



THE DIOCESE OF LONDON

Reader Ministry



Quinquennial Relicensing

1. As the name suggests, this process occurs every five years and the next Quinquennial is due in 2008.
2. In June or July a letter is written to each Reader by the Area Bishop, with an application form for the renewal of their licence to be completed by the Reader and the Incumbent or the Priest in Charge. There may also be a Quinquennial Ministry Review Form. The Incumbent when signing the form on their own behalf also endorses (or not) the PCC's agreement to the relicensing of the Reader.
3. The application form for relicensing is returned to the Area Warden of Readers.
4. The Area Warden of Readers completes the form with regard to whether he or she *recommends/does not recommend* the relicensing of the Reader to the Area Bishop, and also completes the CRB box on the application form.
Note: In the Willesden Episcopal Area, Readers undergo the Ministerial Review Interview process every 2 years. The output from this is taken into account in this process.
5. The recommendation may involve an individual review of the Reader's situation between the Area Bishop and the Area Warden.
6. Following receipt of the Area Warden's recommendation to the Area Bishop, the Area Bishop *requests/does not request* the Reader's licence to be renewed on the same application form.
7. The completed form is copied and passed to the Diocesan Secretary for Readers at Causton Street, the original remaining on file with the Area Warden of Readers.
8. The Area Warden of Readers requests the Area Office to prepare the appropriate licence for presentation at St Paul's Cathedral.
9. If the decision is not to relicense a Reader, the licence is returned to the Area Warden and the Parishes and People database is updated accordingly.