

# LAY MINISTRY TRAINING COURSE PROSPECTUS



# FOREWORD

## The Bishop of Bolton writes

I am really excited to commend to you this new prospectus for Lay Training in the Diocese of Manchester. Our hearts desire is that the whole people of God may be engaged in the whole mission of God across the whole of life. That means that everyone has a part to play; being part of church, chaplaincy or other ministry has never really been a kind of spectator activity where people in the pews watch what is done by the people at the front; but now more than ever, it is about everyone using our God given gifts both in the life of the church and in the places God has set us- home, work, and communities – which is what we mean by #MoreThanSunday



This will enable us to fulfil our Diocesan vision to be a “worshipping, growing and transforming Christian presence at the heart of every community”, especially as we move towards the exciting prospect of Mission Communities which will increase the involvement of lay people in our local churches and communities.

The new vision for this prospectus came out of the ALM fallow year and reflecting on what the Lord was saying to us. The message was to try and take out training to a wider group of people beyond those who were seeking authorisation as an ALM. Now it is possible to tap into training in a specific area of ministry without needing to do the whole course; though the whole ALM course is still a great way to develop your gifts and passions in the service of Jesus.

Training is always a good thing as we learn from the tutors and other course members. Even those of us who have spent many years in ministry can always benefit from new insights and hone the God given gifts that we have. “We have always done it this way” is a death sentence on our growth in mission. As is “I can do it by myself”; using our gifts in collaborative ways with a team of people with the same heart and passion is the best way.

So enjoy the prospectus and engage with the training and allow the Spirit of God to breathe in you new life to the glory of God and in the name of Jesus.

+ Mark Bolton

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# INTRODUCTION

## General Lay Training Pathway

Alongside Authorised Lay Ministry (ALM), we now offer the general lay training pathway for those wanting to access lay training and development more informally. The pathway involves a much more simplified application process than ALM but will still require a supportive recommendation from an appropriate parish representative. Post training, we strongly encourage some form of locally recognised celebration or commissioning, with the ongoing support and care of the participant remaining under the oversight of the local parish. It will also be the responsibility of the local parish to ensure that the appropriate safeguarding training and DBS checks are in place for any resulting ministry or roles.

## Courses, 2023

All of the lay training courses will run between April—July, 2023. Delivery will be a combination of online and in person teaching with a variety of venues on offer around the diocese. There are currently 10 courses on offer and for more information on each please refer to the following course outlines.

- \* Mission and Evangelism
- \* Ecology and Creation
- \* Children and Families
- \* Pastoral Outreach and Listening
- \* Parish Admin, Finance and Governance
- \* Community Outreach and Social Action
- \* Youth Work
- \* Worship and Liturgy
- \* Prayer and Spirituality
- \* Digital Church and Online Media

### **Application Deadline: Sunday 12 March 2023**

**Please note that we do our best to make training accessible to everyone but if there is not enough candidates to run selected venues then further travel may be required. Where possible sessions will be offered online but this will be at the Lead Course Tutors discretion.**

# AIMS, GOALS & EXPECTATIONS

## Course Aims

To empower, enable and equip all lay people to become courageous whole life disciples, capable of ministering effectively and collaboratively in our shared mission of growing, nurturing and serving our local churches, parishes and communities.

## Course Goals

- ◆ To provide participants with a safe and unique learning environment where they can develop and grow alongside fellow Christians from a variety of church traditions and backgrounds.
- ◆ To empower participants to develop their calling and gifts, and to deepen their ongoing journey of faith as whole-life disciples in the everyday stuff of life. *#MoreThanSunday.*
- ◆ To enable participants to grasp our Great Commission to mission and the knowledge and skills they will need to minister effectively, courageously and collaboratively in their own local contexts and frontlines.
- ◆ To equip participants with the tools they will need to grow and thrive, and the resources required to remain fruitful.

## Course Expectations

### Attendance

To receive a course completion certificate all participants must maintain a minimum attendance rate of 75%. This is to ensure that a base level of training has been met.

### Linkwork

To help participants get the most out of their training, they may be given linkwork to complete between each of the sessions. The linkwork will usually include a few simple questions to think about or some basic preparation work for the next session. Although strongly encouraged, this work is optional and will not be assessed or graded.

### Learning Journal

During the course we encourage all participants to keep some form of learning record or reflective journal. This is intended to take no longer than 15-20 minutes after each session and is part of developing the skills of reflective practice. Participants will be given further support and guidance on this if required and will not be asked to share or submit their work.

## Reading

There is no expectation for course participants to do lots of reading. However, for those wanting to delve a little deeper there will be suggested reading and resource lists provided. Participants will also be given full access to the lay ministry borrowing library at Church House.

## Learning Task

As part of the course, participants may be given the opportunity to prepare and submit a short task set by the tutor. This could be a short book review, a presentation or a simple task related to the ministry area. Guidance and support for this will be provided by the Course Tutors.

## Visiting a Parish

As part of reflective practice and personal development we encourage all participants to arrange to visit another parish during their training period. This tends to work best if it is to a parish that is different from the participant's own context in terms of tradition and practices. Guidance and support on this will be provided if required.

# Diocesan Vision & Mission Goals

As part of supporting our 2030 vision, all lay training courses are underpinned by our diocesan vision and mission goals.

