# Local Worship Leaders’ Process for Recommissioning

# July 2017

Since 2012, on completion of the Sunday Plus training course, Local Worship leaders have been commissioned for a period of five yearsat a time. At the end of the five year period, commissioning may be renewed, at the request of the incumbent and PCC in agreement with the Local Worship Leader.

Those Local Worship Leaders seeking to continue their ministry at the conclusion of the five-year period of commissioning are required to:

* Meet with their Incumbent to review the agreement stating the frequency and which type of services they will lead. The agreement should be revised, if appropriate, in response to changed circumstances and/or ministry developments. (If an agreement has not previously been drawn up, this is the opportunity to do so).
* The Agreement will also indicate Local Worship Leaders’ commitment to meeting regularly with their Cluster/Benefice worship team, and to continue to develop their own discipleship and learning through regularly Bible study, prayer and attending development opportunities.
* As a result of this review, the Incumbent and Local Worship Leader may agree:
	+ the Local Worship Leader should go forward for re-commissioning
	+ due to changed circumstances, it is appropriate for the Local Worship Leader to step down from this ministry. (The Incumbent is asked to inform the Discipleship Project Officer of such withdrawal).
* For situations of recommissioning: a ‘Recommendation for re-commissioning as a Local Worship Leader’ form should be completed, and signed by the incumbent, and forwarded for approval at the next PCC meeting (and the outcome minuted).
* Completed recommendation forms to be forwarded to Discipleship Project Officer who will arrange a mutually convenient re-commissioning service with an Archdeacon or Bishop.
* A re-commissioning service will be arranged at an appropriate time and place (which could be on a deanery basis if sufficient numbers, or at an appropriate occasion in the parish if an Archdeacon or Bishop is visiting). There may be an opportunity in the local area when new LWLs are being commissioned that LWLs requiring re-commissioning can be invited to attend.
* Certificates will be supplied by the Discipleship Project Officer.
* It is hoped that the Local Worship Leaders will take some responsibility for devising and leading most of the re-commissioning service; commissioning liturgy can be supplied.
* Local Worship Leaders waiting for re-commissioning will be able to continue with their ministry until such a time that they can attend a recommissioning service once recommended by their Incumbent and PCC.
* It remains a requirement for a Local Worship Leader to complete Sunday Plus (or other recommended course) if they have not already done so before re-commissioning. (Anyone commissioned after January 2012 will have completed Sunday Plus.)
* Enclosed documents:

Local Worship Leaders Policy 2015

LWL/PCC agreement

Recommendation for re-commissioning

# Local Worship Leader Policy

June 2015

# The Role of a Local Worship Leader:

* LWLs may assist at Eucharistic or other services led by ordained or licensed ministers
* LWLs may devise and lead Services of the Word, (BCP or Common Worship), special services such as crib services, new forms of worship such as Café or Messy Church, under the authority, scrutiny and guidance of their Incumbent. They are not licensed to preach.

Becoming a Local Worship Leader:

* Candidates are recommended for training by their incumbent and by the PCC(s), and have a sense of their own calling to this ministry.
* The ‘Recommendation for training as a Local Worship Leader’ form is completed, signed by the incumbent and Lay Chair of the PCC(s) (and minuted) then forwarded to the Discipleship Project Officer.
* The candidate undertakes a ‘Sunday Plus’ course. Courses are arranged as locally as possible, but inevitably there may be some travelling involved.
* On completion of Sunday Plus, and the completion of a portfolio/scrapbook, candidates are commissioned by an Archdeacon or Bishop (arranged locally). The commissioning is for a period of five years, and may be renewed at the request of the incumbent and PCC in agreement with the Local Worship Leader.
* Local Worship Leaders meet with their incumbents at the beginning of their ministry to draw up an agreement which states the frequency and which type of services they will lead. This agreement should be revised annually, particularly in response to changed circumstances and as ministry develops.
* The Agreement should also indicate that Local Worship Leaders meet regularly with their Cluster/Benefice worship team, and continue to develop their own discipleship and learning through regularly Bible study, prayer and attending development opportunities.

