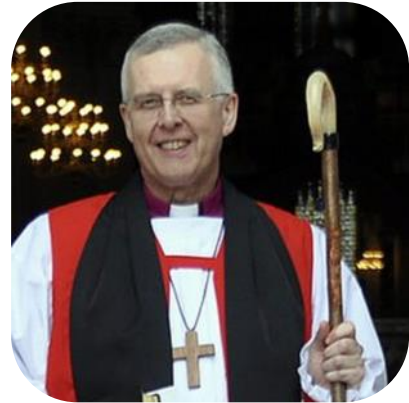


*Welcome*  
*to*  
*Licensed Lay Ministry*  
*in the*  
*Peterborough Diocese*



## A message from our Bishop:



Lay Ministry is really important. Not because the Vicar needs help (though she or he does need all possible support), but because the gifts of ministry which God gives to his Church are not restricted to the clergy. Lay people have gifts for ministry too, and for the health of the Church we want to see those gifts being used.

The Vicar's job is to lead the team of ministers, to encourage and draw out the ministry of others, to model good ministry, but not to do all the ministry herself or himself.

Lay ministry, just like clergy ministry, works best with some training and some accountability. The Diocese offers good quality training for Lay Ministry. The Parish provides a good setting for mutual accountability within a ministry team.

Every Christian has a ministry: of prayer, pastoral support, and faith-sharing. However, we are talking here about something rather more official. Licensed Lay Ministry means that there has been Diocesan Training, and that the Lay Minister comes under the authority of the Bishop and the Vicar. That isn't for everyone. But if it might be for you ... read on.

Best wishes

+Donald  
**Bishop of Peterborough**

As a diocese we believe that key to being a church which is growing in spiritual and numerical strength is to pray for more people to offer to serve as lay and ordained ministers. Ministry is about the whole church joining in God's kingdom work. And so we long to see more clergy and lay ministers with a vision for, and confidence in, the gospel; working collaboratively and prayerfully with the whole people of God, to see people and communities transformed by Jesus. We welcome inquiries from anyone at any age, whilst we are especially looking to increase the numbers of people exploring ministry in their teens and twenties. Tessa, Chris, Andrew and Lesley are members of the Vocation & Formation team, based at Bouverie Court in Northampton. They are always available to talk to and their contact details are below:



**Revd Dr Andrew Coleby**  
**Ministry Training Officer**

**Revd Dr Andrew Coleby**

T: 01604 887 042

E: [andrew.coleby@peterborough-diocese.org.uk](mailto:andrew.coleby@peterborough-diocese.org.uk)



**Tessa Oram**  
**Lay Vocations Advisor**  
**Oakham**

**Tessa Oram**

T: 01604 887 048

E: [tessa.oram@peterborough-diocese.org.uk](mailto:tessa.oram@peterborough-diocese.org.uk)

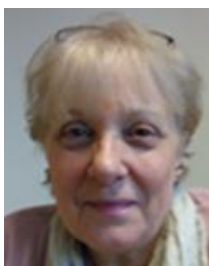


**Revd Chris Peck**  
**Lay Vocations Advisor**  
**Northampton**

**Revd Chris Peck**

T: 01604 743 734

E: [chris.peck@peterborough-diocese.org.uk](mailto:chris.peck@peterborough-diocese.org.uk)



**Lesley-Anne Marriott**  
**Administrative Officer**

**Lesley-Anne Marriott**

T: 01604 887 048

E: [lesley-anne.marriott@peterborough-diocese.org.uk](mailto:lesley-anne.marriott@peterborough-diocese.org.uk)

## CONTENTS

Discernment and Application	5
Selection Criteria for Training	6
Process of Discernment	7
EXPLORE Day	8
Notes for your own use	9-10
The Lay Ministry Course	11
A Focus on God's Mission to the world	12
The Elements of the Course	13
Practical Considerations	14
The Syllabus	15-17
• Core Foundational Module	15
• <i>Living Faith</i> modules	16
• Practical Modules	17
• Base Groups	17
Other Questions	18
Vocation & Formation Team	19-20

# Discernment and Application

## for Licensed Lay Ministry in the Diocese of Peterborough

### Introduction

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.

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 this in a particular way.

Perhaps you could be one of them?

### What to do as you explore God's call

For those who feel that God may be calling them to Lay Ministry, this booklet sets out the stages of discernment that you will go through before you are invited to apply for **LAY MINISTRY** training.

## SELECTION CRITERIA FOR TRAINING IN LAY MINISTRY

Selection will be based on the criteria contained in: **Reader / LLM (Reader) discernment framework (April 2021)**. To access these Guidelines in full please copy the on-line link below into your browser bar, where you can download the PDF ...

