**Permission to Officiate Ministerial Return**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Parish or normal area of ministry** (e.g., deanery, etc.) |  | | |
| **Designated person responsible for oversight**  (typically incumbent or Area Dean) |  | | |
| **DBS clearance last carried out on** |  | **DBS valid until** |  |
| **PTO expires on** |  | | |
| **Participation in safeguarding training** |  | **Further safeguarding training due on** |  |

Ministry carried out for the period from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your ministry is primarily parochial, please list the approximate number of occasions below during the year when you have

|  |  |  |
| --- | --- | --- |
|  | **In my own parish** | **Other parishes** |
| **Presided at the Eucharist** |  |  |
| **Preached** |  |  |
| **Taken Funerals** |  |  |
| **Taken Baptisms** |  |  |
| **Taken Weddings** |  |  |
| **Provided teaching (Bible**  **Study, confirmation**  **preparation, discussion**  **groups)** |  |  |
| **Carried out visits and**  **provided pastoral support** |  |  |
| **Other (please specify)** |  |  |

In addition to my own parish, I have provided ministry in the following parishes with the permission of the relevant incumbent/priest in charge/area dean

I have also provided support for the diocese in the following ways during the year

I held a discussion of my ministry with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and

(Designated Responsible Person) (Date)

no change was made to the agreed expectations of ministry **OR**

agreed expectations of the ministry I am to carry out were changed and a copy is attached.

(signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PTO

(signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated responsible person

Please return a copy of this to the Bishop’s Office, either by email: [chaplain@bishopofsheffield.org.uk](mailto:chaplain@bishopofsheffield.org.uk) or post:

The Chaplain to the Bishop of Sheffield

Bishopscroft,

Snaithing Lane,

Sheffield,

S10 3LG