…………………………..…….…………………….…….

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

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

Commissioning /Re-commissioning 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 the Lay Elders Administrator:**

Mrs Lesley Steed, Diocesan Office, 4 Cutler Street, Ipswich IP1 1UQ

**For further information:** 01473 298510 or lesley.steed@cofesuffolk.org