



Authorised Lay Ministry
Equipping you to serve

**Course Prospectus
2021**

CONTENTS

General Information	2
2021 Dates for all participants	4
Children’s, Youth and family Ministry	5
Chaplaincy	7
Mission Enabler.....	8
Pastoral Ministry.....	9
Worship and liturgy	11
How to apply	13
FAQ’s	14
Guidelines for selection	16

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 <https://www.chichester.anglican.org/living-faith/>

(Candidates who have not completed the Living Faith course in 2020 may still be admitted to ALM training in the autumn of 2020 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 2020. 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, youth and family ministry, pastoral ministry, mission enabler, worship and liturgy, and chaplaincy.

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 **1st September 2020**. 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.

2021 DATES FOR ALL PARTICIPANTS

Closing date for applications –27th August 2021

ALM Commissioning Service

The ALM commissioning service has been provisionally booked for **8th January 2022 at 3pm in Chichester Cathedral.**

CHILDREN'S, YOUTH AND FAMILY MINISTRY

Aims and Contents:

9th October CHILDREN'S WORK Session One - Leader: Revd Dr Irene Smale

To support volunteers who are new to children's work or for those looking for a refresher course, these sessions will offer a foundation in best practice in children's work, a basic understanding of children's spiritual development, the theology and practice of children's leadership as well as team work and programme planning and will include:

- Best Practice in Children's Work
- Children's Spiritual Development
- Leadership Skills & Working as a Team
- Programme Planning

6th November YOUTH WORK Session Two - Leader: Dan Jenkins

To introduce volunteers new to youth work and those who would like a refresher course to the key principles of youth work, youth culture, and ways to engage young people with questions of spirituality. This session will include:

- Four Key Principles of Youth Work
- Building a balanced programme of activities
- Introducing youth culture
- Engaging with young people in a post Christian world

13th November FAMILY WORK Session Three - Leader: Revd Dr Irene Smale

These sessions will consider some contemporary issues facing families today, the importance of worshipping together as a Church family, and families and faith formation involving the whole family and will include:

- Biblical, Historical and Contemporary Understandings of the Family

- Family Ministry Today
- Seasons of Family Life

27th November CHILDREN'S WORK Session Four- Leader: Revd Dr Irene Smale

These sessions will offer practical ideas and some theory underpinning the importance of teaching the Bible to children and encouraging multi-sensory prayer and worship. As well as worshipping together as a community made up of all ages and will include.

- Teaching the Bible to Children
- Engaging Children in Creative Prayer
- All-Age and Family Worship

Venue

All sessions take place at Church House Hove, BN3 4ED and run from 9.30am – 1pm

Course tutors

Revd Dr Irene Smale and Dan Jenkins

CHAPLAINCY

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.

Contents

Session One: 2nd October 10.00—15.00 **Introduction to Workplace ministry**

This day will explore the nature of institutions and the nature of chaplaincy – being the Church beyond the Church. Participants will also explore their personal motivation and the art of self-reflective practice

Session Two: 6th November 10.00—15.00 **Chaplaincy in Healthcare and Education**

This day will explore professional practice: Confidentiality; boundaries; accountability; supervision and the nature of pastoral care: non-judgemental; unconditional positive regard; mostly non-religious issues. The second half of the day will focus on contributions from a health care chaplain and a school chaplain.

Session Three: 4th December 10.00—15.30 **Chaplaincy in Other Workplace Contexts**

This day will begin with contributions from chaplains in a variety of contexts before moving on to focus on the theology of chaplaincy. How does chaplaincy within the wider community or in a secular institution differ from traditional forms of Christian evangelism? How can the work of chaplaincy inform the life of the church? The day will conclude with an exploration of next steps in establishing and approaching chaplaincy.

Venue – Church House Hove, BN3 4ED

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 – 14th Sept 2021 (19:30-21:30)

Session Two: Module 2 - Values and call, Module 3 -Starting something new & Module 4- Listening for mission – 25th Sept 2021 (10:00-16:00)

Session Three: Module 5 -What is church? – 12th Oct 2021 (19:30-21:30)

Session Four: Module 6 - Gospel and culture – 2nd Nov 2021 (19:30-21:30)

Session Five: Module 7- Team roles and behaviour, Module 8 - Discipleship & Evangelism & Module 9 - Spirituality, worship and the sacraments – 20th Nov 2021 (10:00-16:00)

Session Six: Module 10 - Growing to maturity. 30th Nov 2021 (19:30-21:30)

Venue

Study day sessions take place at Saint Luke's Church & Parish Centre, Rattle Road, Stone Cross, Pevensey, East Sussex BN24 5SL.

Evening sessions will take place via Zoom.

