



Authorised Lay Ministry

Course Prospectus



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GENERAL INFORMATION

The Authorised Lay Ministry training programme provides flexible skills-based training for lay people.

Authorised Lay Ministers share in the public ministry of the local church, as they serve their local parishes.

ALM ministry takes many different forms depending upon the parish base, but in general ALMs lead, establish or work within a team of people working in an area of ministry and they also work to encourage and develop the gifts of others.

TRAINING

What does the training involve?

The ALM training programme is a one-year programme running from January to December. It consists of two parts:

PART ONE

All candidates are expected to first complete the diocesan discipleship course Living Faith – full details at

(Candidates who have not completed the Living Faith course in 2019 may still be admitted to ALM training in the autumn of 2019 if they can demonstrate that they have completed another discipleship course i.e. Pilgrim, Alpha, Emmaus, Bishop's Certificate etc.)

PART TWO

During their time on the Living Faith course candidates must submit an application for their chosen ministry elective which will begin in September 2019. This will consist of a maximum of 12 further sessions of training, depending on the chosen elective. Some of the ministry electives or particular venues may not be offered if there is insufficient interest to make a group viable. Candidates should be aware that some of the teaching will be on weeknight evenings and other elements may take place at weekends. To be considered for commissioning all candidates must

maintain a minimum attendance of 80% so that the requirements of training can be met and the candidate be deemed ready for authorisation.

Are there any written assignments?

The course involves a limited amount of written work/practical assignments to aid and deepen learning – but this is not ‘graded’ as such. The course is open to people of all educational backgrounds and assignments on the course are designed to reflect this.

What electives are available?

Children’s ministry, pastoral ministry, mission enabler, family ministry, community ministry, worship and liturgy, preaching and ministry in the workplace.

ALM training costs £40 and is free to unwaged, retired or students. We hope parishes will meet these training costs.

What happens at the end of the training course?

Candidates will be commissioned at a diocesan service led by a bishop. Depending on the elective taken, ALMs will need to be DBS checked, and all ALM candidates must complete Safeguarding training through the parish to C2 level and have their Role Description signed off before commissioning. Authorisation lasts for a period of three years and can then be renewed following a review by the incumbent and PCC.

How does a candidate qualify for acceptance on the course?

To serve as an ALM a candidate needs to be nominated by their PCC for this ministry. All applications must be returned by **Friday 30th August 2019**. A candidate should normally be baptised, confirmed, and on the electoral roll of their sponsoring church.

Is there an age-limit for ALM?

There is no upper age-limit for ALM. An ALM does needs to be 18 or over at the time of commissioning, an “adult” in legal terms.

2019 DATES FOR ALL PARTICIPANTS

Closing date for applications

August 30th 2019

ALM Course induction day – 21st September 2019 at Church House Hove

An opportunity for you to meet with others in training, find out more about the course and meet course support staff. Depending on numbers the induction may run twice on the same day.

ALM Commissioning Service

The ALM commissioning service will take place on 11th January 2020 at 2pm in Chichester Cathedral and will be led by the Bishop of Lewes, the Rt Revd Richard Jackson.

CHILDREN'S MINISTRY

Aim

The Children's ministry elective is based on 'Core skills for Children's Work' and aims to provide a practical introduction to children's ministry

Content

Training consists of three half days of training which cover the following:

Day One

- Child development
- Working as a team
- Programme planning
- Pastoral awareness

Day Two

- Learning from the Bible
- Engaging children in prayer creatively
- Musical and creative worship
- All age and family worship

Day Three

- Community links and evangelism
- Special needs
- Managing challenging behaviour
- Young leaders
- Transition to youth

There is no formal assessment to this elective.

Venues and dates

Christ Church, London Road, St Leonard's - 28th September, 12 Oct, and 16 Nov

Tutor - Jane Hart

Other venues and dates will be established once numbers are known.

COMMUNITY ELECTIVE

Aim

The aim of the course is to allow participants to reflect on why the Church is involved in social action and to explore different issues that our communities are facing and how the church might help. Throughout course members will be given the opportunity to participate in discussion and wherever possible, we will draw on the expertise of practitioners. At the end of the course it is hoped that participants will be able to apply the learning to the context of their own parishes and share their knowledge more widely in the local church. The course is focused on equipping and enabling participants to show a little of the love of `Christ in the wider community. The course will recognize the variety of contexts, rural and urban, from which he participants will be drawn. It is hoped that there will be a process of mutual learning from the experience of various parishes.

