

LICENSED LAY MINISTRY & MINISTRY CERTIFICATES



DIOCESE OF WAIKATO & TARANAKI

Grounded in prayer | Equipped for Discipleship | Connected to Community

April 2018



Welcome and Introduction

¹¹The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, ¹²to equip the saints for the work of ministry, for building up the body of Christ, ¹³until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.¹

God calls all of us to ministry. Every one of us has a vocation (or 'divine calling') and therefore a contribution to make to ushering in the Kingdom of Heaven. One of the most important things we can do as a Christian community is to help discern that call so that the gifts God has given may be exercised. Once we know what God wants you to do we can then empower you to minister.

Sometimes that empowerment is a simple encouragement to collaborate in the work of the Spirit and to proclaim the Good News. On other occasions particular training, formation, and supervision is required to ensure that the minister is well-prepared, protected, and endorsed.

This set of guidelines is designed to clarify the formal roles and responsibilities available in our Diocese. Specifically it outlines a ministry certificate, the three categories of licenced lay ministry, and the ministry of anointing with oil. In addition, it describes some discernment strategies, a selection of preferred training and formation options, and the qualities of a lay minister.

The document is not meant to be a substitute for *The Lay Ministry Licences Statute 2011* (Statute No. 18) but rather a guide for navigating more formal lay ministry. The Statute is available by clicking [here](#) (if you are reading the electronic version) and can be found online at this address <http://www.waikatotaranakianglican.org.nz/information/diocesan-statutes>.

All the application forms required for the assorted ministries are included. Furthermore, the Appendices offer recommendations for review, renewal and dispute resolution as well as the statutory declarations.

May God bless you as you explore your vocation,

May your community of faith discern God's will with wisdom and clarity,

May your vocation enrich you and those you minister to as you respond to God's call.

Ven Stephen Black
Director of Vocations

¹*The Holy Bible : New Revised Standard Version*, Eph 4:11 (Nashville: Thomas Nelson, 1996, c1989).

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ONE: UNDERSTANDING THE LANGUAGE

1.1 What is Ministry?

Ministry is the action of all baptised people who are called to re-present Christ in all aspects of their daily life. In this Diocese we believe that every member of every Ministry Unit has a God-given ministry and it is our hope that these Guidelines empower all to minister more fully in the name of Christ.

Some ministries have been identified as being representative of the Church in a more formal way; these ministries, both lay and ordained, require a Ministry Certificate or a Licence.

A *minister* is literally someone who 'acts upon the authority of another'. Therefore a licensed lay minister is someone who has been authorised by the church to exercise a particular responsibility.

MINISTRY CERTIFICATE

If you are exercising ministry under the supervision of someone who already holds a licence from the Bishop you may be eligible for a Ministry Certificate. This certificate is issued by the Vicar on the recommendation of the Vestry to a person who:

- Assists in leading public worship (e.g. a liturgist, intercessor, reader, etc)
- Assists with educational groups and programme (e.g. helps with a home group or Sunday school programme)

LICENSED LAY MINISTER

A 'lay' person is someone who is not ordained. A licensed lay minister is someone who has been discerned and trained to exercise ministry on behalf of the church. A lay licence can cover up to three categories of ministry:

- Educator
- Pastor
- Worship Leader

1.2 What does 'Licensed' mean?

The Bishop issues a lay minister with a licence to recognise and describe the authority delegated by the Bishop. Licensing offers a framework of support for ministry which represents the Church. The Licence indicates that the person's ministry has been discerned by others, that the person has been appropriately equipped, and that the person understands and adheres to the ministry standards of the Anglican Church in Aotearoa, New Zealand and Polynesia.

Anyone who is issued a licence begins a formal relationship with the Diocese. This means that they are accountable to the Church and have made special promises to submit to its authority. In return the Church commits to supporting their ministry.

Anyone who wishes to receive a licence must complete a Police Check.

1.3 Who can become a Licenced Lay Minister (LLM)?

In order to be eligible to become an LLM you must be:

- Baptised;
- A regular member of an Anglican ministry unit (e.g. a Parish);
- Supported by the community you belong to and the body that leads them (e.g. be nominated by people in the congregation and receive the support of Vestry);
- Appropriately prepared;
- Willing to sign declarations; and
- Willing to attend local and diocesan training as appropriate.

