



General information for Bishop's Certificate Tutors

Thank you for being a tutor to a Bishop's Certificate group. Here are some points to assist you in setting up and looking after your group. Don't hesitate to get in touch with any queries.

1. The Ministry and Discipleship team arranges the groups based on the applicants' choices made from the locations and days available each year and indicated on their registration form. We will send you a list of all your students and ask you to contact them to welcome them to the course and to confirm the venue, time, start date and any other details.
2. We strongly encourage tutors to work as part of a team to deliver the course. Shared leadership mirrors biblical discipleship and models collaborative ministry. It allows students to experience different teaching styles and enables tutors to support one another and spread the workload. As well as Readers and clergy as potential tutors, some previous Bishop's Certificate students might benefit from being 'apprentice' tutors, working alongside a more experienced colleague, as an opportunity to test out a gift for teaching or as part of exploring a vocation.
3. You are welcome to recruit course participants locally, but please ensure that everyone completes a registration form and sends it with their payment to the Old Palace. Registration forms are available on the diocesan website or by contacting Ministry and Discipleship.
4. You are free to arrange breaks and holidays within the course to suit the group, as long as you can complete the 30 sessions by the time of the Bishop's Certificate presentation evening, typically held in October or November each year. We will confirm the date as soon as it is known.
5. Course materials for students and tutors are all provided, but will need to be collected from the Old Palace; please get in touch to check availability.
6. Whilst we hope students will commit themselves to the whole course we appreciate that there will always be holidays, illness and the unexpected to get in the way of attending. However, we expect students to have attended at least half the sessions in order to qualify for their Certificate. If any are struggling, or you have any concerns, please contact us. Please let us know if anyone decides to leave the course. A register sheet is available on the diocesan website.
7. Ministry and Discipleship will pay for the cost of hiring your course venue if need be. Get in touch to discuss how to do this. We will also pay travelling expenses for tutors; a claim form is available on the diocesan website.
8. Please contact us if there are any changes of contact details for tutors or students during the year.

To contact Ministry and Discipleship:

training@cofe-worcester.org.uk 01905 732812

For Bishop's Certificate forms and other information:

www.cofe-worcester.org.uk/mission-and-ministry/your-christian-calling/bishops-certificate/

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