



Revised May 2020

Introductory
Handbook for
Licensed
Lay
Ministry
Training

 THE CHURCH
OF ENGLAND

DIOCESE OF SALISBURY

Introduction

This handbook sets out the basic information for the training pathway for those selected for Licensed Lay Ministry in the Diocese of Salisbury. Responding to a vocational call from God is a big step. Thank you for offering yourself for discernment and for engaging with the selection process. Although you have been selected to train for LLM ministry, discernment continues through this period of training. It is our prayerful hope that all goes well and that we will be able to recommend to the Warden of LLMs that you be admitted and licensed as an LLM in the autumn of 2023.

Your training takes place within a partnership between your benefice, the Diocese and Sarum College. Your training is context based and you are encouraged to reflect on all the learning that you do in the context of your parish(es). You will be studying on a programme validated by Durham University which will be delivered by Sarum College. Your training will take into account, as far as possible, your prior experience and formal learning.

Please do not worry about the logistics of this. You will receive induction into the course from Sarum College and also guidance from the Diocese. *Your* key concern is to respond faithfully to your call from God into LLM ministry and to build the skills during your training which will help you to faithfully minister in the parishes which support you. This period of training and formation will change you – be prepared!

The Church of England has identified a range of learning outcomes for this ministry. Your course of study will fulfil these learning outcomes by the end of your training.

On successful completion of the course you will receive a Higher Education Diploma in Christian Theology, Ministry & Mission (240 credits) or another relevant qualification. You will also have embarked on a journey of formation that will see you become the minister God is calling you to be. Your learning and formation will not end when you complete the course, it is life-long.

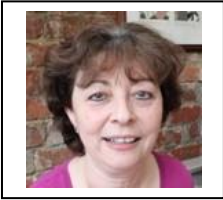
It will be hard work – but we hope you enjoy the journey!

Contacts		
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Your main points of contact in the Diocese will be		
Tony Edmonds	LLM Training Officer	01722 411944 tony.edmonds@salisbury.anglican.org
Jane Murrell & Adrian Smale	Administrators for Discipleship and LLM Training	01722 411944 deepening.discipleship@salisbury.anglican.org Deepening Discipleship and Ministry Team Church House Crane St Salisbury SP1 2QB
For administration related to Sarum College		
Annette Young	Education Administrator	01722 424820 ayoung@sarum.ac.uk Sarum College 19 The Close Salisbury SP1 2EE

The Diocesan structure: Who's who in Licensed Lay Ministry (LLM)



The Rt Rev'd Karen Gorham, the Bishop of Sherborne
Warden of LLMs



Miss Judy Anderson
Associate Warden of LLMs

Formation and Training

One of the key elements of the training is helping you to become a reflective practitioner. Sarum College deliver training through blended learning which combines academic study with practical ministry in a local church context. The things you learn locally will then be enriched by learning with others in your local learning group, on placement, study weekends at Sarum College and LLM Formation Days with the Diocese.

The majority of training will be organised by Sarum College. You will be studying a number of modules. The standard module earns you 20 credits on successful completion (a 40% pass mark). Some modules are 'half modules' yielding 10 credits and some are what are known as 'Long Thin Modules' which may extend over a couple of terms or even a year.

You are expected to study for approximately 12-15 hours per week through programmed online learning materials, which you then discuss weekly in a tutorial. All students have a tutor and a training supervisor to support them. Each module requires attendance at a study weekend at Sarum College.

As part of the learning community that is Sarum College, you will be studying alongside others on ordination pathways and some independent students. Sarum College also offer a range of other courses and the students and faculty together combine to make it a stimulating and supportive place to learn.

In addition to the Sarum College work, you will also attend Saturday Formation Days run by the Deepening Discipleship (Deepening Discipleship) team from the Diocese. These will augment your Sarum College experience and offer the opportunity to focus more directly on LLM specific formational activities and ministry. Although these days will not be formally assessed, each encounter will require the production of some reflective work to evidence your engagement with the area under exploration.

