# DIOCESE Of Winchester(5

# licensed lay ministry specification

This Ministry Specification is the result of discussion between:

………………………………………………………………………………………………………………………………….LLM

serving in the Benefice of .......................................……......................………………………

and the Revd ...........................................................…………………….................................Priest

and covers the year from ………………..……..…. to………………………………………….

**All LLMs (licensed and with PTO) are required to have a current valid DBS check.**

Date of last DBS check……………………………….. (at maximum every five years)

The purpose of Ministry Specifications:

* a means to encourage collaborative ministry between licensed ministers and the priest to whom they are responsible (the incumbent, priest-in-charge, senior chaplain or the priest who is responsible for the parish(es) in the benefice where they normally minister).
* filled in as part of an annual review involving a full discussion of all areas of the LLM’s ministry.
* identifies through discussion appropriate expectations which can be agreed and how the gifts and skills of the LLM may be properly used in ministry in the church and in the wider community.
* encourages continuing learning and training
* provides an opportunity to look ahead and plan for future developments in ministry.

Ministry Specifications are now a requirement of the Bishops’ Regulations for LLM ministry which govern LLM ministry nationally.

How to complete this Ministry Specification

In the Diocese of Winchester LLMs are licensed for five years commencing on the 1st October each year (PTOs for three years). Ministry Specifications should look forward and take into account the period from 1st October – 30th September each year (roughly from autumn to the end of the summer). Depending upon the needs of each benefice for future planning, the discussion between incumbent and LLM should take place sometime between 1st July and 30th September.

In a year when the LLM’s licence is to be renewed a copy of the whole Ministry Specification along with the Form for Renewal should be sent no later than **12th September** to:

Sue Pakenham-Walsh (North) or Tim Littlewood (South)

Diocesan Office, Old Alresford Place, Alresford, SO24 9DH

01962 737330 / 01962 737315

bishop.basingstoke@winchester.anglican.org or bishop.southampton@winchester.anglican.org

In other years, only the summary review page need be sent.

It may be appropriate for the LLM and priest to meet and agree a Ministry Specification at other times of the year, such as on the arrival of a new priest or as part of pastoral re-organisation. If necessary, further copies of the form may be obtained from: [www.winchester.anglican.org/diocesan-life/readers](http://www.winchester.anglican.org/diocesan-life/readers)

**LLMs are requested to make a copy of this form and pass it on to the priest to whom they are answerable or to whom they are licensed. A meeting specifically to discuss the Ministry Specification should be arranged and during the meeting notes made of what is agreed. Both LLM and priest should keep a copy of the completed form or summary page.**

**A. SPIRITUAL DEVELOPMENT**

1. What services of public worship does the LLM usually attend?

*A note should be made of the services which the Reader normally attends when they are not taking a leadership role. Also some note should be made of the services which the Reader wishes to attend with their family, where appropriate. Consideration should be given to services on Sundays and weekdays.*

2. With whom does the LLM join for prayer and/or Bible study on a regular basis?

*e.g. regular prayer with other ministers at the daily offices, membership of a home or prayer group in the parish or elsewhere.*

3. How does the LLM make space for quiet reflection and for prayer?

*Consideration should be given to how space is found in the pattern of daily life and also what use might be made of quiet days and retreats. Some note should be made of any PCC agreement to help meet the cost of a retreat or similar.*

4 In the coming year what particular areas of spiritual growth and development might be looked at further?

 *It is important that those who seek to minister to the spiritual needs of others are also aware of their own needs. Spiritual growth and development may be considered not only for the LLM as an individual but also in relationship with others including those with whom they exercise their ministry.*

5 All those in licensed ministry are encouraged to have a spiritual companion / director. If you do not have one, there is a Diocesan Spiritual Direction Network which works confidentially and can assist. Would you like further details about this?

**B. PUBLIC WORSHIP AND MINISTRY (key LLM ministry roles)**

1 What will be the times and frequency of meetings to discuss responsibilities and arrangements? As well as the LLM and priest, who else will be present at these meetings?

