



THE DIOCESE OF LEEDS

Loving. **Living.** Learning.

Licensed Lay Ministry Training Pathway



The Warden of Readers plus his team of Area Wardens. Photo taken at the 2024 service to commission Year 2 LLM candidates ready for their final year of training.

Course Handbook

2025/26

Version 1.2 (13/08/ 2025)

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Section 1: Introduction

1.1 Welcome Statement

Welcome to the *LLM Training Pathway (LLMTP)* in the *Anglican Diocese of Leeds*

Thank you for your obedience to your sense of calling to Licensed Lay Ministry. It is no small thing to faithfully embrace the risk of vocational discernment and then the joys and sacrifices of long-term licensed ministry within God's Church. May God bless you as you embark on this exciting journey!

The *LLM Training Pathway* exists to equip you for this ministry. Everyone who begins this training comes with their own experience of life and ministry and a diverse set of skills and talents. God has made us each wonderfully different and we are each a gift to those around us as we train together. Please come prepared to learn from each other and share your gifts with each other as we are mutually equipped for the ministry to which we are called.

The *LLM Training Pathway* is a mixture of theological academic learning and formation. The aim of these is to provide a theological and practical foundation to support and encourage your discipleship and ministry in the future. This handbook will help you orient yourself within this training and give you an idea of what to expect. As always, however, please do contact us (details below) if you need any further information or any support or encouragement as your training progresses.

At this outset of your formal LLM training, please let me encourage you to see this in terms of life-long learning and development. As with all of us, there will always be more to learn. Your LLM training is a step along the road, but licensing is not the final destination – God doesn't call us to be licensed, God calls us to minister in the vocation to which he has called us! As your ministry continues please engage with all the Continuing Ministerial Development opportunities and other learning and support possibilities on offer. All of us are life-long learners, and our ministry is no different.

So thank you for your obedience to your calling. Welcome to your LLM training. We hope it is enjoyable, formational and appropriately challenging. We pray for you as you embark upon this study and formation, that you will feel affirmed in God's will for you and that you will be a blessing to the parish in which you minister.

Steve Proudlove

Director of Formation

1.2 Administration of the LLM Training Pathway

The LLM Training Pathway is coordinated by the **Ministerial Development Team**, a part of the diocesan *Formation Department* based in the Diocesan Offices at Church House, 17-19 York Place, Leeds, LS1 2EX.

There are two teaching hubs for LLM training:

- **Mirfield Hub:** Mirfield Centre, Stocks Bank Road, Mirfield, WF14 0BW
- **Bingley Hub:** Trinity Centre, John Escritt Road, Bingley, BD16 2ST

The **LLM Training Pathway** is administered and delivered in cooperation with St Hild Theological College who are part of the Yorkshire Theological Education Partnership (YTEP) and qualifications are validated through the University of Durham. Policies and processes are therefore compliant with these bodies and reference will be made to these throughout this handbook.

Training materials and sessions use a software programme called Moodle. Further information about Moodle Platforms can be found in [Section 1.9](#)

If you have any comments or concerns about any aspect of your training experience, please refer to the Diocesan LLM Candidate Concerns and Feedback Policy.

Diocesan LLM Training Staff for 2025-26 (The LLMTTP Group)

Steve Proudlove (Director of Formation)

Shuna Hartley (Administrator) until 17 October 2025

Jess Fort (Administrator) from 01 September 2025

plus

Ben Leighton: Director of Reader Training at St Hild (responsible for the academic elements of training)

1.3 Useful Contact Information

LLM Training Pathway

Director of Formation

Rev'd Dr Steve Proudlove

Email: steve.proudlove@leeds.anglican.org

St Hild Director of Reading Training (from 11/08/2025)

Rev'd Dr Ben Leighton

Email 1: ben.leighton@sthild.org (from 11/08/2025)

Email 2: ben.leighton@leeds.anglican.org

Ministerial Development Administration

Shuna Hartley (until 17 October 2025)

Email: shuna.hartley@leeds.anglican.org

Direct Line: 0113 353 0232 (8-3 M-F only)

Jess Fort (from 01 September 2025)

Email: jess.fort@leeds.anglican.org

Direct Line: TBC

Aided by:

Bingley: Honorary Hub Host

Anthea Foy LLM

Email: anthea.foy@leeds.anglican.org

Anthea is also the Coordinating Formational Mentor for Bingley Hub

Mirfield: Honorary Hub Host

Andy Mattacks LLM

Email: andymattacks@hotmail.co.uk

Diocesan office

Address: Diocese of Leeds, Church House, 17-19 York Place, LEEDS LS1 2EX

Reception Desk : Email: enquires@leeds.anglican.org | Tel: 0113 2000 540



Licensed Lay Ministry Oversight

Warden of Licensed Lay Ministers (usually known as Warden of Readers)

The Venerable Bill Braviner

archdeacon.halifax@leeds.anglican.org

Warden of Readers' PA & Lay Training Administrator

Anne Payne (part-time: Tuesday – Friday 10am – 2pm)

anne.payne@leeds.anglican.org

Note: If contacting Bill in his role as archdeacon rather than as Warden of Readers, then his PA is Christine Bleasdale (Christine.bleasdale@leeds.anglican.org)

Episcopal Area	Area Warden of Readers (AW)	Assistant Area Warden of Readers (AAW)
Bradford	Dr Fiona Schneider (LLM) fiona.schneider@leeds.anglican.org	Michael Pemberton (LLM) mpemberton49@gmail.com
Huddersfield	Ian Grange (LLM) ian@christ-the-king.co.uk	Andy Mattacks (LLM) andymattacks@hotmail.co.uk
Leeds	Canon Ann Nicholl (LLM) anicholl@live.com	Lisa Mahoney (LLM) lisa.mahoney0009@gmail.com
Ripon	Michelle Dearlove (LLM) Michelle.dearlove@leeds.anglican.org MDearlove66@gmail.com	Bob Mathews (LLM) bob.mathews@leeds.anglican.org
Wakefield	Freda Jackson (LLM) fjackson10@aol.com	Vacant

Disability and Inclusion

As part of your application you were asked if you had any learning support needs and, if so, for ways in which we could support you if you were selected for training. If you indicated that you have a specific learning difficulty, you will be contacted to discuss how we may best support you.

