

Lay Funeral Ministry Course Application Form

Saturdays 8 November 2025, 28 February 2026 and 9 May 2026

Diocesan House, Lady Wootton's Green, Canterbury, CT1 1NQ

Closing Date for applications: **Monday 6 October 2025**

- 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: ncollins@diocant.org

Interview Dates - Interview dates to be arranged.

A1 Personal Details

Title: First Name: Surname:

Name to be known by: Address:

..... Postcode:

Tel (Day): Tel (Eve): Mob:

Email: Date of Birth: / /

Emergency Contact Name and Telephone:

- ☐ Please tick if you are happy for your name, telephone and email to be included on a course contact list shared with other participants
- ☐ 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.

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:

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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.

* Decisions on course viability will be taken after the closing date. Applications for viable courses will be accepted after the closing date.

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.

- Year any training completed

- 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) **and** the support of your local PCC— in a multi-parish benefice you may need the support of other PCCs too (section B3)

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.

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A4 Experience and Training (continued)

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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.**

For all other applicants:

Because this role does not meet the threshold for an enhanced DBS check, an online check for information in the public domain will be carried out as part of the safer recruitment process for this ministry and you are required to sign the following declaration:

I do not have any current unspent convictions (as defined by the Rehabilitation of Offenders Act 1974) nor any ongoing enquiries or investigations of a safeguarding nature.

Signed **Dated:**

You are required to have completed the following training modules: basic awareness, foundation, and raising awareness of domestic abuse. We will need to be sent a copy of each certificate before confirming your course booking.

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

Applicants for Lay Funeral Ministry must have the recommendation of their incumbent and the support of their PCC. Between November 2025 and May 2026 you will be required to supervise the applicant during a placement in order for them to gain learning and practical experience. The applicant will keep a reflective journal which will be assessed and you will be asked for feedback on their supervised placement. This is an important element of the course because participants will be authorised for funeral ministry on successful completion of the course.

By recommending this applicant you are agreeing to see that you or another responsible person supervise their placement.

Incumbent Signature:

Name (Printed): Date:/...../.....

Incumbent Email:.....

Parish:..... Deanery:

Name of Training Supervisor (if not incumbent)

Training Supervisor Address:

..... Tel:

Email:.....

Training Supervisor (if not incumbent) Signature:

B2 Incumbent / Training Minister Reference

[illegible]

[illegible]

B3 PCC Sponsorship

Lay Funeral Ministers require the recommendation of their incumbent and the support of their PCC in order to train and exercise a lay funeral ministry. Please confirm PCC support of them as follows:

Sponsorship approved at a PCC meeting on 2024

Chair of the PCC (signature):

Name (Printed):

Parish:

Deanery: