



Application for the authorisation of a congregational worship leader

1. Congregational Worship Leaders are authorised to lead Morning or Evening Prayer or services which comply with the Common Worship provisions of a Service of the Word. They are not authorised to preach or to preside at pastoral offices, however sermons or homilies prepared by or approved by the incumbent may be read.
2. Congregational Worship Leaders are not authorised to conduct funerals. An exception is made for those who have been authorised to do so by the Archdeacon prior to 31 December 2014 and who have completed the Diocesan Funeral Ministry Training.
3. The incumbent completes this application form. The Churchwardens must also sign the form. When completed, the application is to be sent to the archdeacon. The incumbent should keep a copy of the application until the permission has been received from the archdeacon.
4. The archdeacon will keep a copy of the application and permission with his records and forward a copy of both to the diocesan office for recording on the database.
5. The archdeacon will forward the signed permission to the incumbent.
6. The signed permission should be kept in the church safe or other secure place.
7. This form of application is to be used only for persons who are baptised and confirmed members of the Church of England or a Church in full communion therewith. If the proposed Congregational Worship leader is baptised but not a confirmed member of the Church of England or a Church in full communion therewith, the individual must complete the supplementary declaration.
8. Safeguarding procedures must be completed by the congregational worship leader. This includes the Confidential Declaration Form and a DBS check if the applicant has lived in the UK, and/or the equivalent Police Certificate and Certificate confirming non conviction record for countries outside the UK where the applicant is living or has lived for a period of 6 months or more from the age of 16. See the Diocesan Safeguarding Policy on the Diocesan Website for details.

01

To be completed by the Chaplain / Priest-in-Charge

Please read
the notes
overleaf before
completing this
application

Church or congregation

Archdeaconry of

I apply for the Archdeacon's Permission for the following person to be authorised to function as a Congregational Worship Leader in this church or congregation

Style

Name

Email

Telephone

Current address
(house number, street
name, town)

Country

Postcode

I certify that they are baptized and confirmed member of the Church of England or of the
Church in communion with the Church of England.

NB: If the proposed Congregational Worship Leader is baptised but not confirmed in the Church of England or in a Church in communion with the Church of England, the attached SUPPLEMENTARY DECLARATION must be completed and signed by the individual.

01 continued

I certify that he/she has fulfilled the safeguarding requirements regarding the protection of Children and Vulnerable Adults.

I certify that I have provided suitable practical and spiritual preparation for this ministry.

This application was approved at a meeting of the Church Council held on

Signature (Chaplain/Priest-in-charge)

Print name

Date (DD/MM/YYYY)

Supported by (churchwarden)

Supported by (churchwarden)

Date (DD/MM/YYYY)

02

Supplementary Declaration

To be completed by an individual who is baptised but not confirmed in the Church of England or in a Church in communion with the Church of England

I acknowledge the Church of England as part of the one, holy, catholic and apostolic Church and I accept the teaching, discipline and authority of the Church of England.

Signature

Print name

Date (DD/MM/YYYY)

03

Archdeacon's permission: Congregational worship leader

To the revd

Chaplaincy of

Archdeacons of

I hereby give permission for

to carry out the following

duties of a congregational worship leaders for a period of three years.

From

To

Lead morning or evening prayer or services which comply with the common worship provisions of a service of the word.

Conduct funerals (tick only if the congregational worship leaders has previously been authorised prior to 31 December 2014 and has completed the diocesan required training in this regard)

Signature

Archdeacon of

Date (DD/MM/YYYY)

**Where to send
this form?**

Please return your completed form directly to your [Archdeacon](#) and:

Email: bron.panter@churchofengland.org

Post: Diocese in Europe, 14 Tufton Street,
London, SW1P 3QZ, United Kingdom