

Ad Clerum 7

My dear Brothers and Sisters in Christ,

There are a few things I would like to bring to your attention:

***Licensing of Lay Ministers:***

It is the procedure of the Diocese that once a person has been recommended for training as a Lay Minister by a Parish Council, that that person's application be sent to the Archdeacon in order that he can interview the applicant and give his recommendation. It is only after that, that an applicant is permitted to begin training. The Archdeacon does this **prior** to the training and **not** after it.

***Assistant Clergy and invites to minister in other Parishes:***

If Rectors/Priests in Charge wish to invite an Assistant Priest from another Parish to take a service in their Parish, she or he must first consult with the Rector of the Assistant Priest's Parish before speaking to the Priest concerned. This makes for better communication and organization in Parish life.

***Parish Debit Orders***

Due to the currently high number of parish debit orders that are being returned to the bank as unpaid, the Diocese has been warned that the debit order facility may be suspended if the current trend continues. This would obviously have a great impact on our cash flow and financial planning. Whilst the majority of parishes meet their debit orders on a regular basis, the remaining few are putting the system at risk.

Therefore I need to remind you all of the following points:

- 1 Debit Orders are usually taken from your bank accounts on or about 22 of each month.
- 2 Please check your bank accounts regularly and if you think that you may not be able to meet your debit order commitment, please contact the administrator by the 12<sup>th</sup> or 13<sup>th</sup> of the month and she will make arrangements to reduce the debit order or postpone it.
- 3 The Diocese is always open to assisting parishes in this matter, but cannot allow the system to be put at risk for the sake of a minority of parishes who do not alert the office to their problems. It is vital that you let the Administrator know that your debit order will not be met.
- 4 We now need to improve our record with the bank in order to maintain the current system and I look forward to your full cooperation in this matter.

With every blessing

+David