Worship leaders commissioned pre-2012:

* Those continuing to exercise their ministry as a Local Worship Leader need to be re-commissioned. The ‘Recommendation for re-commissioning as a Local Worship Leader’ form should be signed by the incumbent and Lay Chair of PCC(s).
* Prior to recommissioning, attendance at a Sunday Plus course will ensure skills and knowledge are updated. Many aspects of training have changed or been developed since 2012.
* An alternative to completing the Sunday Plus course, is the ‘Exploring Christianity: Prayer and Spirituality’ module.

Worship leaders moving into the Diocese:

* We are delighted to welcome people who move into the Diocese having been trained as Local Worship Leaders elsewhere in the country.
* To be commissioned as a Local Worship Leader in this Diocese, a recognition of potential ministry is acknowledged locally through the recommendation of the incumbent and PCC(s).
* A written account of prior training and experience will be required (including training content and a certificate of commissioning). Each application will be considered individually.
* It will normally be expected that on-going training will have been attended in recent years. Incoming LWLs are welcome to undertake ‘Sunday Plus’ or ‘Exploring Christianity: Prayer and Spirituality’ to further their development.
* A working agreement between the LWL and incumbent should be drawn up and revised annually.

Worship Leaders moving parishes within the Diocese:

* It will be usual for a LWL moving parishes to spend some time settling into their new location, and becoming known there.
* In due course a recognition of ministry will be acknowledged locally through the incumbent and the PCC.
* A working agreement between the LWL and incumbent should be drawn up and revised annually.
* The Discipleship Project Officer should be informed of the change of location.

Candidates unable to attend Sunday Plus training:

* Some candidates may be unable to attend Sunday Plus training due to personal circumstances.
* In such cases, application can be made to complete Sunday Plus by distance learning by contacting the Discipleship Project Officer.
* Candidates will need to be self-motivated to read, explore and learn on their own.
* Learning will be supported through meetings with their incumbent, tutor support via email and/or phone calls, and through other Local Worship Leaders.

**Local Worship Leaders Agreement with Incumbent and PCC**

*(This document is a suggested outline only and may be adapted to local needs and circumstances)*

I…………………………………………………………………………………………………………

Local Worship Leader in the parish/benefice of………………………………………

I agree to

* Undertake personal Bible study and prayer and on-going spiritual development with the worship team in the parish/benefice
* Lead the following types of service (*Family Service, Morning prayer, Matins, Evensong, Messy Church, Intercessions, Crib service etc)*

At *(names of churches)*

Frequency *(once a month, 1st Sunday of the month, occasionally, weekly etc)*

I will inform the incumbent or churchwarden as soon as possible if I am unable to take a planned service.

I agree to co-plan and lead services with other members of the worship team (where appropriate) and consult with the Incumbent ……………………………………………………….(*occasionally, when required or if necessary, before each service etc.)* on the content of the *service/talk/intercessions etc.*

I agree to attend Worship team meetings ………………..times a year and attend further

training modules ……………………………………………………. ( *ie Diocesan Local Ministry Days etc) at least …………………………………………..(once a year/every two years).*

I understand that I will be required to be re-commissioned after five years, after consideration by the incumbent and PCC.

This agreement will be reviewed ………………………………………………….*(six monthly, annually etc)*

Signed………………………………………………………………………Name……………………………………………………

*A copy of this agreement should be kept by the Local Worship Leader and by the PCC.*

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**Candidate Recommended for Re-commissioning as a**

**Local Worship Leader**

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| --- |
| **Candidate Details** |
| Title and Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Parish/ Benefice/ Cluster |  |
| Why I feel called to this ministry |  |
| Signature & date |  |

The ministry of Local Worship Leaders is required to be approved by PCCs. This approval should be demonstrated by members of the PCC voting at a PCC meeting. (*If the candidate is a member of the PCC, they should not be present when the matter is discussed or voted on nor should they sign their own forms*).

The signatures (below) confirm that such a ballot has taken place.

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| --- |
| **PCC Approval** |
|  | **Title and Name** | **Signature** | **Date**  |
| **PCC Lay-Vice Chairman**Or other post holder |  |  |  |
| **Parish Priest** |  |  |  |

On completion, please return this form to

Shelley Porter, Discipleship Project Officer, c/o 4 Park Drive, Bodmin PL31 2QF