



LICENSED LAY MINISTRY

in the Diocese of
Peterborough





An Introduction to Licensed Lay Ministry in the Diocese of Peterborough

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An introduction from Bishop Frank

One of the signs of the liveliness of the people of God is that people with distinctive ministries appear and are recognised within the Christian fellowship.

It is a source of constant delight and encouragement to me that increasing numbers of men and women with all kinds of gifts are willing to offer themselves and, after the discernment process, to train and be licensed to minister within our churches.

I hope in the years to come I may welcome and commission many more, reminding us all of the sheer bounty that we receive through one another of the gifts of the Holy Spirit.



*The Right Revd Frank White
Bishop of Brixworth*



Photo: Dave Morris

With special thanks to all who have contributed photographs and text to this publication.

Lay ministry in the Diocese of Peterborough



Lay ministers caught in a rainstorm outside Peterborough Cathedral. Photo: Dave Morris

The Church is seeing an increasing number of people being called by God to become licensed lay ministers. They work alongside the clergy on a voluntary basis, sharing in leadership.

Licensed Lay Ministers come from a wide variety of backgrounds and experience. What unites them is a deep desire to see God's ministry and mission flourish locally, and a sense that God is calling them to express it in a particular way.

Perhaps you could be one of them.

We have three distinct ways of expressing that ministry:

- **Preaching, teaching and leading worship**
- **the work of a Reader**
Readers preach, lead worship, lead teaching groups and may take funerals and do pastoral work.
- **Pastoral Care - the work of a Lay Pastoral Minister**
Lay Pastoral Ministers develop their gifts through training to share in the leadership and development of pastoral care in their parish or benefice.
- **Reaching out with the Good News**
- **the work of a Licensed Evangelist**
Licensed Evangelists share the good news of Jesus Christ in whatever way they can; they also encourage their churches to take every opportunity to share the gospel and draw others into the Christian faith.

You will find more about each of these ministries elsewhere in this booklet.

Why we license some lay people

There are lots of people in our churches who lead house groups, do pastoral visiting and share the good news. Why would anyone want to train for two or three years in order to receive a licence from the Bishop?

There are three reasons. Firstly, whilst there are many who do things, God calls some to be a particular focus and enabler of others, for example by leading a pastoral visiting team.

Secondly, licensed lay ministers become part of the ministry team in a parish or benefice.

Thirdly, they exercise this focus on behalf of the wider church, with authorisation from the Bishop.

Some also need to have authority from the Bishop and training for specific tasks, for example for preaching in public worship.

God gives gifts to the church and calls people to fulfil particular offices to “equip the saints for the work of ministry” (Ephesians 4: 11-13). Training and licensing is a way the Church recognises a particular *charisma* which individuals may have, even though they may be the last ones to notice it.

Often such recognition by others is accompanied by a feeling of being called to something “more”, a feeling that, however hard you resist, refuses to go away.



The Diocese of Peterborough
The ministry of
Reader



“It was Christ who gave some to be ... teachers, to prepare God’s people for works of service” Ephesians 4:11,12



*Phillip Nixon,
Warden of Readers*

Readers are lay people who are called to serve the Church in a preaching, teaching and pastoral ministry. They are theologically trained to proclaim the Gospel, to lead worship and to minister effectively in collaboration with their parish priests.

Reader ministry is a long established, nationally accredited form of lay ministry within the Church of England. You can find out more about Reader ministry from the national Reader website: www.readers.cofe.anglican.org

The role

A Reader’s ministry is likely to include:

- preaching and teaching
- leading and assisting in worship
- assisting with the administration of Holy Communion
- pastoral work
- conducting funerals with the consent of the deceased’s family

In addition to these roles, Readers are often involved in teaching children, in youth groups, confirmation classes, marriage and baptism preparation, study and discussion groups. They might also be involved in Alpha, Emmaus and Credo courses – situations in which they can help people grow in faith.

Readers will also find informal ways of exercising their ministry by their presence and witness - in their place of work, at home, among neighbours and in the local community. They can be a focus and encouragement for the witness of other Christians.

All accredited lay ministers, including Readers, will be members of the parish or benefice staff team which is led by the Incumbent. They may also become part of any Local Ministry Team that develops.

