Funeral and Bereavement Course Application Form

Kennington St Mary's Church Hall, Church Road, Kennington, TN24 9DQ

Closing Date for applications 6 January 2021

- Please complete sections A1 - A7 & ensure your incumbent completes sections B1-B3
- Return to Sarah Lucas, Diocesan House, Lady Wootton's Green, Canterbury, CT1 1NQ

During an Interregnum candidates are advised to postpone their training.

Interview dates are still to be set. However they will be mid-January to early February.

Applicants will be advised of interview date options as soon as they are available

A2 Personal Details

Title: ……. First Name: …… Surname: ……

Name to be known by: ……. Address: ……

…… Postcode: ……

Tel (Day): …… Tel (Eve): …… Mob: ……..

Email: …… Date of Birth: …./…./…….

Emergency Contact Name and Telephone: ……..

☐ Please tick if you are happy for your name, telephone and email to be included on a tutor and student contact list

☐ Please tick here if you are happy for us (including other diocesan departments and groups) to contact you with details of further training opportunities and diocesan events.

A3 Personal Requirements

Do you have a physical or other disability / condition which may necessitate special arrangements?
Yes / No (delete as appropriate)

If yes please give details: ……..

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Please give details of any medical conditions, (including prescribed) medication we need to be aware of in case of an emergency:

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Dietary requirements (e.g. Vegetarian, gluten free): ……

The medical information on this application form is for use by ALM faculty staff and will not be divulged to any other persons with the exception (in the event of an emergency) of authorised medical personnel.

* Decisions on course viability will be taken after the closing date. Applications for viable courses will be accepted after the closing date.

A4 Course Training Pre-requisite

To enrol on this course you should have completed a Deepening Discipleship course and be either a Worship Leader or a Pastoral Assistant ALM or be a Licenced Reader in the Diocese of Canterbury. Please indicate the details below.

☐ I have completed a Deepening Discipleship Course

Year completed and venue: ……..

☐ I am currently ministering as an ALM in either Worship Leading or as a Pastoral Assistant

Year completed and venue……..

☐ I am a Licenced Reader in the Diocese of Canterbury

Year of Licencing: ……..

If you have not been locally authorized as an ALM or are not a Reader and your PCC wishes you to do the Funeral and Bereavement elective with a view to conducting funerals you will need a letter of support in addition to the application specifying:

- How your previous or training experience exempts you from the prerequisite course. E.g. you will be able to understand the worship and pastoral contexts and effectively minister in leading funerals.
- How the training minister will oversee your training gaps with a view to funeral and bereavement ministry on behalf of the local church.

A5 Experience and Training

Please give an outline of any experience and training that you have undertaken and your reasons for wishing to attend this course. Please use additional paper if necessary.

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A5 Experience and Training (continued)

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A6 Disclosure and Barring Service (DBS) - Enhanced Disclosure

This training requires an enhanced adult workforce disclosure from the DBS which will disclose:

- Details of all convictions, cautions, reprimands and warnings held on the Police National Computer (PNC)
- A check of the Children's and Vulnerable Adults lists
- Information held by the police which is considered relevant by a chief police officer(s)

It is the responsibility of the parish to ensure that your disclosure is satisfactory. If you do not hold an enhanced disclosure through the diocese that was issued less than 5 years ago, please contact your Parish Disclosure Officer. Further information is available from the DBS helpdesk at Diocesan House (01227 459401)

☐ I have a valid (less than 5 years old) enhanced CRB / DBS disclosure issued through the diocese (on behalf of your current parish).

Disclosure Date: ……/……/…… Disclosure Number: ……

☐ I have applied for an enhanced DBS disclosure through my parish and will provide the details above once it arrives

Please note a valid DBS disclosure **must** be in place by the start of the course. If you do not possess a current disclosure it is recommended that you apply for one via your Parish Disclosure as soon as possible after you submit your ALM application form . In addition it

A7 Applicants Signature

Signature: ……

Name (Printed): ……... Date ……/……/……

Please give this application form to your incumbent for them to complete the next session

B1 Incumbent / Training Minister Supervision Agreement

This training course requires the incumbent / training minister to supplement the training with course reflection and practical ministry experience. This course will need your oversight and experience so that the student's learning is grounded in parish ministry. In agreeing to supervise your student you are agreeing to create and fulfil a Training Agreement Partnership throughout the training. Should the student be authorised by the Parish at the conclusion of the course it will be necessary to draft a Ministry Agreement for approval by the PCC - usually for a period of three years. By agreeing to sponsor this student you are agreeing to see that you or another responsible person or group supervise the student.

Incumbent Signature: …….

Name (Printed): ……. Date: ……/……/……..

Incumbent Email:…….

Parish:…… Deanery: ……...

Name of Training Supervisor (if not incumbent) ……...

Training Supervisor Address: ……

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Email:…….

Training Supervisor (if not incumbent) Signature: …….

B2 Incumbent / Training Minister Reference

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Incumbent / Training Minister Reference (continued)

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Parish Guidelines for potential ALM authorisation: what a PCC should look for in any person authorised for ALM Ministry and for pre-course discernment.

- Identifiable focus of ministry
- Giftings, skills and a learning capacity for fulfilling ministry
- A Christian character judged suitable for this representative role as a public face of the church community
- Accountability and supervision for this ministry
- A written Ministry Agreement that frames sufficiently the parameters and working relationships for a person in representative church ministry.

B3 PCC Sponsorship

This training is provided by the Local Church Development Framework in the Diocese of Canterbury. As the sponsoring parish of this student you are agreeing to support them with the intention of authorising them for particular ministries at the end of their training. For a PCC to authorise a person in such a representative ministry , they must be satisfied that, that person will perform their duties responsibly and with congregational support. Due to the short application time notice of PCC approval will be accepted up to and including 30 October 2018

Sponsorship approved at a PCC meeting on ……..20……..

Chair of the PCC (signature): ……

Name (Printed): ……..

Parish: ……...

Deanery: ……...