TWO: WHAT ARE THE OPTIONS?

2.1 Ministry Certificate

As mentioned above, a Certificate is perfect for anyone whose ministry is supervised by a licence holder. It is not necessary to have a certificate to exercise ministry under supervision but it does invite intentional support and might be used as a stepping stone toward a lay licence. The Certificate is issued by the Vicar at the Vestry's request and the recipient must sign particular declarations before receiving it. Anyone with a Certificate would be expected to attend parish training sessions relevant to the ministry exercised. Ministry Certificate holders are also welcome to attend regional or diocesan training events relevant to their ministry.

A Certificate is valid for three years at a time and may be renewed or cancelled by the Vicar at his/her discretion. Only those baptised and on the Parish Roll are entitled to receive and retain a Certificate.

DECLARATIONS

Anyone seeking a Ministry Certificate or a Lay Licence must sign two declarations. The first confirms your willingness to accept the authority of General Synod. The second confirms your willingness to accept the authority of the Bishop(s) and adhere to the stand or ethics described in Title D Canon 1 Part A. (Both declarations are included at the end of this document as APP1 & 2.)

2.2 Types of Licensed Lay Ministry

In this Diocese a Lay Licence authorises the recipient to exercise up to three categories of ministry:

Worship Leader: For those who plan and lead such public worship services as are from time to time approved and who may conduct funerals. They may distribute extended communion as requested by the Bishop, their Vicar or Vicar's nominee.

Pastor: For those who undertake the pastoral and social work of the parish including caring for the pastoral needs of the faith community, such as visiting, and administering extended communion in the name of the local Ministry Unit.

Educator: For those who are responsible for responding to the educational needs of the Local Ministry Unit. This includes working with children and youth, leading Bible Studies and preaching more than twice per year.

As well as the above three licenses a Ministry of Healing licence may also be granted for those who exercise the ministry of healing through the laying on of hands and/or anointing with Oil.

2.3 Ministry of Healing Licence

At the discretion of the Bishop a lay person may be licensed to exercise the Lay Ministry Office of Minister to Anoint with Consecrated Oil. Any person who wishes to be considered for this special permission must be:

- Nominated by the Vicar and the Churchwardens and approved by the Vestry;
- Trained to anoint with oil by the Bishop or the Bishop's appointee;
- A member of the Ministry Team;
- Subject to a covenant; and
- Willing to sign the declarations that acknowledge the authority of General Synod and obedience to the Bishop.

2.4 Expectations of an LLM

- Each Licensed Lay Minister is required to meet with an external supervisor or spiritual director at least four times per calendar year. These sessions may be conducted in a group environment.
- Every LLM must have a covenant which outlines his/her role and responsibilities.
- An LLM is a Christian role model.

THREE: DISCERNMENT

3.1 What is discernment?

The New Testament encourages us to examine everything and work out whether it is good (from God) or bad (and therefore something to avoid): 1 Thess 5:21-22.

The same can be said when trying to work out your vocation (or calling): some roles are right for us and some are not.

Discernment can be worked out just between you and God for some things, but in a ministry setting it is best to work with a process to help you discover what God might be saying.

3.2 How might discernment work?

Organic Discernment

Organic discernment takes place when a ministry unit observes one of its members exercising particular gifts or qualities, and chooses to engage with her/him. In this instance an exploratory conversation is held between the person and an appropriate representative (LLM, clergy person) to discover what kind of ministry the candidate feels called to.

Strategic Discernment

The parish may form a Discernment Group to convene when necessary to prayerfully consider the gifts needed to maintain a healthy, vibrant ministry team. The discernment group may be made of up to eight people, including two of each of the following groups:

- Ministry team
- Vestry
- Congregation
- Parish clergy

(The Vicar would normally convene the group.)

The role of the discernment group is two-fold:

1. To prayerfully identify the gifts that are needed in the ministry team; and
2. To identify people in the parish who have those particular gifts.

The discernment group offer names to the Minister in Charge and vestry for their consideration.

The Minister in Charge is to ensure that the person understands the content of this booklet.

Consultation

The Minister in Charge speaks with members of the Ministry Team, Wardens and members of the congregation who would act as nominators, about the person. If there is support for the person they will be invited to continue with the process. The Vestry is required to pass a motion of support for the application to proceed.

