

The Administration of Licensed Lay Ministry in the Diocese of Truro

This role exists to enable the ministry of Licensed Lay Ministry across the Diocese of Truro by providing administrative planning and secretarial support to the Readers and the Readers leadership teams.

There are three core elements to the role, all of which are needed to enable effective Reader ministry across the Diocese. These elements could be done by a single Administrator, or divided between two or three people.

Role 1- Licensed Lay Ministry Administrator.

This role requires coordination, organisation and communication.

- To liaise between the various teams and people responsible for licensed lay ministry, in particular with Lis Escop around licensing, the Safeguarding Team for Safer Recruitment, the Warden of Readers for matters of oversight and the Warden's Committee for practicalities.
- To provide information and advice to Readers and clergy wanting to connect with the Reader network or the Warden's Committee, or those with practical questions about their role.
- To sit on the Warden's Committee and the 2 meetings a year of the Readers Committee.
- To ensure that certificates / Bibles and licenses are available at the annual service.
- To liaise with the Central Reader's Council and other regional and national bodies as required, including in completing the annual return.
- To arrange and send out correspondence to Readers about information relevant to their ministry.

Role 2: Licensed Lay Ministry Minuting Secretary

This role requires minute taking and supporting the Warden and associated leadership teams

- To Liaise with the Warden about the agendas and papers for the meetings.
- To minute the meetings of the Wardens Committee and the 2 meetings a year of the Reader's Committee.
- To send out the annual survey and to collate the results or delegate the tasks appropriately.

Role 3: Events Organiser

This role requires event organisation, coordination and planning

- To lead a group to organise the annual Reader's day and delegate tasks appropriately including
 - booking dates with venues
 - organising speakers and liaising between them, the Warden, the Warden's Committee and other relevant people.
 - overseeing the planning of the program for Readers' events
- To lead the planning for the annual Licensing service including:
 - finding lesson readers, intercessors
 - working with the Precentor and the Warden's Committee to discuss content and format
- Organisation of other events as required

For more information or an informal discussion about these roles, please contact Jim Seth, Chaplain to the Readers at seth.jim@gmail.com