

## Diocese of Leicester

### Frequently asked questions:

#### **Can I arrange for my parish to have Communion by Extension?**

- Permission for Communion by Extension should only be sought as a last resort and is usually only granted for short-term occasional use, for example during a period of vacancy in a multi-parish benefice. All other avenues should be explored first, including the use of retired clergy with Permission to Officiate, or using a Service of the Word but we also recognize there are a shortage of priests, particularly in some areas.
- The latest guidance sheet is here:  
<https://www.leicester.anglican.org/content/pages/documents/communion-by-extension-in-the-diocese-of-leicester-epiphany-2026.pdf>

#### **I would like to invite a priest from outside the diocese to take a service or preach in my benefice**

- Permission must be sought from the Bishop of Leicester to invite clergy from outside the diocese to preach or preside at services or events within the diocese. Please contact the Bishop's Chaplain [bishops.chaplain@leicestercofe.org](mailto:bishops.chaplain@leicestercofe.org), who will carry out the necessary checks with the priest's home diocese, namely that they have a current licence or PTO; that they have a clear DBS check; have completed relevant safeguarding training; and are in 'good standing' with their Bishop. Please allow at least two weeks for these checks to be carried out; and please do not announce the visiting priest's name until permission has been given.
- If you are invited to take a service in another diocese, the same process will happen, and the inviting diocese will contact the Leicester Bishop's office.
- If unsure whether a priest within the diocese has valid Permission to Officiate, then please contact your Area Dean or the Bishop's office, who hold up to date lists.

#### **How do I go about organising a confirmation service?**

- Confirmations are arranged primarily by deaneries, but can be arranged by benefices if there are sufficient candidates and a bishop is available. There is also at least one diocesan-wide confirmation service each year at the Cathedral. Dates already arranged for confirmations can be requested via the Bishop's Chaplain, as well as receiving templates for services, advice on arrangements, and forms including publicity consent forms. Requests for confirmations should be sent to the Bishop's Chaplain as early as possible – we ask that you suggest some dates and then we will decide which bishop will be presiding at the service depending on their diary commitments.
- Please note that baptisms and confirmations do not take place in Lent.

#### **Someone in my congregation wishes to be received into the Church of England – what is the process?**

- Reception into the Church of England is usually done by a bishop and usually as part of a confirmation service, although it can be done by a parish priest within the usual Sunday service (unless the person to be received is a priest). The words to be used are found in "Common Worship: Christian Initiation" as one of the Rites of Affirmation.

### **How do we explore admitting children to communion before confirmation?**

- There is a set process around this, which includes the approval of the PCC and discussion with the wider congregation, as well as adequate preparation for the children and families concerned. Please contact Matt Long, Youth Engagement & Intergenerational Communities Enabler, if you would like to explore this further in your benefice and the latest guidance is found here:  
<https://www.leicester.anglican.org/content/pages/documents/admission-of-children-to-communion-2023.docx>

### **We would like one of the bishops to visit our parish**

- The bishops are always happy to visit parishes on a Sunday (or for midweek festivals), either for a special occasion or for a 'normal' Sunday service. However, their diaries are committed a long way in advance, so please make these requests as far ahead as you can to: [bishops.chaplain@leicestercofe.org](mailto:bishops.chaplain@leicestercofe.org).
- Briefing notes can be provided if that is helpful – the bishop may or may not be accompanied by a Chaplain.
- Please send orders of service to the Bishop's Chaplain for checking and approval at least two weeks before a visit, as well as any additional instructions (robing, parking, things to note etc.).
- On a Sunday, the readings are usually those set for the Principal Service. On other occasions, the bishop will usually choose the reading.

### **Can we do adult baptisms in the parish?**

- Adult baptisms are usually performed on the same occasion as confirmation, by a bishop, unless there are special circumstances.

### **I am a retired priest and want to find out more about Permission to Officiate in the Diocese of Leicester**

- Permission to Officiate (PTO) is granted at the Bishop of Leicester's discretion, usually to clergy who have retired from 'active' ministry (or sometimes to those who are working outside parish structures). It is usual for a priest to have six months break following retirement before PTO is granted.
- If you are seeking PTO, then please contact the Bishop's Chaplain [bishops.chaplain@leicestercofe.org](mailto:bishops.chaplain@leicestercofe.org) to request an application pack, which includes an application form; a confidential declaration form; an introduction to the role; the conditions under which PTO is granted; and a privacy notice. You will need to have completed relevant safeguarding training and a Disclosure and Barring Service (DBS) check before PTO can be granted. You will also be allocated a "Designated Responsible Person" – someone to provide local oversight and support for your ministry. You will need to meet with this person to agree mutual expectations of your ministry (a working agreement); and then annually with this person to review your ministry. Those from outside the diocese will need to meet with one of the Archdeacons as part of the process.
- PTO lasts for three years, in line with your DBS check.
- To renew PTO, you will need to meet with your "Designated Responsible Person" to review your ministry. They will then need to make a recommendation to the Bishop about whether PTO should be renewed or not.
- PTO is granted totally at the discretion of the Bishop and can be removed at anytime.