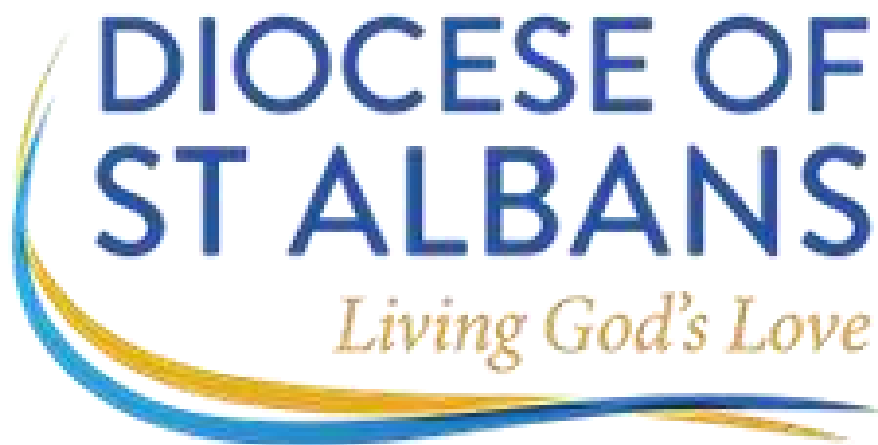


Diocese of St Albans



**ENABLER HANDBOOK
2025**

Contents

Introduction.....	page 2
Safeguarding.....	page 4
Supervision.....	page 4
Responsibilities of the Incumbent.....	page 5
Responsibilities of the Enabler.....	page 6
Appendix A: Statement of Arrangements.....	page 7
Appendix B: Annual Review Form.....	page 10

Introduction

God calls all God's People and equips them with various gifts. Enablers are those called to take a leading role in a particular area of ministry in their local parish / benefice / Bishop's Mission Order, for which they have undertaken specific training and have received the Bishop's Commission.

Pioneer/Mission Enablers: In collaboration with clergy, other lay / ordained ministers and other lay people, Pioneer/Mission Enablers are involved in mission and evangelism:

- Involvement in leading a New Worshipping Community
- Taking a lead in developing a project to reach new people
- Active in missional engagement with those outside the church
- Enabling others in missional engagement with those outside the church
- Contributing to the development and delivery of Mission Action Plans (MAPs)
- Implementing Leading Your Church Into Growth (LYCIG) principles
- Encouraging and contributing to the planning/delivery of Mission Outreach events
- Engagement in evangelism – sharing the faith
- Enabling others to share their faith
- Involvement in mission in Care Homes
- Involvement in missional activities for children/young people
- Co-ordinating missional activities.

The Mission/Pioneer Enabler role links in with the Living God's Love strand of *Making New Disciples*.

Pastoral Enablers: In collaboration with clergy, other lay / ordained ministers and other lay people, Pastoral Enablers are involved in pastoral and community care:

- Pastoral visiting
- Voluntary Chaplaincy work
- Running/assisting with vulnerable group e.g. foodbanks
- Providing pastoral support in the local parish community
- Involvement in prayer ministry
- Involvement in healing ministry
- Bereavement support
- Providing pastoral care in Care Homes
- Pastoral ministry for children and/or youth
- Co-ordinating pastoral activities.

The Pastoral Enabler role links in with the Living God's Love strand of *Transforming Communities*.

Discipleship Enablers: In collaboration with clergy, other lay / ordained ministers and other lay people, Discipleship Enablers take a leading role in teaching the faith:

- Leading Home Groups/Bible Study Groups
- Co-ordinating Home Group/Bible Study ministry
- Assisting with Baptism preparation
- Assisting with Confirmation preparation
- Teaching on Discipleship courses
- Teaching the faith in Care Homes
- Leading a children's and/or youth group.

The Discipleship Enabler role links in with the Living God's Love strand of *Going Deeper into God*.

Enablers are **commissioned lay ministers** whose training and ministry is specific to St Albans Diocese and not transferable elsewhere. Their calling is discerned locally by their incumbent and PCC. They complete training provided by St Albans Diocese via the Enabling Ministry Course, plus the appropriate safeguarding training and checks (see next page), during which time discernment continues both in their local context and by the staff delivering the training. If all is satisfactory, they are then issued with a letter of permission and recognition from the bishop so that they can then be commissioned by the incumbent in a regular act of worship in their benefice. The commission is to their parish / benefice only, and the ongoing supervision is the responsibility of the incumbent unless alternative supervision arrangements are made by the incumbent (or, during a vacancy, by the rural / area dean).

