Sample role description: ALM Worship Leader

# Introduction

## About the role description

Every ALM needs to have a role description. This is not fixed in stone, but changes over time. It is not meant to be tightly descriptive, but to help set mutual expectations, give support, establish appropriate boundaries, and ensure good safeguarding practice.

**The parish priest (working with colleagues as need be) should ensure the envisaged role description is clear enough for the PSO to assess whether an Enhanced DBS check is justified, or whether they can only require a Basic DBS check.**

## Developing the role description

There are three stages in developing the role description.

1. When a person explores becoming an ALM with their incumbent or other minister. At this stage, the outline will be sketchy, with the core description of the calling (as set out in the ALM safeguarding policy, fleshed out by a few bullet points that are part of discerning the appropriate ALM specialism. These bullet points will then help the Parish Safeguarding Officer assess whether to ask for an Enhanced or Basic DBS check.
2. When the incumbent authorises the ALM at the end of their training. At this point, the ALM may have more ideas of what they can offer, and the incumbent a clearer sense of how they will contribute to the benefice’s ministry team.
3. At the point of review. An incumbent or other minister is encouraged to carry out an annual review with their ALM (see the outline review form on the website), as part of their ongoing pastoral support of the ALM, and as they exercise their oversight over the ministry and mission of the benefice.
4. Every three years the ALM role should be fully reviewed, and the parish priest, PCC and ALM complete a reauthorisation process, concurrent with renewing the DBS check and refreshing the safeguarding training.

## Role description template

The outline role description overleaf is intended to be suggestive rather than exhaustive. It needs tailoring both to the context of the parish, and the gifts and time commitment of the specific ALM. Please adapt it as appropriate to your situation.

# Role Description

## Introduction

All ministry in the diocese is caried out under the authority and oversight of the bishop, and within the framework established by canon law. In the parish, lay and ordained ministers are expected to work collaboratively and collegially under the authority and oversight of the incumbent, with whom the bishop has shared their responsibility for the “cure of souls” in the parish (that is, in modern English, care for all people residing in the parish, that they might be enabled to live well, in good relationship with God and one another). Each ALM receives authorisation from their incumbent, with the support of the congregation expressed through the PCC, and is responsible to their incumbent. That responsibility in a larger parish may be delegated in part to another minister.

As part of that commitment to the well-being of all people, the Diocese of Worcester is committed to the safeguarding of all children, young people and vulnerable adults. Therefore, ALMs will be expected to complete all necessary safeguarding checks and relevant training to ensure they are appropriately equipped in this area.

## Role: ALM Worship Leader

An ALM Worship Leader is to lead corporate worship on behalf of the church, and help individuals, groups and congregations worship God.

## Responsible to

The incumbent.

*Another minister may also be named here if, for example, in a larger benefice there is a team or group of people engaged in various forms of leading worship, and another lay or ordained minister leads that team.*

## Key responsibilities

*The incumbent and ALM should add to and delete from this list as appropriate, at the point of selection, at the point of authorisation, and at the point of review.*

* Leading Sunday worship in the local church.
* Leading weekday worship in the local church.
* Leading acts of worship in non-church venues.
* Leading a prayer group or other house group.
* Helping run a Fresh Expression.
* Supporting visiting LLMs or clergy by ensuring the church is prepared well.
* Leading community acts of worship e.g. at Christmas, Harvest or for a Pet Service.
* Leading services in residential care homes\*
* Taking holy communion to the sick or housebound\*

*\* If these are a regular or frequent part of an ALM Worship Leader’s role then they need including in the role description to show why an Enhanced DBS is required in this case.*

## Level of safeguarding check required

This will be determined in consultation with the Parish Safeguarding Officer in reviewing the role description agreed by incumbent and ALM.

## Arrangements for training and support

*This list will need adapting according to context.*

* ALM initial training will be provided in conjunction with the diocese.
* Safeguarding training will be provided by the diocese.
* The incumbent will meet with the ALM every term / month / two months.
* The ALM will attend meetings of the ministry team for support and collaborative working in ministry and mission.

## Framework for authorisation and review

* Authorisation by the incumbent follows the completion of initial training and is for three years.
* A review of ministry is encouraged annually, and a full review is required after three years.
* The appropriate level of DBS check (basic or enhanced) is required every three years and may change following the above review, depending on how the role has developed.
* Safeguarding training is required every three years.
* The ALM is encouraged to attend at least one diocesan or other training opportunity a year.