**Further Training**

**Application Form (2025)**

*This form is for currently authorised ALMs wanting to do further training. It should be completed with their incumbent/supporting minister and then approved by the PCC. If the parish is in vacancy the form can be completed by a Churchwarden, supporting minister, Focal Leader, Mission Community Leader or Area Dean.*

**ALM & Parish Details**

ALM Name:

Parish Name(s):

Incumbent/Supporting Minister Name:

Current Ministry Elective(s):

**Ministry Elective Course**

Please see the [ALM Course Prospectus](https://www.manchester.anglican.org/development-and-training/alm/) and list below what course(s) you are applying for.

**Completion Options**

There are 3 course attendance options. Please highlight which applies to this application.

**Option 1: Authorisation-** The training is intended to open up or develop a new area of ministry that will significantly alter the ALMs current ministry role. At the end of the course the ALM will be authorised at the Cathedral in a new ministry area and will require an updated ALM Ministry Role Description.

**Option 2: Certificate of Attendance**- The training is intended to further develop and enhance the ALMs current ministry role but not alter it significantly. At the end of the course the ALM will get a certificate of attendance and will not being authorised at the Cathedral in a new ministry area.

**Option 3: Refresher-** The training has been completed previously by the ALM but is being done again as a refresher. At the end of the course the ALM will get a certificate of attendance but will not be reauthorised at the Cathedral.

**ALM Section**

Please explain in your own words why you want to do further training and how you see it enhancing and developing your current ALM ministry role.

Do you have any particular hopes or expectations for what you will get out of doing the 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.

Any other comments, questions or concerns?

**Incumbent Section**

Briefly describe something of the discernment process and the reasoning behind supporting your ALM to do further ministry elective training.

Please state how the development of the ALM’s ministry continues to fit in with and support the parishes wider vision and mission goals. *Where appropriate please refer to the appropriate Mission Action Plan (MAP).*

Do you have any particular hopes or expectations for what your ALM will get out of doing the training?

Is there anything that you would like us to be aware of in terms of how we can best support your ALM through their further training and development?

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 any initial ALM 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:**

**Approval & Sponsorship**

On behalf of the sponsoring parish of this applicant, you as a PCC are responsible for approving this application for the ALMs further training and development.

For a PCC to sponsor a person to such a representative and public facing ministry, you must be fully satisfied that, to the best of your knowledge, that the ALM will continue to perform their duty appropriately and that you will continue to play your part in supporting the ALM during their further training and in their ongoing ministry.

As the applicant and supporting minister, you are also agreeing to abide by the requirements and expectations as placed upon you by the ALMs Ministry Role Description and in the promises and vows made at the ALMs Service of Authorisation.

**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, Mission Community etc., please make sure all PCCs involved provide their date of approval.*

Once completed please return a copy of this form to:

**Jamie Mackenzie (Local Ministry Officer)**

St John’s House, 155-163 The Rock, Bury, BL9 0NE

[jamiemackenzie@manchester.anglican.org](mailto:jamiemackenzie@manchester.anglican.org)

07553 374 130

**Please note that the application deadline is Sunday 06 April, 2025**