The Minister in Charge and the lay minister to be licensed negotiate a Ministry Covenant to ensure expectations and understanding of ministry, training and accountability are clear.

The Minister in Charge, Vestry and the person fill in the *Nomination of a Candidate for a Licence as a Lay Minister*. The person signs the *Declaration of Acknowledgment of the Authority of General Synod Te Hīnota Whānui and the Synod of Waikato & Taranaki*.

These are sent to the Honorary Lay Registrar and the Bishop's licence is then issued.

When a person who is licensed as a Lay Minister moves to another parish, the parish to which the person moves uses this process in full to apply for a new licence. The current Minister in Charge may consult with the former Minister in Charge about the person.

FOUR: THE QUALITIES OF A LICENSED LAY MINISTER

¹² But we appeal to you, brothers and sisters, to respect those who labor among you, and have charge of you in the Lord and admonish you; ¹³ esteem them very highly in love because of their work. Be at peace among yourselves. ¹⁴ And we urge you, beloved, to admonish the idlers, encourage the fainthearted, help the weak, be patient with all of them. ¹⁵ See that none of you repays evil for evil, but always seek to do good to one another and to all. ¹⁶ Rejoice always, ¹⁷ pray without ceasing, ¹⁸ give thanks in all circumstances; for this is the will of God in Christ Jesus for you. ¹⁹ Do not quench the Spirit. ²⁰ Do not despise the words of prophets, ²¹ but test everything; hold fast to what is good; ²² abstain from every form of evil.²

A person who is a Licensed Lay Minister should:

Spiritually mature:

- Be regular in prayer and theological reflection
- Be able to articulate and speak about their relationship with God
- Be able to help others recognise God in their lives
- Have a sense of vocation to the ministry of a Licensed Lay Minister.

²*The Holy Bible : New Revised Standard Version*, 1 Th 5:12 (Nashville: Thomas Nelson, 1996, c1989).

Committed to the Parish:

- Have a track record of commitment and involvement
- Be supportive of parish structures and personnel and to work with them
- To use appropriate processes if challenging current structures and/or personnel as outlined in Section 3.
- Be committed to worship even when not 'on duty'.

Committed to the community:

- Have a relationship with people outside the worshipping congregation
- Be ethical in conduct in the community.

Have these personal qualities:

- Compassion
- Trustworthiness
- Honesty
- Integrity
- A love for others, irrespective of difference
- Listening skills
- Patience
- Inclusiveness
- Confidentiality
- Willingness to learn and to make changes
- Sense of humour

Willing to develop in the areas of:

- Being part of a ministry support team and to be committed to attending team meetings.
- Being able to work alone
- Being committed to training and formation
- Being committed to growing in their self-awareness (acknowledging their strengths and weaknesses)
- Being open to change both personal change and in the life of the Parish.

FIVE: EDUCATION FOR LICENSED LAY MINISTERS

The need for education and training for ministry should be explained to candidates when they are exploring licensed lay ministry. The Minister in Charge will negotiate with the person to be licensed about specific training needs.

Each licensed lay minister covenants to participate in regular ministry support team meetings and Diocesan Licensed Lay Ministry training events. This includes attending a Boundaries / Title D course every three years. Each licensed lay minister is provided with a

copy of the *Diocesan Licensed Lay Ministry Information and Formation Manual* which is to be used as a training resource.

Programmes

The following are training options that can be explored with the Diocesan Ministry Educator:

- **LiFT (Living Faith Today):** This is the Diocese's preferred LLM formation programme. For more information about this 22-week course please contact your Vicar or the Ministry Educator.
- **Education For Ministry:** Education for Ministry is a four-year course of study and theological reflection. Areas of study include Scripture, Church History, Theology and the history of Christianity in Aotearoa New Zealand. Participants meet in a group with a trained mentor.
- **"FlexiLearn" — Diploma in Christian Studies:** This NZQA approved level 5 programme is provided by the College of St John the Evangelist by distance learning.

Funding

The cost of funding will generally be carried by the Licensed Lay Minister. However the parish may offer to contribute towards the cost after negotiation. There are also some subsidies available from the Diocese. These subsidies may apply to specific training courses, or to long term study when funds are available.

To learn more about funding options please contact the Ministry Educator.

