

## Local Preacher Exemption from DBS Information Sheet

All local preachers are required to have an enhanced DBS check, provided that they are capable of preaching.

Where a Local Preacher is no longer able to carry out preaching duties, they may apply for an exemption by completing the exemption form. This should then be forwarded to the Circuit Superintendent who will authorise exemption from DBS Checks, where appropriate. The Circuit Superintendent will advise the District Chair of those Local Preachers who are no longer required to undertake checks. The Local Preacher will be notified by letter of the outcome of an exemption request.

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

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

Whenever possible, the Local Preacher 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 a Local Preacher lacks capacity or is in such significant ill health that they cannot receive information about the process, the Circuit Superintendent 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 local preacher's circumstances.

### **How will this affect the status of a local preacher?**

Connexional, district and circuit records will be updated to confirm that the person, while still holding the status of Local Preacher, will no longer carry out preaching activities in the name of the Church. This is not solely a local arrangement and applies to preaching 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 Circuit Superintendent should notify the District Chair in writing. The Local Preacher will be unable to undertake a preaching role once more until the DBS check has been received and checked.

### **Additional Comments (Optional)**

The space at the bottom of the form has been included to allow any party (ie the Local Preacher, proxy or Circuit Superintendent) to add additional information about the circumstances. Please note that any information about the health or welfare of an identifiable Local Preacher 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 LOCAL PREACHERS**

**Local Preacher's Declaration**

I hereby request permission to be exempt from obtaining a DBS. I declare that I no longer exercise an active preaching role within the Methodist Church and will not undertake any representative roles as a local preacher.

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 Circuit Superintendent**

Signed:

Date:

Name (print):

Relationship to applicant:

**Additional comments by Local Preacher/proxy/Circuit Superintendent (if desired)**

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, Local Preachers should contact the relevant Superintendent in the first instance.

Please return this form to the ministries team at [mvw@methodistchurch.org.uk](mailto:mvw@methodistchurch.org.uk)