# Authorised Lay Ministry Training Application Form

*Please read the notes overleaf before completing this form, and complete the Data Protection Act Consent there. Then send the form to* [*training@cofe-worcester.org.uk*](mailto:training@cofe-worcester.org.uk)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact Details | |  |  |  |  |
| Full Name |  | | | | |
| Address |  | | Email |  | |
|  |  | |  |  | |
|  |  | | Phone |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Pre-course discernment process | | | |
| **Applicant’s declaration:**  *I believe I am called to serve as an ALM in the benefice / parish named above,  and I will carry out any future ministry collaboratively under the oversight of my incumbent.* | | | |
| Signature |  | Date |  |
|  | | | |
| **Parish Priest’s declaration:**  *I believe this person is called to serve as an ALM in our benefice / parish, and I will support, nurture, and oversee their development in this ministry, and have ensured that all safer recruitment steps have been completed.* | | | |
| Signature |  | Date |  |

|  |  |
| --- | --- |
| ALM Course Application Details | |
| Parish (or Benefice) |  |
| Deanery |  |
| ALM specialism you will be training for |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parish Safeguarding Officer’s declaration:**  *I have met with this person and explored what level of DBS check they need to carry out their ALM role.* | | | | | |
| They need a basic DBS check (and they are arranging it) | | | | Yes | No |
| They need an enhanced DBS check (and we are carrying it out) | | | | Yes | No |
| Signed |  | | Date |  | |
|  | | | | | |
| **PCC declaration:**  *At the below meeting of the PCC, the PCC passed a motion (see wording in note 5 overleaf) supporting this person for ALM training, and is assured safer recruitment processes have been followed.* | | | | | |
| PCC Secretary’s signature | |  | | Date Signed |  |
| Date of PCC Meeting | |  | | | |

# Notes

1. Only complete this form when you know there is a course running. If no course is yet confirmed, please complete the expression of interest form instead.
2. The form asks for the name of your parish or benefice. If you are in a multi-parish benefice or team ministry, you and your parish priest need provisionally to agree whether you will primarily work within a single parish, or across the whole team or benefice. Where possible and appropriate, we recommend that you work across (and therefore enter on this form) the largest area, benefice rather than parish, and team ministry rather than district.
3. The form refers to your parish priest. If this role is currently vacant, you should speak with your Rural or Area Dean about whether they, or another appropriate minister, should agree and sign this for you, and about who will ask your PCC to discuss their support.
4. Guidance on ALMs, authorisation and safeguarding can be found online.
5. The suggested form of wording for the PCC motion in the diocesan ALM safeguarding policy is “This PCC supports the application of *N. N.* to be an authorised lay minister in this parish, and commends them to the diocese for training. It has received satisfactory references for them to serve as an ALM, which attest to their good character, and give assurance there is no reason why they should not serve this parish as an ALM.” If the wording differs substantially from this, please include a copy of the minute with the application.
6. The information given on this form will be used to fill in your certificate of completion of training. Please notify us if your name, parish or contact details change.
7. If you have any questions or concerns about safer recruitment, then please contact Liz Toone, DBS & Safeguarding Administrator on 01905 732811 or email: [dbsadmin@cofe-worcester.org.uk](mailto:dbsadmin@cofe-worcester.org.uk) or HR.

# Data Protection Act Consent

*Training for Authorised Lay Ministry in the Diocese of Worcester is delivered by the Worcester Diocesan Board of Finance Limited. We will need to hold information to contact you during training and then when you are an Authorised Lay Minister.*

*The information you have provided on this form giving your name, address, email address(es), telephone number and Church / Parish will be held and used for the purposes of data processing, communication and information gathering. It may be shared within the structures of the Church of England and ecumenical partners within the diocese and nationally. Whilst we store your details on our database which is located on servers in the UK, your email address and your name may, for the purposes of some email communications to you, be stored by us or our agents on other servers which are outside the European Economic Area.*

I confirm that:

1. I am content for the details to be used for the above purposes unless I notify you otherwise in writing.
2. The e-mail address(es) you hold may be used for communicating, including individual and group communications.

Signed ………………………………………………………… Date ……………………….

*Typing your name on this, and submitting it by email is an acceptable form of signature*

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