# Application Form (2025)

*Before completing this form we advise that you read the* [*ALM Handbook for Clergy and PCCs*](https://d3hgrlq6yacptf.cloudfront.net/5fbd76bf103bd/content/pages/documents/authorised-lay-ministry-handbook-for-pccs-and-clergy.pdf) *with particular reference to the selection criteria for ALMs.*

**Applicant Details**

Mr/Mrs/Miss/Ms/Other (Please State) Full Name:

I like to be known as:

Ethnicity: Date of Birth:

Address:

Postcode: Tel /Mobile No:

Email:

If you **do not** want your basic contact details shared with tutors and other course participants, please tick here

**Parish Details**

*Please note that an ALM may be authorised to more than one parish as part of a partnership, benefice or mission community etc. However, this must be made clear and approved by all PCCs involved.*

Parish Name(s):

Deanery:

Incumbent/Supporting Minister Name:

**Core Leadership Module**

*Please refer to the* [*ALM Course Prospectus*](https://www.manchester.anglican.org/development-and-training/alm/) *for details and highlight your preferred option.*

In Person: Bolton, Tuesday Evenings

Hybrid Intensive: Manchester, x3 Saturdays (in person) and x2 Thursday Evenings (online)

Online: Thursday Daytime

**Ministry Elective Course**

*Please see the* [*ALM Course Prospectus*](https://www.manchester.anglican.org/development-and-training/alm/) *for full details and list your preferred option below.*

**Applicant Section**

In your own words, please describe your understanding of what an Authorised Lay Ministry is and why you feel that this is the right ministry for you at this time.

How do you see your proposed ministry fitting in with and supporting the wider vision and mission of your parish church?

Please list below any previous Christian study or related training courses you have done.

Please give details of any ministry, service or leadership that you are currently involved in.

What would you say are your main hopes and expectations for the ALM course?

Please give details of anything that you would like us to be aware of in terms of any specialist support needs or learning requirements. Where appropriate, we will arrange a follow-up phone call to discuss this further.

**Incumbent / Supporting Minister Section**

*If the parish is currently in vacancy then this section can be completed by a Churchwarden, Focal Leader, Mission Community Leader or Area Dean.*

Are you in anyway related to the applicant? Yes/ No

*If yes, the application must be countersigned by one of the above.*

Inc Name /Role:

Tel /Mobile No:

Email:

How well do you know the applicant?

With particular reference to the [ALM Selection Criteria](https://d3hgrlq6yacptf.cloudfront.net/5fbd76bf103bd/content/pages/documents/authorised-lay-ministry-handbook-for-pccs-and-clergy.pdf), how comfortable are you in recommending the applicant for ALM training and authorisation?

Please share something of the discernment process and why you feel that ALM is the appropriate ministry route for the applicant (and the parish) at this time.

What are your hopes and expectations for the applicant’s training and how the ALM course will equip them for their future ministry roles and duties?

Do you, or anyone else in the parish, have any reasons or concerns why the applicant would not be suitable to be an Authorised Lay Minister?

Any other comments?

**Safeguarding Declaration**

As for all other unlicensed church officers, it is the responsibility of the incumbent and PCC to ensure that [Safer Recruiting and People Management Guidance](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance) is followed for all ALM applicants. This includes seeking appropriate references and, where applicable, Overseas Safeguarding Checks, and following the correct procedure for obtaining appropriate DBS checks (and keeping these up-to-date).

To be eligible for authorisation, an ALM applicant must be in possession of an up-to-date DBS check i.e. done within the last 3 years. As such, we strongly advise parishes to begin all appropriate DBS checks as soon as possible following confirmation of course acceptance.

To be eligible for authorisation, ALM applicants must also have completed diocesan safeguarding training up to foundation level. This will be covered as part of initial training but following this, it is once again the responsibility of the parish to keep this updated.