Information about any specific learning needs will, with your permission, be shared with St Hild so they can put in place relevant support for your academic studies.

Useful Links

[Diocesan Webpage on Disability and Inclusion](#)

[Church of England Webpage on Barrier-Free Belonging](#)

LLM Training: Learning Support Policy – may be found here: <https://www.leeds.anglican.org/licensed-lay-minister-resources/licensed-lay-minister-resources.php>

Diocesan Safeguarding Information

Safeguarding Information on the diocesan website:

<https://www.leeds.anglican.org/safe>

Safeguarding Concerns / Enquiries

The **Diocesan Safeguarding Team** operates with a duty DSA each day, so this address and telephone number should be your first point of contact for reporting safeguarding issues, concerns or making enquiries:

Diocesan Safeguarding Team email: safeguarding@leeds.anglican.org

Office number: 0113 353 0257

DBS Enquiries:

From June/July 2025, **Diocesan DBS checks** will be processed by the *Human Resources Team*. The diocese uses [Thirtyone:eight](#) to process DBS checks. If you have any DBS queries please direct them to: dbs@leeds.anglican.org The safeguarding team will only be asked to intervene if a DBS is blemished.

Safeguarding Training:

All *safeguarding training* enquiries should go to safeguardingtraining@leeds.anglican.org

Please see the diocesan website for information about the safeguarding team and forthcoming training: <https://www.leeds.anglican.org/safe>

See [Section 5.1](#) for details of training requirements.

Safeguarding Contacts for the LLM Training Pathway

Academic Programme: <https://www.sthild.org/safeguarding>

Formational Programme: The diocesan aspects of the LLM Training Pathway operate under the umbrella of the diocesan safeguarding policy. [National and Diocesan Safeguarding Guidance](#).

Safeguarding Lead for the LLM Training Pathway:

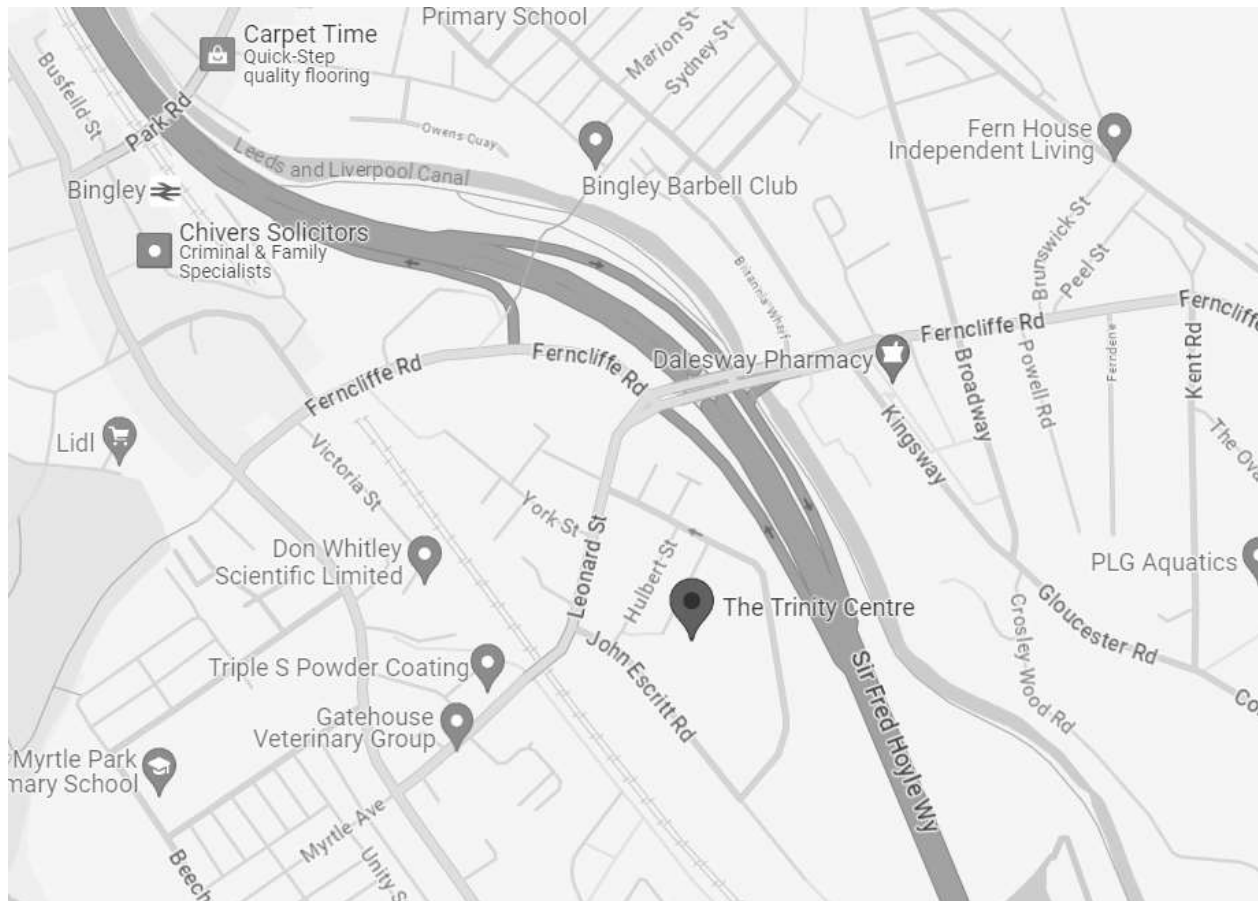
Steve Proudlove

Steve.proudlove@leeds.anglican.org

1.4 Teaching Venue Information

Bingley Hub

Location: Trinity Centre, John Escritt Road, Bingley, BD16 2ST

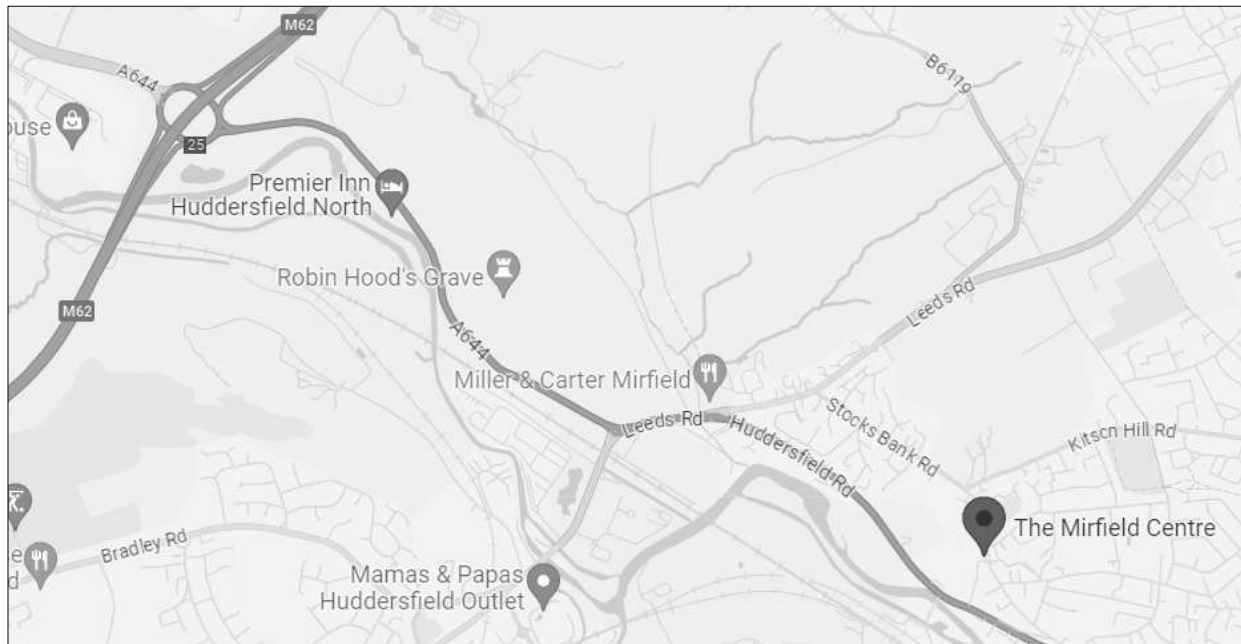


Facilities:

- Disabled parking, wheelchair access and wheelchair accessible toilet facilities.
- A large meeting room that can seat 40 people in rows / 18-20 at tables.
- A small meeting room
- A coffee bar with hot water and dishwasher facilities.
- Laptop and projecting facilities in both meeting rooms
- Internet access
- Holy Trinity Church (next door) is used for worship.

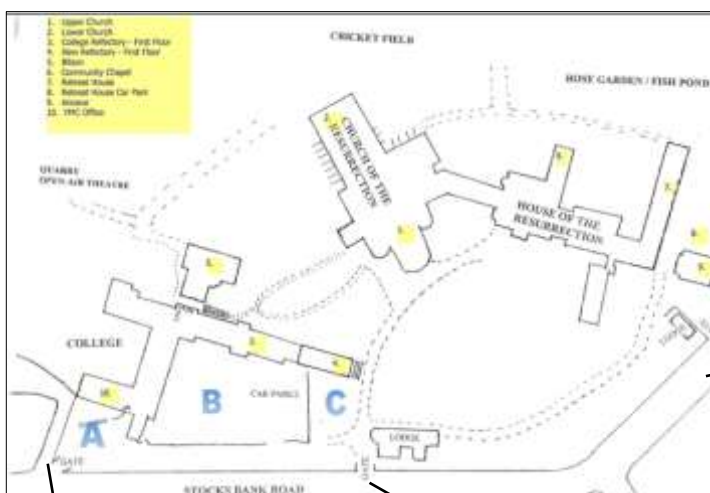
Mirfield Hub

Mirfield Centre, Stocks Bank Road, Mirfield, WF14 0BW



Facilities:

- We rent rooms from the Mirfield Centre. The rooms available for teaching vary but are usually either the upstairs teaching rooms in the Bilson Building or the Retreat House Common Room.
- Refreshments are either in the New Refectory or the Bilson Building kitchen.
- The Lower Chapel, when available, is used for worship.
- Internet access at the Mirfield Centre.
- Toilet facilities are accessible in three different places.
- Access to the Mirfield Centre by door code.
- Car parking is available to all students and staff.
- Disabled access to all the teaching facilities at the Mirfield Centre.



We mostly use the Bilson Building (5), The New Refectory (4) and the Lower Chapel (2).

We occasionally use the Common Room in the Retreat House (7).

Use car parks B or C

From M62 & A 644

Lower Gate – use this one

Upper Gate (ignore)

1.5 LLM Candidates: Name & Parish

Name	Parish	Training Hub	Year Group
BRADFORD EPISCOPAL AREA			
Andrew McQuiston	St Michael's Shelf	Bingley	Year 1
Angelique Glata	Holy Trinity, Cowling	Bingley	Year 2
Jonny Shaw	Bolton St James and Sorted, Bradford	Bingley	Year 2
Lisa Firman	St Peter's Shipley	Bingley	Year 1
Mark Stothers	All Saints, Bingley	Bingley	Year 2
Pat Harrington	St John the Baptist, Clayton	Bingley	Year1
HUDDERSFIELD EPISCOPAL AREA			
Andy Rhodes	St Peter's Birstall	Mirfield	Year 2
Connor Taylor	Slaithwaite & Marsden	Mirfield	Year 1
Melanie Tiernan	Kirkheaton	Mirfield	Year2
LEEDS EPISCOPAL AREA			
Catherine Warr	Leeds Minster	Mirfield	Year 2
Jackie Davis	Methley with Mickletown	Mirfield	Year 1
Maria Chilvers	St Barnabas, Alwoodley, Leeds	Mirfield	Year 2
Rupert Madeley	St Paul's, Ireland Wood, Leeds	Bingley	Year 2
RIPON EPISCOPAL AREA			
Helen Brocklehurst	Kairos, Harrogate	Bingley	Year 1
Ian Smith	Upper Wharfedale & Littondale, Skipton	Bingley	Year 2
Sally Smith	Upper Wharfedale & Littondale, Skipton	Bingley	Year 2
Sharon McCormack	Richmond with Hudswell	Bingley	Year 1
WAKEFIELD EPISCOPAL AREA			
Amy Moore	St Edward's, Barnsley	Mirfield	Year1
Daniel Beaumont	Trinity Church Ossett, Wakefield	Mirfield	Year 2
Linda Asquith	St Helen's, Sandal Magna, Wakefield	Mirfield	Year 1
Nicky Fleming	Trinity Church Ossett, Wakefield	Mirfield	Year 2

1.6 Introducing the LLM Training Pathway

Training to become a Licensed Lay Minister has two elements:

- **The Academic Programme** – provided by St Hild
- **The Formation for Ministry Programme** provided by the diocese

For your academic programme, St Hild follows the national Common Awards Scheme through Durham University. LLM candidates have the opportunity to work towards a Certificate of Higher Education in Christian Ministry & Mission [120 credits over 2 years].