If you have any questions regarding Enabler Ministry, please contact the Enabling Ministry Officer via the team administrator: email MDTadmin@stalbans.anglican.org.

Safeguarding

Safeguarding is everyone's responsibility and is a priority in order that everyone can flourish within the People of God.

In order to receive the letter of permission from the bishop for commissioning as an Enabler, those who successfully complete the Enabling Ministry Course will also be required to complete the following online Safeguarding courses which are available via the National Safeguarding Training Portal: <https://safeguardingtraining.cofeportal.org/>:

- Basic Awareness (C0) - [All Courses: Basic Awareness - Options | Safeguarding: Training Portal](#)
- Foundations (C1) - [All Courses: Foundations - Options | Safeguarding: Training Portal](#)

For any technical issues with the portal please contact:
learning@mail.safeguardingtraining.cofeportal.org.

These will take approximately 150 minutes to complete. On completion a certificate will be issued; please send this certificate on to the team administrator: email MDTadmin@stalbans.anglican.org.

The parish is responsible for ensuring that Enablers keep up to date with safeguarding requirements.

It is recommended that the parish considers obtaining a basic disclosure for the Enabler, unless the Enabler already has an up-to-date DBS check in place for another role in the church.

Information on DBS disclosure levels can be found here [DBS Checks - The Diocese of St Albans](#).

Supervision

It is essential that incumbents (or a named supervisor identified by the incumbent) meet regularly with the Enabler, with the frequency to be agreed between the supervisor and Enabler. This is particularly important at the start of the Enabler's ministry to provide an opportunity for support and reflection.

Once a year a review of the Enabler's ministry should be conducted using the review form in Appendix B.

Enablers may continue to exercise their Enabler role in their parish / benefice so long as [a] they are willing to do so and [b] they have the continued permission of the incumbent.

Responsibilities of the Incumbent

Before the prospective Enabler's training the Incumbent should:

1. Meet with the prospective Enabler to discuss the possibility of their training for the role.
2. Decide, with the PCC, on the basis of the roles set out on p.2 of this Handbook, the qualities of the individual, and following Safer Recruitment processes, whether the prospective Enabler has the PCC's support to train for the role.
3. Complete the Incumbent's Booking Form (the prospective Enabler will need to complete their booking form too) including setting out the ways in which the prospective Enabler would exercise the Enabler role.

During the prospective Enabler's training the Incumbent should:

4. Support the trainee Enabler in the undertaking of their training and completion of tasks.
5. Provide the trainee Enabler with opportunities to exercise their ministry in the parish / benefice.
6. Meet with the trainee for supervision twice per term.
7. Complete the Statement of Arrangements (see Appendix A) with the trainee at the end of the training and return it to the Team administrator: email MDTadmin@stalbans.anglican.org.

After completion of the prospective Enabler's training the Incumbent should:

8. On receipt of the letter of permission and recognition from the bishop, arrange to commission the Enabler in a regular act of worship. Liturgy for this commission can be found here: <https://www.stalbansdiocese.org/resource/commissioning-liturgy/>.
9. Meet regularly with the Enabler to provide supervision. The frequency of these meetings should be agreed between the Enabler and Incumbent and may need to be more frequent at the start of the Enabler's ministry.
10. Conduct a ministry review (for internal parish / benefice use) with the Enabler once a year (see Appendix B).
11. Work with the PSO to ensure that the Enabler remains up to date with safeguarding requirements.
12. Allow the Enabler to exercise the delegated authority of the role.
13. Update the Statement of Arrangements as required in conjunction with the Enabler.

Responsibilities of the Enabler

Before training the prospective Enabler should:

1. Consider prayerfully whether this role is the role to which God is calling them.
2. Meet with their Incumbent to discuss the possibility of training for this role.
3. Complete the booking / application form found here:
<https://www.stalbansdiocese.org/ministry/lay-ministry/enabler-ministry/>

During training the prospective Enabler should:

4. Attend all online and in-person training sessions.
5. Complete all the individual learning activities required by the course and store these in a portfolio which can be submitted to / accessed by the Course Leader.
6. Complete all Safeguarding requirements.
7. Arrange to be baptised and episcopally confirmed if this has not occurred prior to training.
8. Meet twice a term with their Incumbent for supervision.
9. Complete the Statement of Arrangements (see Appendix A), with their Incumbent, at the end of training and return this to the Team administrator: email MDTadmin@stalbans.anglican.org.