## OUR VISION

*To be a worshiping, growing and transforming Christian presence at the heart of every community.*

**Growing – a Church for everyone**



**Nurturing – a Church where everyone can explore their faith and discipleship**



**Serving – a Church which leads the way in every local community**



# CHILDREN AND FAMILIES

## Important Update

**In previous years we have taught the children's and youth elective courses separately, however this year we are looking to deliver core content appropriate for both children's and youth leaders, along with separate sessions that cover more specific training for the distinctive age ranges.**

## Learning Goals

- ◆ To explore and learn more about the social development of children and young people and its impact on our ministry and work with them.
- ◆ To explore and understand some of the key principles of relational children's and youth work so that participants can contextualise these to their local parishes, projects and communities.
- ◆ To make space for participants to dream and get excited about potential programmes of children's and youth work applicable to their context, and then be able to identify key resources that would enable them to develop and deliver these.
- ◆ To equip and train participants in specialist 'bolt on' areas of children's and youth work, such as mental health, messy church, faith development and schools work.
- ◆ To ensure that all participants are up to date with current guidelines and best practice in youth and children's' work.
- ◆ To equip participants in rethinking their contextual approach to the 'departure' after confirmation and secured secondary school places.

## Course Delivery and Venues

Due to the new structure of this dual elective we will be delivering the sessions across one weekend, from Friday evening on 28 April to Sunday afternoon on 30 April. The venue for this will be St Johns House, 155-163 The Rock, Bury BL9 0NE.

There will also be 2 additional evening meetings, one prior to the weekend and one after the weekend with dates and venues tbc.

This will create space to learn together and also the opportunity to meet in separate elective groups too. A weekend also creates opportunities to share experiences, resources and best practice with others attending.

## Tutor

For more information on the Children and Families elective please contact:



**Rick Otto**  
Diocesan Children's Officer

E: [RickOtto@manchester.anglican.org](mailto:RickOtto@manchester.anglican.org)

## Going Deeper

If you would like to know a little bit more about this elective and what it will be covering then please feel free to check out the following books and resources:

Ivy Beckwith and David Csinos, Children's Ministry in the Way of Jesus

Ivy Beckwith, Post Modern Children's Ministry

Joyce Mercer, Welcoming Children

John Westerhoff, Will Our Children Have Faith (Revised Edition)

Rebecca Nye, Children's Spirituality

Mark Griffiths, Changing Lives: The Essential Guide to Ministry With Children and Families

Grove Booklets: <https://grovebooks.co.uk/search?q=children>

Faith at Home: <https://www.churchofengland.org/faith-action/faith-home>  
A national campaign that builds on the work of Growing Faith and Everyday Faith to support the faith development and pastoral care of children and young people.

National Churches Growing Faith (Leaflet): <https://tinyurl.com/y5svjjek>

## Important Information

**In addition to the standard application process, all applicants for this elective will also be invited to have an informal phone conversation with the course tutor prior to being offered a place on the course.**



# COMMUNITY OUTREACH AND SOCIAL ACTION

**GREATER  
TOGETHER  
MANCHESTER** 

This course is delivered by our partners at Greater Together Manchester (GTM). GTM is a joint venture between the Diocese of Manchester and Church Urban Fund and is often termed the social action vehicle for the diocese. GTM's vision

is to see people and communities all over the Diocese of Manchester flourish and enjoy life in all its fullness. GTM also supports churches to be a truly transforming Christian presence in every community.

## Learning Goals

- To give participants an understanding of the major challenges facing communities in the UK today, and how the church can work with other partners to respond appropriately.
- To enable participants to develop their understanding of community outreach and social action as mission, and why engaging in these activities is a vital part of the Christian Faith.
- To understand how engaging in community outreach and local social action can lead to church growth.
- To equip participants the confidence and skills to grasp opportunities for community outreach and social action in their own locality and context.

## Course Delivery and Venues

Sessions will primarily be delivered in person on Saturdays. The venues will be confirmed once we know where participants are based. Some travel may be required to visit community projects around the diocese.

## Sessions

The first half of the elective will examine the major issues facing our communities locally, regionally and nationally, using recent case studies to look how churches have responded.

### **Session 1: Introduction to Community Outreach and Social Action**

W/c 11 April (tbc), 6.30-8.30pm @ Online via Zoom

### **Sessions 2-4: Big Topics (Part 1) Food Insecurity; Homelessness and Housing; Loneliness and Isolation**

Saturday 22 April, 10-3pm @ Venue tbc

## **Sessions 5-7: Big Topics (Part 2) Migration and Sanctuary; Financial Inclusion; Mental Health and Trauma**

Saturday 6 May, 10-3pm @ Venue tbc

The second half of the elective will aim to inspire participants and show them what is possible, bringing in the theology of social action and community outreach, the context of our communities, models of community work and the link between social action and church growth.

## **Session 8: Project Visits (Part 1)**

Saturday 20 May, 10am-3pm @ Venues tbc

## **Session 9: Project Visits (Part 2)**

Saturday 17 June, 10am-3pm @ Venues tbc

## **Session 10-12: Responding to Your Own Context; Growing Good - Social Action, Church Growth and Discipleship; Next Steps, Action Plans and Role Descriptions**

Saturday 01 July 10am-3pm @ Venue tbc

## **Tutor**

For more information on the community outreach and social action elective please contact:



### **Lily Axworthy**

CEO of Greater Together Manchester

E: [lily@greatertogethermanchester.org](mailto:lily@greatertogethermanchester.org)

## **Going Deeper**

If you would like to know a little bit more about this elective and what it will be covering then please feel free to check out the following books and resources:

### **Websites**

Church Urban Fund Look Up Tool: <https://cuf.org.uk/lookup-tool>

Mapping GM: <https://mappinggm.org.uk/>

## Books

BARCLAY, D. and HILHORST, S. (2019) Holy Alliances: Church-Secular Partnerships for social good. Available online.