“Speaking to my Reader colleagues, I am constantly surprised at the diversity of our ministries. You can really make a difference to your church and community.”

Rob Deans,
Reader at Eye,
Newborough & Thorney





“I had assumed that trainee Readers would be frightfully intense and very holy; but on the first evening someone said to me, ‘I’ll have it out with God for getting me into this,’ and I realised that we were all human.”

Rosie Rushton,
Reader at St Peter’s,
Weston Favell

The characteristics

Readers can be men and women of all ages and backgrounds. They are people who have a clear understanding of the Gospel which they live out in the responsibilities of their daily lives.

In order to exercise their ministry they will need a disciplined life with time set aside for prayer and study.

The Training

The training to be a Reader lasts for three years, part-time. Readers train with other Licensed Lay Ministers (Lay Pastoral Ministers and Licensed Evangelists).

Although Readers are trained within their own diocese, the course is moderated nationally to ensure consistency in preparing Readers for their office.

Readers are expected to continue their education and training throughout their ministry. Much of this will be done alongside other accredited lay ministers within the diocese and, as appropriate, with clergy. Training and support is also available through the national network of Readers.

The contacts

Director of Ordinands and Vocations:

The Revd Canon Julie Hutchinson

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Email: juliehutchinson@uwclub.net

Warden of Readers:

The Revd Canon Dr Phillip Nixon

Tel: 01604 751164

Email: phillipn@btinternet.com

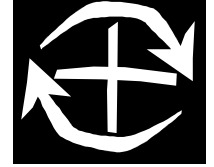
For other contacts, check the Ministry of Readers page of the current Diocesan Directory, or the webpage:

www.peterborough-diocese.org.uk/ministry/reader.htm



The Diocese of Peterborough
The ministry of

Lay Pastoral Minister



*“It was Christ who gave some to be ... **pastors**, to prepare God’s people for works of service” Ephesians 4:11,12*



Jenny Parkin,
Warden of Lay Pastoral
Ministers

Lay Pastoral Ministers are men and women who are called to share in the ministry of caring for the people of God by supporting and enabling the pastoral ministry of the Church.

The first Lay Pastoral Ministers were licensed in the diocese in the early 1990s. There are now around 90 Lay Pastoral Ministers working in parishes throughout the diocese.

The role

It can be very diverse but may include:

- Taking Holy Communion to the sick and housebound
- Hospital and residential care home visiting
- Baptism, confirmation and marriage preparation
- Running parenting courses
- Bereavement support, prison visiting, praying for and with those in need.

Lay Pastoral Ministers might also be involved in leading a visiting team in the parish, prayer meetings, children’s work and informal discussion groups such as Alpha, Emmaus and Credo courses – situations in which they can help people grow in faith.

All accredited lay ministers, including Lay Pastoral Ministers, will be members of the parish or benefice staff team which is led by the Incumbent. They may also become part of any Local Ministry Team that develops.

The characteristics

If you have a heart for people and you are a good listener, this could be the ministry for you. Lay Pastoral Ministers are called to show God’s love for the world by caring for others. All Christians are called to serve but Lay Pastoral Ministers develop their pastoral gifts through two years of training.

“Giving Communion to people at home is a wonderful thing to do ... I find it unexpectedly moving and it’s such a privilege”

Erica Grubb,
Lay Pastoral Minister
at St Peter’s, Oundle





“Being a Lay Pastoral Minister is the ultimate accolade God could bestow on me. It enables me to go wherever he sends me; to do his work and further his kingdom here on earth. It gives me the greatest joy in serving my fellow man.”

David Bull,
Lay Pastoral Minister
at St Benedict's,
Northampton

They need to be men and women:

- of prayer
- of integrity
- able to listen and reflect
- sensitive to the needs of others
- compassionate
- able to communicate well and lead others in pastoral ministry

The Training

Don't panic! Your training will prepare you for this ministry.

Your formal training will take two years and involves weekly sessions during term time, occasional Saturday study days and two residential weekends. Lay Pastoral Ministers train with other Licensed Lay Ministers (Readers and Licensed Evangelists).

They are expected to continue their education and training throughout their ministry. Much of this will be done alongside other accredited lay ministers within the diocese and, as appropriate, with clergy.

