



DIOCESE OF
Bath & Wells

Living the story. Telling the story.

Readers' Handbook



November 2022

Table of Contents

An Introduction from Bishop Michael	4
Prayer	5
1. Reader Ministry	6
2. Selection and Initial Training	7
2.1 Hearing a call.....	7
2.2 General qualities of a potential reader.....	7
2.3 Discerning your vocation.....	8
2.4 The discernment panel.....	9
2.5 Procedure following the selection conference.....	9
3. Initial Reader Training	10
3.1 Introduction to the process.....	10
3.2 Theological Studies.....	10
3.3 What do Readers wear?.....	12
4. Training Opportunities	12
4.1 Continued equipping for ministry.....	12
4.2 Retreats, sabbatical and study leave.....	13
5. Renewing licences	13
5.1 Checking your licence or Permission to Officiate (PTO).....	13
5.2 Renewing your licence or PTO.....	13
5.3 Raising a new licence.....	13
5.4 Transferring from another diocese or from another benefice in the diocese.....	13
5.5 Becoming a Reader Emeritus.....	14
5.6 How to resign your licence or PTO.....	14
6. Support for Readers	14
6.1 Annual review and return.....	14
6.2 Working with colleagues.....	15
6.3 During a vacancy.....	16
6.4 Expenses.....	16
6.5 Placements.....	17
6.6 Reader peer review.....	17
6.7 Spiritual support.....	18
6.8 Worshipping together.....	18
7. Readers and the PCC	18
8. Safeguarding	19
9. Working outside the benefice	20
9.1 Occasional services in another benefice.....	20
9.2 Secondment and regular commitments outside of the benefice.....	20

10. Diocesan, Archdeaconry and Deanery Wardens.....	20
11. Annual Readers’ Day.....	21
12. Central Readers’ Council.....	21

APPENDICES

A—The Reader Discernment Journey in Bath and Wells – flowchart.....	22
B—Process for the renewal of licence or PTO – flowchart.....	23
C—When will a new licence be required? / Process for raising a new licence – flowchart..	24
D—Process for the licensing of Readers transferring from another diocese or another benefice within the diocese – flowchart.....	25
E—Welcome and prayers for a Reader transferring to a new benefice.....	27
F—Process for becoming a Reader Emeritus – flowchart.....	30
G—Reader expenses claim form – parish.....	31
Reader expenses claim form – diocese.....	32
H. Ministry specifications – Diocesan Warden of Readers, Archdeaconry Wardens and Assistant Archdeaconry Wardens, and Deanery Wardens.....	33
Key Contacts.....	38

An Introduction from Bishop Michael

Christian ministry is an issue addressed in a number of New Testament letters. Critically, it never seems to be understood as a 'one size fits all' kind of activity. Rather ministry is always portrayed as varied and diverse. So the letter to the Ephesians, for example, says that while we are all united in Christ, ministries differ. 'The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers' (Ephesians 4:11). The New Testament never envisaged that there would be just one category of ministry called 'the vicar'!

All this has resonances with our modern understandings of ecology. We know that the healthiest and most vibrant ecosystems are ones containing a rich variety of different species, composed of myriad plants, animals and microorganisms each making their particular contribution to the whole. Imagine what our churches would be like if they were 'ministry ecosystems' with different people playing distinctive roles, each one assisting the good of the whole in their own special way.

It's for this reason that I'm delighted to be introducing this edition of our Readers' Handbook. It reflects our delight that Readers offer their own special and distinctive contribution to the life of our churches. What's particular about Reader ministry?

Readers are licensed – they have been selected by the Church as being called to this ministry and hold the Bishop's recognised authority to minister within the communities to which they are sent.

Readers are lay. They are called from the people of God to be of the people of God. They are not ordained and so speak and act out of a very different experience of the Church to the clergy alongside whom they work.

Readers are expert practitioners. As this handbook makes clear, Reader training is extensive and takes time and hard work to accomplish. As a result Readers bring to their ministry understandings of the scriptures, theology and ethics that are knowledgeable and of depth.

What Readers do is as varied as the life experiences and backgrounds from which Readers are called. Readers come from all walks of life – mums and plumbers, doctors and grandparents, young people and old. They contribute to our life together in all kinds of ways. Some preach and lead worship. Others reach out to children and young people. Others have particular ministries to the dying or in chaplaincy to institutions in their communities such as schools or the police.

Readers play a central part in the commitment of our diocese to be a place where ministry is shared by many different and diverse people. We thank God that people are called to be Readers and we delight in their distinctive contribution to the lives of our churches and the communities in which they are set.

+ Michael Bath and Wells.

Prayer

God our Father, you give us gifts
that we may work together in the service of your Son.
Bless and sustain those you have called to be Readers
and raise up men and women to offer themselves for this ministry.
Through their preaching, teaching and leading of worship,
may Readers proclaim your Word, build up your people into your truth,
and serve them in your name,
that we may be mature in the fullness of Christ. Amen

1. Reader Ministry

This handbook contains valuable information on Reader ministry in Bath and Wells for both Readers and their ministerial colleagues.

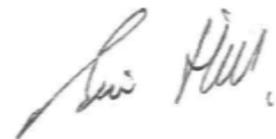
Reader ministry is a national lay ministry. Readers work alongside clergy and an increasing variety of other lay ministries in churches and communities across the Diocese. Throughout Somerset, Readers play a vital part in living out the Diocesan vision of living and telling the story of Jesus. In recent years, three key themes have undergirded Reader ministry across the country:

- teaching the faith
- enabling mission in the everyday
- leading in church and society

This handbook gives details of how Readers are selected for serving God in these ways and others. It also outlines ways Readers can be supported to flourish in their distinctive vocation.

Details of processes, around selection and renewal of licences are given in the appendices. There is more information on the Reader pages of the diocesan website: <https://www.bathandwells.org.uk/ministry/readers/>

If you have any queries about Reader ministry do please use the Key Contacts list in this booklet. If your enquiry is a general enquiry, it is best in the first instance to contact Alison Cruickshank, Diocesan Reader Administrator alison.cruickshank@bathwells.anglican.org (01749 588906).



Diocesan Warden of Readers
Archdeacon of Taunton

2. Selection and Initial Training

2.1 Hearing a call

The call to become a Reader may be felt by an individual or come about as the result of a suggestion by their Incumbent, a member of the congregation where they worship, or someone who does not even attend church but recognises certain qualities in the individual which suggest they are being called by God to serve God in the Church through this ministry.

There is no single profile for a Reader in terms of sex, age, educational background or employment; however those thinking God is calling them to Reader ministry need to consider these questions:

- Do you think God is calling you to serve God more fully in ministry?
- Are you being called to the teaching and preaching ministry of a Reader?
- How do you currently witness to Christ in your daily life? Do you pray and study the Bible daily? Are you a regular communicant?
- Have you talked over the possibility of Reader ministry with your spouse and family? How do they feel about your sense of vocation?

If Reader ministry seems the right course the next step for the potential Reader is to talk this over with their Incumbent. (If there is a vacancy, then the potential Reader should talk with the Area Dean in the first instance). This conversation will cover a number of areas:

- some reflection on the conclusions you have drawn from your answers to the questions above
- practical things regarding how and where you will serve as a Reader. Are there commitments in the parish or benefice and elsewhere which you would have to give up in order to train and to be able to exercise a Reader ministry?
- consideration of the following questions: Is your Incumbent willing to support your selection? Is your Incumbent willing to ask the PCC to agree to your nomination as a candidate?

In considering the above the following may be helpful.

2.2 General qualities of a potential reader

A potential Reader should inhabit the following seven Qualities:

Love for God

- Be reliant on God and live out an infectious, life-transforming, everyday-focussed faith
- Be rooted in Scripture, the worship of the Church and the living traditions of faith
- Whole-heartedly, generously, and attractively engage in God's world
- Be prayerful and study the Bible

Call To Ministry

- Respond to the call of Christ to be a disciple
- Understand and be excited by the nature of Reader ministry
- Be committed to public ministry rooted in God's word
- Have a sense of call to lay ministry

Love for people

- Welcome Christ in others and follow Jesus's example in listening, valuing and respecting others
- Build healthy relationships which are enabling of others in ministry
- Seek to serve their community and enable others to join them in ministry
- Have empathy and be self-aware

Wisdom

- Be open to life-long learning, reflection and growth
- Work collaboratively and embrace difference
- Connect gathered worship and being sent out into the world
- Be a person of integrity and emotional stability, open to feedback

Fruitfulness

- Share Christ's story in a way that encourages others to follow Jesus's call in their lives
- Share God's love for the world in mission
- Be able to recognise their own strengths and weaknesses, and resource themselves with good self-care

Potential

- Grow in faith, and be open to navigating the future in the company of Christ
- Lead collaboratively as part of a local team within the wider church context
- See where God is working the world and spot opportunities to respond
- Be adaptable, imaginative and creative

Trustworthiness

- Follow Christ in every part of their life
- Lead maturely in a way that promotes safe and harmonious Christian communities
- Live a life that publicly and positively represents their faith and the church
- Has a high degree of self-awareness

2.3 Discerning your vocation

Discerning your vocation can be a long process and it is important that the decision reached is right from everyone's perspective. At the start of the process, you will be listening carefully to what God may be asking you to do. Pray about what you are hearing and feeling. Have conversations with family, trusted friends and your Incumbent and listen to what they say. Often other people perceive a person's call to ministry more clearly than the person themselves.

If the conversations with your Incumbent clearly point to Reader ministry, ask your Incumbent to refer you to your Archdeaconry Warden of Readers. If however you sense a need to tease out whether it is Reader ministry or some other form of ministry, then ask to be referred to a Discerning Calling Mentor who will help you explore further.

When you meet with your Archdeaconry Warden of Readers, or their designated representative, they will help you to explore in depth the Qualities for Reader Ministry (agreed by the Archbishops' Council - Ministry Division in 2021). This will involve you in some reading and written reflections.

Your Archdeaconry Warden will ask you to fill out an application form, complete the necessary Safeguarding processes, take up your references and check that you have the full support of your incumbent and PCC. You will also be asked to meet a pair of Diocesan Examining Chaplains for a vocational conversation.

After due consideration of your application, references and the Examining Chaplains report your Archdeaconry Warden will put you forward for Discernment Panel. The discernment process to be followed is given in full as a flowchart in Appendix A.

2.4 The discernment panel

This is a half day panel meeting which normally takes place on a Saturday at the Diocesan Office in Wells. Each candidate will be asked to present a short homily, undertake a group task and have a conversation with the Diocesan Warden of Readers.

The Discernment Panel is made up of the Diocesan Warden of Readers, the Vocations Team Leader, your Archdeaconry Warden of Readers (or their designated representative), and a serving Reader.

Candidates are considered against the 7 Qualities; Love for God, Call to ministry, Love for people, Wisdom, Fruitfulness, Potential and Trustworthiness.

Their sense of vocation should be obedient, realistic and informed.

Potential for training: Candidates should be capable of undertaking satisfactorily a course of study and ministerial preparation with an open and enquiring mind.

2.5 Procedure following the selection conference

The Archdeaconry Warden notifies the Candidate and his/her Incumbent of the decision of the Discernment Panel as quickly as possible and usually within a week. They will inform the Candidate of the Panel's remarks and any issues that they think should be addressed. Candidates may request to receive a copy of the full Panel Report if they so wish.

Candidates who have been recommended for Reader Training will be contacted by the Vocations Team Leader for Reader Training to discuss the next steps in their training.

Candidates who have not been recommended for training may wish to appeal against the decision. Notice of appeal, giving the grounds, should be made in writing and addressed to their Archdeaconry Warden. The Archdeaconry Warden will then handle the appeal and notify the candidate of the decision and the reasons for it.

Finally, it should be noted that the whole discernment process will take some time. It is

important that it is not rushed so that suitable time for prayer and reflection can be given to try to ensure the right discernment is made by all involved in the process.

3. Initial Reader Training

3.1 Introduction to the process

The route to becoming a Reader is sometimes seen as a long process but it must be thorough, rigorous and challenging for we live in a world that owes no favours to Christianity. The modern minister must be able to witness to faith, speak up for the things of God and be able to give account of the Gospel. None of this comes quickly to anyone. St Paul took many years after conversion before he began his ministry. Jesus' public ministry did not take place until he was well experienced in the world.

In this Diocese, there are 3 phases of training and formation.

Phase 1

Initial Ministerial Education, Phase 1 (IME1) is usually undertaken at Sarum College where Readers in Training are given the privilege of a 2 year period of study, after which they are licensed as Readers.

Phase 2

Initial Ministerial Education Phase 2 (IME2) takes place after licensing. Newly Licensed Readers join their newly ordained colleagues for a year-long programme of training sessions in the diocese. At the end of that year, they are 'signed off' as fully fledged Readers.

Phase 3

Readers are then expected to take up opportunities for further life-long learning through the on-going diocesan Learning and Development programme.

3.2 Theological studies

IME1 – Readers in Training usually join Sarum College, where they complete a Certificate in Higher Education, validated through the National Ministry Council's Common Awards programme, by Durham university. This is in line with the expectations of the National Readers Council.

The Diocese also runs 3 Diocesan Days each year. These days take place at weekends and normally happen at the Diocesan Offices, Flourish House, in Wells.

Sarum College operates a blended learning environment which embraces learning in community at college, personal learning at home individually and learning in context in your local church.

Learning in community happens when you come to Sarum College for a residential weekend once during a module. We begin with evensong in the Cathedral at 5.30pm on Friday, and you stay through to 6pm on Saturday. In the first year there is an introductory day as well. Sarum staff are always willing to give support where necessary.

Personal learning is supported in three ways. You have an online module which contains reading, videos, things to think about or investigate. It is supplemented by an hour's online tutorial a week. This is on Zoom, and is with the module tutor and other students, and is a

chance to clarify understanding, discuss and ask questions. There are a choice of tutorial times during the week. Thirdly, we will give you details about how to set up a Local Learning Group. This is a group of 6-8 people in your locality, not necessarily church goers and not including church leaders. You meet twice in a module with questions to ask or exercises to do that enable you to get their perspective on issues you are studying. We find group members really enjoy thinking more deeply about faith.

Learning in context is primarily in your home church. We appoint a Training Supervisor, usually your Incumbent, and work with them to ensure you have opportunity to experience different aspects of ministry, as well as asking them to meet with you twice during a module to help you to apply your learning to your place of ministry. In your first year you will also do a short placement somewhere else – perhaps another parish, or a chaplaincy. And at the end of your first year you will come to college Friday 5.30pm to lunchtime Sunday for our Rural Context Weekend, where we will look at how ministry is worked out in the rural context.