 *These meetings may be part of a regular pattern of meetings of all or some of those involved in ministry.*

2 How often and at which services will the LLM preach each month?

 *A note should be made of the frequency of preaching at both Eucharistic and non-Eucharistic services on ordinary Sundays and also preaching at festivals and during particular seasons such as Lent.*

3 Which services will the LLM lead on a weekly/monthly basis?

 *e.g. Morning and Evening Prayer, other non-Eucharistic services, services in institutions.*

4 What assistance will the LLM give at services of Holy Communion on Sundays?

 *A note should be made of: reading lessons (including the gospel), leading intercessions, distribution of communion, and leading appropriate parts of the Eucharist.*

5 What other aspects of public worship will the LLM be involved with?

 *e.g. the LLM resourcing and encouraging lay worship leaders.*

6 How will the LLM be involved in leading or organising groups for prayer and study?

 *Some indication should be given of what kind of role the LLM will have as leader or co-*

 *Leader of programmes such as Lent groups, Alpha courses etc.*

**C. OTHER MINISTERIAL RESPONSIBILITIES**

1 What will the LLM’s pastoral responsibilities be?

 *e.g. home communions, care for an area or group, chaplaincies to organisations and institutions.*

2 What kind of involvement will the LLM have in conducting or assisting at funerals?

 *n.b. The involvement of a LLM must be with the goodwill of the bereaved. Conducting funerals should only take place after suitable training. There is an annual CMD day course to help with this.*

3 How will the LLM be involved in work with children and young people?

 *e.g. supporting or helping to lead children’s and young people’s groups, all age worship, Messy Church.*

4 In what ways will the LLM be involved with local schools?

 *Particular note should be made of any regular commitment to participate in acts of worship or teach. Involvement might be through the governing body or a pastoral arrangement.*

5 Taking into account the LLM’s work, obligations to family and other commitments, as well as the needs of the parish, what other areas of ministry will they be involved in?

*As well as recognising the LLM’s commitments some note might be made of areas of ministry they wish to explore arising from their interests or concerns*.

*LLMs are licensed to the Deanery as well as the benefice. Consideration should be given as to what role the LLM might exercise more widely.*

**D. PARTICULAR AREAS OF RESPONSIBILITY AND ACCOUNTABILITY**

*Where the LLM is given a particular area of responsibility for an activity, a group or an organisation this should be noted here even if already noted elsewhere. Alongside the responsibility should be noted the person or body to whom the LLM is accountable for this activity.*

*e.g. Training the servers and organising the rota – accountable to the incumbent School collective worship – accountable to the head teacher and the priest-in-charge*

**E. SUPERVISION AND MEETINGS**

1 How often and at what times will the LLM and priest meet to discuss the LLM’s ministry and responsibilities?

 *This discussion should range wider than that to agree rotas and duties. Regular meetings to discuss ministry are important for the collaborative ministry of LLM and priest.*

2 Recognising that there are limits upon the LLM’S time what regular parish and Deanery meetings will the LLM attend?

 *The Church Representation Rules 2011 section 14 (e) sets out how LLMs may be members of the PCC.*

3 During the year what other meetings are likely to be required for planning specific events or in relation to particular responsibilities?

4 What other support networks within the Deanery or arranged personally will the LLM engage with?

 *e.g. Deanery meetings, LLM gatherings.*

**F. CONTINUING MINISTERIAL DEVELOPMENT (FURTHER TRAINING)**

1. What CMD did the LLM undertake **in the past year**?

2 In the light of the responsibilities and areas of ministry already discussed what are the LLM’s training needs **for the coming year**?

 *Where possible the provider of the training should be indicated: e.g. Incumbent, Diocesan CMD Programme, etc.*

 Preaching

Liturgy and Spirituality

Pastoral

Other

**G. ANY OTHER MATTERS**

*In this section the LLM and priest may wish to note down any other matters they mutually agree. This should include details of any arrangement for the LLM to minister in another parish on a temporary basis and any discussion of future deployment.*

**This sheet is to be used to update the various sections for each year of a licence period as agreed at the meeting between LLM and priest. They look forward to the coming twelve months. If what is in the main Ministry Specification is still true, please do not repeat it here. Please only record new developments for the coming year.**

**3/5 LLM’s name…………………………………. dates……………………………………………..**

A SPIRITUAL DEVELOPMENT

B PUBLIC WORSHIP AND MINISTRY

C OTHER MINISTERIAL RESPONSIBILITIES

D PARTICULAR AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

E SUPERVISION AND MEETINGS

F CONTINUING MINISTERIAL DEVELOPMENT (FURTHER TRAINING)

 *In the light of this review, what are the LLM’s needs?*

 *How might each of these best be met?*

G ANY OTHER MATTERS