



THE DIOCESE OF LONDON

Reader Ministry



Readers of Seventy & over

1. Permission to Officiate for Readers over the age of 70 is granted by the Diocese for up to a 5 year period, in line with the London Diocesan Quinquennial licences for Readers.
2. (a) In September or October of the year in which the Reader has reached the age of 70 (i.e. before the Advent Sunday after their 70th birthday), a letter is written to each Incumbent or Priest in Charge by the Area Warden of Readers with an application form with the options available. A similar letter is also written to the Reader.
(b) In September of the final year of the 5 year period, a letter is written to the Incumbent or Priest in Charge with an application form with the options available. A similar letter is also written to the Reader.
(c) The Reader returns their Licence to the Area Warden of Readers.
3. The Reader undergoes a review of their ministry with their Incumbent/Priest in Charge (in the Willesden Area along with the bi-annual Ministerial Review Interview process).
4. The options are:
 - (a) Permission to Officiate for the next 5 year period
 - (b) Retirement
 - (c) Request for award of Reader Emeritus
5. The Incumbent or Priest in Charge discusses the options with the Reader and then completes the form. If the Reader is going to have, or continue to have, Permission to Officiate, the Incumbent or Priest in Charge confirms that the PCC agree to this and the Reader signs their agreement.
6. The application form is returned to the Area Warden of Readers who completes the CRB box on the form.
7. If it is requested that the Reader be awarded Reader Emeritus, the Area Warden of Readers signs to recommend this to the Area Bishop.
8. The completed form, after discussion with the Area Bishop as necessary, is copied and passed to the Diocesan Warden of Readers at Causton Street, one copy remaining on file with the Area Warden of Readers.
9. The Area Warden of Readers arranges for the appropriate certificate to be completed and given to the Reader.
10. The Area Warden of Readers requests the Area Office to update the Parishes and People Database, changing the Reader's Attribute from "READ Reader" to "RPTO Reader PTO" or "REMM Reader Emeritus". If the Reader retires, their record is deleted or amended as necessary.