

LICENSED LAY MINISTRY TRAINING

Diocese Oxford 2019-20



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AIMS AND RELATIONSHIPS

The aim of the training is to foster and educate highly motivated lay ministers of the Gospel for the national ministry of Licensed Lay Minister (LLM) in the Diocese of Oxford (also called Reader).

The vision for LLM ministry has been described in [Reader Upbeat](#) GS 1689 (2008), and the training in 'A vision for good practice in Reader/Preacher training' [Shaping the Future](#) (2006). This was further developed in [Selection and Formation Guidelines for Readers](#) (May 2014). Although *Reader Upbeat* majors on the role of the LLM (Reader) as preacher and teacher seeing this as the particular charism of this lay ministry, it also sees the need for other distinct forms of LLM.

The Diocese of Oxford is developing working on a [Common Vision](#) of becoming Christlike based on the beatitudes. Three values are being emphasised these are:

1. Contemplative
 - a. LLMs are leaders in their life of prayer and congregational worship, and need to maintain and sustain their own spiritual life.
2. Compassionate
 - a. LLMs take a full part in shaping the vision of the local church. They have a ministry of teaching and preaching in a wide variety of contexts that are vital to the life and growth of the church. LLMs may have a central role in the pastoral ministry of a church.
 - b. Many LLMs work full or part time in secular organizations and have wide contact with many people. They contribute to mission in chaplaincies and voluntary work. They help interpret the Christian faith to others and help Christians interpret the faith in their own context.

3. Courageous

- a. LLMs have evangelism and mission at the heart of their ministry, which includes teaching in nurture groups and catechesis.
- b. LLMs are lay leaders in their local church, working with the Local Ministry Team, incumbent, other ministers and the PCC in setting and implementing the vision, purpose and direction of the local church (parish, benefice, fresh expression).

LLMs are a nationally recognized ministry and are trained according to Provincial requirements and moderated by Provincially agreed processes. They differ from Oxford's diocesan authorized ministries (preacher, minister of extended communion, funeral minister) who are not nationally recognized and who minister only in one parish under the particular care of the incumbent.

Your training is a partnership between you as the candidate, your parish where you minister (before during and after training), and the Diocese, which runs the training programme. The training programme will encourage the development of your gifts in your local context and give you new insights in the pursuit of your ministry. This is an exciting process of vocational education, also called formation.

MINISTERIAL DEVELOPMENT – LIFE AND WORSHIP

Shaping the Future envisaged formation for LLM ministry to include:

Knowledge and understanding
Competence – ministry skills
Spirituality

This is worked out in a number of contexts:

- Structured learning in courses
- Work based learning in parish ministry and placements

- Courses on prayer, leading worship, personal prayer, quiet days

The integration of these elements leads to the preparation for a life of public ministry.

In the programme you are expected to lead worship, in your parish, on evening courses and in placements. This is to help you experience and lead a variety of worship, not necessarily in your own tradition.

Within the training you will be exposed to new forms of prayer. LLMs are expected to develop a life of prayer as in daily Morning and Evening prayer. This can take a variety of forms as allowed by Common Worship (in the Service of the Word). LLMs are encouraged to have a **Spiritual Director** and develop a rule of life. More information can be found from the Department of Mission at Church House. LLMs are encouraged to participate in any daily prayer in their local church. The training should help you develop a richer prayer life to sustain you in ministry.

Some elements of the training are specifically for formation as LLMs:

- Participation in an annual conference
- Participation in an annual quiet day
- Participation in annual training weekend/days
- Annual tutorial reviewing progress
- Participation in the pre - licensing meetings
- Occasional meetings with others in training and Archdeaconry Advisors

You may wish to develop partnerships with other LLMs during training to help develop your understanding of this lay ministry.

EDUCATION AND TRAINING

LLM initial training is intensive and is offered in two patterns a 3 years long route or a 4 years long route. You may use this for a Dip HE in Mission and Ministry with Durham University (the work is exactly the same if you do a Dip HE or not). After licensing it is

anticipated that there will be ongoing lifelong learning. Participating in the Annual Conference is one way to do this.

Initial Ministerial Education (Part 1)

IME Part 1 for LLMs is integrated into the Local Ministry Pathway courses. LLMs complete 240 credits over the three years. This is 2 years of level 4 teaching and one year of level 5 teaching.

