

# **Learning for Discipleship & Ministry Team**

## **Guidelines for Churches Supporting a Candidate for Licenced Lay Ministry**

### **Resources Implications**

**2017**

# We are supporting a candidate for **Licensed Lay Ministry**

## **What is involved for our church?**

Your candidate will begin their training the September following discernment and the training will last three years. The training is provided by a partnership between Sarum College and the Diocese (through the Learning for Discipleship and Ministry Team) and takes place both in local learning centres and at Salisbury. The support of the local church is an essential part of the training since your student will normally be trained to serve in your parish / team / benefice after licensing. All learning is contextual and your parish provides the context for the student's learning.

*(NB: For convenience 'parish' is used from now on in this leaflet to include team or benefice where this is appropriate to your local situation.)*

The parish's support is centred on four areas:

- personal support for the student and his or her family
- establishing a support group
- providing training opportunities within the parish
- some financial support

## **What is involved for the student?**

Training to become an LLM means continuing on a formational journey where academic studies intertwine with reflective practice and the ongoing process of formation as God calls each one of us to become the minister he wants us to be.

### **Study:**

- The LLM training course covers three years each divided into three terms. The course is delivered by Sarum College. Students are licensed on successful completion of the course.

- Students need to allow twelve hours a week for their studies and tutorial sessions.
- Students' learning will be assessed in a variety of ways which will include written work, reflections, practical skills assessments and a range of other forms of assessment.

### ***Practical training:***

- A training contract is established between the student and the Training Minister which sets out a programme for training in ministry in the church. This is revised every year. It takes account of the student's existing experience as well as their needs for training before licensing as an LLM. This process is overseen by Sarum College.
- Some churches find it helpful for the student and training minister to sign the contract in front of the congregation during a service. This acts as a public sign of the church's commitment to the three years of training. However, this public signing is not a requirement.

### ***Training and Study Days:***

- Sarum College deliver the training through blended learning which integrates online resources with face-to-face work. Each module requires attendance on a Saturday at Sarum College.
- Each term students attend a further formational day usually in Salisbury on a Saturday. These are run by Learning for Discipleship and focus on specific aspects of LLM ministry.

### ***Ministerial Formation:***

- This primarily occurs through experience in the local Church, through time spent learning and worshipping together, and reflections within portfolios.
- Reflective practice is an important and integrated part of formation.

## **What can our Church do to support our student?**

Now that you have a glimpse of what is expected of the student, what is involved for the local church?

### ***Personal support for the student during training:***

Students need all the support they can get as the training is intensive both in terms of time and emotional engagement. Many students find that they change and grow during the training, and that there is a letting go as well as a growing into their vocation, so the support of the local church is vital. Students cannot continue with their former ministry responsibilities in the local parish once they begin training – they simply will not have the capacity.

Churches should pray regularly for their student privately and in public worship. When the training seems all-consuming and never-ending, the church can help by appreciating what has been achieved and encouraging the student to keep going.

Single students will need support from close friends, and the families of married students will themselves need encouragement and support from the church as they have to make adjustments to support their family member who is training.

Sarum College will issue advice and guidance on setting up a support group (Local Learning Group) in the parish. The support group can also act as a sermon reflection group. Support group members are the people most closely involved with the student during training (beyond the training minister), and are their advocates in the local church. Experience suggests that most support group members find the group very rewarding for them as well as the student.

### ***Training opportunities within the parish:***

Part of setting up the training contract involves identifying activities and commitments to be given up. This is sometimes hard for the church where members are used to relying on the student.

Practical help can be given by the church in making it possible for the student to cut back. Prime candidates for responsibilities to be given up during training include PCC membership, being churchwarden, choir director, organist, Sunday School teacher, church cleaner, church administrator, organiser of the church fete or social events. On the other hand, if music is relaxing for the student, singing in the church choir (but not being choir director) may provide some important balance in life. The church can help the student to decide what to continue with and what to drop.

Students will gradually 'learn by doing' – especially in preaching, teaching and leading worship, the core focus of LLM ministry. The church can help by providing encouragement and by allowing the student to make mistakes in a safe environment, remembering that nobody gets it right all the time and we learn by experience.

The training minister will be invited to attend induction and supervision at Sarum College. These are important encounters and allow the minister to keep up to date with expectations surrounding their student's training and formation.

### ***Financial support for the student's training:***

As there are three stakeholders, the costs of training are borne by the Diocese, the local church that has supported the student's vocation and the student themselves.

The expenses that will arise are:

- the cost of robes (as a guide, a cassock, surplice and scarf may cost around £250)
- costs of books for each module (this varies according to module)
- costs of stationery (paper, ink and folders estimated at £20 per year)
- cost of travel to learning centres at 45p per mile
- telephone / postage / travel for parish business

## **What financial contribution falls to the parish or benefice?**

Parishes contribute £200 per academic year towards the costs of providing the training for each student. In practice this covers some of the tuition costs for the students which are paid by the Diocese to Sarum College. An invoice for this will be sent each year in the summer.

Payment by BACS can be made using Sort code: 30-97-41, Account No: 00007237. Please include reference "LfD – and the parish name". Alternatively, cheques made payable to the Salisbury Diocesan Board of Finance should be sent to The Administrator, Learning for Discipleship, Church House, Crane Street, Salisbury, SP1 2QB in an envelope marked Parish Contributions (by 31st October in each year).

- Parishes should reimburse the student for travel costs to tutorials, residentials, study days and meetings with Core Staff. Travel costs incurred in leading worship in the parish(es) should also be reimbursed. The exact cost will vary depending upon the distances the student has to travel, but should be paid at diocesan rates.
- Costs incurred by the student on behalf of the parish (phone calls, postage etc) should be reimbursed.

## **What financial contribution falls to the diocese?**

The diocese receives no grants from central Church Funds for LLM Training. Thus the bulk of the costs of training fall to the Diocese. The Diocese also makes a grant towards the student's expenses for books and robes (currently £690 paid in stages over the training period - £430, £130 and £130).

## **What financial contribution falls to the student?**

- The cost of books, above the financial contribution made by diocese.
- Costs of babysitting, gardening or other services that have to be paid for because time normally spent doing them is now needed for study.
- Costs for stationery, computer equipment, Broadband/phone calls etc. associated with training.
- Costs of robes above the financial contribution made by the diocese.

The costs for your student needs to be approved by the PCC. The Training Minister should handle all financial discussions with the PCC; the student should not be placed in the position of having to plead their own case.

In some cases, students may wish to contribute more towards the cost of their training. In such situations the parish should pay the normal grants, and the student should increase their level of giving to the church (Gift Aided). This practice ensures that the full costs of training are recognised, and does not set a precedent of lower parish contributions that may disadvantage any future student.

The costs quoted here are as at July 2017.

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