The contacts

Director of Ordinands and Vocations:

The Revd Canon Julie Hutchinson
Tel: 01933 626203
Email: juliehutchinson@uwclub.net

Warden of Lay Pastoral Ministers:

The Revd Jenny Parkin
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Email: parkinjen@btinternet.com

For other contacts, check the Lay Pastoral Ministry page of the current Diocesan Directory, or the webpage:

www.peterborough-diocese.org.uk/ministry/pastoral.htm



The Diocese of Peterborough
The ministry of

Licensed Evangelist

“It was Christ who gave some to be ... evangelists, to prepare God’s people for works of service” Ephesians 4:11,12



*Sheila Addison,
Warden of Licensed
Evangelists*

Licensed Evangelists are men and women called by God, affirmed and equipped by the Church and commissioned by the Bishop to help us all to be inspired by God’s Passion for the world.

Their gifts, experiences and training equip them to engage with those who do not yet have a personal relationship with God, and to enable and lead those in the Church to work together to make Christ known and draw people into his Kingdom.

The role

This will vary according to the gifts and experience of each Evangelist in their local Church and community context. It is likely to include work with some of the following:

Community groups: schools, pubs, clubs ... in fact any local group. The Evangelist might be a speaker who can put God’s viewpoint in a secular context, or a trusted friend who draws people towards situations where they can explore the meaning and value of life.

Community networks: seizing opportunities to raise awareness of God’s viewpoint in the community - perhaps through leaflets in libraries and shops, through websites, in the press and media, or by a presence at community events.

The Church: inspiring and encouraging the leadership of the Church in the work of evangelism - building a team and a prayer support group for the work of evangelism. This work may include communicating the Good News to visitors at Baptisms, weddings and funerals, or using events such as Marriage Week or All Souls Day to engage with people of other faiths or none, or offering a Christian basics course.

Wider Networks: being aware of recently published books, films etc that speak of the nature of God and tell his story; having the discernment to know when these might be helpful to others.

Licensed Evangelists are members of the parish or benefice staff team which is led by the Incumbent. They may also become part of any Local Ministry Team that develops.

“God gave me a heart for personal evangelism but the Licensed Evangelist training helped me to understand how and why I could and should encourage the local Church to give evangelism higher priority”

Chris Brett,
Licensed Evangelist at
Wollaston, Bozeat and
Easton Maudit





“Being a Licensed Evangelist is all about being yourself, sharing the good news and helping people. I want to show that people who go to church are real and that we don’t just sit there and sing a few hymns!”

Dawn Valentine,
Licensed Evangelist in
The Tove Benefice

The characteristics

A Licensed Evangelist needs to be someone:

- whose relationship with the Lord is kept fresh and alive through prayer, worship, personal Bible study and frequent encounters with those doing similar work
- who is able to communicate the Gospel simply and effectively and in a variety of ways according to the culture of those they meet
- who is a team player but can also be an effective team leader
- who has the courage to be the “grit in the oyster”

The Training

The formal training will take two years and involves weekly sessions during term time, occasional Saturday study days and two residential weekends. Licensed Evangelists train with other Licensed Lay Ministers (Readers and Lay Pastoral Ministers).

Licensed Evangelists are expected to continue their education and training throughout their ministry. Much of this will be done alongside other accredited lay ministers and within the diocese and, as appropriate, with clergy.

The contacts

Director of Ordinands and Vocations:

The Revd Canon Julie Hutchinson

Tel: 01933 626203

Email: juliehutchinson@uwclub.net

Warden of Licensed Evangelists:

Sheila Addison

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Email: sheilaadd@aol.com

For other contacts, check the Ministry of Licensed Evangelists page of the current Diocesan Directory, or the webpage:

www.peterborough-diocese.org.uk/ministry/evangelist.htm

The discernment and application process



What to do as you explore God's call

If you feel that God may be calling you to Licensed Lay Ministry, these are the stages of testing out that calling, and in due course perhaps applying to train as a licensed lay minister. The selection process is necessarily thorough and therefore takes some time to complete.

It is advisable to begin the process early in the year, in order to be ready to make a formal application by mid-April and then begin training in September.

