

Pastoral Assistant Course Application Form

Closing Date: 16th September 2021

Explanatory Notes

- The course is intended to assist in equipping those who are / or will be involved in pastoral ministry within their local church and community setting. There is an expectation that participants will be authorised locally for ministry with the support of their incumbent and PCC. The course may also be used as a refresher for authorised or licensed lay ministers.
- Applicants should complete sections A1-A6 and pass the form to their incumbent to complete sections B1-B3.
- Where a parish or benefice is in interregnum applicants may wish to either postpone their application, or seek the advice and support of their Area Dean or another local minister – advice is also available from the Diocesan Mission and Ministry team (please contact Nigel Collins ncollins@diocant.org)
- Return to [Sarah Lucas](#), Diocesan House, Lady Wootton's Green, Canterbury, CT1 1NQ

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 tutor and student contact list.
- I am happy to be added to the Equipping for Ministry Mailing list.

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:

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

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.

A3 Course pre-requisite

It is highly recommended that participants in the Pastoral Assistant course have previously completed the Deepening Discipleship course or are an active lay minister.

- I have completed a Deepening Discipleship Course
- I would like to complete a Deepening Discipleship course in the near future
- I am currently ministering as a local lay minister / ALM / Reader (delete as appropriate)

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.

A4 Experience and Training (continued)

A5 Safeguarding

Disclosure and Barring Service (DBS) Enhanced Disclosure

This training requires an enhanced (with barring) 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 Vulnerable Adults list
- 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 (PDO). Further information is available from the DBS helpdesk at Diocesan House (01227 459401) or email: safeguarding@diocant.org

- I have a valid (less than 5 years old) enhanced DBS disclosure issued through the diocese (on behalf of my current parish).
- 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 PDO as soon as possible after you submit your application form.

Safeguarding training

You will be required to complete training prior to starting the course. The minimum requirement is to complete the **awareness** and **foundation online modules** (for details of how to book: www.canterburydiocese.org/safeguarding-training/) Please send a copy of the certificate to slucas@diocant.org referring to this course application. If you have completed safeguarding training for leaders within the past 3 years you do not need to repeat this, but please let us know at slucas@diocant.org

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

This course requires the incumbent / training minister to support the training with course reflection and practical ministry experience. This will need your oversight and experience so that your student's learning is grounded in local / parish ministry. In agreeing to supervise your applicant you are agreeing to create and fulfil a Training Agreement partnership throughout the course. On completion of the course the Training Agreement will need to be developed into a Ministry Agreement for approval by the PCC - usually for a period of three years. By agreeing to sponsor this applicant you are agreeing to see that you or another responsible person or group provide supervision for them throughout the duration of the course.

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

Incumbent / Training Minister Reference (continued)

Parish Guidelines for potential training and authorisation: what a PCC should ask as part of the discernment process for training as a Pastoral Assistant:

The following questions are meant to be read in conjunction with the ALM discernment guidelines on the ALM web page (<https://www.canterburydiocese.org/ministry/recognised-lay-ministry/authorised-lay-ministry/>)

- ◇ Does this person have the character/temperament to carry out the role or task with a sense of service that arises from their discipleship?
- ◇ Does this person have the necessary gifts or skills for this particular role/task?
- ◇ Could they do it now?
- ◇ Could they do it with training? Eg. do they have the capacity but need particular skills? Do they have a skill set from another discipline or workplace, and need support transferring those to a different context?
- ◇ If they were to be affirmed by the PCC to engage in this role/task, what kind of authorisation or commissioning as a team would give this person the necessary affirmation to do the task/role, and the congregation to accept this ministry? E.g. authorisation or a simple affirmation to go ahead? Who is the person accountable to? Will they be part of a team?

B3 PCC Sponsorship

Training for Lay Ministry is provided by the Diocesan Mission and Ministry Team. As the sponsoring parish of this applicant you are agreeing to support them with the intention of authorising them for local pastoral ministry at the end of their training (unless the course is used as a refresher). 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.

Sponsorship approved at a PCC meeting on

Chair of the PCC (signature):

Name (Printed):

Parish:

Deanery: