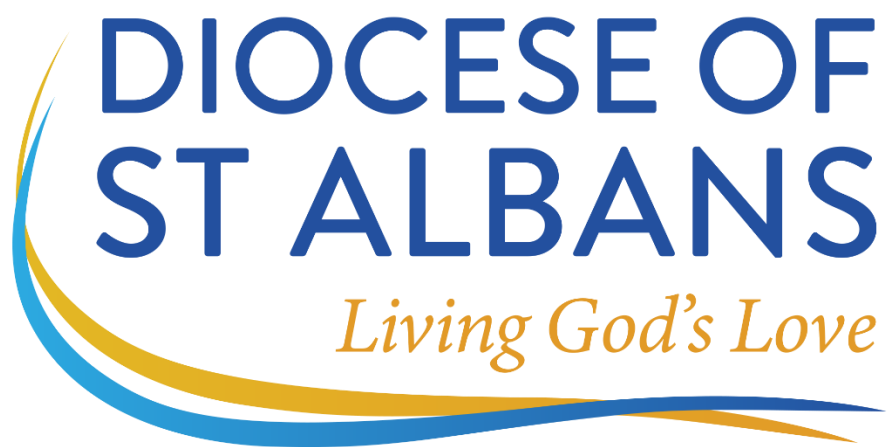




LAY LEADER OF WORSHIP (LLW)

HANDBOOK

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Introduction

Worship is at the heart of our discipleship as Christians, as we seek to give glory to God both in our daily lives and as gathered church communities, and through worship to be sent out to live God's love in the world. Lay Leader of Worship (LLW) Ministry is an important role which, along with ordained and Reader ministry, seeks to lead God's people in worship so that they may be gathered before God's throne and transformed in God's presence to shine God's light and love in the world.

LLWs are commissioned lay ministers. This means that they complete training provided by the diocese, 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 commissioning is to their benefice only, and the ongoing supervision is the responsibility of the incumbent unless alternative supervision arrangements are made by the incumbent.

If you have any questions regarding LLW ministry, then please contact the Lay Ministry Officer for the Diocese of St Albans.

Contacts

- Ministry Development Team Administrator
Julie Cirillo: email: MDTadmin@stalbans.anglican.org; tel: 01727 818160
- Lay Ministry Officer
Simon Moore: email simon.moore@stalbandsdiocese.org; tel: 07311 310540

Outline of the Sessions of the Course

The Nature of Worship

This session explores the nature of worship by looking at some definitions and biblical passages, and considering the role of the worship leader as the one who facilitates others in worship.

Anglicanism

This session looks at the structures of the Book of Common Prayer and Common Worship resources, and principles for how to use them. It considered the shape and cycle of the church year, and use of the Revised Common Lectionary.

Leading worship

This session considers practicalities in preparing for leading worship, communication skills involved in leading worship, and follow up after services.

Engaging everyone in worship / Making worship accessible

We are called to enable all to be able to come to Jesus. It is therefore important that our worship can be welcoming and accessible to any who may attend. This session looks at practicalities in leading and enabling worship that is accessible – both in explicitly All Age Worship and acts of worship more generally.

Using Other Resources

This session covers some criteria for choosing and using music in services, and the use of other resources such as art and silence in intercessions in services. It looks also at appropriate ways to “fill the sermon slot”, given that LLWs are not permitted to preach.

Leading Worship in Pioneering Contexts

The church is called to reach new people with God’s love. As well as doing this through our existing church communities, this also involves developing new worshipping communities. This can be through adapting a form of church like Messy Church, Youth Church, Café Church, Forest Church etc.; or it can be by engaging with the people and needs of the local community and shaping a worshipping community around them. This session considers important principles and practicalities involved in leading worship in any such pioneering context.

Safeguarding

It is a requirement for all LLWs to complete the online Safeguarding courses – Basic Awareness Module (formerly known as C0), and Foundations Module (formerly known as C1). LLWs in Training need to have completed these modules before they are commissioned.

The Basic Awareness and Foundations safeguarding modules are delivered by the Church of England National Safeguarding team online. The two modules should take around 150 minutes to complete. You can return to the modules if you don't complete each in one sitting.

To access these courses please go to the Church of England Safeguarding Training Portal <https://safeguardingtraining.cofeportal.org/>

You will need to set up an account if you don't have one already.

There are more details on the Diocesan website

<https://www.stalbansdiocese.org/safeguarding/safeguarding-training/>

It is recommended that the parish obtains a basic disclosure for the LLW, unless the LLW has an up-to-date DBS check due to another role in church which requires such a DBS check.

