

## Course Leader form to advise LDMT about an LPA Taster Session & Course

Thank you for supporting the Lay Ministry in the Diocese by leading an LPA Course. Please could you complete the boxes for the Taster session and course as soon as you have them. It is helpful we know about your course ASAP, **particularly if you wish to advertise the session\***, so please do not worry if you do not have the details of the Commissioning Service because this can come later.

Taster Session details			
Venue & postcode		Approximate number of people expected?	
Date		Start Time	
If you wish to advertise your session to others in your area of the Diocese			
*Do you wish your taster session to be advertised on our website?	Yes / No	If you select <b>Yes</b> , and you supply your email address ** to advertise the session, (i.e. you are happy to be contacted directly) <b>this along with the location and date will be published on the Diocese Website on the LPA/LWL training pages under ministry</b> . Otherwise we will use <a href="mailto:LDMT@salisbury.anglican.org">LDMT@salisbury.anglican.org</a> address	
**Your Email Contact for Taster?			

Course Leader(s) information <span style="float: right;"><i>(Please see Data protection policy below ***)</i></span>			
Name		Name	
Address		Address	
Post Code		Post Code	
Telephone		Telephone	
Email		Email	
Deaneries			
Course details			
<b>Date of 1<sup>st</sup> session</b> (at least two weeks after Taster Session)		Date of last session (i.e. Concluding Session)	Start time
<b>Venue with postcode</b> (if different from above Taster Session)			

Commissioning Service			
Church		Parish	
Person Officiating (usually the suffragan bishop or archdeacon)			
Date		Time	
<p><b>***Data Protection Statement:</b> Your personal data as provided on this form will be stored in hardcopy (secured storage &amp; disposal) and on our database by the Learning for Discipleship and Ministry team (LDMT) for the purpose of improving Lay ministry training. This data is strictly only available to authorised officers of the Salisbury Diocese and in accordance with best practice as detailed in the DBF Data Protection Policy (see <a href="https://bit.ly/2MSs0Cr">https://bit.ly/2MSs0Cr</a>). If you wish to have your data deleted or have any queries concerning the storage and use of your data please contact LDMT on 01722 411944 or <a href="mailto:LDMT@salisbury.anglican.org">LDMT@salisbury.anglican.org</a></p>			

Please return to the Administrator, Learning for Discipleship,  
Diocesan Office, Church House, Crane Street SALISBURY SP1 2QB  
T: 01722 411944 [LDMT@salisbury.anglican.org](mailto:LDMT@salisbury.anglican.org)