[https://www.churchofengland.org/sites/default/files/2021-04/LLM%20Reader%20discernment%20framework%20toptlevel%20grid\\_1.pdf](https://www.churchofengland.org/sites/default/files/2021-04/LLM%20Reader%20discernment%20framework%20toptlevel%20grid_1.pdf)

In the diocese of Peterborough we shall also take into account the following criteria:

- Candidates need the approval of their incumbent before being selected for training and the support of the PCC of their parish in the form of a PCC minute. The Minute commits the PCC to meet the annual contribution to the cost of training (currently £220 per year).
- Candidates will need to have a DBS check and Certificate issued before they begin training, plus completing a CofE Confidential Declaration.
- The course welcomes students with disabilities and is committed to meeting their needs, as set out in our Equal Opportunities Policy, which can be viewed on the LMC Moodle site. Candidates need to be in sufficiently good health to complete the course and undertake active ministry beyond it; there is no formal age-limit for trainees, as long as this criterion is met.
- Candidates will adhere to the same standards of a Christian lifestyle as is required of clergy.
- Candidates will normally have been attending their present church for at least 12 months.
- Candidates will need to have access to a computer and have at least a basic knowledge of how to use one or be prepared to acquire such knowledge.
- Candidates will be required to commit to continuing training and life-long learning.

# PROCESS OF DISCERNMENT FOR LAY MINISTRY

## STAGE 1

This is a prayerful process and will take some time.

- ⇒ The Lay Vocations Officer meets with the incumbent about their vision for ministry in the parish, and how the candidate's vocation may feature in that vision. This meeting may take place at Bouverie Court or in the parish.
- ⇒ The Lay Vocations Officer meets with potential candidate at Bouverie Court for them to describe their vocation. This may take one or two meetings to discern the right way forward.
- ⇒ Taking stock of where we are: at this point the candidate may be referred back to the incumbent or it may be a time for the potential candidate to move on to **Stage 2**.

## STAGE 2

Depending on the outcome of the initial discernment process, it may be time to explore the vocation further with a Vocations Advisor.

- ⇒ The candidate will be invited to make contact with a suggested Vocations Advisor to do further discernment work and reflection on the criteria for selection.
- ⇒ There may be several meetings with a Vocations Advisor, and, at the end of that time the Vocations Advisor will be asked to write a report to the Lay Vocations Officer on their meetings and observations of the candidate.
- ⇒ Candidates will be invited to attend the Annual Explore Day where they can reflect upon their vocation and meet with other people who are exploring theirs.

## STAGE 3

- ⇒ The Lay Vocations Officer will contact the candidate and invite them to fill in an application form for Lay Ministry Training which needs to be sent to the Vocation and Formation Administrator by the **31<sup>st</sup> May**.
- ⇒ Upon receipt of the application form, the candidate will be invited to attend for interview any time before the end of July. This will be with the Ministry Training Officer, the Lay Vocations Officer, and their incumbent, for selection for training beginning that September.

## EXPLORE DAY

This day takes place on a Saturday in November.

### How the day could work:

Its purpose is to help those who attend to explore their sense of calling, and to discern the next step that God is nudging them to take.

The day provides an opportunity to meet the V&F team and other people in the diocese who are exploring their own vocation.

There will be people already in training who will offer an insight into their own personal journey, and others who are Licensed to a ministry.

It is an informal and friendly day, and the feedback each year suggests it is immensely valuable to those exploring.

### A brief outline of the day:

09:30 Arrivals/Coffee

10:30 Small Groups Discussion

Plenary—Hearing Stories of Calling

Small Groups Discussion

12noon Midday Worship

12:15 Introduction to the Lay Ministry Course

12:40 LUNCH

13:20 Marketplace—time to visit a range of stalls explaining the variety of ministry opportunities

14:30 Small Groups Discussion and ‘where do we go from here?’

15:15 Closing Worship, including address by one of our Bishops



**NOTES for your own use:**

**NOTES for your own use:**

# LAY MINISTRY COURSE



The following pages will give you  
a flavour of the content of the Lay Ministry Course  
which will take two years to complete,  
with a further year if you wish to be a Reader

## Ministry Training Officer

Revd Dr Andrew Coleby

W: 01604 887 042

M: 07748 521 506

E: [andrew.coleby@peterborough-diocese.org.uk](mailto:andrew.coleby@peterborough-diocese.org.uk)



THE CHURCH  
OF ENGLAND



The Diocese of  
Peterborough

## **A Focus on God's mission to the world**

The Lay Ministry training course is rooted in the call of lay ministers to focus on God's mission to the world, according to the individual characteristics of their chosen ministry. The kinds of roles people are licensed to include:

### **Readers**

Readers preach, lead worship, lead teaching groups, and may take funerals and carry out pastoral work. Reader ministry is a long established, Nationally accredited form of ministry within the Church of England.

