

Lay Worship Leaders (LWL) and Lay Pastoral Assistants (LPA)

Frequently Asked Questions

Who can I speak to if I think God might be calling me to be a LPA or LWL?

Speak to your incumbent (vicar) or to the Vocations team

- Revd Louise Ellis (louise.ellis@salisbury.anglican.org 07469 853376) or
- Claire Horton (claire.horton@salisbury.anglican.org)

You can find an overview of the Journey from Exploration to Commissioning, [HERE](#)

I would like to run or attend a LWL / LPA course. Who do I need to notify at the Diocese?

- Contact the Parish Support team (parishsupport@salisbury.anglican.org or 01722 411922)

On a regular basis, the Parish Support team will make incumbents aware of training courses available locally or any organised centrally.

What training and or experience do I need to lead a LWL and or LPA course?

Ideally you would attend a 'train the trainer' course that is periodically provided as part of the Salisbury Diocese [Continual Ministerial Development \(CMD\) programme](#). To book on a course please refer to the [Diocesan courses online booking site](#).

Alternatively, please contact the Director of Mission, Ministry and Communications, Revd Canon Jonathan Triffitt for advice and guidance at Jonathan.triffitt@salisbury.anglican.org

I'm a course leader – what administrative support can I expect from the Diocese?

The Parish Support team will assist course leaders and participants with administrative activities. Please contact us at parishsupport@salisbury.anglican.org or on 01722 411922.

Registration, DBS check and Safeguarding training:

- All participants that have decided (with the support from their incumbent) to attend a course, are required to complete a Registration Form
- The registration process will initiate the DBS check
- Participants for both LWL and LPA training are required to complete Basic (C0) and Foundation (C1) safeguarding training, which can be completed via the Church of England portal, or participants can book to attend an in-person course via the diocesan website
- Periodically, Parish Support will update Course Leaders on any outstanding training / DBS checks
- **Post Commissioning, the responsibility for the renewal of DBS and safeguarding training lies with the PCC and the incumbent.**

Commissioning service and certificates:

- Course leaders to liaise directly with the relevant Area Office to arrange a commissioning date/service with the Suffragan Bishop or Archdeacon
 - Ramsbury office: Lynne Archer - Lynne.archer@salisbury.anglican.org
 - Sherborne office: Victoria James – sherbornePA@salisbury.anglican.org
- Please let Parish Support know when the commissioning service will be. This is important to ensure that commissioning certificates are printed in advance. The certificates are sent from Parish Support to the Bishop / Archdeacon leading the commissioning service.
- Certificates will **only** be issued once a participant has completed the relevant safeguarding training and a valid DBS check is in place
- Please be aware of the House of Bishops' and Diocesan requirements in relation to the Safer Recruitment of volunteers and that **every person must be safely recruited if going forward for commissioning. This is the responsibility of the incumbent**
- **Once commissioned, we will update the details on our Diocesan database and every 3-years support LPA/LWLs through the recommissioning service**

What resources and forms are available?

The forms below and the supporting resources are available on the diocesan website, paper copies of the booklets can be ordered by emailing parishsupport@salisbury.anglican.org

Lay Worship Leader course

- [Course Leader – Everything you need to know to lead a LWL Course](#)
- [LWL Taster Session booklet](#)
- [LWL Training course booklet](#)
- [LWL Concluding Session booklet](#)

Lay Pastoral Assistant course

- [Course Leader – Everything you need to know to lead a LPA Course](#)
- [LPA Taster Session booklet](#)
- [LPA training course booklet](#)
- [LPA Concluding Session booklet](#)

Forms

- [Registration Form](#)
- [Ministry Specification Form](#)
- [Completion checklist and feedback](#)

The Request to commission / transfer of ministry forms have been withdrawn as the responsibility for supporting the ministry of LWLs and LPAs by PCCs are the responsibility of the incumbent.

What will it cost to attend a course? ***Change***

There is **no participating or administration fee** payable to the Diocese.

All other costs of the course (including travel, venue, refreshments and visiting speakers) need to be negotiated and covered at Deanery level.

I have a valid DBS from another Diocese / organisation. Is this acceptable?

No, each DBS is specific to an organisation and role, therefore, not transferable.

Does a LWL / LPA need to be baptised and confirmed?

Yes, LWLs / LPAs should be baptised and confirmed and a regular worshipper and communicant in their home church.

What can I expect on the LWL / LPA course?

Both courses generally consist of ten sessions, though the local leader may adjust the course to meet the needs of the local context. Each session is intended to last around two hours. In addition, there is a Taster Session to enable people to reflect on whether this ministry might be right for

them before beginning the course, and a Concluding Session for those who have completed the course. This Concluding Session will assist the discernment process for ministry as LWL / LPA.

The sessions are designed to allow for some active learning and reflection in between.

Each session includes prayer, content related to the theme of the session, reflection on Bible passages, discussion around personal experience of life and ministry, and case studies.

Each session concludes with a particular prayer focus to engage with before the next session.

I have completed the course; how do I decide whether it is right for me to proceed to be commissioned?

LWL / LPA ministry is a locally focused ministry exercised under the supervision of the incumbent. The judgement about whether you are suitable for LWL / LPA ministry in a particular church is for the incumbent to make, together with yourself and the PCC.

After the concluding session, you will be asked to produce a single piece of written reflection on the course to be shared with your incumbent, as part of the discernment process.

Does every PCC need to pass a resolution to confirm the participant can serve in multiple parishes (across the parishes within the benefice)? ***Change***

The need for every PCC Secretary within a Benefice to sign a candidates application form has been simplified to a statement that places the responsibility for supporting the training of LWLs and LPAs with the local incumbent.

The following information and forms have been withdrawn ***Change***

- Request to commission a LPA/LWL (now responsibility of incumbent)
- Request to transfer ministry as LPA/LWL (now responsibility of incumbent)
- Course leader form to advise of taster course etc (email to [Parish Support](#) team)
- Attendance log (course leader to manage attendance locally)
- Feedback form (incorporated in [Completion checklist and feedback online form](#))

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