



# **Enabler Handbook**

## **Pioneer Enablers - Mission Enablers – Pastoral Enablers – Discipleship Enablers**

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## Introduction

God calls all his people and equips them with various gifts. The Enabler roles are a category of ministry roles for those who are called to take a leading role in a particular area of ministry in their local parish/benefice/Bishop's Mission Order (BMO).

**Pioneer Enablers** – In collaboration with clergy, Readers and other lay people, Pioneer Enablers take a leading role in the development of new worshipping communities and other pioneering projects, and assist in enabling others to participate in the growth and development of new worshipping communities and other pioneering projects

**Mission Enablers** – In collaboration with clergy, Readers and other lay people, Mission Enablers take a leading role in mission and evangelism initiatives, and assist in enabling all God's people to be active in mission by sharing the Good News of Jesus Christ and making his love manifest by responding to need, challenging injustice and safeguarding the integrity of creation

**Pastoral Enablers** – In collaboration with clergy, Readers and other lay people, Pastoral Enablers take a leading role in the church's pastoral ministry both for those in the church community and for those in the local parish community, and assist in enabling all God's people to participate in pastorally supporting each other and the local parish community

**Discipleship Enablers** - In collaboration with clergy, Readers and other lay people, Discipleship Enablers take a leading role in the church's teaching ministry so as to enable all God's people to continue to journey deeper into God as disciples of Jesus Christ, and assist in enabling others to participate in the teaching of the faith

Enablers are commissioned lay ministers. This means that they complete training resourced by the diocese via the training providers - the Church Mission Society (CMS) for Pioneer Enablers; and the Eastern Region Ministry Course (ERMC) for Mission Enablers, Pastoral Enablers and Discipleship Enablers. Enablers are then issued with a letter of permission and recognition from the bishop so that they can then be commissioned by the incumbent in a regular act of worship in their benefice. The commissioning is to their parish/benefice only (or if a Pioneer Enabler is working on a project being jointly run by multiple parishes/benefices the commission would cover this collaborative project), and the ongoing supervision is the responsibility of the incumbent unless alternative supervision arrangements are made by the incumbent. If you have any questions regarding Enabler ministry, then please contact, The Revd Phil Bryson – Lay Ministry Officer for the Diocese of St Albans, email: [lmo@stalbans.anglican.org](mailto:lmo@stalbans.anglican.org)

## **Safeguarding**

Enablers are required to complete C2 safeguarding training. For those required to complete the Leadership Module (C2), the Basic Awareness Module (C0) and Foundations Module (C1) must have already been completed. If three-year refresher training at level C2 is completed by the minority of those who had not previously taken C0 or C1, first, they must now do so before attending a leadership module.

Sessions will be delivered via Zoom, but this will be regularly reviewed. This module will consist of pre-course work and two paired Zoom sessions. The sessions will be one to two weeks apart. There will be further work required between the sessions. Four to six weeks after the second session, delegates are required to submit a reflection about how they have applied their learning from this course.

Each session will be run by a theologically educated facilitator and a safeguarding trainer. The same facilitator and trainer will deliver the same paired sessions. Delegates are required to attend the same paired sessions to ensure continuity including pre and post course work. A certificate will be awarded upon completion of the self-evaluation. Further details of available courses and booking and will be available from February 2022 at

<https://www.stalbans.anglican.org/diocese/safeguarding-training/>

Enablers need to keep up to date with safeguarding requirements. This means attending a refresher course for the highest required level of training, which is C2. It is the parish's responsibility to ensure that Enablers are up to date with their safeguarding requirements.

It is recommended that the parish considers obtaining a basic disclosure for the Enabler, unless the Enabler has an up-to-date DBS check due to another role in church which requires a DBS check.

## **Supervision**

It is essential that incumbents or a named alternative supervisor meet regularly with the Enabler (frequency to be agreed between supervisor and Enabler), particularly at the start of the ministry to provide an opportunity for support and reflection. Once a year it is essential that a review of the Enabler's ministry is conducted, and the review form, which is for internal benefice use only, can be found below. Enablers may continue to exercise the role in the benefice so long as a. they are willing to do so; and b. have the continued permission of the incumbent.