The parish is responsible for ensuring that LLWs keep up to date with safeguarding requirements. This means attending a refresher course for the highest required level of safeguarding training.

Supervision

It is essential that the incumbent or a designated deputy provides ongoing supervision support for the LLW. The frequency of supervision meetings can be mutually agreed, and the frequency and nature of supervision support may change over time. It is the responsibility of the supervisor to ensure that the LLW is adequately supported to be able to prepare and lead worship, and to have the opportunity to reflect on their ministry and role. Once a year it is essential that a review of the LLW's ministry is conducted, and the review form, which is for internal benefice use only, can be found below later in this Handbook.

LLWs may continue to exercise the role in the benefice so long as

- a. they are willing to do so;
- b. have the continued permission of the incumbent;
- c. have up-to-date safeguarding training in place.

Expectations of the Incumbent

Before training

1. Meet with prospective LLW to discuss the possibility of their training for the role.
2. Decide with the PCC, on the basis of their qualities and following a safer recruitment process, as to whether the prospective LLW has the parish, and benefice's support to train for the role.
3. Complete the incumbent's booking form (the prospective LLW will complete their booking form too) including setting out the ways in which the prospective LLW would exercise the role.

During training

4. Ensure that the prospective LLW has completed their Safeguarding training (Basic Awareness and Foundations) and their basic DBS.
5. Ensure that the prospective LLW has been baptised and confirmed in the Church of England prior to commissioning.
6. Provide an opportunity for the trainee to lead worship, once the trainee has attended all training sessions.
7. Meet with the prospective LLW at least once prior to their leading of worship to provide support in planning for this, and once afterwards to reflect on their leading of worship and to discuss the way in which worship is expressed in the benefice context.
8. Complete the Incumbent's Report Form and meet with the prospective LLW to complete the Statement of Arrangements and return both documents to the MDT Administrator.

Post-training

9. On receipt of the letters of permission and recognition from the bishop, arrange to commission the LLW in a regular act of worship – liturgy for this can be found here: <https://www.stalbansdiocese.org/ministry/lay-ministry/llw/>
10. Meet regularly with the LLW to provide supervision, the regularity should be mutually agreed between LLW and incumbent and may need to be more frequent at the start of the LLW's ministry.
11. Conduct a ministry review (for internal benefice use) with the LLW once a year.
12. Work with the Parish Safeguarding Officer (PSO) to ensure the LLW remains up to date with safeguarding requirements.
13. Allow the LLW to exercise the delegated authority of the role.
14. Update the Statement of Arrangements internally as required in conjunction with the LLW.
15. Provide feedback on the LLW course (a form will be provided) and what other areas of training that would be beneficial.

Responsibilities of the LLW

Before training

1. Meet with the incumbent to discuss the possibility of training for the role.
2. Complete the booking/application form.

During training

3. Attend the training sessions, any missed will have to be attended on a subsequent course.
4. Lead an act of worship in the benefice and complete the required reflection.
5. Complete all safeguarding requirements.
6. Arrange to be baptised and confirmed if this has not occurred prior to training.
7. Meet with the incumbent once to plan the leading of worship (on completion of the training sessions) and once to reflect on the experience of leading worship and to discuss the way in which worship is expressed in the benefice context, completing the LLW Candidate's Reflection Form.
8. Complete the Statement of Arrangements with the incumbent at the end of the training and return to the Ministry Development Administrator.

Post-training

9. Meet regularly with the incumbent or the designated deputy for supervision, regularity to be mutually agreed.
10. Have a ministry review (for internal benefice use only) once per year.
11. Keep up to date with all safeguarding requirements.
12. Work collaboratively with the incumbent and other lay people, appropriately exercising the delegated authority of the role under the oversight and authority of the incumbent.
13. Update the Statement of Arrangements internally as required in conjunction with the incumbent.

LLW Incumbent's Report Form

This form is to be completed by the incumbent, and should be submitted via email to MDTadmin@stalbans.anglican.org within 8 weeks of the final session of the course.

For the purposes of this reflection, 'leading worship' can refer to any of the following:

- Leading acts of worship in New Worshipping Communities (please specify, e.g. Messy Church, forest church etc.)
- Leading Morning and Evening Worship on Sundays and other occasions
- Leading Choral Evensong
- Leading the Service of the Word before the Eucharist
- Liturgical deaconing at the Eucharist
- Leading Book of Common Prayer (BCP) Morning and Evening Prayer on Sundays and other occasions
- Leading All Age Worship
- Leading Taizé services
- Leading the worship band
- Leading collective worship

LLW Name:

Incumbent/supervisor:

Benefice:

Please discuss, with the LLW candidate, the nature of worship as expressed in the context of your benefice. From this discussion, are you satisfied that the candidate sufficiently understands the nature of worship as expressed in this context? *(Please give details/evidence)*

Having observed the candidate leading worship, are you satisfied that they sufficiently understand the forms of worship they are being asked to lead? *(Please give details/evidence)*

Having observed the candidate leading worship, are you satisfied that they are capable of leading the forms of worship they are being asked to lead? *(Please give details/evidence)*

Taking this all into account, do you recommend the candidate for the ministry of a Lay Leader of Worship (LLW)?

