A picture containing text

Description automatically generatedApplication to transfer

a Funeral Lay Ministry licence or PtO

Lay Funeral Ministers who move from one parish to another within the diocese can apply to transfer their licence or PtO to the new parish after a period of six months.

Licensed Lay Funeral Ministers

Lay Funeral Ministry licences in the Diocese of Lichfield are issued for 5 years, until the age of 70, or until the next diocesan renewal date. Licences are renewed on 01 May in the 1st and 6th years of each decade. Licences issued in interim years will be for the remainder of the current 5 year period.

Lay Funeral Ministers with PtO

Lay Funeral Ministers over 70 years of age offer ministry with a Permission to Officiate (PtO) rather than a licence.

The length of PtO granted depends on the age of the Lay Funeral Minister:

* Age 70 - 3 year PtO
* Age 71 to 75 - 2 year PtO
* Age 76 and over - 1 year PtO.

Please return the completed transfer application form and current licence or PtO to:

Cath Hughes, Vocations and Training Co-ordinator,

St Mary’s House, The Close, Lichfield, WS13 7LD. (email: [cathy.hughes@lichfield.anglican.org](mailto:cathy.hughes@lichfield.anglican.org))

*The information on this form will be held and used in accordance with the diocesan Privacy Policy which can be viewed at* [*https://www.lichfield.anglican.org/website-privacy-notice/*](https://www.lichfield.anglican.org/website-privacy-notice/)*.*

**Part 1 – Personal Details**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname:** |  | | | | | | | | | |
| **First name(s):** |  | | | | | | | | | |
| **Preferred name:** |  | | | | | | | | | |
| **Title:** |  | | | | | | | | | |
| **Address:** |  | | | | | | | | | |
| **Home phone:** |  | | | | | | | | | |
| **Mobile:** |  | | | | | | | | | |
| **Email:** |  | | | | | | | | | |
| **Date of birth:** |  |  | **/** |  |  | **/** |  |  |  |  |
| **Name and title of partner or spouse:** |  | | | | | | | | | |
| **Ethnic group:** | *This information is held confidentially and only used for statistical purposes.* | | | | | | | | | |
| **White** ❑ British ❑ Any other White background  **.**  **Dual Heritage** ❑ White and Black Caribbean ❑ White and Black African  ❑ White and Asian ❑ Any other Dual Heritage background  **Asian or** ❑ Indian ❑ Pakistani  **Asian British** ❑ Bangladeshi ❑ Chinese  ❑ Any other Asian background  **Black or** ❑ Caribbean ❑ African  **Black British** ❑ Any other Black background  **Other ethnic group** ❑ Arab ❑ Any other Ethnic Group  **Prefer not to say** ❑ | | | | | | | | | | |

**Part 2 – Licence/PtO Details**

|  |  |
| --- | --- |
| **Parish(es) / Benefice(s) to which you are applying to transfer your**  **licence or PtO:** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of transfer application:** |  |  | **/** |  |  | **/** |  |  |  |  |

|  |  |
| --- | --- |
| **Parish(es) / Benefice(s) to which you were previously licensed or held a PtO:** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of first licence:** |  |  | **/** |  |  | **/** |  |  |  |  |
| **Date of current or most recent licence or PtO:** |  |  | **/** |  |  | **/** |  |  |  |  |
| **Please include the original copy of your current licence and/or PtO.** | | | | | | | | | | |

|  |  |
| --- | --- |
| **Lay Ministry Review** | **Please include a signed copy of your role descriptor.** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Review with your new incumbent:** |  |  | **/** |  |  | **/** |  |  |  |  |

|  |  |
| --- | --- |
| **Continuing Ministerial Development**  ***For licensed Lay Funeral Ministers only.*** | *The equivalent of 1 day per year.*  **Please give details of CMD undertaken in the last 5 years:** |
|  | |

**Part 3 – Safeguarding and Disclosure and Barring Service**

**Safeguarding Training**

**Church of England Leadership or PTO Pathway Safeguarding Training**

*Safeguarding Training is valid for 3 years*.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Training:** |  |  | **/** |  |  | **/** |  |  |  |  |

**Disclosure and Barring Service (DBS) Clearance**

**Enhanced Certificate for Vulnerable Adult and Child Workforce, including Adult and Child barred list checks.**

*DBS certificates are valid for 3 years.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Disclosure:** | |  | | |  | | **/** | |  | |  | | **/** | |  | |  | |  | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Disclosure number:** |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |

**Part 4 – Confirmation of Support**

*For Funeral Lay Ministers who are applying to transfer their licence or PtO to more than one parish, we require a copy of this section to be completed for* ***each******PCC/DCC*** *or equivalent.*

|  |  |
| --- | --- |
| **Name of**  **Funeral Lay Minister:** |  |

is applying to transfer their licence / PtO to

|  |  |
| --- | --- |
| **Parish(es) / Benefice(s):** |  |

We confirm that:

* we support the transfer of this licence/PtO;
* we have agreed a role descriptor.

**TO BE COMPLETED BY APPLICANT:**

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |

**TO BE COMPLETED BY INCUMBENT (OR EQUIVALENT):**

|  |  |
| --- | --- |
| **Print Name:** |  |
| **Parish:** |  |
| **Signed:** |  |
| **Date:** |  |

**TO BE COMPLETED BY PCC/DCC SECRETARY:**

|  |  |
| --- | --- |
| **Print Name:** |  |
| **Parish:** |  |
| **Signed:** |  |
| **Date:** |  |