**Diocese of Worcester
Application for Permission to Officiate – Declarations
(Licensed Lay Ministers)**

**Declarations**

I acknowledge that, in accordance with Canon E5, I owe due obedience to the Bishop of Worcester and their successors in all things lawful and honest.

I understand that it is my responsibility to inform the Bishop’s office of any changes in my personal details.

I understand that I must not officiate without the permission of the relevant incumbent or priest in charge.

I understand that PTO is granted at the discretion of the Bishop and may be withdrawn at any time.

I understand that PTO will only be granted if I have not been barred from regulated activity with children or vulnerable adults and my DBS certificate has been deemed satisfactory having regard to relevant House of Bishops’ guidance.

I acknowledge that I am legally required to have due regard to the House of Bishops’ guidance in relation to the safeguarding of children and vulnerable adults and I will accordingly undertake such safeguarding training as the Bishop requires.

I understand that the Bishop’s letter of authorisation if granted will specify the length of time for which I may exercise PTO and any relevant geographical restrictions, after which I must apply for renewal.

If my PTO has lapsed for any reason I agree that I will not undertake any forms of ministry until all matters have been resolved.

**Fees and occasional offices**

I understand that where I am entitled to claim fees for funerals and opt to take such fees, these must be paid in accordance with current DBF guidelines.

I understand that I may only use the forms of service authorised by Canon and may not exercise ministry on a freelance basis or take funerals (or accept fees for taking funerals) in a private or unofficial capacity.

**Personal Data Declaration**

I have read and understand the attached privacy notice providing information about how my PTO application will be managed and my rights with respect to the information I provide.

Signed ………………………………………………………………………………………………………………………..

Print Name …………………………………………………………………………………………………………………

Date ……………………………………………………..

*January 2024*