

Course Leader form to advise LDMT about an LWL Taster Session & Course

Thank you for supporting the Lay Ministry in the Diocese by leading an LWL 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 Yes , and you supply your email address ** to advertise the session, (i.e. you are happy to be contacted directly) this along with the location and date will be published on the Diocese Website on the LWL training pages under ministry . Otherwise we will use LDMT@salisbury.anglican.org address | |
| **Your Email Contact for Taster? | | | |

| Course Leader(s) information <i>(Please see Data protection policy below ***)</i> | | | |
|--|--|--|------------|
| Name | | Name | |
| Address | | Address | |
| | | | |
| Post Code | | Post Code | |
| Telephone | | Telephone | |
| Email | | Email | |
| Deaneries | | | |
| Course details | | | |
| Date of 1st session <small>(at least two weeks after Taster Session)</small> | | Date of last session <small>(i.e. Concluding Session)</small> | Start time |
| Venue with postcode <small>(if different from above Taster Session)</small> | | | |

| Commissioning Service | | | |
|---|--|--------|--|
| Church | | Parish | |
| Person Officiating <small>(usually the suffragan bishop or archdeacon)</small> | | | |
| Date | | Time | |

*****Data Protection Statement:** Your personal data as provided on this form will be stored in hardcopy (secured storage & disposal) and on our database by the Learning for Discipleship and Ministry team (LDMT) for the purpose of administration of this and future courses. 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 <https://bit.ly/2MSs0Cr>). 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 LDMT@salisbury.anglican.org

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