



THE DIOCESE OF LONDON

Reader Ministry



Admission & Licensing

1. The Administrative Officer of the Central Readers' Council (CRC) sends out a Readers in Training Registration form in July or August each year.
2. At the beginning of December, the Diocesan Warden and Secretary compile a list of all those who have been accepted as Readers in Training since the last Registration Form was sent, and send the details plus £41.13 per Reader in Training (2005/6) to the Administrator of the CRC (Janice Milbank) at Church House.
3. When the training is completed and the Bishop has agreed to Admit and License the Reader in Training, a list of such persons is compiled by the Diocesan Warden and Secretary and sent to the Administrator of the CRC at Church House.
4. CRC check that the persons have been registered as Readers in Training and that the appropriate fee has been paid. They then send certificates to the Diocesan Secretary who distributes them to the Area Wardens.
5. The Area Wardens complete the appropriate Licenses and post or email them to the Diocesan Registry at the Old Deanery to receive the Bishop's seal.
6. The Registry returns the Licenses, duly sealed, to the respective Area Wardens.
7. The Area Wardens arrange the Admissions and Licensing, according to Diocesan Regulations, in conjunction with their Area Bishop, and provide a New Testament or Bible to present to the new Reader. (The Diocese will contribute up to £10 per Reader for this purpose.)
8. The Area Wardens send details of such admissions and licensings to the Diocesan Secretary.
9. The Diocesan Secretary sends details, including who licensed the Readers, to the CRC Administrator, The Reader, Church Times, The Church of England Newspaper, and The Diocesan Communications Officer.