**Annual Return for Authorised Lay Ministers from: (DATE to DATE)**

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| **AUTHORISATIONS** | | | | |
| **Name** | **Date of Authorisation** | **Parish/Benefice** | **Email address** | **Contact Number** |
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| **REAUTHORISATIONS** | | | | |
| **Name** | **Date of Reauthorisation** | **Parish/Benefice** |  |  |
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| **RETIREMENTS** | | | | |
| **Name** | **Date of Retirement** | **Parish/Benefice** |  |  |
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Please sign on the next page to confirm that all the necessary paperwork has been completed for each ALM

Please confirm for all new authorisations you have seen or received evidence of the ALM’s:

**Training**,

**Safer recruitment** (Currently C0, C1 and C2 Safeguarding training and Domestic Abuse Awareness Training Awareness, DBS checks must be carried out and a Confidential Declaration obtained. References must be taken up. Usually these will be from the candidate’s incumbent and a lay person who knows them well.)

**PCC Approval,**

**Working Agreement**

Please confirm that for all reauthorisations you have seen or received evidence that the ALM has:

**An up to date DBS**,

**Up to date Safeguarding Training** (Currently C2 and Domestic Abuse Awareness),

**Request for Continuation/PCC Approval**,

**Up to date Working Agreement**

**Signature of Rural Dean to confirm the above:**

**Date:**

Below is a checklist of ALM paperwork. This is for local use and to assist you in completing the return and declaration above, it does not need to be returned to the Wardens of Lay Ministry.

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| Candidate name | Application Form received | Reference requests sent | Lay ref  received | Incumbent  ref received | Safeguarding training level & date | DBS number and date | PCC approval received | Working agreement received |
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