Incumbent/supervisor Signature:

Date:

LLW Candidate's Reflection Form

This form is to be completed by the LLW student, and should be submitted via email to MDTadmin@stalbens.anglican.org within 8 weeks of the final session of the course.

This reflection sheet is to enable you, the candidate, to reflect and learn from your experience of leading worship. For the purposes of this reflection, 'leading worship' can refer to any of the following:

- Leading acts of worship in New Worshipping Communities (please specify, e.g. Messy Church, forest church etc.)
- Leading Morning and Evening Worship on Sundays and other occasions
- Leading Choral Evensong
- Leading the Service of the Word before the Eucharist
- Liturgical deaconing at the Eucharist
- Leading Book of Common Prayer (BCP) Morning and Evening Prayer on Sundays and other occasions
- Leading All Age Worship
- Leading Taizé services
- Leading the worship band
- Leading collective worship

LLW Name:

Incumbent/supervisor:

Parish/Benefice:

Date of act of leading worship:

Type of service (e.g. Morning Worship, all age, choral evensong):

Please indicate which of the worship leading roles noted above apply to your role in this service:

Experience

Describe what you did to prepare for leading worship; how you approached leading worship during the service, and any feedback (including from your incumbent) that you received afterwards (*75-125 words*)

Exploration

Take into account the purpose of worship, the worshipping style in the context where you led worship, the theme(s) of the service, and the needs of the congregation. With this in mind, what is important about the way you approach leading worship in this context? *(75-125 words)*

Reflection

Look back at your experience of leading worship on this occasion (including any feedback you received), and consider your comments above about what is important in the way you approach leading worship in this context. Reflecting on this, what will you need to consider when leading worship in the future. *(75-125 words)*

Action

On the basis of your reflection above, what will you do differently when leading worship in the future? *(75-125 words)*

Prospective LLW Signature:

Date:

LLW Statement of Arrangements

This form must be submitted via email to MDTadmin@stalbens.anglican.org within 8 weeks of the final session of the course.

LLW Name:

Incumbent/supervisor:

Benefice:

Date:

All LLWs are commissioned lay ministers. Whilst this Ministry agreement document needs to be submitted to the Ministry Development Administrator at the end of the course for review, once the LLW has been commissioned this agreement is then for parish/benefice use only and does not need to be sent to anyone else. This agreement is commended to LLWs and their incumbent/supervisor(s) as a way of agreeing the ways in which the LLW will be involved in leading worship, and the regularity of this (it is important to include details of both). Please update the Statement of Arrangements as and when required.

Worship Leading Role	Typical Regularity of Leading and details * (e.g. leading Evening Worship once a term)
Leading acts of worship in New Worshipping Communities / Pioneering Contexts (please specify)	
Leading Morning and Evening Worship on Sundays and other occasions	
Leading Choral Evensong	
Leading the Service of the Word before the Eucharist	
Liturgical deaconing at the Eucharist	
Leading Book of Common Prayer (BCP) Morning and Evening Prayer on Sundays and other occasions	
Leading All Age Worship	
Leading Taize services	
Leading the worship band	
Leading collective worship	
Reflections or other alternatives to the Sermon	
Other (please specify)	

** If there are multiple churches in the benefice, please specify the regularity for each church and the combined regularly – please leave blank any boxes that are not applicable*

LLW Review Form

LLW Name:

Incumbent/supervisor:

Benefice:

Date:

As LLWs are commissioned lay ministers, this review form is for parish/benefice use only and does not need to be sent on to anyone else.

This review form is commended to LLWs and their incumbents/supervisors as an annual way of celebrating and reflecting upon the LLW's ministry and looking ahead to the LLW's ongoing role.

As LLW and incumbent/supervisor, please meet and discuss the following questions and then record your answers here.

Looking back

What has gone well in your LLW ministry over the past year?

Over the past year, what has been a challenge and what have you learned from this?

In what ways have you grown in your LLW ministry in the past year?

Where have you particularly seen God at work in your LLW ministry over the past year?

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