



THE CHURCH
OF ENGLAND
**Diocese of St Edmundsbury
and Ipswich**

Licensed Lay Ministry Training Agreements Initial Ministerial Education Phase 2

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This handbook is available to download and use from
www.cofesuffolk.org → For Ministers → IME2 & CMD

SECTION 1

Introduction

The Bishops expect the issues of ongoing training and ministry development to be an important element for all those in the IME Phase Two period.

This handbook is intended to support you in this through training agreements which identify new ministerial experiences and areas for study.

There needs to be flexibility in composing Training Agreements. The amount of time which Readers, Lay Pastors and Local Evangelists (Licensed Lay Ministers) have for their ministry depends on a number of factors, such as family and work commitments, health and age. The incumbent will be well advised not to undervalue interests which the Reader may have outside the Church, but indeed to encourage them.

IME2: core study / training days

At least six core IME2 training days will be offered in each July – May period, almost always on Saturdays. Curates training for positions of responsibility (whether SSM or stipendiary) are required to attend at least six of these core training days. Readers and other Licensed Lay Ministers, and Curates training for assistant minister posts are expected to attend at least four of the core training days during the year. All those in IME2 training are expected fully to participate in the annual IME2 residential training weekend. All IME2 ministers, whether lay or ordained, are very welcome to attend more core training events than the minimum requirement.

It may be that occasional core training events are deemed to be key training events, to be given the highest priority for attendance. If attendance is not possible for a minister on the date specified, then alternative training and evidence for that key learning outcome will be required.

IME2: cohort tutorial groups

Self-supporting ministers (clergy and Readers): Regional cohorts each meet every month (except August), 7pm-9:30pm, for supportive fellowship, prayer and shared theological reflection on the experience of parish ministry.

NB: Each year-group cohort of stipendiary IME2 clergy meets together every month (except August), 10am-4pm, for supportive fellowship, prayer and shared theological reflection on the experience of parish ministry. This group may be adopted by those self-supporting ministers who are willing and able to do so, instead of the evening group.



SECTION 2

Training Agreement for Licensed Lay Ministers

'The primary duties of Licensed Lay Ministers are to preach and teach, and to pastor and conduct or assist in conducting worship'.

Name:

Benefice:

Incumbent:

Date of licensing to Benefice:

Prayer

Are there times when the whole ministerial team meets together for prayer?

Where else does the Reader, Lay Pastor or Local Evangelist get encouragement for the life of prayer?

Supervision and Staff Meetings

How is the new minister to be involved in regular staff meetings when the work of the parish is discussed and duties for a period arranged?

What arrangements have been mutually agreed for the structured supervision for Ministry Development of the new minister – how often will these be?

Preaching and Conduct of Worship

A newly licensed Reader (or other licensed lay minister who has completed a preaching module and is licensed to preach) should not be expected to do more than one new sermon per month in their first year, and no more than two per month in the second year. The Lay Minister should be given at least one Sunday each month without liturgical or preaching responsibilities.

What help will be given to the Lay Minister in the preparation of sermons and feedback afterwards?

What are the agreed expectations of the Lay Minister concerning the conduct of worship over the course of the year, with consideration given to the demands of the liturgical calendar?

Is the Lay Minister to take funerals?
If so, what training will be given?

Pastoral ministry

What are the agreed expectations concerning the role of the Lay Minister in the pastoral ministry of the benefice?

What training is to be given?

Teaching ministry

What are the agreed expectations concerning the role of the Lay Minister in the pastoral ministry of the benefice?

What training is to be given?

Initial Ministerial Education Phase 2

Newly licensed LLMs are expected to participate in the diocesan IME2 programme and annual review of ministry. Please show how this will be enabled.

Discipleship and ministry in the workplace

- Where appropriate please indicate how this will be reviewed and supported.
- Is this ministry recognized/accepted by those in authority in the workplace?
- What provision will there be for support and reflection by the incumbent/benefice?
How will it be communicated to and recognized by the parish?

Other Ministry

Section 4 includes other areas of ministry that might be considered.

Are there other areas of ministry which the Lay Ministers would like to explore?
How is this to be facilitated and reviewed?

EXPENSES

All Lay Ministers should receive expenses of office.

What are the expectations and arrangements concerning such expenses?

Signed (Incumbent) **Date**

Signed (Reader) **Date**

A copy of this Agreement should be kept by the Incumbent and the Lay Minister, and a signed copy sent to Director of New Ministries.

Please send to:-

The Director of New Ministries,
Diocesan Office, 4 Cutler Street, Ipswich, IP1 1UQ

SECTION 3

IME2: Annual Training Review

This is between the incumbent and an individual Lay Minister in the IME2 period. The training review may be assisted by others by mutual agreement.

