

# Locally Commissioned Lay Ministry

## What is a Locally Commissioned Lay Minister?

Locally Commissioned Lay Ministers (LCLMs) are commissioned for ministry in their local parish or context.

LCLMs can be:

- Lay Ministers who have completed a Foundation Training Pathway (e.g. Pastoral Ministry, Lay Worship Leader) and are commissioned for a particular lay ministry by their benefice/deanery at the end of the training.
- Those already offering a ministry in their local parish that the incumbent and PCC wish to formalise.

## Requirements for being locally commissioned

To be locally commissioned, lay ministers should meet the following requirements:

1. Have a conversation with their incumbent or other relevant minister to [discern](#) and explore suitability and possible ways forward.
2. Have the support of their incumbent and PCC.
3. Undertake Safer recruitment (involving the Parish Safeguarding Officer).
4. [Complete Registration Form](#)
5. Undertake the relevant Foundation Training e.g. Introduction to Pastoral Ministry (Visiting) Training.
6. Go through the role description and draw up a [Working/Volunteer Agreement](#) with their incumbent.
7. Where the particular role is eligible for an enhanced DBS check, valid clearance is required at the appropriate level. DBS certificates are valid for 3 years.
8. Undertake valid safeguarding training. Please check with the Parish Safeguarding Officer or [Diocesan Safeguarding Team](#) for the appropriate level of training required for the particular ministry. Safeguarding Training is valid for 3 years.

## Information for Incumbents

Locally Commissioned Lay Ministers and the exercising of their ministry are the responsibility of the commissioning parish. It is also the responsibility of the parish to ensure safer recruitment and DBS checks are carried out and that safeguarding training is kept up to date.

## New Lay Ministers

If the requirements listed above have been met then you may commission a lay minister in your parish.

Once you have commissioned a new Lay Minister please complete and return the [registration form](#) and return it to Revd David Treharne [dtreharne@glosdioc.org.uk](mailto:dtreharne@glosdioc.org.uk) .

You may wish to use the

- suggested wording for a [commissioning](#)
- LCLM certificate template in [Word](#) or [PDF](#) format.

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Please ensure that DBS checks and Safeguarding Training are kept up to date

Once commissioned the following good practice is also strongly recommended:

- LCLMs are recommissioned every 3 years (to coincide with safeguarding training) and incumbent and PCC support for the ongoing ministry of the LCLM is confirmed annually.
- The Working/Volunteer Agreement is reviewed annually.
- Commissioned ministers have opportunity for supervision and/or peer support through a reflective ministry group.
- The parish provides opportunities for ongoing training, development and support.

There is no need to return recommissioning or renewal documentation to the Collaborative Ministry Team.