

**Director of Ordinands**

Dr Susan Penfold  
Church House  
1 South Parade  
Wakefield WF1 1LP  
Office 01924 371802  
Home: 01274 583652  
sue.penfold@wakefield.anglican.org

**CME Officer**

The Revd Stephen Kelly  
The Vicarage  
Woolley  
Wakefield WF4 2JU  
01226 382550  
cme@wakefield.anglican.org

**Dean of WMS**

Revd Dr John Williams  
6 Stonecroft Gardens  
Shepley  
HUDDERSFIELD HD8 8EX  
01484 608703  
john.williams@surefish.co.uk

**Warden of WMS**

Canon Dr John Lawson  
7 Belgravia Road  
WAKEFIELD WF1 3JP  
01924 380182  
john.lawson@wakefield.anglican.org

ILA3

August 2006



# Wakefield Ministry Scheme



Guidelines for  
Training Incumbents and  
Ordained Local Ministers

1. These notes should be read in conjunction with the Diocesan Guidelines for Training Incumbents and Curates. They have been prepared to take into account the ways in which Ordained Local Ministry differs from the more familiar pattern of placement of curates in parishes in which they are to serve their title. These differences have important implications for the role of the Training Incumbent.
2. Relevant features of Ordained Local Ministers include the following:
  - a) They will have resided in the parish for some considerable time, in some cases even for the whole of their life, and will therefore have a wealth of local knowledge and experience, often with an existing ministry as a lay person which has been widely acknowledged.
  - b) They will have been trained and formed in a thoroughly collaborative context, and will expect to continue a ministry in that style, both as part of a wider Ministry Team and in partnership with the incumbent.
  - c) They will most probably be remaining in the same parish for some years to come, or indeed for the whole of their ministry, and will therefore represent a continuity of ordained ministry in that place which may need to work with a succession of incumbents, creating an ethos very different from that of the three or four years curacy.
  - d) Especially in situations where the incumbent has charge of several parishes and is not resident in the one where the OLM ministers, they may exercise a greater degree of authority than a traditional curate, on account of the seniority they already hold within the parish.

10. In order to be effective, ministry should never be static, but always growing and developing. Continuing Ministerial Education should be considered by all clergy to be an ongoing part of their ministerial development. The CME Officer and the Warden of WMS will be responsible for ensuring that adequate provision is made, both for the specific CME needs of those ordained within the Wakefield Ministry Scheme, and for their incorporation into existing diocesan programmes.

Those in OLM will be circulated with details of general CME provision in the diocese. The Warden of WMS will consult with parishes about appropriate additions to diocesan programmes in order to reflect the needs of changing patterns of ministry, and liaise with the CME Officer about providing these.

Ordained Local Ministers will be encouraged to seek spiritual direction. A diocesan list of recommended Directors is available.

11. New incumbents taking up appointments in parishes where an OLM is in place are expected to undertake specially designed training. The attention of all incumbents is drawn to the procedures which will be followed when a vacancy arises in such a parish, details of which may be found in a separate leaflet of guidelines for those involved in the appointments process.

## FEES

8. In common with non-stipendiary ministers in general, Ordained Local Ministers with the Bishop's licence receive no fees for conducting divine worship or occasional offices within the parishes to which they are licensed. They also receive no fee if they are conducting divine worship or occasional offices in a neighbouring parish by agreement with their incumbent and the agreement of the incumbent of the parish concerned.

However, fees should be collected for those services stipulated in the Table of Parochial Fees and these should be passed to the Incumbent. Most Incumbents have assigned their fees and therefore will return these fees to the Diocese in the usual way.

Expenses incurred by taking a service elsewhere should, of course, be fully reimbursed by the parish concerned. No ordained local minister should be out of pocket by virtue of taking a service elsewhere.

## IN-SERVICE TRAINING

9. Those ordained under the Scheme will take part in a three-year programme of Post-Ordination Training. This includes certain elements specifically designed for those in Non-Stipendiary Ministry. The extent of this part of the programme will be reviewed year on year, so that if necessary an appropriate level of special provision can be made.

