

LLM Training Pathway (LLMTP): Training Incumbent Checklist

- You, as a Training Incumbent, are a key part of your LLM trainee's formational development as a licensed lay minister (LLM).
- In addition, we will provide a Formational Mentor for your LLM trainee. Your trainee will be part of a small Formational Group that meets with their mentor twice per term.
- The time commitment for LLM Training in the first two years is: tutor contact time - four Sundays and most Thursday evenings per term. **In addition, each academic module requires 180 hours of personal study time (15 hrs pw) and there will be some preparatory work for Formation Days. *This time commitment means your LLM trainee will probably have to reduce or change their current ministry hours / responsibilities in the parish during their training.*** Please explain this to your PCC and discuss with your LLM trainee an achievable work / training / ministry / family life balance.
- Your LLM trainee will be on placement at a church with a different tradition / emphasis / demographic during the Spring Term in either year 1 or year 2, depending on whether they study at Bingley Hub or Mirfield Hub.
- The LLMTP programme handbook, a combination academic / formational timetable and other supporting documentation can all be viewed and downloaded from the [LLM Resources page on the diocesan website](#). Please bookmark this page on your internet browser.

LLMTP - Programme	How you, as Training Incumbent, can support your LLM trainee
Regular meetings with Training Incumbent for: <ul style="list-style-type: none"> Planning Ministry development Theological Reflection (on academic programme, programmed formational events, ministry in the parish) 	<ul style="list-style-type: none"> Set up a <i>Working Agreement</i> with your LLM trainee. A sample template is available. Agree a regular schedule of meetings with your LLM trainee (at least 2 per term) Use about 50% of the meetings for planning and the other 50% for helping the LLM trainee reflect theologically about their training and the new things they are learning / experiencing Encourage your trainee to develop a support network Encourage your trainee to keep some form of Reflective Journal, which will help them when it comes to their end of year self-assessment.
2 x Academic Study Days per term. On SUNDAYS.	<ul style="list-style-type: none"> Ensure LLM trainee does not have church commitments on those dates
1 x Residential weekend during their first term	<ul style="list-style-type: none"> Ensure LLM trainee does not have church commitments on those dates
1-2 x Formation Days per term ON SUNDAYS (<i>except in the term they are on placement</i>)	<ul style="list-style-type: none"> Ensure LLM trainee does not have church commitments on those dates

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Sermon Assessments: one per term for two years Assessed by: <i>Term 1: you</i> <i>Term 2: either you or Placement Host</i> <i>Term 3: you</i> <i>Term 4: external assessor (appointed by diocese)</i> <i>Term 5: either you or Placement Host</i> <i>Term 6: you</i>	<ul style="list-style-type: none"> • Schedule at least one preaching opportunity per term • See box to the left for who assesses the sermon each term • When you assess their sermon: Please use the <i>Sermon Assessment template</i> • Follow the instructions on the assessment template re discussion with your trainee and submission. • Your LLM trainee should be the person liaising with their external assessor to find a mutually agreeable date for your church and their church.
Additional Preaching Opportunities (optional)	<ul style="list-style-type: none"> • You may agree with your LLM trainee that they have the capacity to do more than one sermon per term. • Please informally assess additional sermons and give feedback to your LLM trainee. Your informal assessments do not need to be sent in for review.
Worship Assessments: one per term for two years.	<ul style="list-style-type: none"> • Please schedule a <u>variety</u> of worship leading opportunities during your LLM trainee's two-year study programme. • Complete a Worship Assessment form for one of these each term and send it to jess.fort@leeds.anglican.org
End of Year Report by Training Incumbent	<ul style="list-style-type: none"> • During May in years 1 and 2, complete an <i>End-of-Year Training Incumbent Report</i>. • Download from the LLM Resources webpage. Send completed report to jess.fort@leeds.anglican.org
End of Year Self-Assessment by the trainee	<ul style="list-style-type: none"> • This is your LLM trainee's responsibility, not yours. Please be aware they are supposed to write one in May and encourage them.
All the assessment forms contribute to your LLM trainee's training portfolio and are used to assess whether the trainee will be licensed.	