



## 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 parish/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, via the team administrator - email: [MDTadmin@stalbans.anglican.org](mailto:MDTadmin@stalbans.anglican.org)

## **Safeguarding**

It is a requirement for all LLWs to complete the online Safeguarding courses – Basic Awareness Module (C0) and Foundations Module (C1). In order for LLWs in Training to receive the letter of permission from the bishop, enabling commissioning these safeguarding requirements must be met.

We also recommend that parishes consider a basic disclosure for those on the LLW course/commissioned as LLWs. Information on basic disclosures can be found here: <https://www.stalbansdiocese.org/wp-content/uploads/2023/02/Safeguarding-Newsletter-Dec-18.pdf>

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 leadership 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 as the LLW becomes more experienced. 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 Enabler's ministry is conducted, and the review form, which is for internal benefice use only, can be found below. LLWs may continue to exercise the role in the benefice so long as a. they are willing to do so; and b. have the continued permission of the incumbent.

## **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 set qualities and following a recruiting as to whether the prospective LLW has the parish's support to train for the role
3. Complete the incumbent's booking form (the LLW will complete their booking form too) including setting out the ways in which the LLW would exercise the role

### *During training*

4. Attend the masterclass on developing healthy working relationships with your lay minister (either during or soon after the LLW's training depending on timing of the masterclass)
5. Provide an opportunity for the trainee to lead worship
6. Meet with the LLW once to reflect on their leading of worship and to discuss the way in which worship is expressed in the benefice context (it is also advisable to meet with the LLW prior to their leading worship to provide support)
7. Complete the incumbent's report form and meet with the LLW to complete the Statement of Arrangements and return both documents to the MDT Administrator

### *Post-training*

8. 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/>
9. 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
10. Conduct a ministry review (for internal benefice use) with the LLW once a year
11. Work with the PSO to ensure the LLW remains up to date with safeguarding requirements
12. Allow the LLW to exercise the delegated authority of the role
13. Update the Statement of Arrangements internally as required in conjunction with the LLW

## **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 – a minimum of 5 out of the 6 sessions must be attended to complete the 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 reflect on the experience of leading worship and to discuss the way in which worship is expressed in the benefice context (it is also advisable to meet with the incumbent prior to leading worship to receive support)
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 any safeguarding requirements
12. Work collaboratively with the incumbent and other lay people as opposed to acting unilaterally, 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 Statement of Arrangements

LLW Name:

Incumbent/supervisor Name:

Parish/Benefice:

As LLWs are commissioned lay ministers, this Ministry agreement document is for parish/benefice use only and does not need to be sent on to anyone else. This agreement is commended to LLWs and their incumbents/supervisors as a way of agreeing the ways in which the LLW will be involved in leading worship, and the regularity of this. Please update the Ministry Agreement as and when required.

<b>Worship Leading Role</b>	<b>Typical Regularity of Leading</b> (e.g., once a month) – if there are multiple churches in the benefice please specify the regularity for each church and the combined regularity – please leave blank any boxes that are not applicable
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 Taizé services	
Leading the worship band	
Leading collective worship	
Reflections or Other Alternatives to the Sermon	
Other (please specify)	

## **LLW Review Form**

LLW Name:

Incumbent/supervisor Name:

Parish/Benefice:

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 an LLW about right, or would it be helpful to adjust this? If you are to adjust this then please update your LLW Ministry Agreement accordingly.