



Authorised Lay Ministry

Equipping you to serve

Course Prospectus 2023/24

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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 October to May. It consists of two parts:

PART ONE

The ALM training programme begins with an 8 session core module 'Know, Love, Follow.' which explores mission and ministry in the diocese and links to the diocesan strategy. This module runs online between October and December. Any applicant who has already completed the diocesan Living Faith course is exempt from the core module.

PART TWO

This will consist of around 8 - 12 sessions of training, depending on the chosen elective. Dates and venues for the ministry electives will be established each year when we have confirmed numbers of students for each ministry area and will run between January and May. Some of the ministry modules 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?

Chaplaincy, Care for Creation, Mission, Pastoral, Preaching, Small Group leader, Rural ministry, Worship and Liturgy

ALM training costs £50 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 **31st October 2023**. 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.

2023/24 DATES FOR ALL PARTICIPANTS

Closing date for applications – 31st October 2023

ALM Commissioning Service

The ALM commissioning service has been provisionally booked for Saturday **27th April 2024** at **2pm** at **Chichester Cathedral**.

CORE MODULE – KNOW, LOVE, FOLLOW

The ALM course module is completed via self-study online. There is only one in person study day. You will be registered to the course and will be sent login details. Course material will be available from the start of October and you are free to complete each session when it is convenient for you. However, the core module must be completed by January 31st 2024

Knowing

Session 1. Making connections

In this session you will be exploring how we make links as Christians between our faith and our everyday lives.

Session 2 God's story, our story

In this session you will be exploring 'God's story' in scripture and thinking about how we can use the bible to support and strengthen our faith

Session 3 Talking about God in a time of change

This session focuses on the 'theological reflection cycle' and how we can use it to make decisions and choices.

Loving

Session 4 Spirituality: Context and roots

In this session you will explore the origins of spirituality and it's as a popular mass phenomenon

Session 5 Spirituality: Personal, public and the art of soul making

In this session you will be exploring your own spiritual identity and thinking about how spirituality relates to the mission of the church

Following

Session 6 The Shape of You

In this session you will be exploring your own gifts and calling – and thinking about what makes you who you are.

Session 7 Life Calling

In this session you will be exploring everyday discipleship and what it means to follow God in the places we are called to be.

Session 8 Vocation and Ministry

In this session you will be thinking about ‘vocation’ and exploring what it means to be ‘called’ by God.

Ministry Study Day – 9th December 2023 Church House Hove

On this study day you will be exploring how ministry is for everyone and thinking about how we can minister together in our parishes in ways which are collaborative and shared.

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

Study Day One: January 13th 10.00—15.00 Introduction to Chaplaincy

This day will explore the nature and principles of chaplaincy in a variety of institutions – responding to the call to be Church beyond the Church. What is pastoral care in a chaplaincy context? Participants will also explore their personal motivation and the art of reflective practice.

Study Day Two: March 2nd 10.00—15.00 Chaplaincy in Context

What does chaplaincy look like in different contexts? How does chaplaincy within the wider community or in a secular institution differ from traditional forms of Christian evangelism? How is chaplaincy perceived by others within and outside of the Church? How can the work of chaplaincy inform the life of the church? This day will include several contributions from chaplains working in different settings.

Study day Three: March 23rd 10.00—15.30 The Craft of Chaplaincy

A chance for further theological reflection building on the first 2 sessions. Exploring professional practice: Confidentiality; boundaries; accountability; supervision; self-care. The challenge of dual or multi-roles. The day will conclude with an exploration of next steps in establishing and approaching chaplaincy.

Venue – Church House Hove, BN3 4ED

Tutor – Revd Steve Gurr

CARE FOR CREATION AND ECO CHURCH

Aim

This elective will aim to provide scientific background, a theology of creation care, and lots of practical guidance on moving your church closer towards the Church of England's target of net carbon zero by 2030. There will also be encouragement on how to make a personal response to the climate emergency and how to personally adopt a greener approach to being a disciple of Jesus Christ. We will be visiting three different churches on each of the training days and each church has undertaken its own journey towards becoming a more environmentally sustainable parish. All this will be placed in the context of the five marks of mission, the fifth mark being *to strive to safeguard the integrity of creation, and sustain and renew the life of the earth*. The course leaders all have considerable experience and background in this area.

