

Diocesan Procedure regarding Clergy with Permission to Officiate (PTO)

This document should be read in conjunction with the House of Bishop's Policy on Granting Permission to Officiate which was approved by the House of Bishops Delegation Committee in July 2018. It sets out the specific procedures used in the Diocese of St Albans.

1. All PTO clergy are required to have a designated person to whom they are responsible. This will normally be the incumbent unless there are reasons why that is not appropriate – for example, the parish is in vacancy – in which case the designated person will be the Rural/Area Dean.
2. On an annual basis, the PTO clergyperson will be required to:
 - a. To submit a report on the ministry which they have undertaken in the previous year (see the enclosed Review Form); and
 - b. To agree with the designated person the expectations for their ministry in the coming year (see the enclosed Expectations Form).
3. The process for this will be as follows:
 - a. In **July** each year, the Ministry Development Team Administrator will send to each Rural/Area Dean a list of PTO clergy in his/her deanery, together with copies of Review and Expectations Form.
 - b. The Rural/Area Dean will in turn contact the PTO clergy in his/her deanery requesting them to complete the Review Form and to agree the Expectations Form with their designated person.
 - c. The Rural/Area Dean will collect the completed forms and return them to both the Ministry Development Team Administrator and Abbey Gate House by the end of **November**.
 - d. Any Rural/Area Deans who have not returned the relevant forms for their deanery will be followed up by the Ministry Development Team Administrator.

The Revd Canon Dr Tim Bull
Director of Ministry
19th June 2019