
Reader Training

Application Pack

2014



Reader Training Application

Please complete:

| | |
|---------------------|--|
| Your name: | |
| Your parish: | |

Please tick to confirm you have enclosed the following:

| | |
|---------------------------------|--|
| Your application form | |
| A Confidential Declaration form | |
| A passport sized photograph | |

Please tick to confirm that the following documentation is being completed:

| | |
|--|--|
| Your PCC agreement form | |
| A Vocations Advisers report | |
| A "Journey in Faith" course tutors reference | |
| Your incumbents reference | |
| Your personal reference | |

Please attach this form to the front of your application.



Application Form Reader Training

1. Your details:

Your preferred name:

Your full name:

Your date of Birth:

Your address (including email):

Your church:

Your parish:

The name of your incumbent:

Date of your baptism and confirmation:

Please refer to the criteria for selection to help you respond to the following questions. Do use additional space if you need to.

2. Your calling:

Please briefly explain why you feel called to Reader ministry.

3. Your practical experience:

Please briefly describe the practical experience you have that could be developed in your training. Please refer to experience from any paid or voluntary work you have had as well as roles you have had in your current or previous church.

4. Your training experience:

Please summarise your educational and vocational qualifications.

5. Your personality and character:

Please briefly describe your personality and character.

Please sign and date this form:

PCC Approval of an Applicant for Training for Reader Ministry



Guidance Notes

Men and women who offer themselves for public ministry are taking a step in faith that includes a certain amount of vulnerability and their offering should be treated sensitively and with gratitude. PCCs often find it difficult to discuss the suitability of a candidate but experience shows that doing so before Selection for Reader Training takes place is most helpful in the long term.

We do not recommend that the candidate be subject to a rigorous local selection process or interview. However, you may wish to invite the candidate to speak about their sense of calling for a few minutes at a PCC meeting. It is usually best that subsequent discussion of the candidate's strengths and the mission of the parish takes place without the candidate being present. After the meeting, it is important that someone lets the candidate know the outcome as soon as possible.

Some questions you may wish to consider in your discussions:

- Is the applicant of good standing in the parish?
- Does the applicant have the potential to offer a Reader ministry that will assist the local church in its mission, following training?
- Is the parish willing to contribute to the prayerful support and encouragement of the applicant in their training and in their ministry?
- Is the PCC willing to make a financial contribution to the cost of training; offering compensation for travel costs, books and other resources?
- Which part(s) of the mission and ministry of the parish are likely to be served by this developing ministry?
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Please note that we do not require a detailed report from the PCC. The diocesan selection process already includes personal references and interviews. But what we do require is confirmation that the PCC has taken due note of this request and has given proper consideration to the issues and is willing to confirm its support of the applicant. This is done by signing and returning this form.

Benefices with more than one parish must return a copy of the following form for each parish in which the candidate may ultimately serve.

The PCC of the Parish of _____

considered the possibility of _____ (name of applicant)

serving as a Reader in the parish at its meeting on _____ (date).

The PCC supports this candidate for Reader.

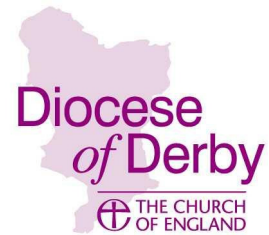
Signed _____ (*PCC Secretary*) _____ (*date*)

Signed _____ (*incumbent/priest-in-charge*) _____ (*date*)

Please return this form to: Canon Dr Esther Elliott, Derby Church House, Full Street, Derby, DE1 3DR

Esther.elliott@derby.anglican.org

Reference Form for Applicant for Reader Training - Incumbent



Name of Applicant

Parish/church of Applicant

Name of Referee

Contact details for Referee

How long have you known the applicant and in what capacity?

Have you shared this reference with the applicant? Yes/No

Please sign and date this reference below

Please refer to the criteria for selection and write a short paragraph under each heading given in the criteria describing how, in your experience, the applicant meets that criteria.