1.7 An Imaginative Visual Graphic Explaining the LLM Training Pathway in Leeds

A summary of the PowerPoint presentation used at induction sessions for students, tutors training incumbents and Formational Mentors.



LLM training can be visualised as the building and personalisation of an electric bicycle.

Riding the e-bike represents your ministry as a Licensed Lay Minister.

The front wheel is the academic programme - built over two years. Each spoke is a Common Awards module.

The back wheel is the core of the formational programme and takes place over two years:

- Sermon assessments
- *Leading worship* assessments
- Formational Groups
- Meetings with your Training Incumbent

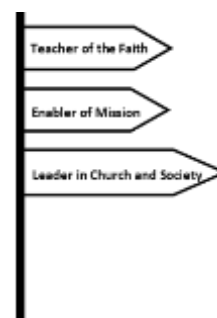
The bicycle seat is a weekend Residential in the autumn to introduce new LLM candidates to preaching and leading Anglican worship.

The bicycle pedals are Formation Days – one or two per term, except the term you are on placement

The handle bars are your Placement at a different church for a term – a chance to see ministry from a different perspective.

The bicycle chain represents Theological Reflection, a vital part of training as trainees seek to reflect on all aspects of training and how it fits together.

The battery represents the Holy Spirit giving you all the assistance you need as you ride your e-bike (LLM Ministry) in the direction God guides you. Will you let the battery (Holy Spirit) provide maximum assistance? Or will you try and ride the bike under your own power?



E-bike improvements (*bell, mirror, panniers etc. – use your imagination*) represent your **Initial Year as an LLM**. Three compulsory *Continuing Ministerial Development* (CMD) activities and three self-chosen CMD activities to support and polish your future ministry.

E-bike Maintenance (*bicycle pump, tyre repair kit, oil, chain-cleaner, new brake pads etc.*). All bicycles need maintenance - the more you ride them, the more maintenance they need. Bumpy and stony terrain increase the chances of a puncture. Therefore, e-bike maintenance represents CMD that develops your ministry e.g. specific training, preaching masterclasses, or provides rest / refreshment / spiritual sustenance e.g. quiet days, retreats.

1.8 New LLM Candidates' Welcome and Induction

Welcome Evening: Thursday 17 July 6.30-8.30pm at the Diocesan Office

The purpose of this evening is to:

- Let you know which hub will be your core in-person training venue
- Let you meet your fellow Year 1 students from both hubs
- Let you meet core staff on the LLM Training Team
- Explain emails you will receive and registration tasks that you will be asked to complete over the summer.
- Provide (and explain) some useful documents e.g. a Working Agreement template for use with your Training Incumbent, this LLM Training Handbook.
- Answer your questions

July / August

- St Hild: You will be contacted by email and provided with a link so that you can register as a student
- St Hild: Once registered, you will be sent details about how to access student resources on YTEP Moodle.
- Safeguarding: You will be contacted by the diocesan DBS Team so that they can organise a diocesan DBS check before you start training.
- Safeguarding: Contact safeguardingtraining@leeds.anglican.org and book onto a diocesan *Safeguarding Leadership Training* course.

September

There are several different induction events for you to attend:

- St Hild Online Centre - Student Induction: Thursday 04 September, 7-9pm via zoom
- Induction Day on Sunday 07 September 10am – 4pm (a light lunch will be provided).
 - Morning: An introduction to the Formational Programme – led by diocesan staff
 - Afternoon: Led by St Hild.
- St Hild Study Skills: Thursday 11 September 7-9pm via zoom
- Residential: Friday 26 to Sunday 28 September at Parcevall Hall, the Diocesan Retreat House. [See section 3.6 for further details.](#)

1.9 Moodle Platform

Moodle is a software package available to organisations that wish to operate cloud-based learning courses and resources. You have already used one version of the software during the *Introduction to Theology* course.

Your academic resources and course information are held on a site that also uses Moodle, so you will recognise some of the way it works. However, YTEP Moodle is much less colourful and considerably more compact.

ACADEMIC RESOURCES – YTEP MOODLE

St Hild is part of the Yorkshire Theological Educational Partnership (YTEP), so your academic resources will be found on YTEP Moodle on the **St Hild Home page**.

See [Section 2.4](#) for further information about YTEP Moodle.

Year 1: If you have any problems accessing St Hild YTEP Moodle, please contact Carol Marsh (once you have registered with St Hild) carol.marsh@sthild.org

1.10 Training Guides / Handbooks

There are various training guides and handbooks to assist you in your studies:

Diocese of Leeds LLM Training Pathway (LLMTP) Handbook (this handbook)

The handbook you are reading now! Contains information about the complete Leeds Diocesan LLM training pathway (academic and formational), including venue details, some policies, useful resources and other miscellaneous information.

The most up-to-date version can always be found online on the diocesan website:

<https://www.leeds.anglican.org/licensed-lay-minister-resources/licensed-lay-minister-resources.php>

Durham University Common Awards Student Welcome

<https://www.durham.ac.uk/departments/academic/common-awards/>

YTEP Student Handbook

YTEP = Yorkshire Theological Educators Partnership. More info at [section 2.3](#)

The *YTEP Student Handbook* provides you with important information such as policies (e.g. over-length work, late submission of assignments, extensions) and marking criteria for the level of course you are on, which are common across the whole of YTEP. Navigate to this Handbook as follows:

- Log onto YTEP Moodle (only possible once you have registered with St Hild) > St Hild Home page
- Scroll down the page and click on the *St Hild College Student Homepage*
- Scroll down to the picture-tiles and select *Academic Studies*
- Scroll down the page to find *YTEP Student Handbook* hyperlink.