The programme of courses is open to any learners and LLMs train alongside ordination candidates, people training for authorized ministries, youth and children’s workers, and those wishing to develop their Christian knowledge. Thus, the termly brochure sent to you may include courses you do not need to attend. You are highly recommended to bring along with you people from your parish as a part of the training, and as a part of the parish development in the Local Ministry Pathway. The additional numbers can come free with a candidate. This forms one of the learning communities experienced in the training – that of the parish, the others being the course, and learning with other LLMs.

The three-year programme

The first two years of training are alternate years A and B (one year we do year A the next year B, they are not both run together):

Year A

Level 4	Autumn	Spring	Summer
Evenings	Mission	Introduction Bible	Pastoral care
Saturdays	Lay Ministry Quiet Day		

Year B

Level 4	Autumn	Spring	Summer
Evening	Worship /Preaching	History Doctrine	Discipleship
Saturdays	Lay Ministry		

	Quiet Day		
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Year 3 includes

Level 5	Autumn	Spring	Summer
Evening	Doctrine	New Testament	Old Testament
Saturday	Quiet Day		

There is a compulsory weekend in the Spring term and some compulsory Saturdays each year in which you do:

	Sat	Teaching weekend	Sat
1 st year	Ministry	Theological reflection	Placement briefing
2 nd year		Leadership	
3 rd year		Preaching	Healing

IME part 1 also requires regular participation in an Annual Conference, and a formation programme prior to licensing. There are also quiet days and a training day on team building. These aspects are seen as an integral part of the learning with other LLMs.

So all LLMs must complete the same level 4 units for part one (the first two years):

Part 1	Credits
L4-20 Introduction to the Bible	20
L4-20 Introduction to Christian Doctrine and History	20
L4-20 Christian Discipleship	20
L4-20 Mission and Evangelism	20
L4-20 Foundations for Ministry and worship in context (preaching and leading worship)	20

L4-20 Foundations for Reflective Practice in Context (long) (Theological reflection & Reader ministry)	20
L4-20 Introduction to Pastoral Care	20

The third year will be at level 5 and units are as follows.

<i>Part 2</i>	Credits
L5-20 New Testament Studies	20
L5-20 Old Testament in Context	20
L5-20 Topics in Christian Doctrine	20
L5-20 Developing Ministry and Worship in Context (Advanced preaching and healing)	20
L5-20 Reflective Practice in Context (Theological reflection, leadership, and a placement)	20

It is possible that there may be curriculum development. We will be in contact with you about that.

Team building – Good ministry occurs with good teams of ministers lay and ordained: you will therefore be invited to a team building day. You must come to this with your ministry team. You need to come to this once in your training. After you have done that day a Parish Development Adviser will visit the parish to give further help.

Safeguarding – you must do a basic safeguarding course with the diocese in your first year of training and before you have a placement. We will run a course for those in training, but you may also go on other diocesan courses. You need to inform us that you

have attended. If you think you might have an exemption you need to email rebecca.norris-bulpitt@oxford.anglican.org who is the person who can give exemptions.

The four-year programme

There is an alternative four-year program. This does the same amount of work but spread over four years. This is recommended for those in full time work and/or with young families. You need to decide which program you will follow from the beginning, there is limited opportunity to change tracks in the middle of the course.

The order of modules is as follows:

Year 1 start

Autumn	Spring	Summer
Worship/preaching	History/doctrine	TR/Lay Ministry
Mission	Bible	Pastoral Care
Placement	NT	Discipleship
Doctrine	Preaching2 / healing	OT

Year 2 start

Autumn	Spring	Summer
Mission	Bible	TR/Lay Ministry
Worship/preaching	History/doctrine	Discipleship
Placement	NT	Pastoral Care
Doctrine	Preaching2 / healing	OT

There is a compulsory weekend in the Spring term and some compulsory Saturdays each year in which you do:

	Sat	Teaching weekend	Sat
1 st year	Ministry Quiet Day	Theological reflection	
2 nd year	Quiet Day		Placement briefing
3 rd year	Quiet Day	Leadership	
4 th year	Quiet Day	Preaching	Healing

Assessment

Each term you will be asked to do a variety of assessment tasks. This varies for each course and there will be a formative task for each module. There will be suggested assignments on the course, but you are free to negotiate alternatives to suite your requirements, provided they fit the module outcomes. The pass mark is 40%. The marking criteria for assignments are found on Moodle (more later). For a 10-week course there are usually 2 assignments and you should complete one assignment before the course finishes.