### **LLM (Pastoral)**

Lay Pastoral Ministers develop their gifts through training to share in the leadership and development of pastoral care in their parish or benefice.

### **LLM (Evangelists)**

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.

### **Lay Chaplaincy**

Chaplaincy LLMs have a clear understanding of the Gospel which they live out in the responsibilities of their daily lives.

### **Parish Nursing**

For further information on this specialty do speak to Revd Deborah Marsh on 07919 385 314 or 01604 887 048.

The course is designed to develop lay ministers who are:

- ⇒ Rooted in their 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 within the parish. The collaboration between course and parish is a key component in the effectiveness of the training. Some training will take place within a parish context.

# The Elements of the Course

There are four elements to the course:

## **The Core Foundational Module (CFM)**

Everybody takes the CFM, 6 x Study Days and 2 x Residential Weekends. There is an extra Study Day and Residential Weekend in the third year for those training as Readers.

## **Open Modules from the *Living Faith* Course (LF)**

All Lay Ministers in training take 6 x modules over 2 years. Readers take a further 3 *Living Faith* modules in their 3rd year of training.

Modules may be six evening sessions **or** three Saturdays. The evenings are taught at Bouverie Court and the Saturdays at St Mark's Church, in Peterborough. Everybody does an Introductory module together at Bouverie. Students may be exempt from a module due to prior learning.

## **Practical Modules**

These are relevant to the student's own ministry.

## **Base Groups**

The Cohort will be divided up into three groups called Base Groups. Students are assigned to a Base Group with a Base Group Leader, along with others from their Cohort, who meet together at the CFM Study Days and Residential Weekends, and during the first module.

## Practical Considerations

### Time commitment:

There will be the equivalent of 36 x two-hour sessions, 3 x full Saturdays and a Residential Weekend each year.

All Lay Ministers in training study for two years. Readers take a further year after that.

In addition to attending the designated sessions, students will be expected to spend at least a session a week in personal study and in completing set assignments.

Students will need to hold a current DBS Certificate and sign a Church of England *Confidential Declaration Form* before they begin training. Safeguarding Training divided into two parts will be given as one of the Study Days in their 2nd Year.

Students will need to draw up a Working Agreement with their incumbent before being licensed. This is covered on the final Study Day in the 2nd Year.

### Assessment:

All students will keep a Portfolio of their work during the two years of training. Readers do not do this in their 3rd year.

Progress throughout the course will be assessed through a student's portfolio, practical work and participation within the group.

Currently there is no potential to be awarded University Credits for this training.

# The Syllabus

## Core Foundational Module:

### Study Day 1     *Introductory Day*

Starting the journey: an introduction to the Programme

### Study Day 2     *God's Passion*

Exploring the development of our faith/response to God

## **RESIDENTIAL WEEKEND A:**   *Prayer and Spirituality*

Friday—Sunday at Launde Abbey, East Norton, Leics.

### Study Day 3     *The Use & Abuse of the Bible*

Examining the Bible's authority and what it is for

### Study Day 4     *Integrated Personalities*

Understanding ourselves and others through Belbin

## **RESIDENTIAL WEEKEND B:**   *Becoming Integrated Ministers*

Learning our personality type and teamwork— Launde

### Study Day 5     *Safeguarding Training*

Led by the Diocesan Safeguarding Officer

### Study Day 6     *Becoming Public Ministers*

Looking at Working Agreements and the role of public ministry

## **RESIDENTIAL WEEKEND C:**   *Developing as Preachers*

Readers in their 3rd year—how to deliver sermons—Launde

### Study Day 7     *Conducting Funerals*

Readers are shown all elements of a funeral. Training is also available to LLMs (Pastoral), if so desired, with the permission of their Incumbent.

# The Syllabus ... cont'd

## *Living Faith Modules (LF)*

Apart from *LF1*—Introduction to the Bible—all *LF* modules are open to other people who want to learn more about their faith. They will study alongside those training for lay ministry.

**LF2— Reading the New Testament**

Acquiring a deeper grasp of the New Testament

**LF3— Reading the Old Testament**

The Old Testament and its Christian importance

**LF4— Introduction to Church History**

Getting a handle on the history of the Church and some key periods within it

**LF5— Pastoral Care in Ministry & Mission**

Looking at how Christians past and present explore the nature of God

**LF6— Christian Doctrine : we believe**

An introduction to Christian Doctrine, past and present

**LF7— Ethics**

Finding a framework to help respond to a variety of today's moral issues

**LF8— The Mission of God**

Understanding what God is up to now, and how we can be part of it

**LF9— Worship and the Sacraments**

Understanding how worship developed over time, and in the Bible, to become the worship of today



# The Syllabus ... cont'd

## Practical Modules

These are tailor-made and skill-based for each ministry.