Contents

Study Day One – January 20th at Trinity Church Lewes 10am – 3pm

The first session will look at the missional context: why is this an important issue, what exactly are we talking about? What is the science telling us and what is happening to the environment. We will be visiting Trinity Lewes who have been awarded an A Rocha bronze award and where there is an extensive churchyard which is part of their eco project.

Study Day Two – 17th February at St Wulfran, Ovingdean 10am -3pm

We will be introducing the A Rocha framework of worship and teaching in church life, Buildings, engaging your local community and engaging globally, personal lifestyle and land and churchyard matters. We will looking specifically at reducing the carbon footprint of your church and developing of churchyard in particular. For this session we will be visiting St Wulfran's, Ovingdean, on the edge of Brighton where the churchyard has featured prominently in their response to caring for creation.

Study Day Three - 2nd March at St Mark's Holbrook 10am – 3pm

In this session we will be thinking both globally and personally. How can we stay informed of global environment issues and have widest possible influence, and how can we respond personally with the lifestyles that we adopt and the way that we live? We will also be looking at the A Rocha system of environment awards and looking at the way our worship and teaching on a Sunday can systematically reflect the priority of caring for creation. We will be visiting St Mark's Holbrook who have been awarded an A Rocha silver award.

We will also be thinking about how we might engage our local communities in the area of environmental concern, or how we can join in with what is already happening in our local communities. We will be looking at issues of community and land and thinking about the interconnected nature of creation.

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 - 9th Jan
(Zoom; 7-9pm)

Session Two: Module 2 - Values and call, Module 3 - Starting something new &
Module 4- Listening for mission - 27th Jan (Church House Hove 10-3pm)

Session Three: Module 5 -What is church? - 6th Feb (Zoom 7-9pm)

Session Four: Module 6 - Gospel and culture – 20th Feb (Zoom 7-9pm)

Session Five: Module 7- Team roles and behaviour, Module 8 - Discipleship &
Evangelism & Module 9 - Spirituality, worship and the sacraments - 9th March
(Church House Hove 10-3pm)

Session Six: Module 10 - Growing to maturity – 19th March (Zoom; 7-9pm)

Venue

Via Zoom and in person at Church House Hove.

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: Jan 16th, 23rd, 30th, Feb 6th, 20th, 27th, March 5th, 12th, 21st and 19th.
7-9pm

Venue: Conquest Hospital, Hastings

Tutor: Revd Graham Atfield

Dates: Jan 23rd, 30th, Feb 6th, 20th 21st, 27th, March 5th, 12th, 19th and 26th 7-9pm

Saturday Study Days

17th February 10am - 4pm Grief and Loss led by Revd. Deacon Rachel Bennett
(at Church House, Hove)

2nd March 10am - 4pm Home Communion led by Revd Beverley Miles (at St Augustine's Church, Scaynes Hill)

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.

ALM candidates will be assessed by means of a sermon submitted to the course tutor. This sermon will be preached to the home congregation who will be asked to supply feedback

Contents

Study Day One: January 20th 10.00am—16.00pm

Session 1 Why preach?

Session 2 Using the Bible in preaching

Study Day Two: February 3rd 10.00am—16.00pm

Session 3 Troubling texts

Session 4 Preaching in context

Study Day Three February 24th 10.00am—16.00pm

Session 5 A recipe for preaching

Session 6 Narrative preaching

Study Day Four : April 22nd 10.00am—16:00pm

Session 7 Image and illustration

Session 8 First steps in preaching the sermon

Venue – Church House Hove, BN3 4ED

Tutor – Revd Jayne Prestwood

SMALL GROUP LEADER

Contents

Study Morning One: 9th March 2024

A Big Vision for Small Groups [this will look at defining the purpose of a small group]

