

LWL Course Leader Suggestions and Support



Lay Ministry Team

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Thank you for considering leading a course for Lay Worship Leaders. The success of any course is committed, flexible, imaginative teaching and we could not sustain the level of LWL ministry in the diocese without you. These notes explain the course and offer some suggestions about the different ways in which the material (which we offer you without charge) could be used. From time to time we offer a Zoom session on 'How to lead an LWL course' which will be advertised in the CMD brochure, but if you cannot see one soon and would like to hear from someone about their experience of running the course, please do get in touch with the [Mission and Ministry Team](#).

Shape of the course

The course handbook offers ten sessions, each intended to last around two hours. It is designed to have space of at least two weeks between sessions in order to allow for some active learning and reflection time, but it is very much up to you how you structure the training for your group. Some courses have run on a weekly basis – others have used a combination of Saturdays and midweek sessions to be able to cover more material over a shorter timescale. In addition, there is a taster session to enable people to reflect on whether Lay Worship Leader training is right for them before beginning the course, and a Concluding Session for those who have completed the course to assist them in discerning whether ministry as a Lay Worship Leader is right for them at this time.

Session 1 – Understanding Worship

Session 2 – Traditions of Christian Worship

Session 3 – The Christian Year

Session 4 – The Worship Leader

Session 5 – The Daily Office

Session 6 – Breaking Open the Word in Worship

Session 7 – Prayer and Intercession in Worship

Session 8 – Including Music in Worship

Session 9 – Multi Generational and all Age Worship

Session 10 – Worship and Outreach

FOLLOWED BY: Concluding session

Some suggestions

1. There is more material in the handbook than can sensibly be used in each session. You will need to look ahead and decide what you will use, bearing in mind that some of the background information may be more suitable for people to read in their own time if they wish.
2. Course material goes out of date almost as soon as it is written, and any links within the handbook are unlikely to work now. We are also aware that this material was prepared before the explosion of online worship during the pandemic, and that some may want to include a specific session on online worship. Feel free to do so – we haven't written it yet!
3. While the course is designed to cover a range of worship situations, you are welcome to tailor it to your particular setting. So if, for example, you were using it primarily with a group engaged in café church, messy church or other non-traditional settings, you might want to integrate the principles of Worship and Outreach in session 10 into all of the sessions, or introduce additional material.

You are encouraged to make the material your own by substituting your own exercises and examples.

Preparing to lead a course – some questions to ponder

Who?

- Benefice-wide, deanery-wide or even beyond?
- Include your Rural Dean and Lay Chair in the conversation.
- Maximum number of candidates?
- Advertise or invite? (Taster session can be important too as a discernment tool, but is not compulsory.)

When & Where?

- One location or mixed? Who pays cost of any hired premises/refreshments etc?
- Online or onsite?
- How long and at what frequency?
- Will you use a pre-course taster session, or start straight in on session 1?
- Establish course dates.

How?

- Who is going to lead the sessions?
- Who is going to coordinate the course (administration!)?
- Who is going to have pastoral oversight?
- AV equipment and other practical considerations (for example diverse ability access?).

Get in touch with the Lay Ministry Team at an early stage – they may be able to help you work through some of these questions.

Step by Step Guide to running an LWL course

Step 1	<p>Establish the course start date and structure, and the date of the pre-course taster session if you plan to use this. If possible also pencil in a date for the Commissioning service with your Area Office.</p> <ul style="list-style-type: none"> • Leave at least 2 weeks' notice for the taster session after informing Lay Ministry Team, to allow for it to be advertised. • Leave at least 6 weeks between concluding session and commissioning service date to allow for discernment and for any outstanding DBS/safeguarding training to be completed.
Step 2	<p>Complete the form on the website “Notify the Diocese that you intend to run a course” You will then be sent a link for you to pass to potential participants. It is up to you how widely you decide to circulate that link, and whether you would like the course publicised on the diocesan Learning Hub so that others can join.</p>
Step 3	<ul style="list-style-type: none"> • Publicise the course dates and any taster session either by advertising or by invitation to selected candidates, sending them the Learning Hub link to register. • Book venues for all course sessions. • Arrange to collect sufficient numbers of course Handbooks from the Diocesan Office (if you wish to refer to the printed material).
Step 4	<p>If you run the initial Taster Session please emphasize:</p> <ul style="list-style-type: none"> • Incumbent's support is required before you begin the course. • Every participant must have registered through the Learning Hub before the course start date. If anyone has difficulty with this they can contact parishsupport@salisbury.anglican.org
Step 5	<p>Pre-Course information is sent out four days prior to the course start date</p> <ul style="list-style-type: none"> • This information is sent from the learning hub in your name as course leader. It can contain whatever information you feel it is important for people to have at that point such as directions to the venue, information about parking or refreshments. • It is important that everyone who intends to attend the course has registered with the Learning Hub by that date so that they can receive future information emailed to all course participants.

Step 6	<p>First Session</p> <ul style="list-style-type: none"> At the start of the course remind participants that they will need to complete Basic awareness (C0), Foundation (C1) and Awareness of Domestic Abuse online as soon as possible. This must take place well before commissioning. They will also need an enhanced DBS check for working with children. Shortly after the first session, the Lay Ministry Administrator will send a welcome email to course participants, explaining the process and requirements for DBS checks and for candidates to undergo the required safeguarding training. Those hoping to be commissioned will need to show their incumbent a clear disclosure at the right level.
Step 7	<p>Having completed the concluding session all participants to be commissioned will need to undertake a period of reflection with their incumbent concerning potential LWL Ministry. Those who feel they are ready to be commissioned as LWLs will need to work on a Role Description with their incumbent, setting out the kind of ministry they will offer, and the supervision and support they can expect.</p>
Step 8	<p>The Commissioning Service details need to be arranged directly with the relevant Area Office and confirmed to the Lay Ministry Administrator. The Commissioning will be undertaken by either the suffragan bishop or an archdeacon.</p> <p>Please confirm the names of those going forward for Commissioning.</p> <p>The incumbent is responsible for ensuring the person has been safely recruited in all other respects.</p>
Step 9	<p>The participant and incumbent agree the Role Description prior to commissioning, and complete the Declaration Form prior to commissioning.</p> <p>Course leaders are encouraged to share any feedback with the Lay Ministry Team for future reference and improvements.</p>

Course materials

The handbook is available online, and printed copies can be collected (by arrangement) from Emmaus House or one of the Area Offices. In addition all are welcome to download a pdf from the [diocesan website](#). However, if you are using substantial amounts of your own material, you may prefer participants not to use a handbook until you have finished the course, when they may want to return to it for reference. It is therefore up to you to decide at what stage to point the participants to the course handbook on the website, or to give out hard copies.

The taster session and concluding session are available as separate downloads from the website, and you are welcome to use these or make up your own. Some course leaders seem to find the taster session helpful, but many adopt a simpler and more reflective concluding session rather than giving too much information at that point. It is each incumbent's responsibility to work with the participant on discerning the shape of their ministry from that point on, and to recommend them for commissioning if that is appropriate.