- 1 Pray about it.
- 2 Talk to your friends and family about how they see your gifts.
- 3 Talk with your parish priest (or Rural Dean during an interregnum) about your call.
- 4 If together you agree that you may have a vocation to one of the Licensed Lay Ministries then contact the Director of Ordinands and Vocations, Julie Hutchinson (tel: 01933 626203. Email: juliehutchinson@uwclub.net) to arrange to see a member of the vocations advisory team. Or come along to the annual *All are called* vocations day, usually held in November at a central location in the diocese.
- 5 Seek the agreement of the PCC to support you in prayer and financially both during your training and in your future ministry. The PCC are asked to pay £200 for each year of your training, plus the occasional expenses resulting from your ministry in the parish or benefice once you are licensed. In a benefice these costs can be spread between the parishes.
- 6 Complete and submit the application forms provided to you and your incumbent by the Warden or Candidate Secretary of the relevant ministry. With these you will be asked to send a copy of the PCC minute recommending you for training and agreeing to pay your course fees.

You will also need to provide the name of someone who knows you well who can act as a confidential referee. Readers are asked for two referees, one should be a lay person and the other a licensed or

ordained minister other than their incumbent. In all cases your incumbent will also be asked for a confidential reference.

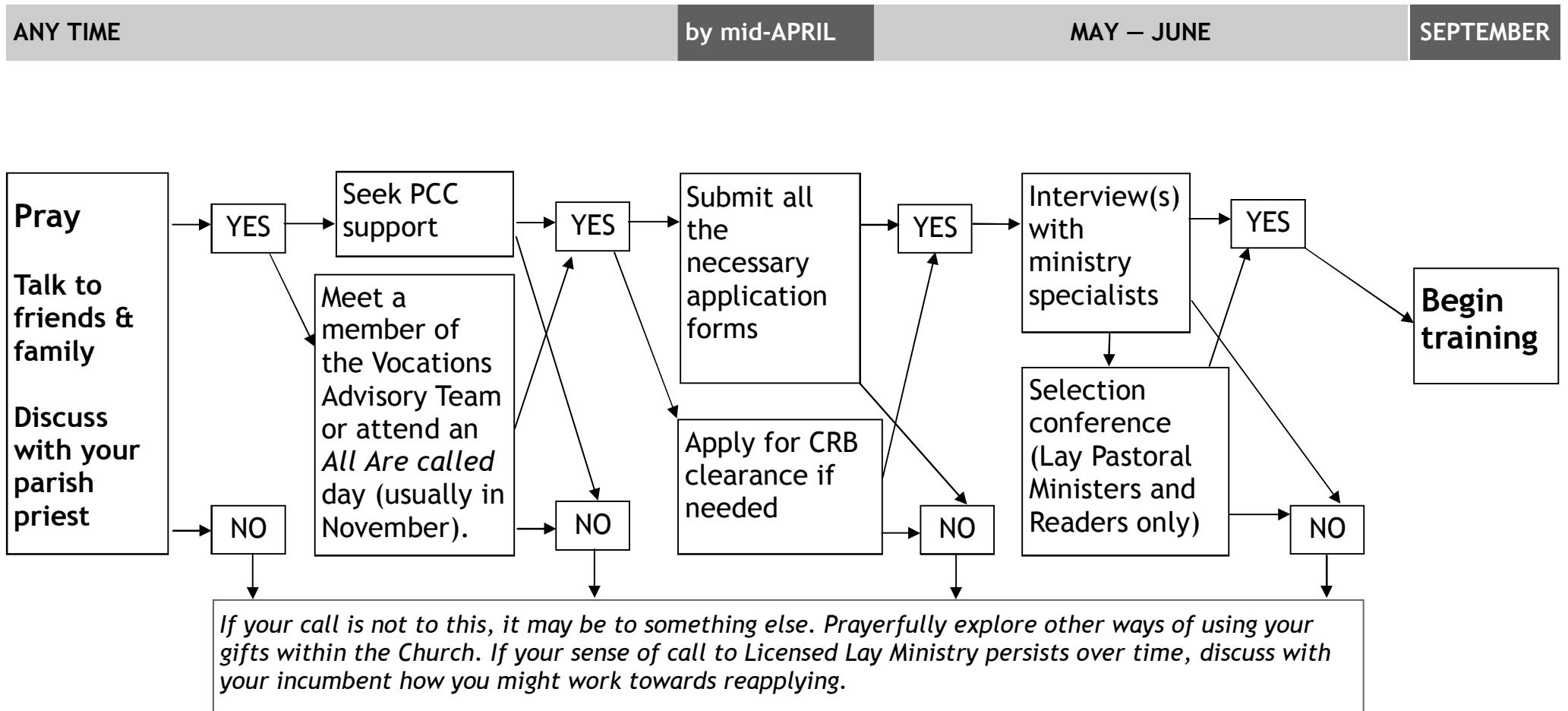
- 7 If you do not have a recent Criminal Records Bureau check issued by the Diocese of Peterborough, a check will be made at this stage. When a satisfactory check is received you can proceed to the next stage.
- 8 You will be invited to attend an interview with one or two assessors who are experienced in the ministry you have applied for.

