



Guidelines for local worship leaders and occasional preachers

*These Guidelines should be read in conjunction with the Ad Clerum issued by Bishop Michael
In January 2018*

Selection and Consent

1. The selection of a local worship leader or occasional preacher is a primarily a matter of discernment for the Incumbent. The Incumbent will however wish to consult with the Churchwardens and, where there is a Ministry Team of some kind, with others who exercise leadership within the local church. In each case, any selection should also have the consent of the PCC on the basis of a working agreement and after a trial period in the role.
2. In multi-parish benefices, the PCC for each parish in which the local worship leader or occasional preacher is to operate should approve the selection.
3. As the selection, supervision and direction of the local worship leaders or occasional preachers will be the responsibility of the Incumbent, he or she should ensure there is effective training and ongoing resourcing.
4. In a vacancy, the Rural Dean, in consultation with the churchwardens, should make certain that there is appropriate support and supervision for the local worship leader or occasional preacher.
5. When the local worship leaders or occasional preachers have been selected by the Incumbent and approved by the PCC, their names should be sent to the Ministry Department with an indication of their role, date of PCC approval etc. This information will enable the Diocese to see how widespread is the use of local worship leaders or occasional preachers and tailor its training and resources accordingly.
6. Where local worship leaders and occasional preachers operate in local schools the consent of the Headteacher should also be sought.
7. These Guidelines do not refer or apply to Communion by Extension.

These Guidelines set out below, for both roles, mandatory requirements and recommended good practice.

Local worship leaders)

A local worship leader is anyone who leads non-eucharistic worship on a regular basis in his or her local Christian community under the supervision of the Incumbent but who is not authorised or licenced by the Bishop. This includes those who lead Fresh Expressions

of Church and All Age Worship as well as the more traditional forms of Morning or Evening Prayer or a Service of the Word.

Mandatory Requirements:

1. Selection by the Incumbent and consent from the PCC on the basis of an working agreement and after a trial period, the length of which will be agreed with the person concerned dependent on his/her experience to date but which would be no more than six months.
2. The Incumbent and PCC must ensure a safe recruitment process and that appropriate safeguarding training is undertaken.
3. The Incumbent and PCC to give consent for a term of up to three years. At the end of the term, the role is reviewed according to a process of review and renewal agreed by the Incumbent and PCC.
4. If necessary, the Incumbent may withdraw this permission at any point in the three year term after consultation with the PCC.
5. Regular review - not less than annually - with the Incumbent.

Recommended Practice

1. Local worship leaders will undergo some initial training (the extent of this will depend on the person's experience to date) and ongoing training would be provided whilst they continue to undertake this task.
2. Training will be given locally and it is up to the local church to decide on its content and how it is delivered. It may be done at a parish/benefice level or at deanery level. Authorised and licensed ministers (lay and ordained) are the obvious people to lead this training with a particular encouragement to Readers to consider this as part of their ministry.
3. The Ministry Department will produce resources that may be used by local churches and local worship leaders would be encouraged to attend training events offered by the Diocese and other providers.
4. As this is not a preaching ministry, local worship leaders could be trained to use resources for the "Ministry of the Word" available in books, commentaries or on the internet. (Such material needs to be carefully chosen and the Ministry Department can offer advice on where to find suitable resources). This could also take the form a Bible Study or *Lectio Divina*. Incumbents and Readers could have some input into the creation of such resources for use by local worship leaders.

Occasional Preachers

An occasional preacher is someone who is not a licenced Reader or Ordained Minister but who preaches on a regular and occasional basis in a local Christian community under

the supervision of the Incumbent. How “occasional” will be defined locally but would never be more than twice a month.

Mandatory Requirements:

1. Selection by the Incumbent and consent from the PCC on the basis of a working agreement and after a trial period, the length of which is agreed with the person concerned dependent on his/her experience to date but which would be no more than six months.
2. The Incumbent and PCC must ensure a safe recruitment process and that appropriate safeguarding training is undertaken.
3. The Incumbent and PCC to give consent for a term of up to three years at which point the role is reviewed according to a process of review and renewal agreed by the Incumbent and PCC.
4. If necessary, the Incumbent may withdraw this permission at any point in the three year term after consultation with the PCC.
5. Regular appraisal with the Incumbent (not less than every six months) that would include a review of sermons preached in that period, including a reflection from the occasional preacher on a sermon preached either by him or her or by a colleague.
6. Training will be given locally and it is up to the local church to decide on its content and how it is delivered. It may be done at a parish/benefice or deanery level. Licenced ministers (lay and ordained) are the obvious people to lead this training with a particular encouragement to Readers to consider this as part of their ministry.
7. Demonstrable and regular engagement with the study of the scriptures – e.g. books read, training events attended or online courses completed.

Recommended Practice

1. An encouragement to consider further training, possibly as a Reader
2. Meeting with others who preach regularly or occasionally in the parish to reflect on good practice.

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