Modules

Your modules will be:

CertHE (120 credits)	
Year 1	Year 2
Induction (not credited)	
Introducing Theological Reflection [TMM1437]	*Mission and Evangelism [TMM1361]
Human Identity A [TMM1231]	Foundations for Reflective Practice in Context (Placement)
<u>Introduction to Aspects of Pastoral Care</u> [TMM1417]	
Introduction to Christian Worship [TMM1537]	*Introduction to Christian Doctrine and History [TMM 1131]
Introduction to the Bible [TMM1031]	Human Identity B [TMM1231] (Yr1 assignment + Preparing for Public Ministry material) [TMM1231]
Year 1 Residential Day. Induction 1. Human Identity 2. Introduction to Aspects of Pastoral Care No residential for Introduction to Christian Worship – local arrangement 3. Introduction to the Bible Context: Rural (full weekend) Day: Safeguarding	Year 2 Residential 1. Mission and Evangelism No residential for placement 2. Introduction to Christian History 3. Preparing for Public Ministry (full weekend)

Time Required

This all requires time (Sarum suggest you set aside 12-15 hours a week) and this is a major investment in your future ministry, gifted to you by the church. It requires organisation and planning alongside busy work and home lives, but offers a rich learning experience.

We strongly advise that you put down as many church responsibilities as you can in these two years, for instance PCC or leading a Home Group. This both allows you time for training, but also frees you to explore areas of ministry that God may be calling you to in the future.

3.3 What do Readers wear?

Once you receive the letter from the Diocesan Warden of Readers that you are being accepted for licensing, then this is the time to start to buy your robes. Normal wear for Readers is black cassock, white surplice and blue scarf.

Traditions in churches vary but generally a cassock, surplice and scarf are worn at Morning and Evening Prayer and at Eucharistic Services. Please check however with your Incumbent about your local practice.

For Deanery and Diocesan services you will be expected to robe (cassock, surplice and blue scarf) – for example at the annual Reader Licensing Service in October. If you have an academic hood, this may be worn at services when clergy are in choir dress.

The nearest place for buying robes is probably Wippells of Exeter; however, there are many other places which you can find on the web. For instance:-

<https://www.jandmsewing.com/>

<http://www.wattsandco.com/>

<http://www.taylorsoxford.com/>

<http://www.wippell.com/>

Some places have off-the-shelf cassocks; others make them to order, so please order in sufficient time.

Readers should have their own robes.

4. Training Opportunities

4.1 Continued Equipping for Ministry

All those in positions of church leadership and ministry within the church need resourcing to develop their own ministry and the ministry of others. Readers are required by the Bishop and Diocesan Warden of Readers to continue their education, development and formation. As a guide Readers are expected to attend at least two training events per year from the programme of events on offer: <https://www.bathandwells.org.uk/events-and-training/>

The programme identifies the events aimed at Readers and Clergy as well as a range of events for other recognised ministries. Readers are encouraged to engage with events that will refresh their own faith journey, equip them in the context of their particular ministry and to enable them to support and develop the discipleship and ministry of others. It is expected that Readers will discuss training and development needs with their Incumbent as part of the Reader Annual Review and to feed back to the Ministry Training Team to assist in the development of programme.

The cost of these courses is usually minimal and may be claimed as an expense from the parish/benefice.

Readers are also encouraged to look at the lifelong learning opportunities offered by the Central Readers Council: <https://transformingministry.co.uk/cmd/>

4.2 Retreats, Sabbatical and Study Leave

In addition to the regular programme of training events, all Readers, like clergy, are encouraged to take regular retreats as an essential part of spiritual refreshment in order to minister well. It is expected that the cost of this will be met by the parish/ benefice. However, in cases of need, an application may be made to the Diocesan Warden of Readers for some financial assistance.

From time to time, Readers are also encouraged to step back from regular commitments for a period of sabbatical. The word Sabbatical is derived from the same root as Sabbath. This indicates that a fundamental biblical understanding of a Sabbatical is rest and renewal. Readers are encouraged to take time out for study and to see other places, as an opportunity for rest, renewal and recreation, away from normal parish or benefice commitments.

5. Renewing Licences

5.1 Checking your licence or Permission to Officiate [PTO]

Readers will be sent a reminder by the Diocesan Reader Administrator when their licence or Permission to Officiate (PTO) needs to be renewed. Ultimately, however, it is the responsibility of each Reader to check regularly that their Licence or PTO is valid. All Licences and PTOs are valid for five years. Readers cannot exercise their ministry if their Licence or PTO has lapsed.

5.2 Renewing your licence or PTO

The process for renewing a licence or PTO is set out in Appendix B.

5.3 Raising a new licence

There will be some circumstances in which a Reader requires a new licence.

These circumstances, and the process for raising a new licence, are set out in Appendix C.

5.4 Transferring from another diocese or from another benefice in the diocese

The process for transferring from another diocese, or from another benefice in the Diocese, is set out in Appendix D.

Readers and Incumbents should note that this can be a lengthy process to complete since a licence cannot be given without a satisfactory reference and the completion of the DBS process.

Readers new to the Diocese are invited to be welcomed at the annual Readers' Service.

When they receive their licence and begin ministering in the parish, it would be appropriate for prayers to be said for them where they minister. Suggested wording can be found at Appendix E.

5.5 Becoming a Reader Emeritus

The process for becoming a Reader Emeritus is set out in Appendix F.

Reader Emeritus status is given to those who have ceased to have an active ministry. It is given in recognition of a Reader's previous service to the Church by the Bishop. It should be noted that once emeritus status has been given it is envisaged that the Reader will cease to have an active public ministry, i.e. he or she will have ceased taking services or preaching. In extraordinary circumstances, e.g. the funeral of a long-standing friend, a Reader Emeritus may conduct the service and preach, wearing Reader robes.

5.6 How to resign your Licence or Permission to Officiate

There are occasions when a Reader will need to give up their licence or PTO, for example, when they move home. Readers wishing to surrender their licence or PTO are asked to write to their Archdeaconry Warden, attaching their licence or PTO for cancellation, and giving the reason for their surrender. If the Reader hopes to have a licence or PTO in another place it would be helpful to have a forwarding address.

If you are a Reader Emeritus and do not wish to receive communications from the Diocese or Reader Council, please inform your Archdeaconry Warden.

6. Support for Readers

6.1 Annual Review and Return

The completion of the Annual Review and Return, which is usually sent out by email in December each year, is a requirement of holding a Reader licence and the Bishops' Regulations for Reader Ministry. It is also available on the Diocesan website. Readers who need a paper copy and cannot print their own should ask their Deanery Warden.

The Review and Return asks the Reader to reflect on their ministry during the previous year under a number of headings including the past year, support, development, spirituality and enrichment, together with details of training courses attended and a statistics page giving details of services, preachments, etc. undertaken during the previous year. Once the Reader has reflected on these they are required to discuss this with their Incumbent (or Area Dean, where there is a vacancy in the parish/ benefice) who will add his or her comments before the form is returned to the appropriate Archdeaconry Warden by the 28th February each year.

Although there are suggestions for areas of review, Readers are encouraged to comment on any issue which is affecting their life or ministry so that they be practically and prayerfully supported by their Archdeaconry Warden.