Please attach this front cover to your reference and send it to: Canon Dr Esther Elliott, Derby Church House, Full Street, Derby, DE1 3DR or esther.elliott@derby.anglican.org

Reference Form for Applicant for Reader Training – tutor/small group leader



Name of Applicant

Parish/church of Applicant

Name of Referee

Contact details for Referee

How long have you known the applicant and in what capacity?

Have you shared this reference with the applicant? Yes/No

Please sign and date this reference below

Please refer to the criteria for selection and write a short paragraph under each heading given in the criteria describing how, in your experience, the applicant meets that criteria. It would be helpful if you could particularly focus on their skills in theological learning and reflection.

Please attach this front cover to your reference and send it to: Canon Dr Esther Elliott, Derby Church House, Full Street, Derby, DE1 3DR or esther.elliott@derby.anglican.org

Reference Form for Applicant for Reader Training - Personal Referee



Name of Applicant

Name of Referee

Contact details for Referee

How long have you known the applicant and in what capacity?

Have you shared this reference with the applicant? Yes/No

Please comment on the applicants communication skills. This includes skills in communicating using a variety of methods and their ability to use language appropriate to the context.

Please comment on the applicants interpersonal skills. This includes skills in developing and maintaining healthy personal and professional relationships, generating trust and displaying honesty and working well and collaboratively in a team setting

Please comment on the applicants aptitude for learning, personal development and their ability to handle change.

Please use this space to make any further comments you would like to

Signed.....

Date

Please attach additional pages if you need to. When complete send to: Canon Dr Esther Elliott, Derby Church House, Full Street, Derby, DE1 3DR or esther.elliott@derby.anglican.org



**DIOCESE OF DERBY
PROTECTION OF CHILDREN, YOUNG PEOPLE**



**AND
VULNE
BLE
ADULTS**

CONFIDENTIAL DECLARATION FORM

1a. Have you ever been convicted of any criminal offence¹ (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

Yes No Please tick

If yes, please state the nature and date(s) of the offence(s), continuing on a separate sheet if necessary.

1b. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Yes No Please tick

If yes, please give full details, continuing on a separate sheet if necessary.

1c. Are you at present under investigation?

Please tick Yes No

If yes, please give full details, continuing on a separate sheet if necessary.

1d. Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm² to a child or young person under the age of 18 years? Or has any court made such an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm² from you?

Yes No Please tick

If yes, please give full details, continuing on a separate sheet if necessary.

- 1e. **Have you ever been found by a court exercising civil jurisdiction to have caused significant harm² to a vulnerable adult? Or has any court made such an order against you on the basis of any finding or allegation that any vulnerable adult was at risk of significant harm² from you?**

Yes No Please tick

If yes, please give full details, continuing on a separate sheet if necessary.

- 2a. **Has your conduct ever caused or been likely to cause significant harm² to a child, young person under the age of 18, or vulnerable adult or put any of the same at risk of significant harm²?**

Yes No Please tick

- 2b. **To your knowledge has it ever been alleged that your conduct has resulted in any of those things?**

This question relates to any conduct, whether in a paid capacity, as a voluntary worker, or otherwise.

Yes No Please tick

If yes, please give full details, including the date(s) and nature of the conduct or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result. Please continue on a separate sheet if necessary.

3. **Has an adult in your care or for whom you have or had power of attorney ever been removed from your care, or has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been made the subject of a Child Protection Plan or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?**

Yes No Please tick

If yes, please give full details, continuing on a separate sheet if necessary.

4. Have you any health problem(s) which might affect your work with children or young people under the age of 18, or vulnerable adults?

Yes No Please tick

If yes, please give full details, continuing on a separate sheet if necessary.

5. Have you since the age of 18, ever been known by any name other than the one given below?

Yes No Please tick

If yes, please give full details, continuing on a separate sheet if necessary.

6. Have you, during the past five years, had any home address other than that given below?

Yes No Please tick

If yes, please give full details, continuing on a separate sheet if necessary.

¹All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

² 'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

DECLARATION

I declare that the above information (*and that on the attached sheets) is accurate and complete to the best of my knowledge.

Signed:

Date:

Full Name:

Address:

Date of Birth:

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* Please delete if not applicable