However, in accordance with recommendations in **Stranger in the Wings**, as much as possible of the POT programme should be undertaken together with stipendiary curates in order to foster mutual understanding and enrichment.

## COLLABORATIVE MINISTRY

3. The Report on Ordained Local Ministry, **Stranger in the Wings**, gives a helpful list of the key qualities required in an incumbent who is to work collaboratively:

- being a good listener and enabler;
- being willing to act as guide, adviser and consultant rather than benevolent dictator or efficient delegator;
- being willing to share leadership in ministry;
- being willing to see ideas and policies, the fruit of his or her professional knowledge and experience, postponed or rejected;
- giving support and training, in particular to members of local ministry teams and group leaders;
- holding regular meetings with leaders for consultation and planning;
- through all of the above, maintaining the incumbents own proper ministry of word and sacrament;
- continuing to learn and being willing to explore new ideas;
- understanding and accepting that collaboration is better, but is not usually either easier or quicker.

4. This collaborative spirit will also need to be expressed in the working relationships developed by the Ordained Local Minister both with the incumbent and with the parish, in ways that can stand the test of time. **Stranger in the Wings** states:

'OLMs receive a call from their parish, further explored and endorsed by the wider Church, to ordained ministry in their own particular locality. The demands of that ministry are considerable. We should not make the mistake of suggesting that this is in any way a soft option. Rather, the disposition, integrity, skills and staying-power required are of a high order. Those who are called to OLM must undergo a significant change of role within their own community. They

must be able to work within a consultative and collaborative framework. They must have theological, spiritual and personal resources to enable them to minister among people in their local community over long periods of time. They must be flexible yet help to sustain continuities. They must give leadership yet be responsible to the incumbent.'

## WORKING AGREEMENT

5. The scope of the Ordained Local Minister's responsibilities will vary from parish to parish, taking into account such criteria as the amount of time the OLM has to give to parish work (which may depend on whether or not he or she is in employment); the aptitudes, gifts and skills of the minister; the needs of the parish context and the existing structures of ministry in the church. A Working Agreement should therefore be drawn up and agreed by the PCC with the advice of the Director of Ordinands and the Dean and Warden of the Wakefield Ministry Scheme.
6. A Working Agreement should cover the following matters:
  - (a) the particular focus of the person's gifts and ministry
  - (b) the place occupied by that ministry within the Local Ministry Team (Core Group) or other context of shared ministry in the parish, as appropriate
  - (c) any special features deriving from the context of the ministry, e.g. urban priority, presence of schools etc.
  - (d) support to be given to, and expected from, the individual
  - (e) arrangements for Post-Ordination Training and Continuing Ministerial Education
  - (f) proportion of time to be allocated to ministerial work, bearing in mind the constraints imposed by the hours worked in any secular employment and the need to give due time to family and leisure
  - (g) any regular extra-parochial duties
  - (h) reimbursement of expenses and other relevant financial matters.

## LICENCES

7. Ordained Local Ministers shall hold a Bishop's licence, which shall particularly relate the recipient to ministry within a designated parish or group of parishes.

Any ordained minister who is not an incumbent, nor in a post of incumbent (or senior) status, is technically an assistant curate who is to work alongside, and under the authority of, another. Thus Ordained Local Ministers are assistant ministers who are ordained and who will work in all circumstances alongside the incumbent and, as part of a Local Ministry Team.

The licence shall initially be for a period of three years and thereafter renewable for such terms as the Bishop considers appropriate, normally five years. OLMs reaching the age of 70 will normally receive Permission to Officiate.

As an ordained person holding the Bishop's licence, the minister shall ex officio be a member of the PCC(s) in the benefice where he or she is licensed to serve. (OLMs over age 70 with PTO would need to be co-opted to serve on the PCC). Ministers will also be members of the Deanery Chapter and Deanery Synod and be eligible for election to Diocesan Synod, its Boards, Councils and Committees, and to represent the diocese in the House of Clergy of General Synod if duly elected.

Ordained Local Ministers shall normally minister only in the parish(es) to which they are licensed. However, subject to the agreement of their own incumbent, the Diocesan Bishop permits them on occasion to minister elsewhere by invitation of another incumbent or by arrangement with the Rural Dean.