**Diocese of Worcester**

**Application Process for LLMs (Readers) requesting PTO**

Licences for Licensed Lay Ministers (LLMs) are valid until an LLM reaches their seventy-fifth birthday, unless withdrawn or suspended by the bishop before that date. After reaching the age of seventy-five, LLMs who wish to continue in ministry can apply to the Bishop for Permission to Officiate (PTO).

Three months before your seventy-fifth birthday, the Registrar of Readers will be in touch to ask if you wish to apply for PTO. There is no obligation to do so if you feel that this is an appropriate time to stand back from ministry.

If you do wish to retire when you reach seventy-five, please notify the Registrar of Readers and arrange for the return of your licence to the Bishop’s Office (this is a requirement).

Should you wish to apply for PTO, the Registrar will send you the relevant forms, which can also be found on the diocesan website. You will need to arrange a meeting with your incumbent (or equivalent, in the case of a clergy vacancy) to discuss the shape of your future ministry. This is a good opportunity to reflect on what changes might be made. PTO is what it says: permission, not obligation.  Some Readers who move on to PTO continue to offer as much ministry as they did when licensed; others may take the opportunity to reduce their offer; none should feel obliged to do more than they feel is appropriate. Having discussed this, you and your incumbent will need to fill in and sign the Statement of Expectations, and your incumbent will also need to sign your Application for PTO. You will also need to read and sign the Declarations form. Safeguarding training and a DBS check must both be in date (within the last three years).

Send the completed paperwork to the Registrar and Co-Wardens of Readers, who will check it is in order and then submit it to the Bishop’s Office, who will issue the PTO. You are reminded that PTO is, as the name suggests, the Bishop’s permission, and it is granted with his approval rather than automatically.

If a Reader moves into the diocese from elsewhere and wishes to apply for PTO, they are entitled to do so, but the process will be slightly different.  Please contact the Bishop’s Office for details.

*January 2024*