St Hild Student Overview Handbook

Navigate to this guide as follows:

- Log onto YTEP Moodle (only possible once you have registered with St Hild) > St Hild Home page
- Scroll down the page and click on the *St Hild College Student Homepage*
- Click on the *St Hild Student Overview Handbook*

Common Awards Module Handbooks

- **VERY IMPORTANT! Each term the relevant module handbook becomes the basis of your academic studies.**
- Module handbooks contain:
 - Study Aims and Learning Outcomes
 - Assignment Details (including submission deadlines)
 - Teaching Program
 - Bibliography.
- Location: within the introductory information text for each module on Moodle. You will either find a link to the module on your St Hild Dashboard or you can navigate as follows:
 - Log onto YTEP Moodle (only possible once you have registered with St Hild) > St Hild Home page
 - Select the link for *St Hild Online*
 - Select the current academic year
 - Select Level 4
 - Select the module you are studying
 - The module handbook will be part of the module introduction text

Section 2: Academic Programme

2.1 Common Awards

Common Awards are qualifications for ordinands and lay ministers within the Church of England and its partners in the Methodist, Baptist and United Reformed churches. Before 2014, Theological Education Institutions (TEIs) within the Church of England had used local universities to validate their qualifications but since September 2014 they have been offering awards common across all institutions, validated by Durham University. The intention behind the move to Common Awards was to offer greater coherence and consistency across training institutions.

The programmes developed offer a range of courses from introductory-level undergraduate (Certificate of Higher Education in Theology, Ministry and Mission) through undergraduate degrees (BA in Theology, Ministry and Mission), to postgraduate studies (MA in Theology, Ministry and Mission).

For more information visit the Common Awards website at www.dur.ac.uk/common.awards

2.2 Common Awards Modules included in the Leeds LLM Training Pathway

The Leeds LLM Training Pathway is designed to lead to an award of a **Certificate of Higher Education (120 credits)**. The Pathway consists of a two-year rolling programme of modules. In any given year, all modules are taught, but they are divided between the two hubs. This means LLM candidates at each hub are studying different modules and will start their training at different points in the two-year programme.

Biblical Perspectives Year (*Bingley Hub in 2025-26*)

Autumn Term:	TMM 1721	Biblical Perspectives on Social Justice and Equality (20 credits)
Spring Term:	TMM 1517	Introduction to Spirituality and Discipleship (10 credits)
Spring Term:	TMM 1167	Introduction to Christian Ethics (10 credits)
Summer Term:	TMM 1111	Introduction to Christian Doctrine (20 credits)

Bible and Context Year (*Mirfield Hub in 2025-26*)

Autumn Term:	TMM 1031	Introduction to the Bible (20 credits)
Spring Term:	TMM 1301	Foundations for Ministry and Mission in Context (Placement) (20 credits)
Summer Term:	TMM 1351	Introduction to Preaching in a Contemporary Society (20 credits)

The advantage of this system lies in supporting LLM candidates who may have to miss one or more terms of study due to medical or personal circumstances. Such LLM candidates can complete their studies at whichever hub is teaching the missing modules during their third year.

All the above are introductory-level undergraduate modules.

2.3 YTEP

The **Yorkshire Theological Education Partnership** is the administrative hub for Common Awards within the Yorkshire region. It is one of the recognised Theological Education Institutions (TEIs) across England and Scotland whose 'Common Awards' programmes are validated by Durham University. It is the channel of communication between local theological teaching Centres in Yorkshire and Durham University.

YTEP was formed as a registered charity by the diocesan and other Church-related theological training providers who have worked together across Yorkshire for some years. With the introduction of Common Awards in 2014 they formed a consortium to enable them to continue training ordinands, lay ministers and independent students across the region. The partnership currently consists of the following Centres:

- Church Army (based in Sheffield) [CA]
- St Hild College (formerly the Yorkshire Ministry Course and St Barnabas Theological Centre). St Hild has an Online Teaching Centre and in-person teaching centres in Mirfield, Sheffield, Lincoln and York. Leeds Diocese has joined the St Hild Online Centre.
- College of the Resurrection, Mirfield [CR]
- York Diocesan School of Ministry (with local venues in York, Middlesbrough and Beverley) [YSoM]

The day-to-day management of YTEP falls to Jo Slack (Academic Registrar) and Lynne Gordon-Taylor (Academic Administrator). Both positions are part-time and hybrid, and their office is in the Mirfield Centre. You can contact them via email ytep@mirfield.org.uk or telephone 07762 102656 (office hours are Mon – Thu, 9am - 3pm) with any questions, queries or comments. They provide advice and guidance to both students and staff, although you'll find that most of your questions can be answered by your Centre or module tutors.

Similarly, most communications about the course will come from your Programme Leaders but on occasion YTEP or Durham University might contact you directly.

2.4 YTEP Moodle

One of the key roles for YTEP is to host the online Common Awards Moodle software. YTEP Moodle will become a core part of your study routine and learning how to use it will be an essential part of your student induction. What is it?

YTEP Moodle is the virtual learning environment (VLE) which is used for all the students studying at the School of Ministry. It holds key module information and documents, such as handbooks, teaching schedules, tutorial resources and assessment details. The St Hild administrator will set you up with access to the sections relevant to the modules that you study each year.

Apple Device Users: Please note that the safari browser may not work with Moodle. If you are having issues, download Google Chrome and use it to access Moodle.

[The YTEP Student Handbook](#) contains the definitive versions of YTEP's current policies and procedures, programme documentation and other reference information. It can be downloaded from the YTEP home page. There is an annotated version for staff and tutors.

Your Moodle Data is used to generate reports used by Centres, YTEP and Durham University, including your assessment results and any Approved Prior Learning (APL) credits.

How to Use Moodle: At the start of your studies St Hild will provide guidance and training on how to use YTEP Moodle.

The Hub: Online theological videos, books and journals available to you because you are a Common Awards student. The Hub is accessed via a tab at the top of your Moodle home page. If asked to login, use your YTEP login details.

Submitting Assignments and Accessing Marks and Comments once it is marked: All assignments are submitted via software called *Turnitin*. The Turnitin link for submitting your assignment will be found close to the assignment details on the relevant module resources page-

2.5 Hybrid Learning

What is hybrid learning?