Applicants for the Ministry of Licensed Evangelist will be visited in their home and in the context of their community by the Warden and an experienced Licensed Evangelist. A three-way conversation will take place that will complete the discernment process prior to training.

- 9 Following a satisfactory interview, applicants for Reader and Lay Pastoral Ministry will then be invited to attend a Selection Conference.
- 10 If your application is approved you will start the part-time training course in September. The training takes two years for Lay Pastoral Ministers and Licensed Evangelists and three years for Readers.
- 11 On completion of the training you will be asked to draw up a working agreement with your parish or benefice before being licensed by the Bishop, usually in July at Peterborough Cathedral.

The discernment and application process

A flowchart and timeline



Training for Licensed Lay Ministry in the Diocese of Peterborough



*Chris Peck,
Principal of the
Licensed Lay Ministry
training course*

The basis and aim of the course

The Licensed Lay Ministry training course is rooted in the call of licensed ministers to focus God's mission to the world, according to the individual characteristics of their chosen ministry:

Readers - the mission dimension of the Word

Lay Pastoral Ministers - the mission dimension of pastoral care

Licensed Evangelists - God's mission beyond the boundaries of the Church

The course is designed to develop lay ministers who are:

- Rooted in the Christian faith
- Godly
- People of integrity
- Outward looking
- Working contextually
- Ready to take on a role of public ministry in the Church

The growth and development in these areas happens both on the course and in the parish. The collaboration between course and parish staff is therefore a key component in the effectiveness of the training. Some training will take place within a parish context.

The elements of the course

The four elements of the course are:

The core foundational module (CF)

Everyone does the core foundational module - six days and two residential weekends spread over two years.

Open modules from the Living Faith course (OM)

There is a different combination of Open Modules depending on which ministry you are training for. Readers take nine modules over three years. Lay Pastoral Minister and Licensed Evangelists take six modules over two years.

Each module comprises six sessions. Generally four of these are taught, and two are for individual study. They are taught at two centres, the Cathedral (Peterborough) and Bouverie Court (Northampton).

“Do not be put off by any thoughts that you may not be academic or able to study. Don't underestimate what God can do ...”

Alison Blundell
Licensed Evangelist at
Billing





“When God calls you to do something, he never says it'll be easy. He never says that he'll write the essays for you. What he does tell you is that if you turn to him, he'll send his Holy Spirit and inspire you. Try it. It worked for me ...”

Rosie Rushton,
Reader at St Peter's,
Weston Favell

Everyone does one introductory module together at a central location. You may be exempt from doing some open modules because of prior learning you have done.

Specialised training sessions (ST)

These sessions are relevant to your own ministry. Readers do the equivalent of 30 over three years, including a residential weekend. Lay Pastoral Ministers and Licensed Evangelists do the equivalent of 12 over two years.

Pastoral groups (PG)

You are assigned to a local Pastoral Group with others from your area training for each of the ministries. These meet over a three year period.

Time commitment

There are 30 x two hour sessions, three Saturdays and a residential weekend each year. Lay Pastoral Ministers and Licensed Evangelists study for two years and Readers for three years.

In addition to attendance at all the designated sessions, you will need to spend time in personal study and complete assignments.

All Licensed Lay Ministers in training are required to take two sessions of Child Protection training organised by the diocese.