Readers will be helped to hone-in on their preaching and leading worship; other lay ministers in training will spend time with people serving in the kind of ministry and context to which they feel drawn. The training will include placements and practical projects or presentations.

## Base Groups

At the start of the course students will be placed in their own Base Group alongside approximately four other students. This will be led by an experienced Reader or Lay Minister. Their group remains throughout the two years of training and will meet at every Study Day and Residential Weekend, and during the first Living Faith module.

Together, Base Group Leaders and Base Groups offer:

- ◇ nurturing and confidential support for students
- ◇ an opportunity to share joys, difficulties and their own perspective on what is happening to them
- ◇ help to reflect on their experience, and identify points of learning and growth

## OTHER QUESTIONS?

**Q: Is it possible to fast-track the training by doing it full-time?**

No, in a nutshell. So two years is the minimum time a student can take to complete the course.

A student training for Reader may be able to complete this in two years rather than three, if they are able to commit extra time. On the flip side of the coin, if a student requires more time to complete their training then this can be extended to three or four years, in discussion and agreed by all parties.

**Q: Will I have a computer, and access to the Internet to do the training?**

We ask everyone coming onto the course to be computer literate, submit written work electronically and to communicate by email. If there are particular reasons why this is not possible we will discuss this with the student and their incumbent.

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

The purpose of the course is to equip the student with skills required to fulfil their ministry rather than teach them how to write assignments. We are committed to helping a student at their level of learning, and we will encourage submission of work in a variety of ways. At the same time, we hope the course will stretch a student, wherever they are starting from.

**Q: Can I obtain University Credits through this course?**

At the moment, no. This may be something we will revisit in the future.

**IF YOU ARE INTERESTED IN TALKING  
TO SOMEBODY ABOUT THE LMC  
TURN BACK TO PAGE 11 OF THIS GUIDE**

**Revd Canon Steve Benoy**  
**Director of Ordinands and**  
**Vocation & Formation Team Leader**

Steve is the first port of call for you if you spot someone whom you think may have a vocation to Ordination. Clergy dispersed around the diocese are the real talent spotters! He has a team of Assistant Directors of Ordinands, parish clergy who help discern vocation. He keeps in touch with and supports our Ordinands training at various colleges and courses, and oversees arranging curacies.



As Team Leader he works closely in discerning vocations with our Lay Vocations Officers, and in the formation of new clergy and lay ministers with our Clergy Training Officer & Ministry Training Officer. He is based at Bouverie Court and welcomes the opportunity to visit clergy new in post, as well as to speak generally about vocation & ministry on Sundays or at other parish events.

**steve.benoy@peterborough-diocese.org.uk**  
**01604 887 047**

---

**Revd Dr Andrew Coleby**  
**Ministry Training Officer**

Andrew's main responsibility is to oversee the training of those offering for the various categories of licenced lay ministry in the diocese: Readers and Lay Ministers. We are also developing new categories of licenced lay ministry, for example, lay chaplains, in order to grow lay ministry across the diocese.



**andrew.coleby@peterborough-diocese.org.uk**  
**01604 887 042**

---

**Tessa Oram**  
**Lay Vocations Officer (Oakham Archdeaconry)**

Tessa is experienced in working with a broad spectrum of clergy and lay people, having worked for 15 years as a *Faith in Education* worker with the Bishop of Hull. She currently works as a community development officer for Citizens Advice Rutland. Tessa and her husband live in Rutland where Anthony is Rector of a rural benefice of five churches.



**tessa.oram@peterborough-diocese.org.uk**  
**01604 887 048**

---

**Revd Chris Peck**  
**Lay Vocations Officer (Northampton Archdeaconry)**

Chris is a retired lay officer and priest living in Little Brington. Most of his working life was spent as a lay officer in three different Diocese. In his sixties he received a call to ordination, and became Rector of eight rural parishes in North West Northamptonshire until his recent retirement.



**chris.peck@peterborough-diocese.org.uk**  
**01604 743 734**

---

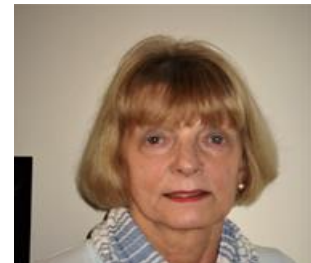
## Administrators to the Team:



### **Lesley-Anne Marriott**

Lesley's work mainly involves lay vocation and formation. She is in Bouverie Court all week.

**lesley-anne.marriott@peterborough-diocese.org.uk**  
**T: 01604 887 048**



### **Fiona Exton**

Fiona's work mainly involves ordained vocation and formation. She is in Bouverie Court on Tuesdays.

**fiona.exton@peterborough-diocese.org.uk**  
**T: 01604 887 047**

**Please contact us, we would love to hear from you!**