## **Lay Funeral Ministry Course Application Form**

Saturdays 12 October 2024, 1 March 2025 and 10 May 2025 Diocesan House, Lady Wootton's Green, Canterbury, CT1 1NQ Closing Date for applications **9 September 2024** 

- Please complete sections A1 A6 & ensure your incumbent completes sections B1-B3
- Return to Sarah Lucas, Diocesan House, Lady Wootton's Green, Canterbury, CT1 1NQ
   During an Interregnum candidates are advised to discuss the options with:
   Nigel Collins, Diocesan Lay Ministries Adviser: <a href="mailto:ncollins@diocant.org">ncollins@diocant.org</a>

Interview Dates - Dates to be advised
A1 Personal Details
Title: First Name:
Name to be known by:
Tel (Day): Tel (Eve): Mob:
Email:
Emergency Contact Name and Telephone:
<ul> <li>Please tick if you are happy for your name, telephone and email to be included on a course contact list shared with other participants</li> <li>Please tick here if you are happy for us (including other diocesan departments and groups) to contact you with details of further training opportunities and diocesan events.</li> </ul>
AQ Demond Demoinements
A2 Personal Requirements  Do you have a physical or other disability / condition which may necessitate special arrangements? Yes / No (delete as appropriate)  If yes please give details:
Please give details of any medical conditions, (including prescribed) medication we need to be aware of in case of an emergency:
Dietary requirements (e.g. Vegetarian, gluten free):
The medical information on this application form is for use by Diocesan training staff and will not be divulged to any
other persons with the exception (in the event of an emergency) of authorised medical personnel.

<sup>\*</sup> Decisions on course viability will be taken after the closing date. Applications for viable courses will be accepted after the closing date.

A3 Course Training Pre-requisite To enrol on this course you should be either an experienced Worship Leader (and competent preacher) or be a Licenced Reader in the Diocese of Canterbury. Please indicate the details below.
☐ I am currently ministering as a locally recognised (ALM) Worship Leader and preach regularly
Year any training completed
☐ I am a Licenced (or PTO) Reader in the Diocese of Canterbury
Year of Licencing:
To enroll, you will also need your incumbent's recommendation (section B1) and their written reference (section B2 or on a separate sheet/email) <b>and</b> the support of your local PCC— in a multi-parish benefice you may need the support of other PCCs too (section B3)
A4 Experience and Training Please give an outline of any experience and training that you have undertaken and your reasons for wishing to attend this course. Please use additional paper if necessary.

A4 Experience and Training (continued)
A4 Experience and Training (continued)
A5 Safeguarding—IMPORTANT
Licensed and PTO Readers: will already have the required checks and training in place and don't need to take any further action.
Locally recognised (ALM) Worship Leaders may need to take further action as follows with regards to DBS checks and training:
Disclosure and Barring Service (DBS) - Enhanced Disclosure with barring (children and adults lists) This ministry requires an enhanced DBS (with barring) for both adult and children workforce issued by the Diocese of Canterbury. This means a check against both the adult and children barred lists, if you do not have this level of check or have less than 1 year before your next renewal date please carry out a new check with your Parish Disclosure Officer as soon as possible. Further information is available from the Safeguarding Administrator at Diocesan House (01227 459401) or safeguarding@diocant.org
☐ I have a valid (less than 2 years old) enhanced DBS disclosure as required above issued through the diocese (on behalf of your current parish).
Disclosure Date:/ Disclosure Number:
☐ I have applied for a new enhanced DBS disclosure through my parish and will provide the details above once it arrives
<b>Safeguarding Training - Leadership level</b> Lay Funeral Ministry requires officiating ministers to be trained at leadership level, renewable every 3 years. Applicants may start the course with Foundation level training (please send a copy of your certificate with this application) and complete the Leadership module before April 2024(send a copy of the certificate once completed).
No one will be able to <u>start</u> the course without a valid DBS check (at the correct level) or safeguarding training (at least foundation level).
A6 Applicants Signature
Signature:
Name (Printed): Date/

Please give this application form to your incumbent for them to complete the next section

B1	Incumbent / Training Minister Supervision Agreement
port of cant of will keep pervise	cants for Lay Funeral Ministry must have the recommendation of their incumbent and the sup- of their PCC. Between October 2023 and April 2024 you will be required to supervise the appli- during a placement in order for them to gain learning and practical experience. The applicant seep a reflective journal which will be assessed and you will be asked for feedback on their su- sed placement. This is an important element of the course because participants will be author- or funeral ministry on successful completion of the course.
	commending this applicant you are agreeing to see that you or another responsible person vise their placement.
Incun	nbent Signature:
Name	e (Printed): Date://
Incun	nbent Email:
Paris	n:
Name	e of Training Supervisor (if not incumbent)
Train	ng Supervisor Address:
	Tel:
Emai	
Train	ng Supervisor (if not incumbent) Signature:
B2	Incumbent / Training Minister Reference

B3 PCC Sponsorship  Lay Funeral Ministers require the recommendation of their incumbent and the support of their PCC
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