6.2 Working with colleagues

Working collaboratively and good teamwork is a key element in the life of a parish or benefice. This may be fostered in a number of ways, including:

- Open and honest communication between Reader, Incumbent, members of the ministry team and church officers. Freedom to share thoughts and ideas, and willingness to listen to others, respecting different points of view, with appropriate confidentiality and loyalty to each other.
- Regular meetings between the Reader and Incumbent, and regular meetings with other members of the ministry team at times which make it possible for the Reader to attend. These meetings may include social occasions, times for prayer, discussing service/duty rotas, discussing theology, discussing parish/benefice policy, pastoral matters and sharing a vision. Team members may also undertake training together, and do something non-churchy together.
- The drawing up of a reader ministry specification agreement between the Incumbent and Reader which is reviewed on a regular basis, and which establishes guidelines of accountability and support. The ministry specification agreement should include a clear policy on the payment of expenses. There should be clear guidance regarding who may be of help in the event of Reader/Incumbent relationships failing or becoming strained.
- Agreed guidelines with regard to the expectations of roles and responsibilities undertaken by all members of the ministry team.
- Encouraging the sharing of resources.

In any working environment there is the potential for conflict. Conflict can come from a variety of situations, such as a lack of communication, the unwillingness to tackle a difficult situation, inflexibility, personality clashes, over or under use. Inevitably therefore a situation can occur where there is a serious disagreement or dispute between a Reader and Incumbent. The swift resolution of such is desirable as unresolved issues can lead to further resentment and difficulties. In such a situation the following course of action is recommended:

- After identifying an issue, a time and date for a meeting is agreed and the intervening period should be used for reflection and prayer. The Incumbent or Reader may find it helpful during this period to talk, pray and reflect with their Deanery Warden of Readers and/or Area Dean.
- If after the meeting the issue remains unresolved both parties agree to refer the matter to their Archdeaconry Warden for advice and/or mediation.
- The Archdeaconry Warden offers a listening ear and after prayerful consideration offers potential ways forward.
- If the issue cannot be resolved the matter may be referred by the Archdeaconry Warden to the appropriate Archdeacon and/or Diocesan Warden of Readers.

6.3 During a vacancy

A vacancy can be a very positive experience for a parish or benefice particularly when there is good communication between Readers, Churchwardens and PCC. People's talents can prayerfully be used and developed and many Reader ministries have flourished at such times. At the same time, it is important that in a vacancy Readers are not overburdened and there should be clear expectations of what is and is not reasonable to be expected. Readers should not feel that they have to say yes to everything that is asked of them.

It is good practice for Churchwardens, Readers and others as appropriate to meet regularly for prayer, fellowship, support and a sharing of news. There needs to be a clear definition of roles and responsibilities so each person feels valued and is allowed to blossom in their ministry.

It is normal for the Reader's ministry to continue, during a vacancy, under the supervision of, and with the support of, the Area Dean. Churchwardens are encouraged to value and endorse the Reader's role and authority. In the event of any conflict, the Area Dean or Deanery Warden should be contacted.

When it is time to appoint a new Incumbent for the parish or benefice, whilst a Reader is not directly part of the legal process of a new appointment, the best possible involvement of Readers in the process should be sought in compiling the profile and potentially meeting candidates.

A potential Incumbent should be made aware of existing Readers within the benefice and their willingness to work with the Reader[s] if appointed, and to accept the principles and practice of Reader ministry, should be clear.

6.4 Expenses

Working costs should be paid to Readers. This recognises the invaluable ministry of Readers within the Church. In addition it prevents a Reader being barred from ministry on financial grounds and enables the Church to know the true monetary cost of ministry.

Some Readers see the non-claiming of working costs as part of their giving to the Church. However this sets a precedent for the future which other Readers should not be expected to match. If Readers claim their working costs, they are at liberty to give them back in full to the Church and this could be done by way of Gift Aid which would greatly increase the value of their giving.

Readers should be reimbursed in full for:

- Travelling expenses at the full Diocesan rate when taking services within the benefice. Where a Reader takes a service in another benefice that benefice should offer travelling expenses in full.
- Training costs - during Formation Training, for Continuing Ministerial Development and attendance at Diocesan and Archdeaconry training events e.g. travelling and course fees.

- Teaching and preaching resources.
- The cost of telephone calls, stationery and postage.

The Readers' Council pays for an annual subscription to the Transforming Ministry magazine (for all licensed and PTO Readers (except those who have asked not to receive it)).

It is good practice to give an allowance for the purchase of books, up-keep of robes and participation in Quiet Days and Retreats.

The Reader's Annual Subscription Fee to Central Readers' Council is paid by the Diocesan Board of Finance.

Parish / Benefice treasurers will need documentation, for their accounts, of any payment made and therefore Readers should keep receipts and appropriate records where required.

In Appendix G there are sample claim forms in respect of travelling expenses when taking a service outside of the benefice and for claiming working costs within the benefice.

6.5 Placements

Placements in different contexts are encouraged to help and support Readers in both their initial training and their continuing development.

The main fruit of a placement is that a Reader will be able to see a different situation and assess its strengths and weaknesses at first hand. Through doing this, and reflecting upon it, new experience of church life is gained, which enables the Reader to return to a home parish or benefice with a heightened awareness of what ministry is about and potentially with new ideas and skills.

The placement is an ideal opportunity for learning and growing in ministerial leadership. It is a privilege to be invited into another church as a guest. If it is undertaken sensitively, the results will be beneficial to both the Reader and the receiving church, and constructive to the growth of ministry and church life in the area.

6.6 Reader Peer Review

All Readers have the opportunity to meet with a Reader who has been trained to carry out peer reviews.

The peer review (which is in addition to and separate from the Annual Review and Return) provides the Reader with the opportunity to consider and describe succinctly their ministry to someone outside the local context.

During the peer review the existing ministry, relationships, resources, personal spirituality and developments for the future are considered and a statement may be agreed.

The discussions are confidential, but the Reviewer will have contacted the Incumbent of the Reviewee. The Incumbent and the Archdeaconry Warden receive copies of any agreed statement.

A review, about 18 months after licensing, is part of the training of Readers and reviews can be requested by any Reader on the Annual Reader Return Form or by contacting their Archdeaconry Warden.

6.7 Spiritual Support

The Diocese is committed to a policy that no one should be working alone in ministry. Readers normally find themselves working with at least their Incumbent and also possibly other Readers, Churchwardens, Lay Worship Assistants etc. with whom they meet regularly to discuss matters concerning worship, pastoral care and general parish or benefice matters.

It is equally important that a Reader meets up with others to care for their spiritual life, the renewal of their ministry and generally to be able to talk to other Readers about issues which may occur in their ministry.

In addition to regular discussions with their Incumbent Readers are encouraged to have, (and all those to be newly licensed must have), a Spiritual Director or Soul Friend with whom they meet regularly. During these meetings the Reader's existing ministry, relationships, resources, personal spirituality and developments for the future are all considered. These discussions are confidential but may be shared with others if the Reader so wishes.

It is hoped that a Reader will find their own Spiritual Director/Soul Friend. The Deanery or Archdeaconry Warden may be able to help and give the details of local co-ordinators for spiritual direction.

Most Deaneries hold occasional meetings for Readers, organised by the Deanery Warden or another Reader, to enjoy fellowship with each other. All Readers are encouraged to attend.