BARNA GLOBAL. (2018) The UK Church in Action: Perceptions of Social Justice and Mission in a Changing World. PDF available on request.

CHARLESWORTH, M. and WILLIAMS, N. (2017) A Church for the Poor: Transforming the church to reach the poor in Britain today. Colorado Springs: David C. Cook

PURCELL, L. and PURCELL, S. (2016) Church of the Poor? A call to action for churches in the UK. Available online.

SPENCER, N. (2016) Doing Good: A Future for Christianity in the 21st Century. Available online.

THORLBY, T. (2017), Assets Not Burdens: Using church property to accelerate mission. Available online.

WALKER, D. (2017) God's Belongers. How people engage with God today and how the church can help. Abingdon: The Bible Reading Fellowship.

WELLS, S., Rook, R. and Barclay, D. (2017) For Good: The Church and the Future of Welfare. Canterbury: Canterbury Press.

WYLER, S. (2020) Community Responses in times of crisis: Glimpses into the past, present, and future. Available online.

# DIGITAL CHURCH & ONLINE MEDIA

## Learning Goals

- ♦ To develop an understanding of the online world and where the Church fits in.
- ♦ To allow missional opportunities to arise from a strong online church presence.
- ♦ To create good quality well-planned content, that enhances and supports the 'in building' offerings of their church.
- ♦ To help lead missional communities to develop a broad digital presence that serves the whole community.

## Course Delivery and Venues

Some sessions will be delivered in person at St John's House, Bury and others will be online via Zoom. There will be a mixture of some Saturday sessions but mainly the sessions will run on a midweek evening with times and venues tbc nearer the time. Some travel may be required to visit other parishes and projects.

## Sessions

**Session 1: Theology of the Online World - Linking Mission and Communication**

**Session 2: An Introduction to Social Media and Website Best Practice**

**Session 3: Practical - Filming and Editing**

**Session 4: Online Worship**

**Session 5: Youth Work Online and Digital Safeguarding**

**Session 6: Building online community and pastoral care**

**HALF TERM BREAK**

**Session 7: Good Communications and Engagement**

**Session 8: - Our Digital Journey**

**Session 9: Practical - Graphics and Design**

**Session 10: Visit - Digital Support in Church: Serving the Community**

**Session 11: Overview of Digital Technology**

**Session 12: Next Steps, Action Plans & Role Descriptions**

## Tutor

For more information and details on the elective please contact:



**James Newman**

Diocesan Digital Communications Officer

E: [jamesnewman@manchester.anglican.org](mailto:jamesnewman@manchester.anglican.org)

## Going Deeper

If you would like to know a little bit more about this elective and what it will be covering then please feel free to check out the following books and resources:

Mark Crosby, *So Everyone Can Hear: Communicating Church in a Digital Culture*

Neil Pugmire, *100 Ways to Get Your Church Noticed*

Brady Shearer, *Pro Church Tools - Youtube Channel*

## Important Information

This elective is aimed at people who already have some experience of digital and online media or are already involved in developing and supporting their churches online and digital presence. For example:

- ◆ **Setting up or being admin for a Facebook page or group**
- ◆ **Having a personal, church or professional social media profile**
- ◆ **Involvement with the church website**

To assist with pitching the course appropriately, applicants for this elective will be invited to have an informal phone conversation with the tutor before being enrolled to discuss their level of experience.

# ECOLOGY AND CREATION

## Learning Goals

- To develop a theological understanding of creation care alongside an understanding of the current issues regarding the climate emergency.
- To identify how creation and ecology present missional opportunities for engagement in all aspects of church life, such as pastoral care and worship.
- To equip people with resources that enable them to practically engage in creation care within their own context.

## Course Delivery and Venues

For ease of convenience and to reduce travel, most of the sessions will be delivered online via Zoom on a Tuesday evening. However, the elective will involve some field trip visits to some key eco projects around the diocese and a special Saturday Eco Retreat Day.

## Sessions

### **Session 1: Introduction: Looking at Our Contexts**

Tuesday 18 April, 7-9pm on Online via Zoom

### **Session 2: Creation, Ecology and The Bible**

Tuesday 25 April, 7-9pm @ Online via Zoom

### **Session 3: Creation and Ecology as Mission**

Tuesday 02 May, 7-9pm @ Online via Zoom

### **Session 4 & 5: Eco Retreat Day (SATURDAY)**

Saturday 13 May, 10am-2pm @ Venue tbc

### **Session 6: Engaging with Children, Young People & Schools**

Tuesday 16 May, 7-9pm @ Online via Zoom

### **Session 7: Pastoral Care, Climate Grief and the Role of Churches**

Tuesday 23 May, 7-9pm @ Online via Zoom

## **HALF TERM BREAK**

### **Session 8: Creation, Ecology & Worship (Joint with Worship Group)**

Wednesday 14 June, 7-9pm @ Online via Zoom

### **Session 9: Eco Church: Process and Measurements**

Tuesday 21 June, 7-9pm @ Online via Zoom

### **Session 10: Stepping Stones and Moving On**

Tuesday 28 June, 7-9pm @ Online via Zoom

### **Session 11: A Rural Eco Church (Field Trip)**

Tuesday 04 July, 7-9pm @ Rossendale

### **Session 12: An Urban Eco Church (Field Trip)**

Tuesday 11 July, 7-9pm @ St Johns, Old Trafford

## **Course Tutor**

For more information on the Ecology & Creation course please contact:



### **Revd Grace Thomas**

Vicar at Clifton and Diocesan Environment Officer

E: [revgracethomas@gmail.com](mailto:revgracethomas@gmail.com)

