1.1F GUIDANCE ON VISITING MEMBERS OF THE CLERGY OR OTHER LAY PEOPLE MINISTERING FOR A ONE-OFF EVENT

This procedure[3] outlines the process to be followed when clergy or other lay people are ministering for a one-off event. This will include:

- Church of Ireland Members of the Clergy Moving Between Dioceses Within the Church of Ireland Seeking to Minister for a One-Off Event.
- Members of the Clergy Coming from Outside the Church of Ireland Seeking to Minister for a One-Off Event.
- Other Lay People Invited to Speak at Services as a Visiting Preacher who are not Clergy – e.g. representatives of Mission organisations or other church groups.

In these instances, the procedure outlined below should be followed:

Members of the clergy and others are regularly asked to preach or officiate at funerals, baptisms, etc. in another diocese as a one-off event. As this activity is a single occasion it will generally not meet the requirements for Garda Vetting or AccessNI checks. The following procedure should be followed:

1. The person who wishes to minister should contact the Bishop of the Diocese in which the event is taking place and request permission to officiate. The person who wishes to minister should outline within the request which diocese or equivalent he or she is currently serving.

2. The host Bishop should establish if the event requires a Garda Vetting or AccessNI check to be carried out and ask for this to be completed if necessary.

3. The person should complete ***1.1F Template 1*** and return it to the host Bishop.

4. The host Bishop sends ***1.1F Template 2*** to the Bishop of the Diocese (or equivalent authority) in which the person currently serves.

On receipt of this correspondence the host Bishop decides whether to grant the permission to officiate or not in accordance with Protocol 2016-001 (for clergy) and notifies the person.

[3] *Available here: https://www.churchofireland.org/cmsfiles/pdf/Information/Resources/hob/2016 001-Permission-to-Officiate.pdf*

1.1F TEMPLATE 1: SELF-DECLARATION FORM FOR MEMBERS OF THE CLERGY OR OTHERS

This declaration is required for those seeking permission to minister at a one-off event. The information provided will be processed, retained, and destroyed in accordance with applicable data protection and safeguarding requirements.

I, *[FULL NAME]:* declare that:

1. I consent to the Bishop or equivalent authority named below being contacted to provide a reference in relation to my participation in:

[NAME OF EVENT]:

2. I am not currently prohibited, suspended, or otherwise barred from ministry.
3. There is no current restriction, condition, or inhibition on my ministry of which I am aware.
4. I have / have not any (delete as appropriate) unspent criminal convictions. *(For events located in Northern Ireland see The Rehabilitation of Offenders Act 1978 and for Republic of Ireland see Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016.[4])*

If yes, details must be provided below:

5. I am not aware of any information relating to concerns about my conduct, ministry, or safeguarding practice that would be relevant to my participation in this event.
6. I undertake to inform the host Diocese or Parish within 24 hours if, after signing this declaration, I become subject to investigation by any statutory body, professional regulator, or church authority in relation to allegations or concerns involving[5]:

   - children or young people;
   - vulnerable adults;
   - behaviour that may bring my ministry into disrepute.

I understand that failure to disclose relevant information, or the provision of false or misleading information, may result in permission being refused or withdrawn.

Signed: **Date:**

Print Name:

[4] For queries related to criminal records contact Niacro https://www.niacro.co.uk/

[5] For clarity this may refer to investigations by statutory bodies or professional regulators into criminal behaviour or civil matters relating (but not limited to) violence, abuse, misuse of drugs, drink driving, or harassment.

CONTACT DETAILS FOR REFERENCE

Name:

Role or Title:

Contact information:

Tel:

Email:

1.1F TEMPLATE 2: REFERENCE TO BE COMPLETED BY BISHOP OR EQUIVALENT

This reference is provided in respect of: *[NAME]:*

who has consented to this information being shared for the purposes of ministering at:

[NAME OF EVENT]:

I confirm that, to the best of my knowledge (Please enter NA for any statement below that is not applicable):

1.The applicant is currently authorised to minister within

[INSERT NAME OF DIOCESE/CHURCH/DENOMINATION OR EQUIVALENT]:

2. The applicant is not currently prohibited, suspended, or otherwise barred from ministry.

3. There is no current restriction, condition, or inhibition on the applicant's ministry.

4. I am / am not *(delete as appropriate)* aware of any unspent criminal convictions relating to the applicant.

5. I am not aware of any safeguarding concerns that would make the applicant unsuitable to officiate at the above event.

I confirm that the above information is accurate to the best of my knowledge and belief.

Signed:	**Date:**
Print Name:	
Role/Title:	