

Training and authorisation of Lay Ministers of Holy Communion Revised guidance for Incumbents and Rural Deans

From 2018 there will be two possible routes for the authorisation of individuals for the ministry of Lay Ministers of Holy Communion. These are detailed below:

General requirements

- From 2018 onwards there is no longer a requirement for the incumbent to seek the permission of their bishop before a candidate may train to be a LMHC. Incumbents are still required to seek approval from the PCC before putting candidates forward to train as LMHC
- If the intention is that the candidate will be involved unaccompanied in home communions the priest is responsible for ensuring that the candidate[s] have accessed safeguarding training to CI level. The Administration of Holy Communion Regulations 2015 state that 'Authorised adults who will be visiting vulnerable people should be aware of relevant safeguarding policies and have undergone safeguarding training before acting upon authorisation'. This does not apply to those who will be authorised simply to distribute the sacrament in public worship.

Training in the deanery

The existing deanery provision continues to be available so that there is still the possibility of mixed groups from across a deanery to train together. However the process and administration of the course has been simplified, certain restrictions removed and will now be primarily devolved to incumbents and rural deans. When training takes place at a deanery level the process is:

- Rural deans consult with the clergy chapter about the need for or possibility of a deanery course. The course has 2 sessions: one session taught in the deanery and one session with the incumbent in the parish.
- Training sessions are organised locally and led by either a tutor trained on the diocesan 'training the trainers' course if there is one available in the deanery or by someone lay or ordained appointed by the rural dean to run a training session. The existing training material is used. All of the material used for training will be available to download from the diocesan website. This will mean that participants no longer need to pay a fee for attending training and Church House will no longer need to administer the course.
- Once the deanery training session and the incumbent led session have been completed, incumbents complete the 'request for authorisation form' and return it to Sam Alsop at Church House. She then arranges for the certificates to be sent to the incumbent and enters the names of those authorised on the database.
- Church House will organise an annual 'training the trainers' session to ensure that there are tutors available who are confident about delivering the course. However, it is no longer a requirement that all those who deliver the training at a local level need to have completed a 'training the trainers' course. The course can be led by any

licensed member of clergy or by a lay person that has the appropriate knowledge and understanding of the material and experience of being a LMHC themselves.

Training by the incumbent

I. The diocesan regulations have now been relaxed to allow clergy to train LMHC themselves, in the parish, using the diocesan approved training material available from the diocesan website. **Episcopal authorisation is still required.** In these circumstances the process will be as follows:

- The parish priest arranges for candidates to be LMHC to be approved by the PCC
- The parish priest then provides training for the candidates.
- Once training is complete, the priest completes a 'request for authorisation' form which includes the details of the candidates, the date of their PCC nomination, the date when training took place, the date of any additional safeguarding training, signatures of the priest and a church warden. This form is returned to Sam Alsop, who then arranges for the certificates to be sent to the incumbent and enters the names of those authorised on the database.