The agenda for the review is to:

- a. Review what the Lay Minister has been doing in ministry over the course of the year and how this links in to a sense of vocation. This need not be confined to Church based ministry. The list in appendix A is a resource for this discussion. Please remember that not all the elements need to be covered by every lay minister, let alone the first few years. Please identify the areas of developing responsibility and leadership:
- b. What opportunities have been taken to meet and reflect theologically, as well as for practical parish management?
- c. Affirm what has been good in the training and working relationship, and identify what has been helpful.
- d. Name and consider any difficulties, disappointments or frustrations that have arisen. Identify what factors have contributed to these.
- e. Identify areas for the future development of ministry – this might be desired experiences, reading, training, prayer.
- f. What are the networks of support for the Lay Minister?
- g. Any other areas for consideration
- h. Completion of the annual training development report (below)



Readers and other licensed lay ministers: annual training development report
to be completed in the 12th, 24th, and 36th month after licensing.

Licensed Lay Minister's name:

Year of Licensing:

Benefice:

Incumbent:

Ministry dynamics

Identify the highlights in ministry during the last year.

Identify any difficulties and consider how are they to be addressed.

Ongoing development in Licensed Lay Ministry

These might include personal spirituality, leading of worship / different kinds of services, areas of preaching, leading home groups, pastoral / educational opportunities, or mission. The list in Appendix A might be helpful in this exercise.

It may be appropriate to identify realistic, mutually agreed targets.

How will the Lay Minister engage with this ministry, and how will they be supervised by the Training Incumbent?

Ongoing training

What are considered the most necessary ongoing training needs?

What are the plans for personal study and theological reflection?

Signed (Incumbent) **Date**

Signed (Reader) **Date**

SECTION 4

Ministerial Development List for Initial Ministerial Development Phase 2

Throughout IME2 various areas of expertise can be explored and developed. As personal training needs are identified, they can be addressed through the Training Agreement and annual training review. Only a few of the following issues should be prioritized in any single training agreement.

Beyond the list of practical tasks and areas of expertise, it is also necessary (though often more difficult) to address some of the most profound areas of Christian ministry - "work" with God, 'being' rather than doing, vulnerability, dealing with inadequacy, allowing God's strength to minister through our weakness as well as our giftedness. Nonetheless, these are vital areas of ministry that also require a developing awareness.

Personal Development

Spirituality and prayer life: Daily Office, quiet time, prayer styles, spiritual director
Reflection on role and work
Awareness of own personality and learning style.
Development of collaborative skills
Continuing theological reflection /making connections to daily life and work of laity
Development of appropriate working rhythm, including time off, retreats etc.
Awareness of sexual dynamics in working relationships
Understanding of confidentiality

Conduct of Worship

1662 Morning or Evening prayer (said or sung)	Leading intercessions.
Common Worship services	Publishing banns
Funerals,	Preparing/leading worship with lay and ordained
Seasonal provision	Choosing music & liaison with musicians.
All-age worship.	Preparing the church & books for worship.
Informal worship	Preparing the communion vessels.
Writing and planning special services.	
Reading, speaking & singing in church.	

Preaching

(Readers plus Lay Pastors & Local Evangelists who have completed a preaching module)	
Parish Eucharist.	Preparation of audio/visual aids.
Morning & Evening Prayer	Weddings and Funerals
All-age worship. Youth services etc.	To non-regular churchgoers (eg civic)
Informal worship	

Mission and Evangelism

Awareness of local context, in particular the social profile.
Developing theology, understanding and practice of mission,
Knowledge/experience of new mission ideas
Ability to present the Gospel message to those with little or no church background.
Experience of using one of the evangelism resources, e.g. Alpha. Emmaus etc.

Awareness of multi-faith issues
Discerning, encouraging and enabling the gifts of others
Developing relationships with PCCs and Churchwardens

Pastoral and Education

Knowledge of how adults learn
Confirmation preparation - adults
Awareness of current issues in society,
e.g. racial, gender, sexuality etc.
Baptism preparation/follow up
Knowledge of how children learn
Sunday school
School Assemblies
Confirmation - children and young people
Involvement in a church youth group
Marriage preparation
Funeral visiting
Teaching about prayer
Home Group leadership
Bible study leadership
Pastoral visiting
-visiting the sick at home/hospital -administering home communion
Ministry to the sick and dying in hospital or at home
Healing services
Ministry in an institutional setting e.g. prison, old people's home
Working with volunteers
Counselling/listening skills and awareness of own limitations

Areas of expertise

Children's work
Child Protection
Youth work
Schools - primary and secondary e.g. school governor
People with disabilities of various kinds
Work amongst deaf people
Community development
Supporting others in church life
Supporting others in secular life - work and community involvement
Interfaith dialogue
Raising awareness of environmental and social issues
Effective teaching of the Christian faith within a changing culture
Equal opportunities
Media skills
Chaplaincy work - industrial, hospital, etc
Tourism and use of church buildings
Rural ministry
Urban and inner city ministry
Suburban ministry
Spiritual direction/counselling

Links with the wider church

Awareness of diocesan resources + policy

Involvement in local Licensed Lay Minister groups [Greater Chapter where they exist]

Links with other local Churches and Christian Councils, LEPs.

Awareness of national church structures, awareness of worldwide Church and developing

awareness in the local church of world mission partnerships

Ecumenical work