If there is any evidence or concern that the applicant would not be suitable for ALM and/or to working with children or adults experiencing, or at risk of abuse or neglect this should be brought to the attention of your local Parish Safeguarding Officer (PSO) or parish priest in the first instance. You can seek further advice by contacting our reception on 0161 828 1400 and asking to speak to a member of the Safeguarding Team. The team is available between the hours of 9am until 5pm, Monday to Friday. If you have a safeguarding referral or enquiry, please email: [safeguarding@manchester.anglican.org](mailto:safeguarding@manchester.anglican.org)

**Can the incumbent and Parish Safeguarding Officer please sign and date below to confirm that you have read and understand the safeguarding requirements above.**

**Inc Signature: Date:**

**PSO Signature: Date:**

**ALM- Ministry Role Description (Draft Copy)**

*This section should be completed by the applicant with their supporting minister. This is to help ensure that there is a sense of agreed clarity from the off around the applicant’s proposed ministry roles, duties and responsibilities.*

*Please note, there will be another opportunity to update and finalise the ALMs ministry role description prior to their authorisation.*

1. What are the agreed roles, duties and responsibilities of the Authorised Lay Minister? *Please be as specific as possible and where appropriate, state how these will fit in with any other additional ministry roles they may have.*
2. How will the ministry role of the ALM link in with and support the parishes wider vision and mission goals? *Please refer to the relevant Mission Action Plan (MAP) where appropriate.*
3. How will the role and ministry of the ALM work collaboratively in terms of fitting in with and mutually supporting other ministries, roles and teams within the parish?
4. How much time is the ALM likely to be able to offer to their ministry each week?
5. What financial arrangements and commitments has the parish made to support and grow the ALM’s ministry? e.g. Travel expenses, resources, further courses etc.
6. What are the agreed expectations for all involved concerning behaviour and conduct? *Please note this includes both expectations of the ALM and also the ALM’s expectations of how they are to be treated.*
7. What plans and arrangements have been made to ensure that the ALM continues to develop, grow and thrive not only in their ministry but also in their ongoing discipleship journey and personal relationship with God?
8. Please state what arrangements have been agreed for the ALMs ongoing support in terms of mentoring, care and supervision? *Please note that although an incumbent is expected to be involved with an ALMs Annual Health Check and 3-yearly Re-authorisation, they do not necessarily have to be the ALMs regular mentor / supervisor.*

Name of ALM’s mentor/ supervisor:

Regularity of meetings:

Nature & purpose of meetings:

Any further comments?

**Approval & Sponsorship**

On behalf of the sponsoring parish, you as a PCC are responsible for approving and supporting this application.

For a PCC to sponsor a person to such a representative and public facing ministry, you must be fully satisfied that the applicant, to the best of your knowledge, meets the ALM selection criteria as set out in the [ALM Handbook for Clergy and PCCs*,*](https://d3hgrlq6yacptf.cloudfront.net/5fbd76bf103bd/content/pages/documents/authorised-lay-ministry-handbook-for-pccs-and-clergy.pdf)that they will perform their roles, duties and responsibilities appropriately and that you will play your part in supporting them during their training and future ministry.

As the ALM and supporting minister, you are also agreeing to abide by the requirements and expectations as set out in the proposed ministry role description.

**Once the form has been completed, please sign and date below**

*Please note that digital signatures/confirmation are fine.*

Applicant Signature: Date:

Incumbent Signature: Date:

Date of PCC meeting(s)\* approved:

*\*Where an ALM is being put forward to support multiple parishes as part of a team, Benefice or Mission Community etc., please make sure that all PCCs involved see the form and provide their date of approval.*

**Return Details & Photograph**

Once completed please return a copy of this form along with a passport style photo of the applicant. *Please note that this can just be cropped or cut out from an existing photo and does not need to be an official passport photo.*

**Jamie Mackenzie**

Local Ministry Officer

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**Please note that the application deadline is Monday 13 January, 2025*.***