1. Your Academic LLM Training will be both **online (60%) and in-person (40%)**. Online training is via zoom on a Thursday evening. In-person teaching takes place on Sunday Study Days at the two diocesan hubs.
2. **Resources will be provided in a number of different formats** including texts, videos, web links and interactive content on the module's Moodle page.

2.6 Flipped Learning

St Hild encourages tutors to use a *Flipped Learning* model of teaching theology. This means you will usually be given essential preparation work (e.g. reading, watching a video, interactive exercises) to do before each study day. This gives you a chance to learn the basics before a teaching session allowing the tutor to answer your questions, lead group discussions and expand on the subject being taught.

A short video on flipped learning: https://www.youtube.com/watch?v=10lrShX_v2Q



Check your Module page on YTEP Moodle one week before a Thursday evening zoom tutorial or a Sunday study day to see if any preparatory work has been set.

2.7 Teaching Programme for 2025-26 (see separate 'Combo Timetable')

The St Hild teaching year is split into three terms; autumn, spring and summer. Most modules have two assignments per term. Assignment deadlines are included in the Leeds Combination Academic and Formational timetable (published separately to make it easier to edit if required).

As explained in section 2.5, academic teaching will take place online and in-person. Online teaching takes place on six Thursday evenings each term and in-person teaching takes place on two Sunday study days per term. These sessions are essential and you should contact the St Hild module leader in advance if unforeseen circumstances occur which mean you cannot attend.

THURSDAYS: 6:30-9pm on zoom (worship at 6.30pm) | SUNDAYS: 10am – 4pm at Mirfield or Bingley Hub
You are expected to join Evening Prayer at 6.30pm before Thursday teaching sessions; you will be included in the rota for leading Evening Prayers to enable you to have practice in leading online worship.



Students should **keep all Thursday evenings clear** during terms as they will be used for:

- preparation for study days
- online tutorials via zoom
- assignment preparation
- Formational Groups (twice a term)

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2.8 Academic Study Day Schedule

09:30 – 10:00	Arrival, refreshments (tea/coffee & biscuits), prayer for the day
10:00 – 12:00	2 tutorials with comfort break included.
12:00 – 14:00	Midday worship (students lead or co-lead), lunch, student forum
14:00 – 16:00	2 tutorials with comfort break included



Please note: this is an example of timings, which might vary in each study day.

2.9 Study & Formation Day Worship

Morning Prayer on in-person training days is led in the teaching room by a member of staff.

A worship service is held every Study day and most Formation Days. The usual pattern is a Eucharist service on the first study day of the term. LLM candidates are invited to lead worship on the other in-person days. This worship is not assessed, so candidates can experiment and build confidence in a safe environment.

On occasion, visitors are invited to lead worship.

BINGLEY: Worship usually takes place in Holy Trinity Church, which is next door to the Trinity Centre.

MIRFIELD: Worship usually takes place in the Lower Chapel, but may be in the tutorial room if the Lower Chapel is booked by another organisation.

[For details of our Worship Policy see section 5.2](#)

2.10 Thursday Evening Worship

- On those Thursday evenings when you have an online study session with St Hild, **you are expected to attend** Evening Prayers online at 6.30pm.
- You will be included in the rota to lead Evening Prayers (no more than once or twice a year).
- Further information can be found on **the St Hild College Student Homepage**:
 - The Zoom link is called *St Hild Online (Thursdays) Digital Chapel*
 - Guidance on how to lead online worship and prayers
 - The rota

2.11 Academic Policies and Procedures

Details of academic policies and procedures, including those for assessments, marking and study skills can be found in the [St Hild Student Overview Handbook](#) (on the St Hild College Student Homepage). The Overview Handbook will refer where necessary to detailed policies contained in the YTEP Student Handbook.

2.12 Assignment Extensions

If you wish to request an assignment extension, there is an *Extension Form* to complete and submit to the Director of Reader Training at St Hild.

Requests should be submitted in advance of the original assignment deadline. You can find the form by following the pathway below:

- Log onto your St Hild Moodle dashboard
- Scroll down to locate the *St Hild College Student Homepage* and click on the hyperlink
- Scroll down to the Academic Studies picture and click on it
- Scroll down the page until you find a hyperlink to the *Assignment Extension Request form* > click the link to download the form.

2.13 End of Year Academic Report

The Director of Reader Training at St Hild will write a brief end-of-year academic report for the diocesan Director of Formation. The purpose of this report is to provide a brief summary of how students have engaged with the academic modules during the year.

Section 3: LLM Formation Programme

3.1 LLM Trainee Resources on Diocesan Website

<https://www.leeds.anglican.org/how-we-can-help/clergy-lay-training/lay-training/licensed-lay-minister-resources/>

3.2 Formational Assessments

The Ministry Formation Programme includes assessments. These are quite separate from the academic assignments required for your Common Awards modules.

All your formational assessments are placed in a digital portfolio, which is then used by senior staff in discerning whether you will be licensed. Please note, as sermon and worship assessments range from when you begin the course all the way to when you end your academic training, these are assessed as a journey of progression, and therefore students should not stress that they may not have received much formal preaching training prior to assessments. Ongoing assessment where we expect growth and development is a normal part of learning.

Sermon Assessments	1 per term for 2 years. 6 in total. One is assessed by an external sermon assessor (in your 4 th term). Others are assessed by your training incumbent or placement incumbent. You may also ask members of your congregation(s) to informally assess your sermon(s)
Worship Assessments	1 per term for 2 years. 6 in total. Assessed by your training incumbent, except during your placement, when your placement incumbent will assess how you lead worship.
End of Year Incumbent / Supervisor Report	1 at the end of each academic year – to be sent in by the end of May.
End of Year Student Self-Assessment	1 at the end of each academic year – to be sent in by the end of May
End of Year Formation Reports: Yr 1: Interim Year Report Yr 2: Pre-Licensing Report	These are written in June/July and make reference to your self-assessment, your TI's report, St Hild information on your academic progress, and your engagement with Formational activities throughout the year. You will be invited to discuss the report 1-1 (probably via zoom).

3.3 Your Home Parish Training Incumbent / Supervisor

Ideally, this will be your incumbent.

