**ALM Re-authorisation**

**A template for a conversation between Incumbent & ALM**

This sheet offers a range of questions to help an incumbent (or other priest in the case of vacancy) and an Authorised Lay Minister (ALM) review the ministry of the ALM. The questions below have been drawn up with the end of a five-year period of authorisation in mind, but might be helpful at other times as well. They are offered as a helpful template, for you to use as you see appropriate.

We hope that these questions will help enable open and honest conversation. This conversation is an opportunity to affirm all that is good. It should also be a place to receive constructive feedback, and explore any issues that need attention. For most of the questions it will be appropriate for each of you to listen to the other’s perspective on that issue. Our hope and prayer is that grace and truth may meet together in your conversation, and that the ensuing illumination will prove helpful.

# A: Reflecting on your ministry

1 What have been the main areas of your ALM ministry over the last years?

2 What aspects have gone well, or been most encouraging? – What have people   
appreciated most?

3 What aspects have not gone so well, or been the most challenging?

4 In what ways do you think you have learned and grown?

5 What has helped you sustain and develop your ministry?

6 How has the balance of time and energy been between this ministry and other   
responsibilities and relationships?

7 How have the various ministries (ordained and lay) worked together in the benefice?

# B: Is reauthorisation appropriate for a further five-year term?

8 How would you both answer that question?

9 Is your answer conditional in any way – does it depend on any particular changes?

*If there is agreement to re-authorise this ministry, then:*

# C Looking to the future

10 Are there any issues that need addressing (e.g. practicalities, expectations, areas of work)?

11 How might the ALM best grow and develop in ministry? Are there specific areas on which to focus, in developing skill, experience and/or character? If so, can you agree a way to enable this?

12 As a result of this conversation, have you identified any ways to strengthen collaborative   
working across the benefice?

13 Are there any ideas, hopes or priorities you would be keen to develop or explore –   
in the short term or the longer term?

14 Have you reviewed the scope of this ministry as it now is with your parish safeguarding officer? In the light of any changes either in the ministry you are carrying out, or in good safeguarding practice, do you need a current DBS check? If so, this needs to be done through the PSO as part of the re-authorisation process.

15 Is there anything else that either of you would like to ask, or to say?