SIX: THE APPLICATION FORMS

Licensed Lay Ministry: Educator | Pastor | Worship Leader

Every LLM application requires a completed:

- 6.1 Ministry Covenant
- 6.2 Nomination of a candidate for a licence as a lay minister
- 6.3 Acceptance of Nomination
- 6.4 Support of the Congregation
- 6.5 Approval of the Vestry and Vicar

6.1 The Ministry Covenant

The Ministry Covenant records the Licensed Lay Minister's programme of regular ministry activities, education and ministry development, support and accountability, and agreement to attend Ministry Team meetings and Diocesan training events. It can be used by both parties to ascertain and clarify the expectations one party has of the other. This covenant should be reviewed annually.

This covenant is between: _____

And: _____

To support his/her ministry as a **LAY MINISTER** in the following areas of ministry
_____ (as stated on the licence, i.e. Worship Leader,
Pastor, Educator).

1. Regular Ministry Activities

2. Team Meetings

3. Diocesan Training Events

4. Education and Ministry Development

5. Support and Accountability

6. Supervisor / Spiritual Director _____

This Ministry Covenant stands as a basis of review of ministry.

The Parish/ Ministry Unit agrees to provide opportunities and support for the exercise of the ministries specified above.

The Diocese undertakes to provide training and support for Licensed Lay Ministers and Parishes.

The licensed person gives permission for there to be discussion of them and their ministry in the ministry team and with the Bishop and other Diocesan appointed representatives as necessary.

This Covenant will support a review of ministry and Parish responsibility by an interview with the Vicar four to six weeks prior to application to re-licence.

Either the Parish or Licensed Lay Minister may ask for a review at an earlier date.

Signatures: LLM & Vicar _____

Date: _____

Review date to be: _____

6.2 *Nomination of a candidate for a licence as a lay minister*

To Philip, Diocesan Bishop

(Full Name of Candidate)

(Address)

(Parish)

- is a baptised member of the church and a communicant member of the Anglican Church
- is bound by the obligations of Office in Title D Canon 1 Part A establishing standards of ethics in ministry
- has a Ministry Covenant with the Parish to undertake ongoing training and participate in Parish life
- has signed the Declaration of Acknowledgment of the Authority of General Synod and the Synod of the Diocese of Waikato & Taranaki.
- has completed LiFT (Living Faith Today), EFM, or equivalent preparation approved by

_____ (please print name).

6.3 *Acceptance of Nomination*

I, _____ accept the nomination to be licensed as a Lay Minister and have signed a Ministry Covenant with representatives of the Parish of:

Nominee: _____

Date: _____

6.4 Support of the Congregation

This nomination is supported by two members of the congregation in which the nominee serves.

We certify that the nominee is known to us and we support that he/ she is a suitable person to exercise lay ministry as described in Qualities of a Licensed Lay Minister provided by the Licensed Ministry Committee of the Diocese of Waikato & Taranaki:

Name Signature

Name Signature

6.5 Approval of the Vicar and Vestry

We the Vicar/Priest-in-charge and Vestry of the Parish of: _____ approve the nomination of _____ to be licensed as a Lay Minister to serve in this parish in the following ministry/ministries:

Worship Leader Pastor Educator

[Please tick the appropriate box/es.]

This approval was passed in a Vestry minute on: _____

Minister in Charge: _____

Church Wardens: _____

Please send to: The Honorary Registrar of Lay Ministry
Miss Jessica Perry
c/- Charlotte Brown House
PO Box 21
HAMILTON
3240

Ministry of Healing Forms

Every Ministry of Healing licence requires a completed:

- 6.6 Nomination of a candidate for a licence for the ministry of healing
- 6.7 Acceptance of Nomination
- 6.8 Support of the Congregation
- 6.9 Approval of the Vestry and Vicar

6.6 Nomination of a candidate for a licence for the ministry of healing

To Philip, Bishop

(Full Name of Candidate)

(Address)

(Parish)

The candidate:

- Is a baptised member of the church and a communicant member of the Anglican Church.
- Has read Title D Canon 1 Part A establishing standards of ethics in ministry.
- Has a Ministry Covenant with the Parish to undertake ongoing training and participate in Parish life.
- Has signed the Declaration of Acknowledgment of the Authority of General Synod and the Synod of the Diocese of Waikato & Taranaki.