If **your parish is in vacancy** your Area Dean may be asked to take on the role. The responsibility for finding a substitute training supervisor belongs with the *Ministerial Development team*.

If **your incumbent is also your spouse**, then the *Ministerial Development team*, will locate a different clergy person associated with your parish to take on this role for example an Associate Priest, a retired cleric or your parish curate.

Training incumbents and alternative supervisors will be invited to a short induction session at the start of each academic year. Their role is:

- To meet with you early in your training to devise a working agreement for the duration of your training, to be updated each year.
- To provide you with at least one opportunity to preach and one opportunity to lead worship each term. They will be asked to assess your leading of worship and preaching.
- To meet with you on a regular basis to discuss your parish ministry, your current academic module and give you a chance to reflect theologically.
- In May each calendar year to write an *End of Year Incumbent Report* of your progress during the academic year. [Note: You will also be asked to write a self-assessment of your progress].

3.4 Mentors and Formational Groups

You will be allocated a *Formational Mentor* before starting your course of study. You will also be allocated to a *Formational Group* led by your mentor.

Your mentor is there to support you especially if you have any personal or family issues that impinge on your training. You are able to contact your mentor outside of Formational Group sessions.

Formational Groups

Formational Groups meet every half term. Meetings are usually via zoom but, if geography allows, your mentor may organise one or two each year to be in-person. Your formational group is a place to reflect theologically with some of your peers and to air any problems or concerns.

3.5 Sermon Assessors

You are asked to preach one assessed sermon per academic term. This will be assessed by the following people:

New LLM Trainees starting in September 2025

- Year 1 - Autumn Term: your Training Incumbent
- Year 1 – Spring Term: Either your Training Incumbent or, if you are on placement, your Placement Host
- Year 1 – Summer Term: your Training Incumbent
- Year 2 - Autumn Term: an external assessor, allocated by the diocese
- Year 2 – Spring Term: Either your Training Incumbent or, if you are on placement, your Placement Host
- Year 2 – Summer Term: your Training Incumbent

Your External Sermon Assessor:

- During your first year, you will be allocated an external sermon assessor, who will come to your home church ONCE, during your 4th term of training, to assess a sermon that you preach.
- **It is your responsibility to liaise with your Training Incumbent and Sermon Assessor to arrange the date.**

LLM Trainees in Year 2 of Training

You will continue with the present system, so your assessment programme looks like this:

- Year 2 - Autumn Term: your external assessor
- Year 2 – Spring Term: Either your external assessor or, if you are on placement, your Placement Host
- Year 2 – Summer Term: your external assessor

3.6 Residential for First Year Students

In the autumn each year first year candidates are required to attend a residential weekend, usually at Parcevall Hall, the diocesan retreat house. The primary focus of the weekend is to prepare you for preaching a sermon and leading worship at least once per term during your two-year training. It also provides an excellent opportunity for you to:

- Build relationships with your fellow students
- Meet Bill Braviner, the Warden of Readers
- Meet other LLMTTP diocesan staff

3.7 Formation Days

There is a two-year rolling programme of Formation Days. Formation days occur twice a term. They usually take place on Sundays, but occasionally timetable issues mean they are on a Saturday.

Dates for 2025-26

Autumn Term 2025:	Sunday 07 September and Sunday 30 November
Spring Term 2026 (Bingley Hub only):	Sunday 11 January and Sunday 08 February. There is also an associated evening zoom session 7-9pm, <u>provisionally</u> booked for Thursday 29 January
Summer Term 2026:	Sunday 26 April and Sunday 07 June

2-Year Programme Outline

Every Year (i.e. year A and B) for the Hub that is NOT on placement

- Formation Day AB1 is a Quiet Day
- Formation Day AB2 is a visit to a Pentecostal church.

Both these days complement the Spirituality module students will be studying for the first part of the Spring term. The church visit will be preceded by an evening zoom session introducing Pentecostal Spirituality.

YEAR A (2024-25, 2026-27 etc)

Autumn Term: Induction Day in September, Day on Mission in November/December
Summer Term: A Quiet Day and a day on Collaborative Leadership

YEAR B (2025-26, 2027-28 etc.)

Autumn Term: Induction Day in September, Day in December – topic to be confirmed
Summer Term: Two days. Topics to be confirmed

Possible Year B topics: Pastoral conversations, unconscious bias, ministry with children and young people

3.8 Placement: Experiencing the Breadth of Anglican Tradition

During the *Foundations for Ministry and Mission Module* you will be placed at a church with a different tradition or demographic to your home church. This is a deliberate policy.

- Experiencing worship and Christian service in ways that are unfamiliar to you will broaden your knowledge and understanding of the Church of England and help in your formation for licensed lay ministry.
- The two assessments for this module include preparing a church audit and reflecting theologically on the differences between your home church and your placement church.

Section 4: Licensing

4.1 Initial Year of Licensed Lay Ministry

At the end of your two-year academic and formational programme, you may be licensed as an LLM to your home parish. Your initial licence is for a year, during which you will begin to form patterns of life-long learning by attending a minimum of six Continuing Ministerial Development (CMD) opportunities during the year. Some of these CMD options are decided for you and some are a choice. This will be made clear to you in writing as you begin your initial year. Please keep good records of the CMD events you have attended as evidence.

During your initial year you will be supported by your *Area Warden of Readers* should you need any assistance.

4.2 Ongoing Licensed Lay Ministry

Following the initial year, assuming you have engaged with the required sessions, you will be licensed into the normal LLM cycle for your area.

You are encouraged to engage with:

Continuing Ministerial Development: A **CMD Update** is circulated 10-12 times per year to all licensed clergy and LLMs with details of CMD opportunities.

The Diocesan-wide Lay Ministry Community

Please help build a diocesan-wide lay ministry presence on social media:

	https://www.facebook.com/leedslaytraining		https://twitter.com/LeedsLayT
	https://www.instagram.com/lay_ministry_leeds/		

Section 5: LLMTTP Policies and Procedures

5.1 Safeguarding Policy - Key Extracts

The full policy is located on the LLM Training Resources page of the diocesan website:
<https://www.leeds.anglican.org/licensed-lay-minister-resources/licensed-lay-minister-resources.php>

SAFEGUARDING TRAINING

1. Courses available via the [National Church of England Safeguarding Portal](#)

- Basic Safeguarding
 - Foundations of Safeguarding
 - Raising Awareness of Domestic Abuse
 - **Safer Recruitment & People Management: Once LLMs have been selected for training they are asked to complete this by the end of their first year of training.** The downloadable PDF certificate should be sent to the MF&D administrator as proof.
- Required as part of the selection process:*
 Applicants are asked to provide proof (downloadable PDF certificate) that they have completed all three courses.