## **Going Deeper**

If you would like to know a little bit more about this elective and what it will be covering then please feel free to check out the following books and resources:

### **Books**

Robert Bauckham, *The Bible and Ecology*

Church of England Liturgical Commission, *A Time for Creation*

John Bimson, [The Book of Job and Environmental Ethics](#) (Grove Booklet)

Grace Thomas & Mark Coleman, [Climate Action as Mission](#) (Grove Booklet)

### **Websites**

A Rocha Eco Church: <https://ecochurch.arocha.org.uk/>

Christian Climate Action: <https://christianclimateaction.org/resources/>

Green Christians website: <https://greenchristian.org.uk/>

Diocese of Manchester, Eco Diocese: <https://www.manchester.anglican.org/>

# MISSION AND EVANGELISM

## Learning Goals

- ◆ To increase participants confidence in planning for and enabling evangelism.
- ◆ To support participants in how to identify, engage and train others to get involved in evangelism.
- ◆ To develop a bespoke plan for enabling evangelism that works in the participants local context.
- ◆ To explore how to sustain this over time by embedding it into the culture

## Course Delivery and Venues

This year's course will focus on delivering the new national Leading in Evangelism course (see: <https://leadinginevangelism.org/>). It will run over 3 Saturdays at different locations around the diocese plus 2 mid-week online sessions.

## Sessions

**Session 1: Why Lead in Evangelism?**

**Session 2: What Do People Believe Today?**

**Session 3: How Can We Discover Our Churches 'Evangelistic temperature?'**

Saturday 22 April, 10-2.30 @ St John's House, 155-163 The Rock, Bury BL9 0NE

**Session 4: Evangelism and Everyday Faith**

Tuesday 02 May, 7-8.30pm @ online via Zoom

**Session 5: Evangelism in a Post Truth World**

Tuesday 16 May, 7-8.30pm @ online via Zoom

### HALF TERM BREAK

**Session 6: What Does God Do and What Do We Do?**

**Session 7: How Can We Lead The Way?**

**Session 8: How Can We Engage Others?**

Saturday 17 June, 10-2.30 @ St Georges, 504 Broadway, Chadderton OL9 9PY

**Session 8: How Do We Shape an Evangelistic Culture?**

**Session 9: Who Are We Hoping to Reach?**

**Session 10: What Will Our Starting Point Be?**

**Session 11: How Do We Enable Lasting Change?**

**Session 12: Next Steps and Role Descriptions**

Saturday 01 July, 10-2.30 St John the Evangelist, 55 Church St, Farnworth BL4 8AQ



## Tutor

For more information on the Mission and Evangelism elective please contact:

### Fr Stephen Nolan

Team Rector at Farnworth, Kearsley and Stoneclough (Benefice)

E: [stephennolan1@live.co.uk](mailto:stephennolan1@live.co.uk)

## Going Deeper

If you would like to know a little bit more about this elective and what it will be covering then please feel free to check out the following books and resources:

St Paul's 1st and 2nd Letter to the Corinthians

Mike Larson, Practical Evangelism: Sharing the Love and Truth about Jesus is Easier Than You Think

Stephen Cottrell, From the Abundance of the Heart: Catholic Evangelism for all

David Male, The Words Out: Principles & Strategies for Effective Evangelism Today

Paul McCauley, Everyday Evangelism: Sharing the Gospel in Conversation

Jeff Vanderstelt, Gospel Fluency: Speaking the Truths of Jesus into the Everyday Stuff of Life

Reaching the Nones: <https://www.reachingthenones.org/>

Sharing Jesus: <https://www.sharejesusinternational.com/>

## Important Information

**This elective is aimed at people who have a real heart for evangelism and want to be involved in encouraging and inspiring others to share their faith. There will be lots of interactive discussions around the background to Evangelism, why we should do it and importantly how scripture underpins our work. However, this course is particularly aimed at developing real evangelistic projects, existing or new, that will get the Good News out into our communities. As part of this, candidates will be encouraged to plan and shape projects in their own contexts alongside each other.**

# PARISH ADMINISTRATION, FINANCE AND GOVERNANCE

## Learning Goals

- ◆ To help participants understand the importance of administration as a ministry in its own right, and the vital role it plays in supporting God's work in the parish and wider diocese.
- ◆ To enable and resource participants to feel more confident in discussing, managing, and dealing with matters of church governance, and to understand where support and assistance can be found.
- ◆ To equip participants with an understanding of how parish and diocesan finances work together to support the mission of the church as a whole.
- ◆ To highlight the value of talking about generous giving as part of the Church's mission in all its aspects, how to do fundraising well (and legally) and what support is available.
- ◆ To resource participants with the information and guidance required to manage other key parish issues such as health & safety, safeguarding and GDPR etc.

## Venue

Most sessions will run online via Zoom on a Tuesday evening (with 2 exceptions) with the addition of 3 Saturdays that will be run in person at St John's House is 155-163 The Rock, Bury BL9 0NE.