Your progress will be monitored on an ongoing basis through tutorial support, your academic marks and feedback from your Training Supervisor. An annual report will be made by Sarum College to the Diocese, and you and your Training Minister will submit an annual review so that we can ensure you are receiving appropriate support and progressing through your training.

It is vital that you can reliably access online learning through a good broadband connection, as much learning will be provided and work submitted in this way by Sarum College. In addition, online conferencing (such as AdobeConnect) will be used for tutorials, so a familiarity in using this at home will also be essential. With anyone unfamiliar with this, free help is often available locally in rural areas.

Maintaining your Balance

You will soon discover that the demands of the training will take up time and draw on your physical, emotional and spiritual resources. You simply cannot add training to the commitments you currently have – you need to give things up! This is often a challenge but is essential if you are to give yourself fully to the vocation God has called you to. Maintaining relationships with family and friends is critical as you will need their support. Giving space and time to yourself often goes by the wayside but without it you will struggle. Your disciplines of prayer and personal discipleship will be vital to sustain you in training and ministry.

Support for you during training

Training Supervisor

Training supervisors have the most regular contact with students and therefore have the primary responsibility for overseeing their progress through the course. This involves pastoral concern for their development and for the wellbeing of the student (and their family). Where problems arise, training supervisors are urged to contact the LLM Training Officer without delay. This will usually be your local incumbent, but in certain circumstances another minister may be appointed.

Your training supervisor will receive a full induction into their role from Sarum College. Training supervisors and students will be asked create a Training Partnership Agreement at the beginning of their work together,

and to revise them annually, even if they already know each other well. This helps define the purpose of the reflective supervision meetings and serves as a marker of the student's progress in formation.

Local Learning Group

You will be asked, with the guidance of your training supervisor (and/or incumbent), to gather a group of 5-7 people from the local church and wider community with whom you will meet at least twice each module to discuss your learning and who will support you in your formation. Members of this group may also offer feedback on your leading of worship and preaching. Sarum College will guide you through the process of setting up this group.

Tutorials

For each module you will meet regularly for tutorial sessions. Your tutor will guide and facilitate your learning, comment on drafts of your assignments and offer guidance and support as you progress through your training. Your fellow students in the tutor group will also be a valuable resource as you learn together.

Mentors

You will be linked up with a serving LLM, from your local Deanery or area to provide formational support throughout your training. They will keep in touch with how things are going, and offer general guidance and encouragement on all areas of training, formation and ministry.

Other support

The LLM Training Officer will maintain contact with you throughout your training, and with the Deepening Discipleship team, support your ongoing formation through the LLM Formation Days and other meetings as appropriate.

Practical resources

You will have full access to Sarum College Library and bookshop, the Deepening Discipleship Library and online resources from Durham University. Information on these will be given as part of your induction

process by Sarum College and the Diocese. Your training minister may also be a good source of up-to-date theological textbooks.

Finance

The cost of your training is met by the Diocese as an expression of our common life together. Your parish will be asked to make an annual contribution, much of which will come back to you as an annual grant to help with the cost of robes and books which currently totals £690 paid in stages over the training period - £430, £130 and £130 per year. You will need a cassock and surplice and once licensed a blue scarf.

Reimbursement of all ministry expenses incurred on behalf of the parish during training (such as mileage when taking services) should be offered in full at current HMRC rates (currently 45p/mile). Parishes should reimburse the student for travel costs to tutorials, study days and meetings. Costs incurred by the student on behalf of the parish (phone calls, postage etc) should be reimbursed.

Some students, as part of their own giving, choose not to claim expenses. This generosity is to be commended but it may hinder others coming forward who are not in such a fortunate financial position. If parish accounts include nothing for LLM training expenses, it may prove difficult for these to be introduced at a later date. People might say “Well it didn’t cost us anything to train the last LLM, why should we pay now?” Therefore, we strongly encourage you to claim expenses; if you do claim you can always Gift Aid them back to the parish!

Any questions?

At the beginning of the course you will receive a huge amount of information – some of it may not register. So, in the first instance, please do look through the guidance notes and information as the answer to your question may well be there. Please do get in touch with either Sarum College or Deepening Discipleship if you have any questions at all.