2. Diocesan Safeguarding Leadership 1 Course

LLM trainees MUST complete the diocesan Safeguarding Leadership 1 course BEFORE they start their placements. For one hub each year this means before their second term of training.

It is best to book onto this training as soon as you know you have been selected for training.

Safeguarding Leadership 1 training, as the highest level of safeguarding training for LLMs, has to be repeated every three years.

The Safeguarding Leadership 1 course consists of two zoom tutorials two weeks apart followed by a six week period during which the trainee must write and submit an assignment. The zoom sessions occur on Mondays, Tuesdays or Wednesdays and a variety of timeslots are available.

DBS CHECKS

LLM Candidates are required to have a diocesan Enhanced DBS check which includes checks against both the child register and the vulnerable adult register. A diocesan DBS check covers you when you undertake LLM duties at churches other than your home church.

The diocesan DBS Team will contact newly selected LLM candidates in order to organise a DBS check before training starts. If you have any DBS queries, please contact dbs@leeds.anglican.org

The diocesan DBS certificates for newly selected LLM students must be shown to St Hild (usually at Induction Day in September) to comply with their safeguarding procedures.

CHURCH OF ENGLAND CONFIDENTIAL SELF-DECLARATIONS

All LLM applicants are asked to complete a self-declaration as part of their application. Hardcopies will be kept for six months in locked storage. Scanned copies will be filed online.

Selected LLM candidates will be asked to provide another self-declaration as part of the diocesan DBS check that take place before the start of training.

5.2 Worship

Study Days and Formation Days

Worship, learning and fellowship are essential to Licensed Lay Ministry formation and our life together as a community. On each study day there is Morning Prayer before the first tutorial and a full length worship service either at midday or at the end of the day. The main worship service is often led by LLM trainees working in pairs or groups. This worship is an opportunity for the worship leaders to be creative and try things out in a non-assessed, supportive environment.

The Residential and Formational Groups

The Residential weekend and bi-termly Formational Groups are usually 'framed' by prayer and worship. Often the rhythm of daily prayer is used. This may well be led by staff or LLM candidates.

Some basic teaching on leading worship will take place at the Residential for first year LLM candidates.

5.3 Health and Safety

The Diocese of Leeds LLM Training Programme aims to look after your health and safety at venues and events. There is a written H&S Policy and Procedures.

Severe Weather: Snow, wind and heavy rain sometimes cause travel difficulties for candidates and tutors. In the event of severe weather event warnings that may affect your training, your Hub Host will inform you of any changes to published teaching venues or if teaching is transferred online.

5.4 Other Policies

Policies not written out in this handbook may be found on the diocesan website:

<https://www.leeds.anglican.org/how-we-can-help/clergy-lay-training/lay-training/licensed-lay-minister-resources/>

Examples: Student Feedback, Student Concerns, Learning Support

Section 6: Resources

6.1 Formative Assessment Templates

Sermon Assessment	(to be completed by your sermon assessor)
Worship Assessment	(to be completed by your training supervisor)
End of Year Candidate Self-Assessment	(to be completed by you)
End of Year Training Incumbent Report	(to be completed by your Training Incumbent / Supervisor)

The above templates and forms can be downloaded from:

<https://www.leeds.anglican.org/how-we-can-help/clergy-lay-training/lay-training/licensed-lay-minister-resources/>

6.2 Church of England Ministry: LLM Formation Framework

The Formation Criteria are organised under seven headings (*see grid on next page*):

- A. Love for God
- B. Call to Ministry
- C. Love for People
- D. Wisdom
- E. Fruitfulness
- F. Potential
- G. Trustworthiness

The criteria are used for discernment during the selection process and throughout your training.

**It is worth printing off these criteria
and making use of them when journaling or doing theological reflection**

LLM Formation Framework – Top Level Grid

	Christ	Church	World	Self
Love for God <i>The candidate...</i>	Is reliant on God, and lives out an infectious, life-transforming, everyday- focussed faith	Is rooted in Scripture, the worship of the church and the living traditions of faith	Whole heartedly, generously and attractively engages with God's world	Is prayerful and studies the Bible
Call to Ministry <i>The candidate...</i>	Responds to the call of Christ to be a disciple	Understands and is excited by the nature of Reader / LLM (Reader) ministry	Is committed to public ministry rooted in God's world	Has a sense of call to lay ministry
Love for People <i>The candidate...</i>	Welcomes Christ in others and follows Jesus' example in listening, valuing and respecting others	Builds healthy relationships which are enabling of others in ministry	Seeks to serve their community and enables others to join in mission	Has empathy and is self- aware
Wisdom <i>The candidate...</i>	Is open to life-long learning, reflection and growth	Can work collaboratively and embrace difference	Can connect gathered worship with being sent out into the world	Is a person of integrity and emotional stability, open to feedback
Fruitfulness <i>The candidate...</i>	Shares God's story in a way that encourages others to follow Jesus' call in their lives	Can share the faith imaginatively, relevantly and well	Shares God's love for the world in mission	Recognises their strengths and weaknesses, and resources themselves with good self-care
Potential <i>The candidate has potential to...</i>	Grow in faith and to be open to navigating the future in the company of Christ	Lead collaboratively as part of a local team within the wider church context	See where God is working in the world and spot opportunities to respond	Be adaptable, imaginative and creative
Trustworthiness <i>The candidate...</i>	Follows Christ in every part of their life	Leads maturely in a way which promotes safe and harmonious Christian communities	Lives a life that publicly and positively represents their faith and the church	Has a high degree of self-awareness

6.3 Reading Processing Grid

If you’re struggling to make sense of your reading but you want to use it in an assignment, it might help to fill in the following boxes:

Name of author	What points are they making?	Do I agree with their points? Why?	How does this relate to the assignment question?	What part of the assignment will I mention this author in?