

## **Ministerial Exemption from DBS Information Sheet**

All ministers are required to have an enhanced with barred list DBS check, provided that they are capable of preaching or carrying out pastoral ministry.

Where a minister is no longer able to carry out ministry, they may apply for an exemption by completing the exemption form. This should then be forwarded to the District Chair (or Superintendent if the District Chair is unavailable) for approval before being sent to the Secretary of Conference for consideration. The minister will be notified by letter of the outcome of an exemption request which will be copied in to the District Chair and Circuit Superintendent.

### **What happens if the minister is not able to complete the form?**

Where the minister lacks capacity to undertake the exemption application process, a proxy may act on their behalf. The next of kin, someone with power of attorney, a health or social care professional or the Circuit Superintendent can act as proxy in this process. They should complete the form on the minister's behalf and send it to the District Chair.

Whenever possible, the minister should be contacted to make them aware of the application process and the outcome, even where a proxy application is necessary. An opportunity to discuss the situation and receive support may be welcome. The proxy or another suitable person can make this contact. Where the minister lacks capacity or is in such significant ill health that they cannot receive information about the process, the District Chair should consider whether it is appropriate for the next of kin (if known to the Church) to receive information about the process and the outcome. This should be undertaken in consultation with the proxy who may have additional information about the minister's circumstances.

### **How will this affect the status of a minister?**

Connexional, district and circuit records will be updated to confirm that the person, while still holding the status of minister, will no longer carry out public ministry in the name of the Church. This is not solely a local arrangement and applies to ministry within the Methodist Church. The exemption will continue on an ongoing basis from the point of approval of the request. If, at a later date, circumstances change, a new DBS check will be required and the Conference Office should be notified in writing by the District Chair. The minister will be unable to undertake pastoral ministry once more until the DBS check has been received and checked.

On an annual basis, the Connexional Safeguarding Team will send out a list of ministers who are currently exempted to the District Chair who will confirm with the Circuit Superintendent that no relevant circumstances have changed and the exemption should continue.

### **Additional Comments**

There is a space at the bottom of the form which has been included for additional information by the applicant, proxy, Chair/Superintendent. This is to allow any party to make further comment about the circumstances. Completion of this section is optional. Please note that any information about the health or welfare of an identifiable minister will constitute personal, special category data and should always be handled with care. Any data of this nature should be held, transmitted and shared securely, in accordance with the provisions of the Safeguarding Policy, Procedures and Guidance of the Methodist Church.



REQUEST FOR EXEMPTION FROM DISCLOSURE AND BARRING CHECKS  
FOR MINISTERS

Applicant Declaration

I hereby request permission to be exempt from obtaining a DBS. I declare that I no longer wish to exercise a public ministry and confirm that I will undertake no further public roles.

Signed:

Date:

Name (print):

Proxy (*To be completed where the applicant is unfit/lacks capacity to complete the form.*)

Signed:

Date:

Name (print):

Relationship to applicant:

Approval by District Chair/(Superintendent if District Chair is unavailable) please give comments below

Signed:

Date:

Name (print):

Circuit & District:

Additional comments by the applicant/proxy/District Chair/Superintendent

Approval by Secretary of Conference Signed:

*Authorised stamp*

Date:

Completing this form also exempts the minister/local preacher from the requirement to attend further safeguarding training for the period this exemption applies.

There may be situations relevant to identified individuals for whom this exemption process is **reversible**. In such situations, ministers should contact the District Chair in the first instance.

Please return this form to the Secretary of the Conference at [conferenceoffice@methodistchurch.org.uk](mailto:conferenceoffice@methodistchurch.org.uk)