6.8 Worshipping together

Worship lies at the heart of Reader ministry. It is impossible to prescribe how Readers will develop a pattern of prayer with other leaders, Readers are strongly encouraged to review how the duty and joy of prayer and collective worship may be best expressed in their context

7. Readers and the PCC

Readers are not automatically on the PCC, unless the APCM decides that they (or some of them) should be. The Church Representation Rules listing PCC members say "The members of the PCC are.....if the annual meeting decides that one or more of the readers licensed to the parish or to an area including the parish whose names are on the roll of the parish should be members, the readers or readers in question.

8. Safeguarding

Readers are local leaders and have their part to play in ensuring that the local Christian community has a healthy culture reflecting the love of God and is therefore better able to carry out the church's mission in the world, prevent harm and abuse from happening to others and respond well to victims and survivors. It is important that all Readers promote healthy cultures through their teaching and through their behaviours.

It is a requirement under the Church of England Safer Recruitment Practice Guidance 2015 for everyone holding the Bishops Licence including Clergy and Readers to:

- Submit an application via the Diocesan Safeguarding Office to the Disclosure and Barring Service (DBS) for an enhanced DBS check.
- Produce the DBS certificate to the Safeguarding Office at the Diocese or to a member of clergy within 14 days of receipt, or before the expiry of their existing certificate, whichever is the earlier date.
- Renew their DBS Certificate within the 3 year period for which it is valid, and at the latest before their existing certificate expires (3 years from date of issue).

If you are concerned about any aspect of this process, such as the possibility that there may be information about a caution or conviction on your DBS check, please contact the safeguarding team via the contact details below.

The DBS Certificate is required as it provides evidence that the Reader does not have the type of conviction that would automatically bar them from their role. The Church has a responsibility to provide leaders who can be trusted by children and vulnerable adults in their congregations, and the DBS check allows us to carry out our legal duty to confirm that leaders have no relevant criminal convictions.

It is also a Bath and Wells Diocese requirement prior to licensing that all Readers in Training complete as a minimum the following online training courses. [Safeguarding Training Portal \(cofeportal.org\)](https://www.bathandwells.org.uk/parish-support/safeguarding/safeguarding-training/)

- Basic Awareness
- Foundations
- Raising Awareness of Domestic Abuse

Additionally, the following in person course

- Safeguarding Leadership Parts 1 and 2 (Bookings can be made via the Diocesan website)

<https://www.bathandwells.org.uk/parish-support/safeguarding/safeguarding-training/>

Failure to follow these requirements could result in licensing as a Reader being delayed, or existing licences being suspended.

The Diocesan safeguarding team provide professional advice and training to parishes to ensure they can meet the responsibility to protect children and vulnerable adults, as well as support those who may have suffered abuse or exploitation in a church setting. They

also manage individuals who may pose a risk in a church setting through safeguarding agreements and investigate allegations of safeguarding concerns. The team also has oversight of safer recruitment within the Diocese.

The contact details for the safeguarding team are set out in the Key Contacts section of this booklet.

9. Working outside the benefice

9.1 Occasional services in another benefice

The Incumbent from another parish/benefice may directly approach a Reader to take a service in their benefice. The Reader must confirm this with their Incumbent if they wish to accept the invitation.

If a Reader is asked to conduct a service outside of the Diocese they need to be assured that they have permission to do so under the Diocesan Regulations of the Diocese in which they will take the service.

Incumbents wishing to invite a Reader from another Diocese to conduct a service or preach in their parish/benefice should be in touch with the Diocesan Warden of Readers so that the Warden can ascertain from the 'home' diocese that all is in order and that their licence and safeguarding is up to date.

9.2 Secondment and regular commitments outside the benefice

In certain circumstances it may be appropriate for a Reader to be seconded to another parish/benefice for a limited period. There are also circumstances where a Reader is regularly asked to conduct services in another parish/benefice. In both cases the Archdeaconry Warden should be advised.

10. Diocesan, Archdeaconry and Deanery Wardens

On behalf of the Bishop, the Diocesan Warden of Readers has oversight of all matters relating to Readers in the Diocese including policy, practice, planning and pastoral care. The Diocesan Warden is assisted by Archdeaconry Wardens and Assistant Archdeaconry Wardens and they together with the Vocations Team Leader, Diocesan Reader Administrator and a secretary make up the Readers' Council.

Each deanery has a Deanery Warden as a first point of contact for Readers in the deanery on day-to-day issues. They meet regularly with their Archdeaconry Wardens and annually as a group with the Diocesan Warden of Readers and all Archdeaconry Wardens. The functions of the different wardens are described in Appendix H and from these descriptions it should be possible to see who the appropriate person is to approach with any question regarding Reader Ministry.

11. Annual Readers Day

The annual Readers' Day is an important day for ministerial development and celebration of Reader ministry in the diocese. In the morning, Readers gather for our annual Reader training event with a guest speaker, and in the afternoon attend the Readers' Service in the Cathedral. At the start of the service, all Readers reaffirm their commitment to serve God through their ministry as Readers. The Diocese then welcomes newly trained Readers and those transferring from other Dioceses.

The day provides a chance to meet with other Readers, share experiences and learn from each other and is a reaffirmation of Reader ministry offering support for each other and the newly licensed Readers.