## Sessions

### **Sessions 1-3: The Ministry of Administration, The Who's Who of Church Governance and All Things PCC**

Saturday 29 April, 10-3 @ St John's House, 155-163 The Rock, Bury BL9 0NE

### **Session 4: A Practical Introduction to Faculties and Church Law**

Tuesday 02 May, 7-9.15 pm @ Online via Zoom

### **Session 5: An Introduction to Parish Data and Statistics**

Wednesday 10 May, 7-9.15 pm @ Online via Zoom

### **Session 6: Looking After Your Church Building (Including a Brief Introduction to Health and Safety & Church Insurance**

Tuesday 16 May, 7-9.15 pm @ Online via Zoom

## **Session 7: Dealing with Life Events- Births, Deaths & Marriages**

Saturday 27 May, 10-3pm @ St John's House, 155-163 The Rock, Bury BL9 0NE

### **HALF TERM**

## **Session 8: Introduction to Diocesan and Parish Finances**

Tuesday 6 June, 7-9.15 pm @ Online via Zoom

## **Session 9: Introduction to Generosity and Thanksgiving, Financial Giving and Fundraising**

Wednesday 14 June, 7-9.15 pm @ Online via Zoom

## **Session 10: Introduction to Church Communication and Publicity**

Tuesday 20 June, 7-9.15 pm @ Online via Zoom

## **Sessions 11 and 12: Managing Demands, Expectations and Personal Wellbeing**

Saturday 24 June, 10-3 @ St John's House, Bury

## **Course Tutor**

For more information on the Parish Admin, Finance and Governance elective please contact:



### **Revd Ian Bullock**

Vicar at the Benefice of Littleborough

E: [rev.ian@btinternet.com](mailto:rev.ian@btinternet.com)

## Going Deeper

If you would like to know a little bit more about this elective and what it will be covering then please feel free to check out the following books and resources:

### Books

Church Representation Rules: 2022, Church House Publishing

Kenneth MacMorrison, A Handbook for Churchwardens and Parochial Church Councillors

Ian Russell, The Churchwarden's Handbook: A Practical Guide

Martin Dudley, Churchwardens: A Survival Guide

John Pitchford, An ABC for the PCC: A Handbook for Church Council Members

### Web Resources

Manchester Diocese: Finance Resources including Gift Aid Lite

<https://www.manchester.anglican.org/finance/>

Church Representation Rules is available as an online toolkit for all those involved in parochial, diocesan and national Church governance.

<https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules>

The National Church: Finance, Giving and Christian Stewardship Resources:

<https://www.churchofengland.org/more/church-resources/finance-giving-and-christian-stewardship>

Parish Resources is a site provided by the Church of England's National Stewardship and Resources team and offers over 400 pages of resources (web and pdf) to support all aspects of stewardship, administration and management in the local church: <https://www.parishresources.org.uk/>

ACAT is a charity set up to support treasurers of Christian churches and also offers an Introductory Guide for New Church Treasurers:

<https://www.acat.uk.com/>

# PASTORAL OUTREACH AND LISTENING

## Learning Goals

- ◆ To enable participants to develop their understanding of pastoral care from a Christian perspective.
- ◆ To enable participants to grasp the missional opportunities for church growth involved with pastoral care.
- ◆ To enable participants to be more confident in nurturing and caring for the people and communities around them.
- ◆ To equip participants with the pastoral skills they need to be able to serve their parish and local community.
- ◆ To make sure that participants do all the above safely and in line with current safeguarding guidelines and best practice.

## Course Delivery and Venues

Sessions will be delivered at a variety of venues around the diocese including a mixture of in person and online training. Most sessions will be on a Thursday evening online via Zoom with the addition of 2 in person Saturday training days.

## Sessions

### **Session 1: Biblical Principles of Pastoral Care**

Thursday 20 April, 6.45-9pm @ Online via Zoom

### **Session 2: ACORN Listening (Day Course)**

Saturday 29 April, 10-2pm @ St Wilfrid's, 27 Ford Lane, Northenden M22 4WE

### **Session 3: Pastoral Care and Life Events: Baptism and Weddings**

Thursday 4 May, 6.45-9pm @ Online via Zoom

### **Session 4: Pastoral Care and Life Events: Funerals and Hospital Visiting**

Thursday 11 May, 6.45-9pm @ Online via Zoom

### **Session 5: Pastoral Care in Prisons**

Thursday 18 May, 6.45-9pm @ Online via Zoom

### **Session 6: Doing Pastoral Care Online and Remotely**

Thursday 25 May, 6.45-9pm @ Online via Zoom

**Optional Session (Joint with Ecology Group)  
Pastoral Care, Climate Grief and The Role of Churches**

Tuesday 23 May @ Online via Zoom

**HALF TERM**

**Session 7: Home Visiting: Good Practice and Safeguarding**

Thursday 8 June, 6.45-9pm @ Online via Zoom

**Session 8: Dementia Awareness and Pastoral Care with the Elderly**

Thursday 15 June, 6.45-9pm @ Online via Zoom

**Session 9: Bereavement Care Awareness Training (Day Course)**

Saturday 17 June, 10-2 @ St John's House, 155-163 The Rock, Bury BL9 0NE

**Session 10: Pastoral Care with Children, Young People and Families**

Thursday 22 June, 6.45-9pm @ Online via Zoom

**Session 11: Spare Session (Topic to be Decided by Group)**

Thursday 29 June, 6.45-9pm @ Online via Zoom

**Session 12: Setting up and Supporting Pastoral Care Teams**

Thursday 6 July, 6.45-9pm @ Online via Zoom

**Session 13: Next Steps, Action Plans and Role Descriptions**

Thursday 13 July, 6.45-9pm @ Online via Zoom

## Course Tutor

For more information on the course please contact:



**Revd Denise Owen**

*Vicar @ St Thomas, Moorside*

E: [therevd.dowen@yahoo.co.uk](mailto:therevd.dowen@yahoo.co.uk)

## Going Deeper

If you would like to know a little bit more about this course and what it will be covering then please feel free to check out the following books and resources:

