**Application to the Synod Lay Preachers’ Association for a certificate recognising**

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| CONTINUING EDUCATION OF A LAY PREACHERPurpose to encourage the Lay Preachers to learn and extend their skills and understanding |
| Lay Preacher |
| Name:  |  |
| Congregation: |  |
| Presbytery: |  |
| Lay Preacher’s Address: |  |
| Phone: |  |
| WWCC/R or WWVP | **Number**:  **Expiry Date**:  |
| Safe Church Training | **Date of most recent Training** |
| E-mail: |  |
| Date | **Brief Description of Continuing Education** | **Points Claimed** |
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| Total points claimed (see over page): |  |
| I have gained at least 10 points for Continuing Education over a two-year period as detailed in guidelines agreed by the Synod Lay Preachers’ Association 2020 (see over page) and request the issuing of a Continuing Education Certificate.Signed Date  |
| Please email lpasecretary@victas.uca.org.au or post the completed application to:The Secretary, Synod Lay Preachers’ Association21 Fraser Street, Coburg Vic 3058 |
| Please send a copy to your Church Council □ and Presbytery Minister (or LP Committee) □ |

**Synod of Vic-Tas Lay Preachers’ Association**

**Guidelines for Continuing Education**

The expectations of the Uniting Church regarding continuing education of Lay Preachers are summarised in the Assembly document [*Seeking a Heart of Wisdom*](https://ctm.uca.edu.au/ordained-ministry/seeking-heart-wisdom/), and the *Code of Ethics and Ministry Practice for Lay Preachers* (2.2, 3.3, 3.4, 3.7).

**The Expectation**

A Lay Preacher is expected to be self-directed in choosing topics and opportunities that will enhance their ministry, building on strengths that will address any areas needing development. Conversation with a supervisor/colleague may help to clarify areas for focus in continuing education for the ensuing 12 months. These activities are over and above normal preparation for worship services.

**Activities in Continuing education**

Five groups of continuing education opportunities are described on the next page. Each group is of varying complexity and time commitment. Completed items from each group equate to a number of points.

The expectation is that 10 points be achieved over a 2-year (or 1-year) period, encouraged by the local Minister, Presbytery Minister, Church Council and presbytery Lay Preachers’ Committee (where one exists) and Presbytery Minister.

For details of courses available through eLM go to the website

<https://victas.uca.org.au/community-learning/leadership/lay-resources/>

**Suggested Activities and Points**

The points for each group (next page) reflect the amount of time and effort involved. These are some examples of suitable activities. Be creative and find activities that will help enhance your preaching ministry and development.

These activities are not prescriptive and similar activities may be claimed for any group.

**Applying for a Certificate**

Complete your details in the form and then list the activities with the points claimed for each activity.

When completed the form is to be sent directly to the

* Secretary of the Synod’s Committee of Management Lay Preachers’ Association, for processing and issuing of a certificate.
* Next, send a copy to the local Church Council **and** the appropriate Presbytery Minister (or Committee). This enables the presbytery and congregation to encourage the Lay Preacher.

**Presentation of the Certificate**

Normally, the presentation of certificates occurs at the Annual Conference of the Lay Preachers’ Association and the Continuing Education Conference. Active Lay Preachers should aim to receive a fresh certificate every two years, although Certificates may be issued each year if the Lay Preacher has achieved 10 points during the year.

Recipients may also have their certificate presented to them again during a local congregational service.

We encourage the recipient to have their self-education recognised by their local congregation during a service of worship, when the certificate is acknowledged by the Minister or Church Council. This will help enhance the profile of Lay Preachers generally and also provides feedback for the continued granting of a book allowance.

**Suggested Activities and Points**

The points for each group reflect the amount of time and effort involved. These activities are not prescriptive and similar activities may be claimed for any group.

**Group A – Listening and reading**

**One point for each activity (with a maximum of six points in this group) such as:**

* Listening to visiting speakers on topics relevant to Lay Preaching
* Listening to Christian tapes/CDs/videos/webcasts on relevant themes
* Reading a relevant book, or finding and using new resources for preaching and worship leading.
* Local congregation’s short-term Bible study group or participation in Synod/Assembly meeting Bible studies

**Group B – Listening, reading and engagement.**

**Two points for participation in longer, organised learning activities that are not assessed, such as one, two or three day training, conferences or activities, such as:**

* The Synod Lay Preachers' Association Annual Conference or Education Days, National LP Conference
* Prayer Retreats arranged by the Synod.
* Theological and ministry focussed conferences arranged by the CTM/eLM (eg. ‘Wisdom’s Feast’)
* Training sessions for Lay Preachers conducted within the Presbytery.
* An intentional covenant with a Spiritual Director around issues of ministry
* The Belgrave Heights Convention
* CWCI (Christian Women Communicating International) Conferences
* Coaching in worship and production skills voice production, movement, song leading, storytelling, using technology in worship

**Group C – Activities including feedback and a plan for action.**

**Four points for completing an educational activity assessed by a qualified person (eg Presbytery Minister or local Minister) such as:**

* Writing a book review that shows how the insights gained will be used in ministry.
* Requesting a local Minister or Presbytery Minister to assess a service of worship conducted by the Lay Preacher, following which their strengths and weaknesses are listed with a plan to address appropriately.
* Participation in a group A or B activity and submitting a response showing what the Lay Preacher has learned and how these insights will be used in their ministry (maximum of 4 points can be claimed for this exercise)

**Group D – short courses.**

**Five points for completing a formal educational activity.**

* Continuing Education programs and other courses arranged through eLM online learning (available through Presbytery), Pilgrim Theological College or the University of Divinity
* Continuing education opportunities arranged and assessed through partners colleges in other synods e.g. Uniting Mission & Education (NSW.ACT), Trinity Theological College (Qld), Uniting College for Leadership and Theology (SA)
* Study intensives at Pilgrim Theological College or the University of Divinity eg. The 2 week unit: “Caring and teaching in church and community”

**Group E – Semester length courses.**

**Six points for completing an assessed unit of semester length.**

* Participation in eLM on-line learning unit available through presbyteries, Pilgrim Theological College’s Formation programme (semester length) or a Formation Focus week. Or courses of similar duration and workload from other institutions within the University of Divinity.
* Completing an appropriate semester unit at any college or university