

**Request for Renewal of License**

**for Readers/Licensed lay Ministers**

**To be completed by the Reader/Licensed Lay Minister (LLM)**

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| I, *(insert full name in capitals)*  Reader/Licensed Lay Minister in the Parish(es)/Benefice/Cluster of  *(insert full names of parishes/benefice/cluster)*  wish to continue my ministry as a Reader/Licensed Lay Minister.  Signed: Dated: |

**To be completed by the Incumbent/Priest in Charge**

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| I, *(insert name in capitals)*  the incumbent of the Benefice/Parish(es)/Cluster of  *(insert full name of parishes/benefice/cluster)*  support (*insert name of Reader/LLM*) in their continued ministry in this parish/benefice/cluster.  I confirm that I have discussed this application with the above named Reader/LLM and we have drawn up a mutually accepted Working Agreement which we have both signed.  I wish (insert name) to officiate in this parish/benefice/cluster and request that their license be renewed for a period of three years.  Signed: Dated: |

**To be completed by the PCC Secretary** *(in the case of multi-parish benefices or clusters,*

*only the Secretary of the PCC in which the Reader is on the Electoral Role need to sign).*

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| The PCCs of *(insert name of parish(es)/benefice/cluster)*  met on *(insert meeting date(s))* and passed a motion to support the application by  *(insert name of LLM)* for the renewal of their Licence for a period of three years.  Signed: Date: |

**SAFEGUARDING TRAINING & DBS CHECK**

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| Date of Enhanced DBS Check |  |
| Date of Safeguarding Leadership Training |  |
| Date of Domestic Abuse Awareness Training |  |

**DATA PROTECTION**With reference to the Data Protection Act 2018 we will hold your personal data provided in this form

in a secure personal file. We require your **consent** for the following:

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| **Details in Section 1 to be used for the following:** | **Delete as appropriate** | |
| to be included in the on-line Diocesan Directory (which is available on the Diocesan website)\* | Yes | No |
| If you do not already do so, would you like to be sent (by email) our weekly news update and monthly diocesan newsletter | Yes | No |
| \* If you have consented above to your details being included in the on-line Diocesan Directory, please choose which phone number, if any, you would like included | Mobile | Home phone |

The data you have provided will be used to:

1. Consider your request to be a licensed as a Reader in our diocese
2. Maintain records
3. Communicate on matters directly relevant to your role via email or post

You can find out more about how we use data from our ‘Privacy Notice’ which is available from our website or from Church House. It is your right to view, amend or withdraw your personal data at any time and to do so please contact lesley.fusher@truro.anglican.org. Please be aware, if you do remove your consent for us using your data as described above this will impact on your status as Reader or Reader in Training in this diocese, as we are required to hold this data by law.

**Please return the completed form**, ***together with a signed copy of the Working Agreement indicating the area in which you will minister and the duties you will be permitted to perform to:***

*The Administrator to Readers, Mel Pomery melanie.pomery@truro.anglican.org or to Melanie Pomery, Church House, Woodlands Court, Truro Business Park, Threemilestone, TR4 9NH*