### Books

Joyce Huggett, Listening to Others

Mike Mitton, A Heart to Listen: Becoming a Listening Person in a Noisy World

Frank Wright , Pastoral Care Revisited

Alastair Campbell, Rediscovering Pastoral Care

Peter MacIntosh, Listening is Healing: A Practical Guide to Pastoral Care

Adrian Plass, Jesus: Safe Tender Extreme

Bob Whorton, Reflective Caring: Imaginative Listening to Pastoral Experience

### Web Resources

Acorn Christian Healing Foundation: <https://acornchristian.org/>

Bereavement Care Awareness course: [www.careforthefamily.org.uk/](http://www.careforthefamily.org.uk/)

Dementia Friends: <https://www.dementiafriends.org.uk/>

# PRAYER AND SPIRITUALITY

## Learning Goals

- ◆ To develop and grow participants' own prayer life so that prayer becomes a way of living and being in the everyday stuff of life.
- ◆ To nurture a wider understanding of prayer through all its different styles, practices and traditions, including the practice of daily prayer journaling.
- ◆ To resource and equip participants so that they can confidently develop their own prayer ministry.
- ◆ To explore how prayer is missional and connects us with the work of God that is already at work in us and in our communities.

## Course Delivery and Venues

The majority of the sessions will be delivered online via Zoom on a Wednesday evening. There will also be 3 Saturday sessions delivered in person with venues to be decided once we know the geographical location of participants.

## Sessions

### **Session 1: Introduction to Prayer and Spirituality**

Saturday 29 April, 10-1pm @ St Andrews, Droylsden

### **Session 2: Resourcing Your Individual Prayer Life**

Wednesday 3 May, 6.45-9pm @ Online via Zoom

### **Session 3: How to Pray With and For Others**

Wednesday 10 May, 6.45-9pm @ Online Via Zoom

### **Session 4: Exploring Different Ways of Praying**

Saturday 20 May, 10-3 @ St Andrews, Droylsden

### **Session 5: Prayer Retreat in Daily Life**

Wednesday 24 May @ Online via Zoom

## **HALF TERM**

### **Session 6: Prayer for Wholeness & Healing**

Wednesday 7 June, 6.45-9pm @ Online via Zoom

### **Session 7: Leading Corporate Prayer**

Wednesday 14 June, 6.45-9pm @ Online via Zoom



### **Session 8: Planning Prayer Stations, Quiet Days & Retreats**

Wednesday 21 June, 6.45-9pm @ Online via Zoom

### **Session 9: Inclusive Prayer including Disability Awareness**

Wednesday 28 June, 6.45-9pm @ Online via Zoom

### **Session 10: Prayer and Spirituality with Children & Young People**

Wednesday 05 July, 6.45-9pm @ Online via Zoom

### **Sessions 11&12: Putting Theory into Practice (Participant Workshop) Next Steps, Action Plans and Role Descriptions**

Saturday 8 July, 10-3 @ St Andrews, Droylsden

## **Additional Requirements**

All course participants will be asked to keep a reflective prayer journal throughout the course. Guidance on this will be given and participants will not be asked to submit their prayer journal.

## **Tutors**

For more information on the Prayer and Spirituality elective please contact:



**Sheila Tolley**

ALM at St James, East Crompton

E: sheilatolley32@gmail.com



**Jennifer Tranter**

Christ Church, Healey

E: jennifertranter1521@gmail.com



**Kirsten Rutherford**

Ordinand at Norden, Ashworth and Bamford (Benefice)

E: kirsten.rutherford@emmanueltc.org.uk

# Going Deeper

If you would like to know a little bit more about this course and what it will be covering then please feel free to check out the following books and resources:

## Books

Stephen Cottrell, How to Pray: Alone, With Others, at Any Time, in Any Place

Margaret Silf, Landmarks: An Ignatian Journey

Evelyn Underhill, Evelyn Underhill's Prayer Book

Pete Grieg, How to Pray: A Simple Guide for Normal People

God on Mute: Engaging the Silence of Unanswered Prayer

Timothy Keller, Prayer: Experiencing Awe and Intimacy with God

Miranda Threlfall-Holmes, The Little Book of Prayer Experiments

Gerald O'Mahony, Finding the Still Point: Making Use of Moods

## Websites & Apps

Pray As You Go: <https://pray-as-you-go.org>

Pathways to God: <https://pathwaystogod.org/>

Church of England, Service of Daily Prayer: <https://tinyurl.com/w8frb6r>

Northumbria Community (Daily Office): <https://www.northumbriacommunity.org/offices/how-to-use-daily-office/>

Lectio 365- Devotional Resource App: <https://www.24-7prayer.com/dailydevotional>

Sacred Space, Daily Guided Prayer: <https://www.sacredspace.ie/>

# WORSHIP AND LITURGY

## Learning Goals

- ◆ To explore the breadth and depth of Christian worship, from its biblical roots through to modern day expressions.
- ◆ To reflect on worship as our primary purpose and work as human beings.
- ◆ To gain practical knowledge around different styles of worship - liturgical, pastoral, evangelistic, contemplative, all age etc.
- ◆ To build confidence and equip participants in understanding, creating and leading appropriate acts of worship within their own churches and local contexts.

## Course Delivery and Venues

Most sessions will be delivered on a Wednesday evening either in person or online via Zoom. There will also be 3 Saturday sessions. The venues used will be St Andrew's Church, St Andrew's Road, Radcliffe M26 4HU and St John's House, 155-163 The Rock, Bury BL9 0NE.

