



## THE DIOCESE IN EUROPE

### APPLICATION FOR THE AUTHORISATION OF A CONGEGATIONAL WORSHIP LEADER

## NOTES

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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. In certain situations a Congregational Worship Leader may be given additional authorisation to conduct funerals, after the archdeacon is satisfied that he or she has been given suitable training by the incumbent for this work.
2. 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.
3. 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.
4. The archdeacon will forward the signed permission to the incumbent.
5. The signed permission should be kept in the church safe or other secure place.
6. This form of application is to be used only for persons 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.

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Charity Commission registration number: 250186

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## APPLICATION FOR THE AUTHORISATION OF A CONGREGATIONAL WORSHIP LEADER

*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	Address
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Telephone
Email

I certify that he / she is a 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.**

I certify that he/she has fulfilled local Child and Vulnerable Adults Protection requirements.

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

I certify that I have provided suitable practical and spiritual preparation for the additional function of taking funerals. (Please attach details of the preparation given).

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

(Signed) ..... Chaplain/Priest-in-charge

Supported by .....  
..... ] Churchwardens

Date: .....

## 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.**

**(Signed)** .....

**Date:** .....

**DIOCESE IN EUROPE**

**ARCHDEACON'S PERMISSION: CONGREGATIONAL WORSHIP  
LEADER**

TO THE REVEREND .....

CHAPLAINCY/CHURCH OF .....

ARCHDEACONRY OF .....

I HEREBY GIVE PERMISSION FOR .....

TO CARRY OUT THE FOLLOWING DUTIES OF A CONGREGATIONAL WORSHIP  
LEADERS FOR A PERIOD OF THREE YEARS, FROM NOW UNTIL  
.....

- 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 TRAINING IN THIS AREA HAS  
BEEN PROVIDED)

(Signed) .....

Archdeacon of .....

Date .....