A full list of the modules that you need can be found on Moodle.

The following table has a list of the modules and the assessment methods:

Part 1	Method of assessment
L4-20 Introduction to the Bible	Written assignment (2500 words) 50% Resources for others (1000 words) 20% Written rationale/ commentary (1500 words) 30%
L4-20 Introduction to Christian Doctrine and History	Written assignment (2500 words) 50% Written assignment (2500 words) 50%
L4-20 Christian Discipleship	Written assignment (2500 words) 50% written assignment (2, 500 words) 50%
L4-20 Mission and Evangelism	Written assignment (2500 words) 50% Project output (2500 words) 50%
L4-20 Foundations for Ministry and Worship in Context	Portfolio (7000 words) 100%
L4-20 Foundations for Reflective Practice in Context (long) (TR at teaching weekend, Lay ministry day)	Portfolio (7000 words) 100%
L4-20 Introduction to Pastoral Care	Written assignment (2500 words) 50% Verbatim and written reflection on practice (2500 words) 50%

Part 2	Method of assessment
L5-20 New Testament Studies	Written assignment (2500 words) 50% Written assignment (2500 words) 50%
L5-20 Old Testament in Context	Written assignment (2500 words) 50% Written assignment (2500 words) 50%
L5-20 Topics in Christian Doctrine	Written assignment (2500 words) 50% Resources for others (1000 words) 20% Written rationale/ commentary (1500 words) 30%
L5-20 Developing Ministry and Worship in Context (Advanced preaching at weekend and healing day)	Portfolio (7000 words) 100%
L5-20 Reflective Practice in Context (Placement induction, leadership on teaching weekend, and a placement)	Portfolio (7000 words) 100%

You will be given a deadline for assignments, always found on Moodle. If you have good reason you cannot make the deadline you can formally ask for an extension before the deadline ends. There will be penalties for not getting work in on time.

Formative assignments

There will be formative assignments for each module. These you have to do, but they are not graded. The only fail is if you fail to do them. These assignments will either be with your incumbent (or someone delegated to oversee your training or on a placement with a placement supervisor), or with your personal tutor. The personal tutor is there to help you through the training and someone you can refer to for help on the training.

Level 4 evening courses

<i>Course</i>	<i>Task</i>	<i>Who assesses</i>
Mission and evangelism	MAP project (part)	Incumbent or course tutor
Introduction to the Bible	Evaluate use of Bible in practice (e.g. sermon)	Personal tutor

Pastoral care	Reflection on pastoral encounter	Incumbent
Worship / preaching	Plan/lead worship Preach a sermon	Incumbent Incumbent
Introduction to history and doctrine	Draft (section of) essay	Personal tutor
Christian discipleship	Parish magazine article	Personal tutor

Level 5 evening courses

New Testament	Draft (section of) essay	Personal tutor
Doctrine	Draft resource	Personal tutor
Old Testament in context	Sermon on Old Testament (or other practical use of OT)	Incumbent

LLM courses

Level 4 – year 1	Foundations of Reflective Practice in Context	Book review	Personal tutor
Level 5 – year 2 LLMs	Reflective practice in context	Supervision session(s) re placement	Incumbent / placement supervisor
Level 5 – year 3 LLMs	Developing ministry and worship in context	Supervision on preaching	Incumbent

Learning resources

Various chapters from books will be added to Moodle for each module under the diocesan copyright agreement. The national church is working on an online collection of books available through the Hub, which is increasing in size. You should also be aware of the possibility of books being on Google books and try to use that. For older books there are other internet archives that may be of help. You should become aware of resources around you. You may have an incumbent with a large library who would be willing to help. It may be there is a college near to you with a theological library. If you are doing Durham, you will have a student card that should give you access to university libraries. You will need to negotiate this yourself once you have the card. We

can negotiate you to use the library at Ripon College Cuddesdon (through the librarian), but we have to pay an annual fee for this and so it is not automatic.

Referencing

Written work will need a bibliography using the Anglian Harvard system.

An overview of this can be found on Moodle.

Virtual Learning Environment

The national church is using a VLE, called Moodle. We are using this system and you will be added to. We put chapters of books up for you to read to help with your studies. You will be notified about being registered on the system.