## Sessions

### **Sessions 1 & 2: Worship and Biblical Context**

Saturday 22 April, 10-3pm @ St Andrew's Church, Radcliffe

### **Session 3: Anglican Liturgy and the Seasons**

Wednesday 26 April, 7-9pm @ Online via Zoom

### **Session 4: All Age Worship**

Wednesday 03 May, 7-9pm @ St John's House, 155-163 The Rock, Bury BL9 0NE

### **Sessions 5 & 6: The Ministry of the Word and Special Services**

Saturday 13 May, 10-3pm @ St Andrew's Church, Radcliffe

### **Session 7: Using Music and Songs**

Wednesday 17 May, 7-9pm @ Online via Zoom

### **Session 8: Practical Tips for Leading Well**

Wednesday 24 May, 7-9pm @ St Andrew's Church, Radcliffe

## HALF TERM

### **Session 9: Online Worship**

Wednesday 07 June, 7-9pm @ Online via Zoom

### **Session 10: Ecology, Creation and Worship**

Wednesday 07 June, 7-9pm @ Online via Zoom

### **Sessions 11 & 12: Reflections, Next Steps and Future Plans**

Saturday 24 June, 10-3pm @ St Andrew's Church, Radcliffe

## **Additional Requirements**

Throughout the course we encourage participants to visit each others parishes to experience and reflect on different types of worship. Participants will also be invited towards the end of the course to create and submit an Order of Service for a special service of their choosing as part of feedback and ongoing development.

## **Tutors**

For more information on the Worship and Liturgy elective please contact:



### **Revd Jo McKee**

Incumbent at Radcliffe, St Andrew (Benefice)

E: [revjomckee@outlook.com](mailto:revjomckee@outlook.com)



### **Ian Banks**

Reader at Bury, Walmersley Road (Benefice)

E: [ian.banks@sgkinc.com](mailto:ian.banks@sgkinc.com)

# Going Deeper

If you would like to know a little bit more about this elective and what it will be covering then please feel free to check out the following books and resources:

## Books

Mark Eary, Liturgical Worship: A Basic Introduction

Producing Your Own Orders of Service

Common Worship Today - An Illustrated Guide

Richard Giles, Times and Seasons: Creating Transformative Worship

Creating Uncommon Worship: Transforming the Liturgy of Eucharist

Peter Moger, Crafting Common Worship: Practical, Creative Guide to What's Possible

Paul Thomas, Using the Book of Common Prayer: A Simple Guide

Samuel Wells, Liturgy on the Edge

Pete Ward, Selling Worship: How What We Sing Has Changed the Church

Nick Page, And Now Let's Move into a Time of Nonsense: Why Worship Songs are Failing the Church

## Grove Booklets

Ian Tarrant, Worship and Freedom in the Church of England: Exploring the Boundaries

Chris Leach, How to Plan and Lead All-Age Worship

More Grove Booklets on worship: <https://grovebooks.co.uk/collections/worship>

## Web Resources

Church of England, Common Worship: <https://tinyurl.com/y2gv2coq>

Book of Common Prayer: <https://tinyurl.com/y287st42>

New Patterns for Worship: <https://tinyurl.com/yg7q9w4f>

Celtic Christianity (Northumbria Community): [www.northumbriacommunity.org](http://www.northumbriacommunity.org)

All Age Worship Resources : <https://www.allageworshipresources.org>

<https://engageworship.org/>

# YOUTH WORK

## Important Update

**In previous years we have taught the children's and youth elective courses separately, however this year we are looking to deliver core content appropriate for both children's and youth leaders, along with separate sessions that cover more specific training for the distinctive age ranges.**

## Learning Goals

- ◆ To explore and learn more about the social development of children and young people and its impact on our ministry and work with them.
- ◆ To explore and understand some of the key principles of relational children's and youth work so that participants can contextualise these to their local parishes, projects and communities.
- ◆ To make space for participants to dream and get excited about potential programmes of children's and youth work applicable to their context, and then be able to identify key resources that would enable them to develop and deliver these.
- ◆ To equip and train participants in specialist 'bolt on' areas of children's and youth work, such as mental health, messy church, faith development and schools work.
- ◆ To ensure that all participants are up to date with current guidelines and best practice in youth and children's' work.
- ◆ To equip participants in rethinking their contextual approach to the 'departure' after confirmation and secured secondary school places.

## Course Delivery and Venues

Due to the new structure of this dual elective we will be delivering the sessions across one weekend, from Friday evening on 28 April to Sunday afternoon on 30 April. The venue for this will be St Johns House, 155-163 The Rock, Bury BL9 0NE.

There will also be 2 additional evening meetings, one prior to the weekend and one after the weekend with dates and venues tbc.

This will create space to learn together and also the opportunity to meet in separate elective groups too. A weekend also creates opportunities to share experiences, resources and best practice with others attending.

## Couse Tutor

For more information on the Youth elective please contact:



**Canon Susie Mapledoram**  
*Diocesan Youth Work Officer*

*E: [SusieMapledoram@manchester.anglican.org](mailto:SusieMapledoram@manchester.anglican.org)*

## Going Deeper

If you would like to know a little bit more about this course and what it will be covering then please feel free to check out the following books and resources:

### Films

Juno

### Books

Doug Fields , Your First Two Years of Youth Ministry

Kenda Creasy Dean , Almost Christian

Kenda Creasy Dean, Starting Right: Thinking Theologically about Youth Ministry

Andrew Root, Revisiting Relational Youth Ministry

Sara Savage, Sylvia Collins-Mayo, Bob Mayo and Graham Cray, Making Sense of Generation Y

Grove Booklets Youth Series: <https://grovebooks.co.uk/search?q=youth>

## Important Information

**In addition to the standard application process, all applicants for this elective will also be invited to have an informal phone conversation with the Course Tutor prior to being offered a place on the course.**

# FREQUENTLY ASKED QUESTIONS

## **Does the training involve any assignments, tests or exams?**

There are no assignments, tests or exams on the courses. There is a limited amount of written work that is optional between sessions, but the ethos of the course is mainly focused on group discussions, reflective practice and real life application. However, for those wanting to take things deeper there will always be suggestions for further reading, resources and ongoing development.