## **Responsibilities of the Incumbent**

### *Before training*

1. Meet with prospective Enabler to discuss the possibility of their training for the role
2. Decide with the PCC on the basis of set qualities and following a recruiting as to whether the prospective Enabler has the parish's support to train for the role
3. Complete the incumbent's booking form (the Enabler will complete their booking form too) including setting out the ways in which the Enabler would exercise the role (Mission Enablers, Pastoral Enablers and Discipleship Enablers ONLY)
4. Complete the incumbent's reference and meet to discuss the application with the course leader (Pioneer Enablers ONLY)

### *During training*

5. Attend the masterclass on developing healthy working relationships with your lay minister
6. Provide opportunities for the trainee to exercise their ministry in parish
7. Attend the designated Pioneer Enabler course sessions that are for incumbents too (Pioneer Enablers ONLY)
8. Meet with the trainee for supervision twice per term
9. Complete the Statement of Arrangements with the Enabler at the end of training and return to the course administrator

### *Post-training*

10. On receipt of the letters of permission and recognition from the bishop, arrange to commission the Enabler in a regular act of worship – liturgy for this can be found here:  
<https://www.stalbans.anglican.org/ministry/ministry/commissioning-liturgy/>
11. Meet regularly with the Enabler to provide supervision, the regularity should be mutually agreed between Enabler and incumbent and may need to be more frequent at the start of the Enabler's ministry
12. Conduct a ministry review (for internal benefice use) with the Enabler once a year
13. Work with the PSO to ensure the Enabler remains up to date with safeguarding requirements
14. Allow the Enabler to exercise the delegated authority of the role
15. Update the Statement of Arrangements internally as required in conjunction with the Enabler

## **Responsibilities of the Enabler**

### *Before training*

1. Meet with the incumbent to discuss the possibility of training for the role
2. Complete the booking/application form
3. Meet for an interview with the course leader (Pioneer Enablers ONLY)

### *During training*

4. Attend the training sessions – this is essential to complete the course (ALL)  
For Mission Enablers, Pastoral Enablers and Discipleship Enablers this means accessing the weekly content on Moodle, regularly engaging on the discussion forum, and attending the termly stream sessions. If an Enabler cannot attend a given stream session, then they should send apologies in advance and will be required to write a 250-word piece on the session after listening to the session's recording – no more than 1 stream session can be missed to complete the course
5. Complete all assignments of the course
6. Complete all safeguarding requirements
7. Arrange to be baptised and confirmed if this has not occurred prior to training
8. Meet twice a term with the incumbent for supervision
9. Complete the Statement of Arrangements with the incumbent at the end of the training and return to the course administrator

### *Post-training*

10. Meet regularly with the incumbent or the designated deputy for supervision, regularity to be mutually agreed
11. Have a ministry review (for internal benefice use only) once per year
12. Keep up-to-date with any safeguarding requirements
13. Work collaboratively with the incumbent and other lay people as opposed to acting unilaterally (for Pioneer Enablers this also includes working with the benefice's in-house Reaching New People team), appropriately exercising the delegated authority of the role under the oversight and authority of the incumbent
14. Update the Statement of Arrangements internally as required in conjunction with the incumbent

## **Enabler Review Form**

Enabler Name:

Incumbent/supervisor Name:

Parish/Benefice/Bishop's Mission Order:

As Enablers are commissioned lay ministers, this review form is for parish/benefice use only and does not need to be sent on to anyone else. This review form is commended to Enablers and their incumbents/supervisors as an annual way of celebrating and reflecting upon the Enabler's ministry, and looking ahead to the Enabler's ongoing role. This form can also be found here:

[Foundations / Lay Ministry Course - Diocese of St Albans \(anglican.org\)](#)

As Enabler and incumbent/supervisor, please meet and discuss the following questions and then record your answers here.

Looking back

What has gone well in your Enabler ministry over the past year?

Over the past year, what has been a challenge and what have you learned from this?

In what ways have you grown in your Enabler ministry in the past year?

Where have you particularly seen God at work in your Enabler ministry over the past year?

Looking ahead

What excites you about your Enabler ministry over the next year?