Contents

Session 1 - Loving God and serving our community. Wednesday 25th September 7:00pm

The first session looks at why the church might be called to serve the wider community. This will include:

- reflecting on the story of the church in England in relation to meeting the needs of the wider community. We will explore what lessons from the past we can learn from today.
- examining the theological basis for social action and exploring the biblical testimony to discover why churches might wish to meet the needs of the wider parish.

There will be plenty of opportunity for discussion and discovery.

Session 2: Here:Now:Us Saturday 28th September 10:00 - 16:00

This session will follow the Here:Now:Us materials from **Together 4 the Common Good** and will be open to others (non participants) from across the Diocese.

Session 3: Who are we and who is in our communities? Wednesday 16th October 7:00pm

This session will help us to reflect on our own churches. Knowing our church, asking who God has brought together in our parishes and how the gifts and skills in our congregations might bless the wider community. We will also consider some of the barriers to the church reaching out to support the wider community. Finally, we will begin to look at how we might find out more about some often needs of our parish. This will involve some ideas regarding surveying and auditing the community using statistical evidence, observation and conversation with local service providers.

Session 4: Mental health and wellbeing in the church and beyond. Wednesday 30th October 7:00pm – led by Ellie Weaver

This session will be shared with participants on the Pastoral elective

Session 5: Loneliness and isolation in the church and beyond Wednesday 13th November 7:00pm

This session will consider the reality of isolation and loneliness across ALL age groups. This will lead to a wider discussion and investigation of some of the ways the Church can bring hope and connection and relationship in a disconnected world.

Session 6: Project work Wednesday 27th November 7:00pm

This is an opportunity to look at a range of social issues facing our communities and investigate possible solution currently being offered. The aim is to consider what might be appropriate for your particular parish. There will also be literature from a range of organisations in order to equip your parish according to need.

Session 7: Where next? Wednesday 11th December 7:00pm

This session will draw together all the learning from the previous sessions and begin to ask how this might be shared with and in the wider parish. There will be space for your own reflections, concerns and hopes. The session will look at liturgy, bible studies and creative spaces to encourage churches to respond to the needs of the parish together.

Venue

All sessions take place at Church House Hove

Tutor

Revd Diane Watts

FAMILY MINISTRY

Aim

This training will be based on' Core Skills in family ministry. Each session is creative, thought-provoking, interactive and designed to inspire and refresh children's and family workers at all levels of expertise and experience.

Contents

Training will cover:

- Biblical, historical and contemporary understanding of family
- Family ministry today
- Seasons of family life
- Role of family relationships
- Family wellbeing and wholeness
- Faith in families.

Venue

Training will take place on **12th and 26th October and 30 November at Church House Hove** led by

Course tutor

Revd Dr Irene Smale

MINISTRY IN THE WORKPLACE

Aim

This elective is an introduction to volunteer ministry in educational, health care and workplace settings. It is suitable for those who are interested in exploring the possibility of chaplaincy and sector ministry and who have already identified a possible context for this ministry. The course will look at the attitudes, skills, tasks, opportunities and theology of chaplaincy and hear from professionals working in the field.

Dates

10am – 2pm on the 28th September

10am – 4pm on the 19th October and 16th November 2019

Venue – St Giles Church Hall, Upper Shoreham Road, Shoreham-by-Sea, West Sussex, BN43 6BT

Tutor

Revd Dr Terry Biddington, Dean of Spiritual Life, University of Winchester with other guest contributors

MISSION ENABLER

Who is it for?

Those exploring how to begin, sustain and grow a fresh expression of church;
Experienced pioneers who want to reflect on what they are doing;
Those wanting to learn qualities of Christian ministry;
Christians who want their churches to be more effective in mission;
All traditions and ages;
Urban, suburban and rural contexts.

Features of the course

Reflection on your context and story;
Varied learning styles and resources;
Full materials and extra online material.

Contents

Session One: Module 1 - Mission context, The mission of God & Vision - 26
September 2019 (19:30-21:30)
Session Two: Module 2 - Values and call, Module 3 -Starting something new &
Module 4- Listening for mission – 12 October 2019 (10:00- 16:00)
Session Three: Module 5 -What is church? – 24 October 2019 (19:30-21:30)
Session Four: Module 6 - Gospel and culture – 14 November (19:30-21:30)
Session Five: Module 7- Team roles and behaviour, Module 8 - Discipleship &
Evangelism & Module 9 - Spirituality, worship and the sacraments – 23
November (10:00-16:00)
Session Six: Module 10 - Growing to maturity. 12 December (19:30-21:30)

Venue

All sessions take place at St Mark's Church Bexhill on Sea

Tutor

Revd. Rob Dillingham

PASTORAL MINISTRY

Aim

To prepare lay people to exercise a ministry of pastoral care in a parish setting by exploration of the theological basis of pastoral care and by developing a variety of practical skills.

