Lay Funeral Ministry Course Application Form

Saturdays 1st October 2022, 25th February 2023 and 13th May 2023
Diocesan House, Lady Wootton's Green, Canterbury, CT1 1NQ
Closing Date for applications 15th August 2022

- Please complete sections A1 - A6 & 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 discuss the options with:
Nigel Collins, Diocesan Lay Ministries Adviser: ncollins@diocant.org

Interview Dates - Dates to be advised

A1 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 course contact list shared with other participants

☐ 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.

A2 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): ……
Lunch is provided on the Saturday sessions

The medical information on this application form is for use by Diocesan training 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.

A3 Course Training Pre-requisite

To enrol on this course you should be either an experienced Worship Leader (and competent preacher) or be a Licenced Reader in the Diocese of Canterbury. Please indicate the details below.

☐ I am currently ministering as a locally recognised (ALM) Worship Leader and preach regularly

Year any training completed ……..

☐ I am a Licenced (or PTO) Reader in the Diocese of Canterbury

Year of Licencing: ……..

To enroll, you will also need your incumbent's recommendation (section B1) and their written reference (section B2 or on a separate sheet/email) **and** the support of your local PCC— in a multi-parish benefice you may need the support of other PCCs too (section B3)

A4 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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A4 Experience and Training (continued)

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A5 Safeguarding—IMPORTANT

Licensed and PTO Readers: will already have the required checks and training in place and **don't need to take any further action.**

Locally recognised (ALM) Worship Leaders may need to take further action as follows with regards to DBS checks and training:

Disclosure and Barring Service (DBS) - Enhanced Disclosure with barring (children and adults lists) This ministry requires an enhanced DBS for both adult and children workforce issued by the Diocese of Canterbury. This means a check against both the adult and children barred lists, **if you do not have this level of check** or **have less than 1 year before your next renewal date** please carry out a new check with your Parish Disclosure Officer as soon as possible. Further information is available from the Safeguarding Administrator at Diocesan House (01227 459401) or safeguarding@diocant.org

☐ I have a valid (less than 2 years old) enhanced DBS disclosure as required above issued through the diocese (on behalf of your current parish).

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

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

Safeguarding Training - Leadership level Lay Funeral Ministry requires officiating ministers to be trained at leadership level, renewable every 3 years. Applicants may start the course with Foundation level training (please send a copy of your certificate with this application) and complete the Leadership module before April 2023 (send a copy of the certificate once completed).

No one will be able to start the course without a valid DBS check (at the correct level) or safeguarding training (at least foundation level).

A6 Applicants Signature

Signature: ……

Name (Printed): …….. Date ……/……/……

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

B1 Incumbent / Training Minister Supervision Agreement

Applicants for Lay Funeral Ministry must have the recommendation of their incumbent and the support of their PCC. Between October 2022 and April 2023 you will be required to supervise the applicant during a placement in order for them to gain learning and practical experience. The applicant will keep a reflective journal which will be assessed and you will be asked for feedback on their supervised placement. This is an important element of the course because participants will be authorised for funeral ministry on successful completion of the course.

By recommending this applicant you are agreeing to see that you or another responsible person supervise their placement.

Incumbent Signature: …….

Name (Printed): ……. Date: ……/……/……..

Incumbent Email:…….

Parish:…… Deanery: ……...

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

Training Supervisor Address: ……

…… Tel: ……

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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B3 PCC Sponsorship

Lay Funeral Ministers require the recommendation of their incumbent and the support of their PCC in order to train and exercise a lay funeral ministry. Please confirm PCC support of them as follows:

Sponsorship approved at a PCC meeting on …….. 2022

Chair of the PCC (signature): ……

Name (Printed): ……..

Parish: ……...

Deanery: ……...