There will be a Quiet half day and a rehearsal a week or so before you are licensed (in June/July).

You will be asked to draw up a working agreement with your parish before being licensed.

Assessment

Everyone in training will keep a portfolio which will include handouts, notes from sessions, reflection on what you are learning, write ups of project work, assignments which can be produced in a variety of forms - video diary, essay, letter, audio recording etc.

Progress through the course will be assessed through the portfolio, practical work and your participation in the group.

Where course staff think that your portfolio has the potential to be awarded University credits at Level 1, you will be given support in pursuing this.



“The course helped me to think outside of the box I labelled ‘Church’. I’m more and more coming to understand that what we should be about is Kingdom work!”

Keith Holland-Delamere,
Licensed Evangelist at
Rectory Farm
Community Church,
Northampton East

The Syllabus

1 The Core Foundational Module

Day 1: Starting the Journey

Introducing you to the course, staff and other participants.

Day 2: God’s Passionate Commitment to the World

Exploring the development of our faith and our response to our passionate God.

Weekend A: Prayer and Spirituality

Developing our personal life of prayer, worship and spirituality.

Day 3: Use and abuse of God’s Word

Examining the Bible’s authority and what it is for.

Day 4: Mission-shaped Ministers

Understanding our mission in the context of the world of today.

Weekend B: Becoming Integrated Ministers

Learning about our personality type, teamwork and being Anglican.

Day 5: Becoming Ministers in Context

Learning to minister within an increasingly diverse context.

Day 6: Becoming Public Ministers

Preparing to take on the role of licensed, public ministers in the Church.

2 Open Modules from the Living Faith course

Readers take nine modules. Lay Pastoral Ministers and Licensed Evangelists take six. Those with a particular call to work with children do the module on working with children either during their training or shortly after being licensed.

These modules are also open to other people who want to learn more about their faith.

Introduction to the Bible and Study Skills (OM1)

Basic study skills will be taught together with an introduction to the content of the Bible. This will include the different types of writing, the particular role of the Old and New Testaments, and a variety of ways of “reading” the Bible.

Insights into how to study Bible texts will be gained as one Old Testament book and one New Testament book are examined.



“I learnt so much during the two years training. It was fun as well as stretching. The tutors mentor you and let you seek for yourself. You gain depth as well as knowledge ...”

Dawn Valentine,
Licensed Evangelist in
The Tove Benefice

“Three years of training can seem daunting, but you soon discover that your tutors want to help you develop your gifts, achieve your potential and become equipped for your future ministry as a Reader.”

Rob Deans, Reader at
Eye, Newborough &
Thorney

Reading the New Testament (OM2)

This module will explore the background to the New Testament and its theology through examining particular texts. It will help participants understand these texts in their historical, sociological and literary context and relate them to our world today.

Reading the Old Testament (OM3)

This module will explore the background to the Old Testament and its theology through examining particular texts. It will help participants understand these texts in their historical, sociological and literary context and relate them to our context today. The importance of understanding the Old Testament in reading the New Testament will be examined.

Introduction to Church History (OM4)

This module will introduce the main periods, developments and issues in the Church through history. It will look in particular at the development of the early Church and the Church in the West. It will also consider the development of the Church world wide.

Pastoral Skills for Ministry and Mission (OM5)

This module will explore how pastoral care is part of ministry and mission. It will help participants develop practical skills in pastoral care and the ability to reflect on pastoral situations. It will focus on pastoral issues in times of transition and change and examine the boundaries necessary for effective pastoral care.

The Christian God (OM6)

This module will introduce Christian doctrine by examining the doctrine of God and the Trinity. It will examine the Biblical roots and emerging doctrine of God and the person of Christ with particular reference to how the Creeds developed.

Ethics - Responding to Moral Issues (OM7)

This module will give a framework for examining ethical issues and help participants understand a variety of Christian approaches. It will look at the role of Scripture and the role of God in relation to moral issues we face today, and examine issues around birth, mid life and dying. Participants will be invited to use their own context as a basis for reflection.

The Mission of God (OM8)

This module will examine God's mission Biblically and through history. It will consider worldwide Church growth and developments. It will help participants explore their part in God's mission. It will consider the particular challenges to mission faced by the Church in Britain in the 21st century.