Time

You should be able to complete your training within 3 years or 4 years depending on the track you choose. To do this you will need to put in your diary time for study, not just courses but time to read, write, and reflect on practical work, which may include a formative task. This will need to be about 10-15 hours a week. You will therefore have to give up doing some things in order to complete the study, and we absolutely do not advise taking on major work (e.g, churchwarden until you are licensed and have completed your training). You should discuss with your incumbent giving up some of what you do now to give space for training.

Expenses

Most of the training is free to candidates. There are some expenses in training, books, travel, robes, annual conference. It is expected that the parish will pay the expenses of the candidate in training, particularly the travel expenses.

Prior Learning (APL)

Some people will have completed theological and ministerial study with other institutions. The diocese runs an active policy of recognizing prior learning. The assessment of prior learning occurs after selection, where individual learning plans will be developed with the staff team.

Licensing

Licensing occurs after the completion of initial training. It includes a compulsory course preparing for licensing, which includes elements such as, an evening with partners, developing a working agreement, and looking at the licensing service. You can be licensed before completing all modules, but you are expected then to complete them after licensing. The licensing service is the Saturday of the first weekend in November. Licensing is not the point where training ends.

IME Part 2

Ongoing training continues after licensing in the IME Part 2 period. This can take a variety of forms:

- The Diocesan IME programme for LLMs *including* the Annual Conference and Forum.
- Specialist further training e.g. bereavement training.
- The diocesan CMD fund which has money for LLM's further training.
- Further academic awards including a Durham BA. This can be done with the Diocese or with other institutions e.g. St John's Nottingham. Your diocesan CMD grant can help to pay this.

The working agreement in the parish developed prior to licensing should include some further training. LLMs participate in a ministry review process every 2 years part of

which is to help the trainees in focussing their continuing ministerial development (CMD).

STAFF AND STUDENTS

There are a number of key people in your training.

- The Director of LLM Training who oversees your training and, with a team, reports back on your progress. All issues to do with training in IME Part 1 should be directed to this person.
- Your Training Incumbent is there to help you in your pastoral work in the parish. You need to be meeting regularly for supervision and reporting back on your progress. You will do with your incumbent some formative assessments.
- Your Course Tutor. These will be people who teach the courses. They will help you understand what the course is about and if you have problems with the content ask them for clarification. They are responsible to mark the assignments that you produce in a reasonable period after the end of the course.
- Your Personal Tutor. You will be assigned a personal tutor who is there to help explain the course and give advice on any problems with the training. They will also do some of the formative assessment with you.
- Support Group. It is recommended that you set up such a group in the parish who will support you in your training by prayer and encouragement and may be come on some of the courses with you (which they do for free).
- The Archdeaconry Adviser. This is a key person locally to whom you may go for help and practical direction. They take a significant role in selection and may invite you to occasional meetings.

- The LLM training team, comprised of the Warden, Deputy Warden for training and Area Tutors, will give you an annual tutorial to discuss your progress and when you are ready to be licensed.

GOVERNANCE AND FINANCE

The board that oversees the training is the Local Ministry Oversight Board, which is responsible to the Diocesan Board of Mission. Representative of the LLMs in training will sit on the board.

There is also a Course Committee for the Durham Awards. LLM representatives will also sit on this body.

Both have appeals procedures in the event of serious problems. Issues should be taken up with the Director of Training in the first instance.

The Local Ministry Programme is part of a validated programme with the Ministry Division which is managed in a single partnership with the Dioceses of Salisbury, Guildford, Winchester, Sarum College, and ourselves which forms part of the South Central Theological Education Institute (SCTEI).

The Diocese pays for the cost of the local courses. If you need to do an alternative training pathway there is very limited finance for such forms of training. This needs to be decided in consultation with the Director of LLM training.

DOCUMENTS

Further information on policies, canons and regulations can be found on the diocesan website at:

<http://www.oxford.anglican.org/mission-ministry/lay-ministry/licensed-lay-ministry/useful-documents/>

This document can be found at:

<http://www.oxford.anglican.org/mission-ministry/lay-ministry/licensed-lay-ministry/licensed-lay-ministry-training/>

Diocesan Safeguarding policies <https://www.oxford.anglican.org/mission-ministry/safeguarding/>

There are further documents of various policies on Moodle

For the RTP <https://scrtf.commonawards.org/course/index.php?categoryid=6>

Scroll down to policies – you will need to have access to Moodle to see this.