Growing Together in God's Word: How to Prepare and Lead a Bible Study [preparation, writing good questions, group dynamics, a 'typical' session]

Study Morning Two: 16th March 2024

Living Together in God's Love: Pastoral Care in Your Small Group [how to foster a culture in which the group members care for one another]

Learning Together as God's People: Connecting with one another and with God so that we grow [Lent courses, book groups; prayer in small groups]

Venue – All Saints Lindfield

Tutor – Revd Steve Nicolls

RENEWING HOPE IN RURAL MISSION & MINISTRY

Aim

For hundreds of years village churches have been at the centre of their rural communities. Despite a growing ambivalence about organised religion, a significant percentage of the rural population still see the village church as their spiritual home. These holy places provide a means of hope in an uncertain world and speak of God's unchanging love. This unique dynamic, where the rural church is deeply rooted in the wider community, provides both challenge and opportunity. If rural churches are to survive, they need to recover their role as hubs of community life. And if they are to flourish, they need to recover their confidence in the transformative power of the Gospel to change hearts and lives.

The 'Renewing Hope in Rural Mission & Ministry' Elective is made up of 9 sessions, which aim to encourage, equip, and inspire those taking part to:

Explore what 'rural' really means, within both a biblical and contemporary framework, and to be more informed on the issues surrounding Rural Church.

Gain a deeper understanding and knowledge of 'place' – listening to the community and knowing the local context where the Church seeks to serve.

Make the most of seasonal services, the church building and the churchyard for outreach.

Identify where further information, resources and support can be found to enable effective mission and ministry in a rural context.

Determine priorities which enables rural congregations, often small in number yet dedicated, to blossom, to work collaboratively, develop resilience and to adapt for the shape of the rural church in the future, whatever that might be.

Reflect prayerfully on what God may already be doing in their context

How? The 'Renewing Hope in Rural Mission & Ministry' Elective will be instructive and practical and will include input from a variety of local

practitioners in rural mission and ministry, group work, discussion, a parish audit and a visit to Plumpton College.

When and Where? We will meet on the following Saturdays between 9.30am and 1pm, at The Barn Centre, Newick, BN8 3JU and Plumpton College, BN7 3AE

Saturday 20th January - Sessions 1&2 – Context: ‘What is ‘rural’?’ and ‘Knowing your context’ (which would provide tools for a parish audit, listening to the local community, etc)

Saturday 17th February - Sessions 3&4 – Communication: Looking at ‘Welcome’ and ‘Communicating well and effectively though Noticeboards, websites, social media, parish magazines/bulletins, etc)

Saturday 16th March - Sessions 5&6 Connection: Creative liturgy for rural contexts, making the most of seasonal services – Plough Sunday, Rogation, Lammas Harvest, etc. Reaching and engaging with children and young families.

Saturday 20th April – Sessions 7 & 8 – Confidence: In Mission & Ministry – using the Churchyard for mission, identifying and accessing resources when numbers of ‘workers’ are limited...

Saturday 11th May – Open Day (TBC) at Plumpton College - Session 9 (?) – Collaboration: Vision, understanding the local farming community, building links, support, etc. Working with others...

For more information contact:

Revd Gary Cregeen, Rural Officer for East Sussex.

Telephone: 01424 612324 or 07749904887

Email: Gary.Cregeen@Chichester.Anglican.org

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 – January 13th

Sessions 1 – Understanding worship

Session 2 – Traditions of Christian worship

Study Day Two – February 17th

Session 3 – The Christian year

Session 4 – The worship leader

Study Day Three – March 9th

Session 5 - The Daily Office

Session 6 – Breaking open the Word in worship

Study Day Four – March 16th

Session 7 – Prayer and intercession in worship

Session 8 – Including music in worship

Study Day Five – March 23rd

Session 9 – Multi generational and all age worship

Session 10 – Worship and mission

Assessment - The course assesses competency by completion of an assessed service plan.

Venue: Church House Hove BN3 4ED

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: [Authorised Lay Ministry - Diocese of Chichester \(anglican.org\)](http://www.authorisedlayministry-dioceseofchichester.org)

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.