After training the Enabler should:

10. Meet regularly with the Incumbent (or designated supervisor) at a frequency to be agreed between the Enabler and Incumbent which may need to be more frequent at the start of the Enabler's ministry.
11. Participate in a review of their ministry (see Appendix B) with their Incumbent once a year.
12. Keep up to date with any Safeguarding requirement.
13. Work collaboratively with the Incumbent, other lay / ordained ministers and other lay people, appropriately exercising the delegated authority of the role under the oversight and authority of the Incumbent.
14. Update the Statement of Arrangements as required in conjunction with the Incumbent.

Appendix A - Statement of Arrangements

Statement of Arrangements for Pioneer/Mission Enablers

Enabler name:
Incumbent name:
Parish / Benefice / BMO:

This Statement of Arrangements is essential for Pioneer/Mission Enablers and their Incumbents / Supervisors as a way of agreeing the ways in which the Pioneer/Mission Enabler will be involved, or take a lead, in mission and evangelism, and the regularity of this. Please review this Statement of Arrangements regularly and update as and when required.

Role	Typical regularity (e.g. once a week, once a month...)
Involvement in leading a New Worshipping Community	
Taking a lead in developing a project to reach new people	
Active in missional engagement with those outside the church	
Enabling others in missional engagement with those outside the church	
Contributing to the development and delivery of Mission Action Plans (MAPs)	
Implementing Leading Your Church Into Growth (LYCIG) principles	
Encouraging and contributing to the planning/delivery of Mission Outreach events	
Engagement in evangelism – sharing the faith	
Enabling others to share their faith	
Involvement in mission in Care Homes	
Involvement in missional activities for children/young people.	
Co-ordinating missional activities.	

Statement of Arrangements for Pastoral Enablers

Enabler name:
Incumbent name:
Parish / Benefice / BMO:

This Statement of Arrangements is essential for Pastoral Enablers and their Incumbents / Supervisors as a way of agreeing the ways in which the Pastoral Enabler will be involved, or take a lead, in mission and evangelism, and the regularity of this. Please review this Statement of Arrangements regularly and update as and when required.

Role	Typical regularity (e.g. once a week, once a month...)
Pastoral visiting	
Voluntary Chaplaincy work	
Running/assisting with vulnerable groups e.g. foodbanks	
Providing pastoral support in the local parish community	
Involvement in prayer ministry	
Involvement in healing ministry	
Bereavement support	
Providing pastoral care in Care Homes	
Pastoral ministry for children and/or youth	
Co-ordinating pastoral activities	

Statement of Arrangements for Discipleship Enablers

Enabler name:
Incumbent name:
Parish / Benefice / BMO:

This Statement of Arrangements is essential for Discipleship Enablers and their Incumbents / Supervisors as a way of agreeing the ways in which the Discipleship Enabler will be involved, or take a lead, in mission and evangelism, and the regularity of this. Please review this Statement of Arrangements regularly and update as and when required.

Role	Typical regularity (e.g. once a week, once a month...)
Leading Home Groups/Bible Study Groups	
Co-ordinating Home Group/Bible Study ministry	
Assisting with Baptism preparation	
Assisting with Confirmation preparation	
Teaching on Discipleship courses	
Teaching the faith in Care Homes	
Leading a children's and/or youth group	

Appendix B – Annual Review Form

Enabler name:
Enabler role (Pioneer/Mission / Pastoral / Discipleship):
Incumbent name:
Parish / Benefice / BMO:

As Enablers are commissioned (not licensed) lay ministers, this review form is for parish / benefice use only and does not need to be sent on to anyone else. It is provided as a way of annually celebrating and reflecting on the Enabler's ministry and looking ahead to the Enabler's ongoing role.

The Enabler and Incumbent should meet to discuss the following questions and then record their answers here.

Looking back...
What has gone well in your Enabler ministry over the past year?
Over the past year, what has been a challenge and what have you learnt from this?
In what ways have you grown in your Enabler ministry in the past year?
Where have you particularly seen God at work in your Enabler ministry over the past year?

Looking forward...
What excites you about your Enabler ministry over the coming year?
What challenges do you foresee in your Enabler ministry over the coming year, and how could these challenges be addressed?
What support would be helpful for you in your Enabler ministry over the coming year and how is this going to be provided?
Is your current level of involvement as an Enabler about right, or would it be helpful to adjust this? If you are to adjust this then please update your Enabler Statement of Arrangements accordingly.