## **How much does the training cost?**

All the costs of training are met by the diocese but parishes are expected to support their candidates if help is required with basic costs such as travel expenses. Where finances are a barrier to participation, parishes are encouraged to contact the Local Ministry Officer for further advice and support.

## **Does the training have an age limit?**

The training has no age limits but special consideration would need to be given to anyone applying under the age of 18 to ensure that they are appropriately supervised and have the full permission of their parent/guardian.

## **Can you still apply if your parish is in vacancy?**

Yes, during vacancies or interregnums the application reference required from the parish can be completed by the Churchwarden, Licensed Reader, Team Rector, Area Dean or another suitable minister/ church leader.

## **How is general training different from Authorised Lay Ministry training?**

Participants may find themselves training alongside Authorised Lay Ministers (ALMs) on the same course. ALM is a different lay training pathway that includes a more in-depth application process, extra training requirements and a recognised higher level of leadership and safeguarding responsibility. After training ALMs are authorised by the Bishop of Manchester to carry out a mutually agreed ministry role back within their local parish context. An ALM's authorisation lasts for 3 years after which time it can be reviewed.

## **What do I get at the end of my training?**

In recognition that all lay training is something that should be encouraged and celebrated locally, participants will receive a course completion certificate signed by the Bishop of Manchester. It is then up to the participant and the local parish to discern how best to utilise their ministry and gifts and in what format. Further support for this will also be provided by the Local Ministry Officer if required.



# HOW TO APPLY

Further information and details on how to apply are available on the diocesan website:

<https://www.manchester.anglican.org/development-and-training/general-lay-courses/>

## Further Information

You are welcome to contact your Local Ministry Officer to discuss any matters related to lay training and development.



**Jamie Mackenzie**  
*Local Ministry Officer*

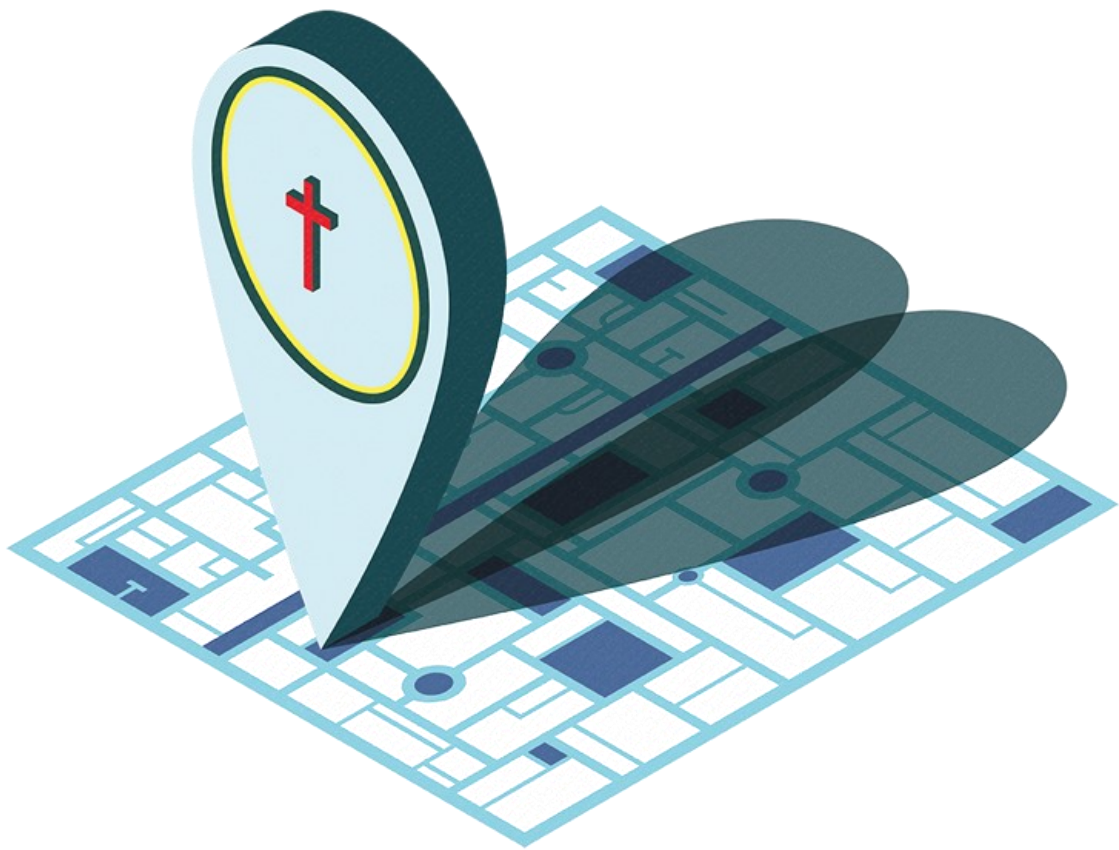
Mobile: 07553 374 130

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

## Application Closing Date

The closing date for general lay training applications is:

**Sunday 12 March, 2023**



## **OUR VISION**

*To be a worshiping, growing and transforming  
Christian presence at the heart of every community.*