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**Focal Ministry**

**Annexe for Legal Delegation**

This is an Annexe to a signed Role Agreement. The Role Agreement of itself may give sufficient confidence about the role and responsibilities of the Focal Minister under the normal practice of an incumbent sharing and delegating informally. The Diocesan Registrar has indicated that many of the responsibilities of an incumbent, as set out in their licensing and in Canon Law, may be legally delegated to another by formal agreement, making them the responsibility of the Focal Minister. He has set out which responsibilities and obligations may never be delegated, which may by agreement, and suggested which are automatically shared by establishing a person as a Focal Minister.

This form allows those that wish to formalise the legal delegation of specific responsibilities to do so. This may be done at the inception of the ministry, or added later as confidence grows. All such delegation can be ceased by notice of either party, and terminates automatically as the Focal Ministry Authorisation comes to an end.

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| **Name of Focal Minister** |  |
| **Church or worshipping community**  *Specific church, benefice and LMP* |  |
| **Date of Authorisation**, *plus end of authorisation, period of probation* |  |

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|  | **Clerical function – subject to status** | **Retained** | **Delegated** |
| **1** | Conduct acts of worship and prayer principally Morning and Evening Prayer and Holy Communion as frequently as required by the Canons, administer the sacraments[[1]](#footnote-2) and preach the Word of God and in particular by giving a sermon at least once each Sunday. |  |  |
| **2** | Agree to, make arrangements for, and to conduct services of baptism, holy matrimony (and services of prayer and dedication / blessing after civil marriage), funerals and the burial of the dead. |  |  |
| **3** | To seek out children and other persons to be confirmed, to instruct them in the Christian faith and life as set forth in the Holy Scriptures, The Book of Common Prayer, and the Church Catechism, and to present those who are of sufficient maturity and who have been prepared to be confirmed by the Bishop. |  |  |
| **4** | To offer confession and the ministry of absolution. |  |  |
| **5** | To offer spiritual counsel and advice. |  |  |
| **6** | To visit the sick, offer Holy Communion to the housebound and otherwise to minister to them including, where requested, to lay hands upon the sick and to anoint them with oil with the sign of the Cross, using an authorised form of service. |  |  |
| **7** | To be the custodian of the keys of the church, of the register books, and to have a general control over the church, including the vestry, over the music (in consultation with any organist or director of music), and the ringing of the bells. |  |  |

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|  | **General functions – applicable to clergy and lay ministers** | **Retained** | **Delegated** |
| **1** | To visit the sick, to read and pray with them, to teach in Sunday school and elsewhere, and generally to undertake such pastoral and educational work and to give such assistance to any minister as the bishop may direct. |  |  |
| **2** | During the time of divine service to read Morning and Evening Prayer (save for the Absolution), to publish banns of marriage at Morning and Evening Prayer (on occasions on which a layman is permitted by the statute law so to do, and in accordance with the requirements of that law), to read the word of God (including the Epistle and Gospel), to preach or read a homily, to catechize the children, and to receive and present the offerings of the people |  |  |
| **3** | To distribute the holy sacrament of the Lord's Supper to the people. |  |  |
| **4** | Only if your licence provides for you to do so, to bury the dead or read the burial service before, at or after a cremation but only, in each case, with the goodwill of the persons responsible |  |  |
| **5** | If you are a licensed lay worker, to lead the people in public worship, exercise pastoral care, evangelise, instruct the people in the Christian faith and prepare them for the reception of the sacraments |  |  |
| **6** | To act as a focus for leadership and encouragement amongst all clergy, readers, lay ministers, the parochial church council and the people of the locality at large. |  |  |
| **7** | To provide leadership concerning safeguarding, and to encourage everyone to promote a safer church in accordance with the guidance provided by the House of Bishops and to work with the parochial church council to implement all requirements of the approved guidance of the Church of England on the safeguarding of children and adults. |  |  |
| **8** | To petition for faculties for works on the church and any churchyard. |  |  |
| **9** | To chair meetings of the parochial church council (and its standing committee), the parochial church meeting and the meeting of the parishioners provided that the church council or members of the church meeting or meeting of the parishioners agree. |  |  |
| **10** | Issuing invitations to visiting clergy and laypeople to preach and minister. |  |  |
| **11** | To read the banns of marriage of parishioners and those with a qualifying connection with the parish. |  |  |
| **12** | To work with schools and other institutions in the parish for ecclesiastical, philanthropic and charitable purposes |  |  |

**Roles reserved and not to be delegated**

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| 1. The right of delegation itself.  2. The role of “minister” under the Church Representation Rules, including the right to chair a parochial church council. This cannot be delegated but it is hoped that the members of the parochial church council will nonetheless consent to you chairing their meetings.  3. The discretion to approve applications for memorials under the Churchyard Regulations. However, you are encouraged to prepare applications to be seen and approved by me.  4. The right to make representations under the Mission and Pastoral Measure 2011.  5. The rights to give consents in relation to a parsonage house of the benefice.  6. The right to object to the appointment of one of the churchwardens and the appointment of a minister’s warden in their stead.  7. Any trusteeship of a charity which the incumbent is a trustee of.  8. Any right to be an ex-officio foundation governor. |

**Agreement**

During the term of your Authorisation as Focal Minister from the Bishop, I wish to and hereby do delegate to you all the ministerial functions, rights and duties of my office of incumbent or priest in charge of the locality in which you serve which are specified in the tables above, subject always to my right to revoke this delegation or give you specific direction or instructions,  with the clear expectation that these are to be exercised always in collaboration with me and others holding focal ministry within the parishes over which I exercise oversight ministry.

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| **Signed to delegate legally**  *(Oversight Minister)* |  | Date |  |
| **Signed to accept delegation**  *(Focal Minister)* |  | Date |  |

1. [↑](#footnote-ref-2)