6.7 Acceptance of Nomination

I, _____ accept the nomination to be licensed as a Lay Minister and have signed a Ministry Covenant with representatives of the Parish of _____

Nominee: _____ **Date:** _____

6.8 Support of the Congregation

On behalf of the congregation I certify that the nominee has been discerned for this ministry of healing. He / She is known to us and we support that he / she is a suitable person to exercise this lay ministry in the Diocese of Waikato & Taranaki.

People's Warden: _____

6.9 Approval of the Minister in Charge and Vestry

We, the Minister in Charge and Vestry of the Parish of: _____

Approve the nomination of _____ to be licensed as a Lay Minister for the Ministry of Healing.

This approval was passed in a Minute on: _____

Vicar: _____

Vicar's Warden: _____

I have met with _____ to discuss the implications of this licence and recommend that a licence be issued.

Signed _____ Archdeacon / Bishop's Nominee

Please send to: The Honorary Registrar of Lay Ministry
Miss Jessica Perry
c/- Charlotte Brown House
PO Box 21
HAMILTON
3240

APPENDICES

APP1 Declaration to The Authority of General Synod

The Anglican Church in Aotearoa, New Zealand and Polynesia
Te Haahi Mihinare ki Aotearoa, ki Niu Tireni
Ki Nga Moutere o te Moana Nui a Kiwa

**DECLARATION OF ACKNOWLEDGEMENT OF THE
AUTHORITY OF THE GENERAL SYNOD/TE HĪNOTA WHĀNUI**

I, _____
(full name, address, occupation)

being about to be Licensed to the Office of **Lay Minister**
in the parish of.....in the Diocese of Waikato and Taranaki

DO ACKNOWLEDGE AND DECLARE

1. That I accept the authority of the General Synod/te Hīnota Whānui of the Anglican Church in Aotearoa, New Zealand and Polynesia in relation to the office of _____ here described the office) in relation to the Licensed Lay Ministry in which I am licensed.
2. That I will obey all the applicable laws and regulations and the provisions of the Constitution of the said Church in so far as they relate to the Licensed Lay Ministry in which I am licensed in the above described office.
3. That I will well and faithfully carry out the duties and responsibilities relating to the above described office, and if called upon by the General Synod/te Hīnota Whānui of the said Church, or by any person or body lawfully acting under its authority, I will immediately resign the office and any benefits that relate to it.

Signed by the above named Declarant _____

This _____ day of _____ 20____

in the presence of: _____

Occupation: _____

Address: _____

APP2 Declaration to the Authority Of The Diocese Of Waikato &Taranaki

The Anglican Church in Aotearoa, New Zealand and Polynesia

Te Haahi Mihinare ki Aotearoa, ki Niu Tireni

Ki Nga Moutere o te Moana Nui a Kiwa

DECLARATION OF ACKNOWLEDGEMENT OF THE AUTHORITY OF THE DIOCESE OF WAIKATO AND TARANAKI

I, _____

(full name, address, occupation)

being about to be Licensed to the Office of **Lay Minister** in the parish of
_____ in the Diocese of Waikato and Taranaki

DO ACKNOWLEDGE AND DECLARE

1. That I will pay true and canonical obedience, in all things lawful and honest to the Bishops of Waikato and Taranaki and to the successors of those Bishops, and will be obedient to the ecclesiastical laws and regulations in force in the Diocese of Waikato and Taranaki ,and
2. I acknowledge that I am bound by the obligations of Office in Title D Canon 1 Part A establishing standards of ethics in ministry.

Signed by the above named Declarant _____

This _____ day of _____ 20____

in the presence of:

Occupation: _____

Address: _____

APP3 A Process of Review of a Licensed Lay Ministry

When?

- The Ministry Covenant will be reviewed annually.
- The Licensed Lay Minister or Minister in Charge may ask for a conversation about the fulfilment of covenanted activities or other issues.

The Ministry Covenant

- The Ministry Covenant is used as a basis of review.
- The Ministry Covenant is used as a log of covenanted activities.

What happens?

- *Meeting to review covenanted activities or other matters*

The Licensed Lay Minister and Minister in Charge both understand the areas which will be spoken of in the meeting (in general terms) prior to attending.