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:	Pastoral Care Teams
	Study Saturday – Grief and loss
	Study Saturday – Home Communion

Assessment

All participants will be required to complete a weekly reflective practise 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: St Augustine's Church, Scaynes Hill

Tutor: Revd Beverley Miles

Dates: 21st September, 28th September, 5th October, 12th October, 19th October, 2nd November, 9th November, 16th and 23rd November

Venue: Christ Church Blacklands and St Andrew, Hastings

Tutor: Revd Graham Atfield

Dates: 21st September, 28th September, 5th October, 12th October, 19th October, 2nd November, 9th November, 16th and 23rd November.7-9pm

Saturday Study Days

9th October 10am - 4pm Grief and Loss led by Revd. Deacon Rachel Bennett
Church House Hove

6th November 10am - 4pm Home Communions led by Revd Beverley Miles (at
St Augustine's Church, Scaynes Hill)

WORSHIP AND LITURGY

Aim

This course aims to give a practical and theoretical grounding in the different aspects of leading and constructing worship and liturgy.

Contents

Study Day One – 18th September

Sessions 1 – Understanding worship

Session 2 – Traditions of Christian worship

Study Day Two – 2nd October

Session 3 – The Christian year

Session 4 – The worship leader

Study day Three – 16th October

Session 5 - The Daily Office

Session 6 – Breaking open the Word in worship

Study Day Four – 13th November

Session 7 – Prayer and intercession in worship

Session 8 – Including music in worship

Study Day Five – 4th December

Session 9 – Multi generational and all age worship

Session 10 – Worship and mission

Assessment - The course assesses competency by completion of a weekly practical assignment and an assessed service plan.

Venue: Church House Hove

All sessions 10am – 4pm

Tutor - Revd Jayne Prestwood

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: 01273 425016 Email: Jayne.Prestwood@Chichester.Anglican.Org

Programme Administrator

Sam Grennan Tel: 01273 425041

Email: samantha.grennan@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 and a discussion with the parish sequestrators. 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.

What is required of the parish and incumbent?

It is a requirement of the course that the incumbent and PCC nominates the candidate and to do so it is important that PCC members have an understanding of ALM ministry and discuss with the candidate how the proposed ministry will be exercised in the parish. There is no external discernment or selection process for ALM – it is the parish that discerns and nominates. Please consult the guidelines for ALM selection that follow in this prospectus. We also expect the PCC to support the candidate by helping with training expenses and at the end of training to work with the candidate to draw up an appropriate role profile. In a vacancy the Churchwardens should work with the PCC and the sequestrators to discern if a candidate is suitable for the ministry envisaged and has the parish's support. We encourage all parishes seeking to develop ALM and other forms of ministry to run the diocesan shared ministry course – (available autumn 2020 on the diocesan website) and undertake a ministry audit to help to establish a culture of collaborative ministry in the parish.

Guidelines for ALM selection

The ALM Candidate

Candidates should:

- show a clear commitment to personal growth in faith and discipleship;
- be recognised by the leadership of church and by the congregation(s) as being committed to serving God's mission through the work of the parish/benefice as well as in their own daily life;
- be committed to working collaboratively as a member of a team;
- be eager to encourage the gifts of others;
- show evidence of the gifts and skills appropriate to the particular ministry being considered, and the potential to develop them;
- have an appetite for life-long learning in a Christian context and be enthusiastic about following a course of training and formation;
- be communicant members of the Church of England;
- be willing and able to comply with the diocesan and parish policies on safeguarding children and adults with particular needs and vulnerabilities.

Selection

Normally, the primary responsibility for selecting, as for supervising and supporting, authorised lay ministers lies with the parish priest. Where there is a clergy team, or wider ministry team, the selection of potential ALMs should be discussed confidentially within the team. Where there is no team, the incumbent should discuss candidates with churchwardens or other people who know the parish / benefice well, before taking those names to the PCC.

In selecting potential ALMs, the area where they might exercise that ministry should be considered: a single congregation, a single parish, or the whole benefice. Given that ministries tend to expand in practice, it will normally be best to assume that authorisation will be to the benefice, and therefore the incumbent's and PCC(s)'s discernment process should also ask whether this person is capable of ministering in this wider framework.

Depending on who has initiated the discernment process, a conversation with each person being proposed is central. (It may start with a person volunteering to be an ALM, or it may come from the parish priest or be suggested by another person.) It may be that as well as a conversation with the parish priest, the

prospective ALM could also be invited to have a conversation with another member of the ministry team, or a churchwarden.

Only when the incumbent, other appropriate team members, and the person being selected are all in agreement, should the proposal be taken to the PCC.

The PCC should be able to have a confidential discussion of the appropriateness of the person or people concerned without them being present. It will be sufficient that the minutes of the meeting:

- a. simply records the decision taken, and
- b. that the PCC affirms and supports the selection of the person, and
- c. states for which ministry they are being selected.

Specific content of the discussion need not be recorded. However, the PCC decision does need to be recorded. In exceptional circumstances (although the groundwork referred to above should make this unlikely) the minutes of the PCC may need to record that a person has not been selected. In that case a simple statement that the PCC was unable to agree to support the candidate's selection is all that needs to be recorded.

Where a parish is in vacancy, applications should be considered and supported by the Rural Dean and sequestrators in consultation with others in the parish(es). In such cases specific arrangements for the support and oversight of candidates in training and after authorisation must be put in place.