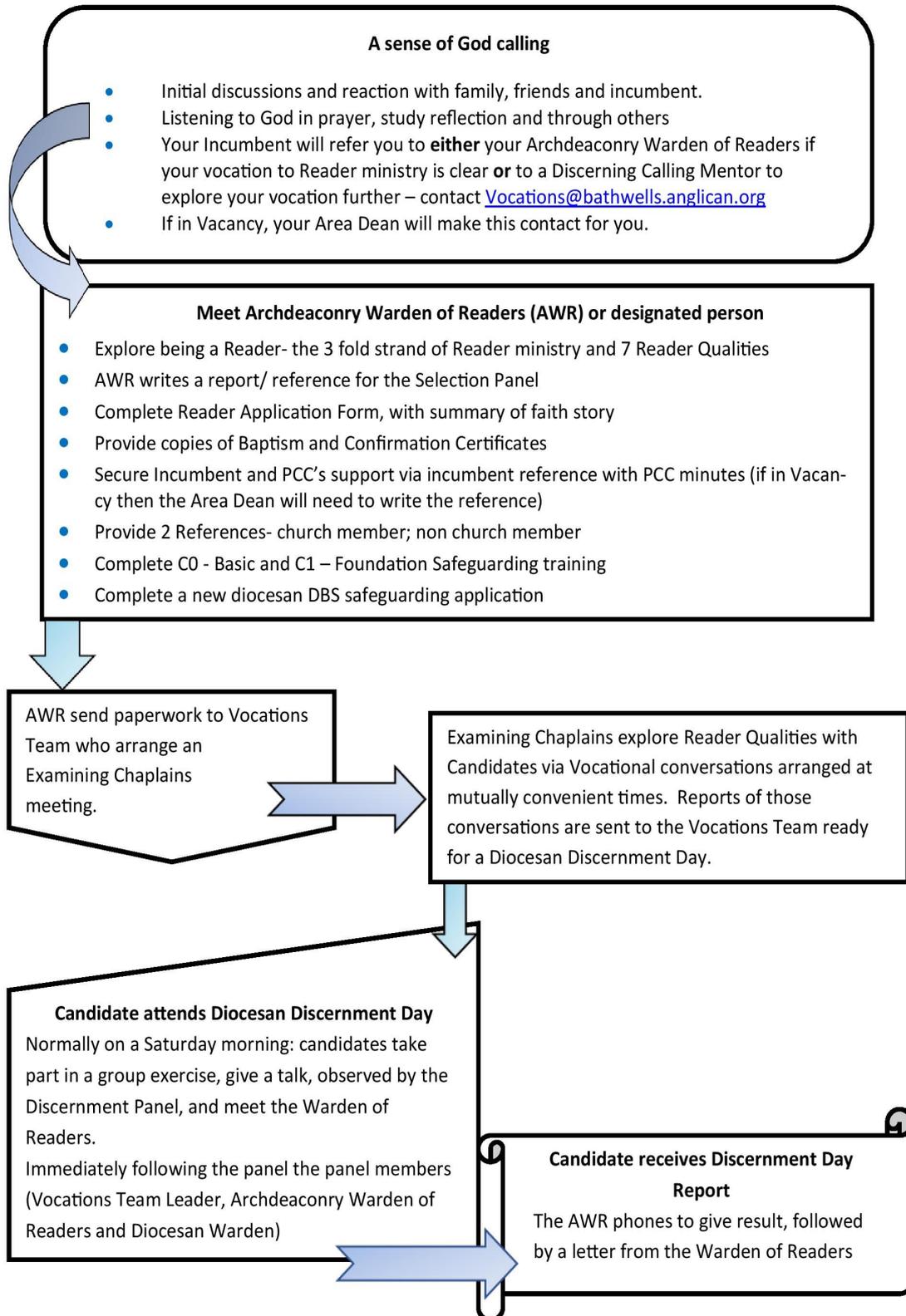
12. Central Readers' Council

The Church of England Readers website features latest news, events, resources and information:

<https://transformingministry.co.uk/>

APPENDIX A

The Reader Discernment Journey in Bath and Wells



APPENDIX B

Process for Renewal of Licence or PTO

Licences and PTOs are required to be renewed every five years

Diocesan Reader Administrator (DioRA) sends Reader a renewal reminder (by email, with copy to Incumbent).



Reader sends the following documents to the Diocesan Warden (DioW):

- Incumbent's support for renewal - letter or email
- Support of PCC(s) - copy of relevant resolution(s) from PCC minutes
- Safeguarding Leadership Course Certificate (formerly C2 or C3) – not more than 3 years old – or confirmation that Reader is booked to attend Leadership training
- Raising Awareness of Domestic Abuse Course Certificate – not more than 3 years old (this course can be undertaken on the Church of England's Safeguarding Portal (<https://safeguardingtraining.cofeportal.org/>))
- Copy Reader Ministry Development Review Summary
- Reader Ministry Specification Agreement
- Most recent licence or PTO



DioW checks documents. When all is in order, DioW renews licence or PTO and returns to Reader.



DioRA:

- sends request for Diocesan database to be updated
- notifies relevant Archdeaconry Warden (AW) and Deanery Warden (DW) that renewal completed

APPENDIX C

When will a new licence be required?

A new licence is required for the following reasons:

- When the make-up of the benefice has changed – a new licence is required immediately the changes take effect
- When a licence has been lost
- When a Reader has an older form of licence that licenses them to a named incumbent rather than the benefice

A fee is payable to the Diocesan Registrar for the raising of a new licence. In case A) and C) this is paid by the parish/benefice, in case B) by the Reader.

Process for raising a new licence

Situation A	Situation B	Situation C
Reader sends the following documents to the DioW: <ul style="list-style-type: none">• Support of PCC(s) not previously served by Reader - copy of relevant resolution(s) from PCC minutes	Reader sends the following documents to the DioW: <ul style="list-style-type: none">• Incumbent's support - letter or email• Support of PCC(s) - copy of relevant resolution(s) from PCC minutes	Reader sends the following documents to the DioW: <ul style="list-style-type: none">• Incumbent's support - letter or email• Support of PCC(s) - copy of relevant resolution(s) from PCC minutes



DioW checks documents and that safeguarding is up to date. When all is in order, DioW requests new licence from Diocesan Registry.



Diocesan Registry prepares new licence for Bishop to sign. Once signed, sends licence to Incumbent. Incumbent takes Reader's oaths.



DioRA:

- sends request for Diocesan database to be updated
- notifies relevant AW and DW that renewal completed

APPENDIX D

Process for the licensing of Readers transferring from another diocese or another benefice within the diocese

Normally a Reader transferring from another diocese or benefice will quickly make themselves known to their new Incumbent.

During the first six months of the Reader being in the benefice:

- Incumbent should invite him or her to preach and lead worship on three occasions under supervision
- relevant DW should be notified so that they can contact the potential new Reader



After six months of the Reader being in the benefice:

- Incumbent formally notifies the DioW of the potential new Reader and requests that the licensing process begins
- DioW requests a 'safe to receive' reference from the sending diocese
- On receipt of 'safe to receive' reference, DioW requests the DBS process be started by the safeguarding team



For Readers transferring into the Diocese only:

- AW sends Reader Personal Details Form and Ethnic Monitoring Form.
- Reader returns completed forms to the AW, with their Certificate of Admission as a Reader and their current or previous licence. AW makes a copy of these for Reader to send to DioW with other paperwork. The AW may request a meeting with the potential new Reader (and notifies the DioW of the outcome of any meeting)



Reader sends the following documents to the DioW:

- Incumbent's support - letter or email
- Support of PCC(s) - copy of relevant resolution(s) from PCC minutes
- Safeguarding Leadership Course Certificate (formerly C2 or C3) – not more than 3 years old – or confirmation that Reader is booked to attend Leadership training
- Raising Awareness of Domestic Abuse Course Certificate – not more than 3 years old (this course can be undertaken on the Church of England's Safeguarding Portal (<https://safeguardingtraining.cofeportal.org/>))
- Copy Reader Ministry Development Review Summary
- Reader Ministry Specification



DioRA:

- sends request for Diocesan database to be updated
- notifies relevant AW and DW that renewal completed



For Readers transferring from another Diocese only:

- DioW issues invitation to Reader to attend Annual Reader Service, to be formally welcomed by the Bishop.

APPENDIX E

Welcome and Prayers for a Reader transferring to a new Benefice

Below are some words of welcome and prayers that may be used when a Reader transfers to a new benefice. The wording may be adapted for local circumstances.

(The Reader comes forward. Depending on context, it may be appropriate for them to be

Minister: The Office of Reader contributes to the life of the church and community as Teachers of the Faith, as Enablers of Mission and as Leaders in both Church and Society.

Readers are called to lead worship and preach the Word of God inside and outside of the church building. They are engaged in teaching God's people and nurturing discipleship. They share in the work of pastoral care, visiting and taking Holy Communion to the housebound, to care homes and to those in hospital. They may work in schools and colleges and be chaplains to a wide variety of community settings. Readers may assist with the preparation for baptism, confirmation and marriage; they tend to those who have been bereaved and are actively involved in funeral ministry.

Readers are called out of their congregations and are recognized and supported by their PCCs and minister under the direction of the Incumbent.

It is our joy today to welcome [*name of Reader transferring*] to be licensed as a Reader in this benefice.

led by Churchwardens. It may be appropriate at this stage for the congregation to stand.)

Wardens: We present to all who are gathered here [*Reader*], who has indicated [*his*]/ [*her*] willingness to serve as a Reader in our Benefice and has been approved by our PCC[s].