“Lay pastoral ministry means initiating things much more than I’m used to. I’m stepping out of my comfort zone but finding it less daunting than I had anticipated!”

Jane Small,
Lay Pastoral Minister
in The Tove Benefice

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Worship and the Sacraments (OM9)

This module will examine the key role of worship and the sacraments in the life of the Church through exploring their Biblical and historical roots. It will examine the Biblical basis of worship and the sacraments. It will look at the development of Eucharistic worship, and non sacramental worship with particular attention to the importance of liturgy.

Core skills for Children's work (OM10)

This module will explore specific skills for children’s ministry. It will help participants to develop their understanding of children and the skills required to nurture children in their journey of faith. It will help to develop a vision of a Christian community in which children’s faith is expressed and valued.

Working with Adults (OM11)

This module will explore specific skills for working with adults in groups. It will cover areas like how adults learn, understanding group dynamics, effective group leadership and facilitation skills. It will be useful to those working with a variety of groups such as Lent groups, Christian basics courses, pastoral visiting team, bereavement groups, confirmation groups, enquirers groups.

3 Specialised training sessions

These will be tailor made for each individual ministry and be skills based. Readers will be helped to acquire skills of preaching and leading worship, Lay Pastoral Ministers skills of being alongside others in pastoral need and Licensed Evangelists skills of evangelism in the contemporary context. The training will include placements and practical projects.

4 Pastoral Groups

These will consist of about six people, mixed between the three ministries and will be formed on a geographical basis. They will meet with their Pastoral Group Leaders six times a year in the first two years, and at least three times in the third year (post licensing for Licensed Evangelists and Lay Pastoral Ministers). They will:

- provide a nurturing and confidential support for people on the course
- give members the opportunity to share joys and difficulties and get perspective on what is happening to them
- help members reflect on their experience and identify points of learning and growth

Frequently Asked Questions



Is there any help with childcare?

You are responsible for making arrangements for childcare. However your parish has put you forward for this ministry, so it is reasonable to look for help with this from your church.

How do people manage with transport to the training sessions?

You are responsible for getting yourself to sessions. However people on the course often give each other lifts. If you can get yourself to the introductory day, we will see if there is anyone from your area who can help you with transport.

Are the training venues accessible for people with disabilities?

Both training venues - Bouverie Court, Northampton and The Becket Rooms, Peterborough Cathedral - are accessible to wheelchair users. If you are concerned about other forms of accessibility, please contact us in advance so that we can do our best to help you.

What if I can't keep up with course?

The aim of the course is to help you learn at your own pace and level. We will give you all the support we can to complete it. If other circumstances mean that you have to take time out you will be able to pick the course up the following year.

If I'm licensed, does it last for ever?

No. Licenses are issued for three years at the end of which there is a review to see whether this licensed ministry is still right for you.

Can I reapply if my previous application for Licensed Lay Ministry was turned down?

Yes. One person who was turned down some years ago reapplied, became a licensed Reader, and has been helping to run the course!

Will previous training be taken into account?

Yes. You may be exempt from doing some of the open modules or specialised training depending on what you have done before. However, everyone needs to do the whole of the Core Foundational Module, and be a member of a pastoral group.

Is it possible to “fast track” the training by doing it full time?

It is not possible to fast track the Core Foundational Module so two years is the minimum time you can take. If you are training to be a Reader it is possible for you to complete the course in two years rather than three, if you were doing it full time.

Will I have to have a computer and access to the internet to do the training?

We want everyone on the course to work with a computer, submit written work electronically and be able to communicate by email. If there is a particular reason why this is not possible for you, we will discuss this with you.

Will the course be very academic? Will I have to write essays?

The purpose of the course is to equip you with the skills you need to fulfil your ministry rather than to teach you to write academic essays. We are committed to helping you learn at your level, whatever that is, and we will be encouraging everyone to submit work in a variety of ways. At the same time we hope the course will stretch you, wherever you are starting from.

I have done quite a lot of study before. Will the course stretch me enough?

If you have an appetite for more academic theology we will point you to books and resources which will take you deeper so that you are helped to work at your level.

If you have any other questions please raise these with your Vocations Adviser or the Warden of the ministry you are interested in.