1. Together they affirm the good things which are happening
2. Speak about areas of concern
3. Agree on action to address concerns and what support / resources are required
4. Agree on a time frame for action
5. Summarise agreement(s) above in a letter with a copy given to each party and a copy for the files.
6. Set a date for the next meeting to assess agreed upon action outcomes
7. If there are still areas of concern or if the agreed actions have not been followed through by either party then agree on an extension of time and/or a new course of action.

(The new course of action could include a conversation with the Diocesan Director of Vocations.)

APP4 A Process of Application for Renewal of Lay Licences

A Letter

Each Licensed Lay Minister receives a letter from the Honorary Lay Registrar explaining the process for renewal of their licence.

Each Minister in Charge receives a letter from the Honorary Lay Registrar explaining the process for renewal of licence for Licensed Lay Ministers.

A Meeting

All Licensed Lay Ministers and other members of a Ministry Team (lay and ordained) attend a meeting to discuss ministry requirements in the Ministry Unit.

A Review

The Minister in Charge reviews each Licensed Lay Minister's Ministry Covenant with them.

An Application for Renewal

The Vestry passes a Minute in support of the applications.

The Minister in Charge and Vestry send the *Application for Renewal of Licences of Licensed Lay Ministers* (form available from the Hamilton Diocesan Office) to:

The Honorary Registrar of Lay Ministry

Miss Jessica Perry

c/- Charlotte Brown House

PO Box 21

HAMILTON

3240

APP5 A Process for Dispute Resolution

Preamble

- The process can be initiated by either a Licensed Lay Minister or a Minister in Charge.
- If the licensing Bishop is approached they will refer the person to the Diocesan Ministry Educator who will explain the processes to the person.

This process offers three options:

- It may be that a person begins with Option 1 and if there are remaining concerns moves to Option 2 and, if there are still concerns, to Option 3.
- However a person may enter Option 2 or 3 as a beginning to the process.

Option 1

- The Minister in Charge or Licensed Lay Minister may ask for one-to-one conversation about the fulfilment of covenanted activities or other issues.
- If preferred the Licensed Lay Minister and Minister in Charge may ask to have a support person present at meetings.
- The Ministry Covenant is used as a basis of review.
- The Ministry Covenant is used as a log of covenanted activities.
- This is intended to be an informal process and follows Meeting A, Meeting B format below without a facilitator.

Option 2

- The Licensed Lay Minister or Minister in Charge may speak with one of the Parish Wardens in the first instance.
- The Warden will explain to the person that they, the Warden, may consult with the Diocesan Ministry Educator to check out the process. The Warden will explain to the people that they may inform the other person.
- The Warden may facilitate a conversation between the Licensed Lay Minister and the Minister in Charge.
- The Warden and the people follow Meeting A and Meeting B format.
- If this conversation does not produce a satisfactory outcome the Warden outlines Option 3 to both people.

Option 3

- The Licensed Lay Minister or the Minister in Charge may contact the Diocesan Ministry Educator.

- The Diocesan Ministry Educator inform the Archdeacon that a process is being followed and will advise the Archdeacon of the outcome.
- The Diocesan Ministry Educator initiates conversations with each person separately and follows this pattern of meetings which is adapted from *A Process of Review of a Licensed Lay Ministry* (See Section 2).

Meeting A: To Review Covenanted Activities or Other Matters

The invited person ensures that the Licensed Lay Minister and the Minister in Charge both understand the areas which will be spoken of in the meeting (in general terms) prior to attending.

1. Together they affirm the good things which are happening
2. Speak about areas of concern
3. Agree on action to address concerns and what support / resources are required
4. Agree on a time frame for action
5. Set a date for next meeting
6. Summarise agreement(s) above in a letter with a copy given to each party and a copy for the files.

Meeting B: To Review Progress on Agreed Actions

The agreed letter [No 6 above] is used as a foundation for this meeting. The invited person enables the Licensed Lay Minister and the Minister in Charge to:

1. Talk about how the concerns raised in the first meeting have been actioned or addressed
2. Write another letter as in No 6 above
3. If there are still areas of concern or if the agreed actions have not been followed through by either party then agree on an extension of time and/or a new course of action.

Meeting C: To Review Progress on Further Agreed Actions

- If agreed action is fulfilled it is summarised in letter to both parties.
- If there are still difficulties the Bishop's and Diocesan processes will be followed.