Minister: Thank you. (*Other appropriate words of welcome may be used*)

You have been nationally accredited and have been licensed by the Diocese of Bath and Wells, to exercise the ministry of your Office in the Benefice of [*Benefice name*] under the direction of the Incumbent.

People of our churches, will you uphold and support [*Reader*] as a Reader in this Benefice?

All: We will.

The Licensing

Minister: [Reader], do you believe that God has called you to serve in [Benefice name] as a Reader?

[Reader]: I do.

Minister: [Reader], are you willing to serve as a Reader in [Benefice name]?

[Reader]: I am, with the help of God.

Minister: Will you, as far as you are able, make Christ central in your life, letting his peace rule in your heart and his Word dwell in you richly?

[Reader]: With the help of God, I will.

Minister: Will you proclaim by word and deed the Gospel of Jesus Christ and be faithful in prayer and in the study of the Holy Scriptures?

[Reader]: With the help of God, I will.

Minister: Will you prayerfully seek to lead your congregations in worship that glorifies God and creates space for God to encounter his people?

[Reader]: With the help of God, I will.

Minister: You do not fulfil this ministry on your own. Will you endeavour to work faithfully as a member of the [Benefice name] Ministry Team, under the guidance of your Incumbent?

[Reader]: With the help of God, I will.

Minister: [Reader], we warmly welcome you into this role and pray for you as you serve God as a Reader in the [Benefice name]. I will now read your Licence:

(The Licence is read out. This may be by the Archdeaconry Warden if present, or the incumbent. The licence is then presented to the Reader.)

Laying on of hands

The Laying on of hands may follow. If appropriate, the Ministry Team may go forward.

Minister: Let us pray for [Reader] together in these words:

All: Heavenly Father, by your grace, may [Reader] serve you faithfully in [his]/[her] role as a Reader. Give [him]/[her] your wisdom, strength and inspiration to lead your people in prayer, preaching and worship, so that in all [he]/[she] does, [he]/[she] will be an instrument of your love; through Jesus Christ our Lord. Amen.

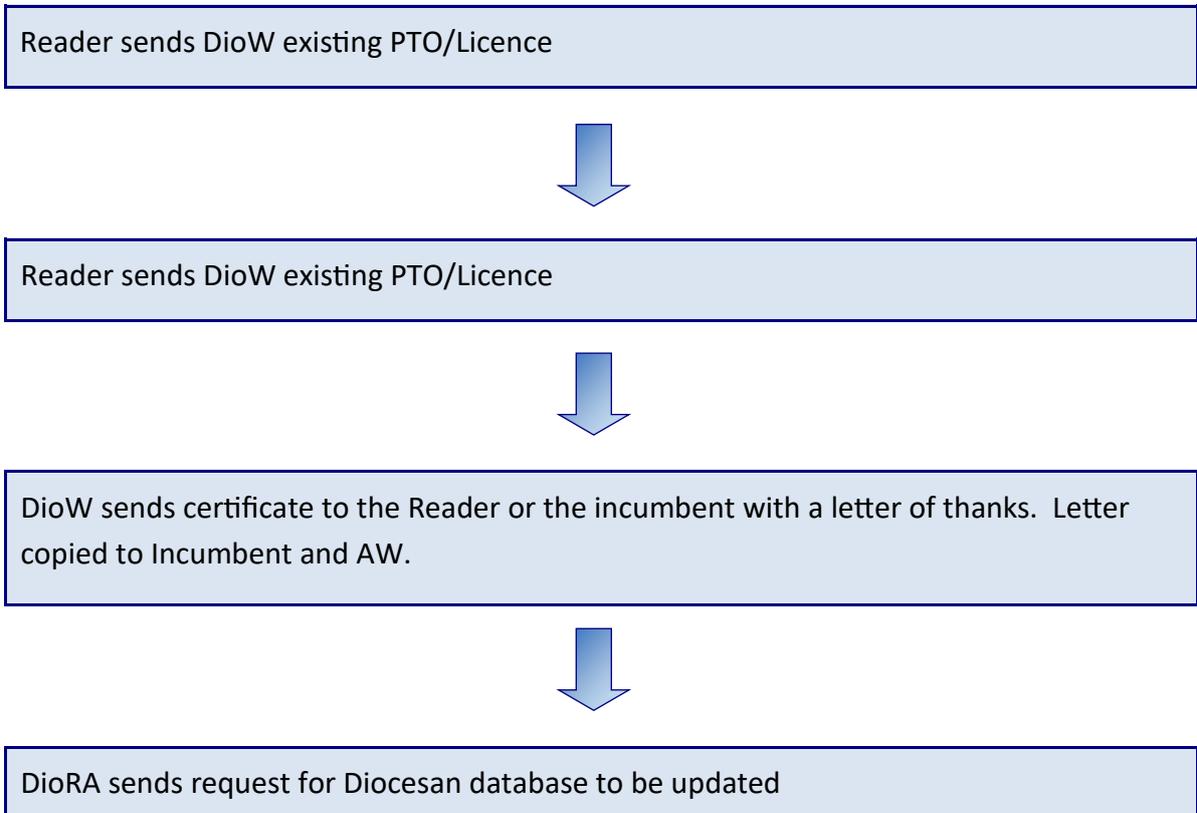
Minister: [Reader], may God bless you and give you his grace that you may be faithful your calling, in the name of the Father and of the Son and of the Holy Spirit.

All: **Amen.**

The congregation greets the newly licensed Reader.

APPENDIX F

Process for becoming a Reader Emeritus



Reader Expenses

Claim for expenses

Name:			
Address:			
Account Number:			Sort Code:
Branch/ Bank Name and Address:			

Travel			
Date	From/To/ Purpose of Travel	Mileage	Amount @ 45p / mile
			£
			£
Other Expenses			
<i>Please list and provide receipts</i>			£
Total			£
Date:		Signed:	

In order to comply with Inland Revenue guidelines all items claimed must be supported by receipts or other vouchers.

Please send to: Church Treasurer

For Treasurer use only
Approved for payment Code:

Reader Expenses

Claim for expenses

Name:			
Address:			
Account Number:			Sort Code:
Branch/ Bank Name and Address:			

Travel			
Date	From/To/ Purpose of Travel	Mileage	Amount @ 45p / mile
			£
			£
Other Expenses			
<i>Please list and provide receipts</i>			£
Total			£
Date:		Signed:	

In order to comply with Inland Revenue guidelines all items claimed must be supported by receipts or other vouchers.

Please send to: The Warden of Readers

For Treasurer use only
Approved for payment Code:

APPENDIX H

1. Ministry Specification of the Diocesan Warden of Readers

The Diocesan Warden [DioW] has a presiding role, overseeing the work and welfare of Readers within the Diocese. As a member of Bishop's Staff the DioW is the major link between the Bishops and the Readers and exercises the role of oversight on behalf the Diocesan Bishop. The emphasis is on pastoral care and good practice. Many of the DioW's tasks are in practice delegated, but include the following.