Contents

Session 1:	Reflecting God's Life and Jesus' Ministry
Session 2:	Understanding Communication
Session 3:	Listening Attentively
Session 4:	Interpersonal Skills
Session 5:	Being Trustworthy
Session 6:	Boundaries, self-awareness and self-care
Session 7:	Praying with and for People
Session 8:	Making Pastoral Visits
Session 9:	
	Study Saturday – Grief and loss
	Study Saturday – Home Communion
	Mental health and wellbeing – additional evening session

Assessment

All participants will be required to complete a weekly reflective practice journal. This is assessed but not graded. Participants are also strongly encouraged to read at least one book on the reading list in the course handbook.

Course Tutors, dates and venues

Venue: All Saints Church, Findon Valley

Tutor: Revd Beverley Miles

Dates: 8th, 15th, 22nd October, 5th, 12th, 19th, 26th November, 3rd and 10th December 7-9pm

Venue: Christ Church Blacklands and St Andrew, Hastings

Tutor: Revd Graham Atfield

Dates: 24th September, 1st, 8th, 15th, 22nd October, 5th, 12th, 19th, and 26th November.
7-9pm

Venue: St John's Meads Eastbourne

Tutors: Revd Jill Preece and Susan Santos

Dates: - 24th September, 1st, 8th, 15th, 22nd October, 5th, 12th, 19th, and 26th November.
7-9pm

Venue: St Paul's Church Chichester

Tutor: Revd Sarah Manouch

Dates: September 30th, October 7th, 14th, 21st, November 4th, 11th, 18th, 25th and December 2nd 7-9pm

Saturday Study Days and extra evening session– all at Church House Hove

19th October 2019 10am - 4pm Grief and Loss led by Revd. Deacon Rachel Bennett

30th October 2019 7pm Mental health and wellbeing led by Elle Weaver

23rd November 2019 - 10am - 4pm Home Communion led by Revd Beverley Miles

PREACHING

Aim

The preaching elective aims to provide a practical introduction to preaching and is suitable for ALM candidates, those who have the Bishop's permission to preach and Readers wanting to refresh their preaching practise. Those who complete this elective will be authorised to preach on 6 occasions in a year.

Outline

- Session 1 Why preach?
- Session 2 Using the Bible in preaching
- Session 3 Troubling texts
- Session 4 Preaching in context
- Session 5 A recipe for preaching
- Session 6 Episodic preaching
- Session 7 Narrative preaching
- Session 8 Image and illustration
- Session 9 First steps
- Session 10 Preaching the sermon
- Session 11 – Sermon assessment day/half day

Assessment

ALM candidates will be assessed by means of a sermon preached to their peer group and assessed by the course tutor. They will also be required to submit a portfolio of preaching resources.

Venues and dates

St John's Church, Pevensey Road, St Leonard's on Sea

24th September, 1st 15th, 22nd October, 5th, 12th, 19th and 26th November, 3rd and 10th December. All sessions start at 7pm

Tutor - Canon Val Hamer

Church House Hove

23rd September, 30th September, 7th October, 14th October, 21st October, 4th November, 11th November, 18th November, 25th November, 2nd December and 14th December (assessed sermon day) All sessions start 7pm. The assessed sermon day begins at 10am.

Tutor -Revd Jayne Prestwood

All Saints Church, Crowborough -Dates TBC

WORSHIP AND LITURGY

Aim

This course is based on the popular Worship 4 Today course and is open to those training as ALM, Readers and any lay worship leaders wishing to receive some training. It aims to give a practical and theoretical grounding in the different aspects of leading and constructing worship.

Contents, dates and tutors

October 5th

Session 1 The theology of worship

Session 2 Who is the God we worship?

Tutor – Canon Rebecca Swyer

October 19th

Session 3 Worship in a mission context

Session 4 Leadership skills

Tutor – Revd Jules Middleton

November 2nd

Session 5 Worship in the Psalms – Catherine Allen

Afternoon – practical workshops

Tutor: Catherine Allen

November 16th

Session 6 Patterns of worship in the Anglican church

Session 7 Building a worship team

Tutor: Revd Lindsay Yates

November 30th

Session 8 Worship in the New Testament

Session 9 The challenge of All Age worship

Tutor: Revd Dr Anthony Moore

December 14th

Morning practical workshops

Session 10 The role of music in worship

Tutor: Catherine Allen

Venue

All sessions take place at Bishop Hannington Youth and Community Centre from 9.30am – 5pm

Assessment - The course assesses competency by completion of a formation and skills portfolio.