Leadership

- Promotes the work and profile of Readership throughout the Diocese.
- Represents the Diocese at national and regional meetings
- Meets regularly with the Archdeaconry Wardens [AWs], Assistant Archdeaconry Wardens [AAWs] and those responsible for Reader training and formation. The DioW is the line-manager in their Reader work.
- Line-manages the Co-ordinator of the Reader Peer review scheme.
- Encourages good practice in the ministry of Readers.
- Chair of the Readers' Council

Selection and Training

- Meets with Readers in training at the start of training and when possible during their training.
- Gives final approval for Reader Candidates to be presented to the Bishop for admission and approves their Ministry Specifications [worked out between the Readers and Incumbent].
- Meets periodically with the Course Leader for Reader Training to ensure training is in compliance with the requirements of the Central Readers Council and Archbishops' Council for Ministry
- Becomes involved when a candidate for selection for Reader training has not been recommended and wishes to make a formal appeal.

Readers

- Becomes directly involved with Readers and Clergy if called upon to do so by the AWs, who otherwise deal with administration, difficulties or conflicts. The DioW always receives copies of correspondence on the latter.
- Oversight of the Annual Readers' Service, when new Readers are admitted and Readers new to the Diocese are welcomed. A working group (chaired by an AW) designs and organises the service and helps out on the day. The DioW selects the preacher for this service and the conductor of the pre-licensing retreat.
- Visits Reader Fellowships when invited.

Licences

- The DioW has authority, delegated from the Bishop, to renew licences.

2. Ministry Specification of the Archdeaconry Wardens and Assistant Archdeaconry Wardens

Archdeaconry Wardens [AWs] and Assistant Archdeaconry Wardens [AAWs] are appointed by the Bishop on the recommendation of the Diocesan Warden of Readers [DioW]. They are accountable to the DioW and normally continue in office for five years, renewable for a further term of three years. AW and AAW expenses are met in full by the Readers' Council.

The role of the AW and AAW is to nurture vocation and good practice within Reader ministry in the Archdeaconry.

It can be considered under various headings:

Candidates

- responding to requests by potential Readers.
- recommending to the Selection Secretary candidates to attend selection panels and ensuring selection process (Appendix A) is followed.
- following up selection conference decisions.
- keeping a list of all those who have been recommended for training.
- occasionally attending training events, to liaise with candidates in the Archdeaconry.

Promoting Reader ministry

- talking to Clergy Chapters, Deanery Synods, PCCs and congregations to try to foster new vocations to Readership, promote Readership and encourage good practice.
- encouraging fellowship within the Archdeaconry amongst Readers, by attending Reader Fellowships from time to time, by initiating new groups as appropriate, occasionally writing articles for Connect and the Update for Readers.
- monitoring relationships between Readers and Incumbents, listening to any problems that occur either for the Incumbent or the Reader, suggesting referral to the Review and Support process, or other sources of help.

Licences

- to maintain an oversight of all Readers within the Archdeaconry.
- to assist in ensuring the five yearly renewals of Licences and Permissions to Officiate.
- to ensure the issue of new licences when necessary.
- to support Readers transferring into the Diocese.

Pastoral Care

- to monitor and respond to the Annual Reader Review and Return.
- to stand as advocates and reconcilers between Readers and Incumbents in times of challenges.

Annual Service

- The AWs take it in turns to chair the working party which organises the Annual Reader Service and help out on the day.

General

- The role of the AW and AAW is very important in the nurture and growth of Reader ministry within the Diocese. They meet regularly with the DioW and Vocations Team Leader as part of the Diocesan Reader leadership team, enabling best practice to be shared and problems to be resolved. AWs and AAWs also meet together as a group whenever they wish.

3 Ministry Specification for a Deanery Warden

The Deanery Warden [DW] is elected by the licensed Readers and those holding a PTO within the Deanery according to rules and regulations agreed by the Readers' Council.

The DW is accountable to the Readers who have elected him or her, and also to their Archdeaconry Warden [AW] and the Diocesan Warden of Readers. Support for DWs in fulfilling their role will include the availability of the AW and Diocesan staff for consultation.

The role of the DW has four parts:

Communication to and from the Readers' Council

The DW is the primary channel of communication between Readers in the Deanery and the Readers' Council. This role includes:

- being aware of developments in Reader ministry in order to share information around the Deanery.
- being familiar with the processes of selection and recruitment in order to encourage Reader vocation.
- ensuring that Readers in their Deanery who are not on email receive hard copies of communications.

Ministry link

A DW may help the Area Dean to provide cover during a vacancy and at other times in order to provide support for incumbents and parishes.

DWs and Area Deans should consult together, exchange news and make recommendations on the provision and placement of Readers within the Deanery and on presentation of Reader matters to the Deanery. In some Deaneries, the DW is an ex-officio member of Deanery Standing Committee and the Deanery Mission and Pastoral Group, and this practice is to be commended.

Pastoral care

The Incumbent has responsibility for the pastoral care of Readers licensed in his or her parish/ benefice but, following the best models for collaborative ministry, the DW has a share in the pastoral care of Readers in his or her Deanery and encourages them to care for each other and prays for them.

The DW welcomes newly licensed Readers and those who have moved into the Deanery.

The DW is often approached in situations where a Reader experiences difficulties in their parish or benefice. The DW informs the AW if appropriate.

The DW may assist with placements for Readers in training.

Where appropriate and with the agreement of the parties concerned, the AW may give the DW feedback from the annual Reader Return of Readers in the Deanery.

The DW sometimes working with a neighbouring DW may host fellowship meetings for local Readers.

Support for DWs in fulfilling their role will include the availability of the AW and Diocesan staff for consultation.

Key Contacts

Who to contact

The Venerable Simon Hill	Archdeacon of Taunton and Diocesan Warden of Readers	01823 413315 adtaunton@bathwells.anglican.org
Mary Dolman	Bath Archdeaconry Warden of Readers	01761 472635 mary.dolman74@gmail.com
Simon Stevens	Bath Archdeaconry Asst Warden of Readers	01275 848487 simonstevens92@gmail.com
Rev'd Preb Robin Lodge	Taunton Archdeaconry Warden of Readers	01823 332531 robin.lodge1@btinternet.com
Charles Sparey	Taunton Archdeaconry Asst Warden of Readers	01460 57329 charles.sparey@elanor.clara.net
Chris Stock	Wells Archdeaconry Warden of Readers	07768 790145 01935 882713 chris_stock@outlook.com
Sue Kellagher	Wells Archdeaconry Asst Warden of Readers	01963 351992 susan@kellagher.com
David Gover	Peer Review Coordinator	01984 656252 david.gover@doctors.org.uk
Alison Cruickshank	Diocesan Reader Administrator Taunton Archdeaconry Assistant	01749 588906 alison.cruickshank@bathwells.anglican.org
Rev'd Preb Sue Rose	Vocations Team Leader	01749 685273 sue.rose@bathwells.anglican.org
Sophie Moore	Training and Ministry Administrator	01749 685116 sophie.moore@bathwells.anglican.org
Ruth Cook	Secretary – Readers' Council	01823 973787 ruth-cook@sky.com

Ben Goodhind	Diocesan Safeguarding Manager	01749 588917 07834 514842 (out of hours) ben.goodhind@bathwells.anglican.org
Leonie Jones	Safeguarding Coordinator	01749 588907 For general enquiries: leonie.jones2@bathwells.anglican.org For DBS applications and enquiries: dbs.safeguarding@bathwells.anglican.org For training enquiries: training.safeguarding@bathwells.anglican.org
Andrew Duncan	Safeguarding Casework and Referrals	01749 588905 07736 903855 (alternative out of hours when Ben is on leave only) andrew.duncan@bathwells.anglican.org