FAQ's Worship and liturgy elective

Is a worship ALM allowed to lead a full service?

Completion of this elective and authorisation is for leading all or part of a service of non eucharistic worship, under the authority and supervision of the incumbent. Worship ALM's are not authorised to preach (though may subsequently complete the Preaching elective). Where no licensed minister is present (whether because the parish is in vacancy or for other reasons), the wardens are those responsible for ensuring that the service is held and conducted properly, and a Worship ALM – in agreement with the wardens may lead Morning or Evening Prayer or a Service of the Word. However good practice means that the responsibility for leading such a service should be shared.

What is the difference between a Worship ALM and a Licensed Reader?

The Office of Reader is a lay ministry in the Church of England nationally accredited, episcopally licensed and governed by Canon Law. Readers have undergone more substantial training and are licensed by the Bishop to preach and teach as key elements of their ministry. A Reader has the authority to conduct acts of worship: ALMs are authorised to assist in leading worship.

Can Worship ALM's wear robes when assisting in leading services?

ALMs who are leading or helping lead non-Eucharistic services do not normally robe. In some churches, where a number of people involved in the service robe – e.g. acolytes, crucifer, deacon – it may be appropriate for an ALM who is assisting leading worship in the service to robe, either in a cassock or a cassock alb. It is for the incumbent to make any decision on whether s/he would expect or suggest that an ALM should robe, but this should then be agreed by the PCC also, and the agreement noted in the Minutes of that meeting.

HOW TO APPLY

To apply for the course candidates, need to complete the candidate's application form and ask the incumbent of their church to complete the incumbent's reference. Candidates also need the nomination of the PCC. All the application paperwork may be obtained from:

<https://www.chichester.anglican.org/Authorisedlayministerfurtherinformation/>

Who can I contact about ALM?

For all enquiries about the ALM course please contact:

Programme Director:

The Revd Jayne Prestwood, Officer for Lay Vocation and Ministry,
Tel:01273425016 Email: Jayne.Prestwood@Chichester.Anglican.Org

Programme Administrator

Sam Alsop Tel: 01273 425041 Email: samantha.alsop@chichester.anglican.org

FREQUENTLY ASKED QUESTIONS

GENERAL

What is an Authorised Lay Minister?

ALMs are 'authorised' by the Bishop to exercise a particular ministry within their local parish. Their authorisation does not extend beyond the parish into the wider diocese but may be exercised in other parts of a Team Ministry with the agreement of the PCCs and Team Rector. They do not hold the Bishop's licence and their authorisation is not automatically transferable to another diocese.

What is the difference between 'authorisation and licensing?

Authorisation

- Diocesan and episcopal
- Authorisation by the Bishop on advice of diocesan staff
- For ministries which under supervision represent the church in the wider community and the church
- Local supervision by the local minister and final accountability to the Bishop
- Training and support through diocesan programme and through the local team
- Regular review, including for renewal on behalf of the Bishop
- Diocesan responsibility to ensure that safeguarding training and checks are completed.

Licence

- Episcopal licence as required by Canon and nationally recognised
- Diocesan appointment/selection
- Admission and licensing by a Bishop
- For ministers of the Word exercising a representative or leadership role in the church and/or community in a parish/mission area or wider, and holding responsibilities such as for evangelism, mission enabling, teaching, catechizing, preaching, leading of worship, community outreach.
- Local supervision by the local minister and accountability to the Bishop
- Diocesan training where required. Continuing ministerial development through diocesan programmes/provision
- Annual ministry review by or on behalf of the Bishop

- Diocesan responsibility for safeguarding training and checks

VACANCIES and TRANSFERRING

Can a parish nominate a candidate for ALM Training during a vacancy?

The PCC can consider nominating while in a vacancy but nominations should not be put forward without prior agreement from the Rural Dean / Archdeacon. Parishes should be able to show that there will be support and care for the ALM candidate while in training.

What happens to ALMs in a Vacancy?

In a vacancy (of incumbent), the ministry of ALMs may continue as normal, under the authority of the Churchwardens and PCC, as part of the Ministry Team in the parish, and with the support of the Rural Dean.

Can a person transfer from another diocese?

If someone has been an ALM or equivalent in another diocese they can seek permission to transfer to the new parish within which they worship. They should have become settled as a member of the new church for six months before seeking re-authorisation. It is for the incumbent and PCC to support their request. They should have a reference from their previous parish and / or from the training course they have done, and they will require a new DBS clearance. If these are in place and there is the support from the Parish, the recommendation would be put to the Bishop for the person to be commissioned. They would also be invited to the next Commissioning Service where they would be formally welcomed.