What challenges do you foresee in your Enabler ministry over the next year, and how can these challenges be addressed?

What support would be helpful for you in your Enabler ministry over the next year and how is this going to be provided?

Is your current level of involvement as an Enabler about right, or would it be helpful to adjust this? If you are to adjust this then please update your Enabler Ministry Agreement accordingly.

## Mission Enabler Statement of Arrangements

Enabler Name:

Incumbent/supervisor Name:

Parish/Benefice:

This Statement of Arrangements is essential for Mission Enablers and their incumbents/supervisors as a way of agreeing the ways in which the Mission Enabler will take a lead and be involved in mission and evangelism, and the regularity of this. Please update the Statement of Arrangements as and when required. This document can also be found, here:

[Foundations / Lay Ministry Course - Diocese of St Albans \(anglican.org\)](http://www.anglican.org)

<b>Missional Role</b>	<b>Typical Regularity of Leading</b> (e.g. once a month) – if there are multiple churches in the benefice and the activities pertain to specific churches as oppose to benefice-wide then please specify the regularity for each church and also the combined regularity – please leave blank any boxes that are not applicable
Contributing to the Development and Delivery of Mission Action plans (MAPs)	
Implementing Leading Your Church Into Growth (LYCIG) Principles	
Encouraging and Contributing to the Planning and Delivery of Mission and Outreach Events	
Engagement in Evangelism – Sharing the Faith	
Enabling Others to Share their Faith	
Involvement in Mission in Care Homes	
Involvement in Missional Activities for Children	
Involvement in Missional Activities for Youth	
Co-ordinating Missional Activities	
Reflections or other Alternatives to the	

Sermon in Mission Contexts	
Other (please specify)	

## Pastoral Enabler Statement of Arrangements

Enabler Name:

Incumbent/supervisor Name:

Parish/Benefice:

This Statement of Arrangements is essential for Pastoral Enablers and their incumbents/supervisors as a way of agreeing the ways in which the Pastoral Enabler will take a lead and be involved in pastoral and community care, and the regularity of this. Please update the Statement of Arrangements as and when required. This document can also be found, here:

[Foundations / Lay Ministry Course - Diocese of St Albans \(anglican.org\)](http://anglican.org)

Pastoral Role	Typical Regularity of Leading (e.g. once a month) – if there are multiple churches in the benefice and the activities pertain to specific churches as oppose to benefice-wide then please specify the regularity for each church and also the combined regularity – please leave blank any boxes that are not applicable
Pastoral Visiting	
Voluntary Chaplaincy Work	
Running/Assisting with Foodbanks	
Providing Pastoral Support in the Local Parish Community	
Involvement in Prayer Ministry	
Involvement in Healing Ministry	
Bereavement Support	
Providing Pastoral Care in Care Homes	
Pastoral Ministry for Children	
Pastoral Ministry for Youth	
Co-ordinating Pastoral Activities	
Reflections or Other Alternatives to the Sermon in Pastoral Contexts	
Other (please specify)	

## Discipleship Enabler Statement of Arrangements

Enabler Name:

Incumbent/supervisor Name:

Parish/Benefice:

This Statement of Arrangements is essential for Discipleship Enablers and their incumbents/supervisors as a way of agreeing the ways in which the Discipleship Enabler will take a lead and be involved in teaching the faith, and the regularity of this. Please update the Statement of Arrangements as and when required. This document can also be found, here:

[Foundations / Lay Ministry Course - Diocese of St Albans \(anglican.org\)](http://anglican.org)

Teaching Role	Typical Regularity of Leading (e.g. once a month) – if there are multiple churches in the benefice and the activities pertain to specific churches as oppose to benefice-wide then please specify the regularity for each church and also the combined regularity – please leave blank any boxes that are not applicable
Leading Home Groups/Bible Study Groups	
Co-ordinating Home Group/Bible Study Ministry	
Assisting with Baptism Preparation	
Assisting with Confirmation Preparation	
Teaching on Discipleship Courses	
Teaching the Faith in Care Homes	
Leading a Children's Group	
Leading a Youth Group	
Reflections or Other Alternatives to the Sermon	
Other (please specify)	

## Pioneer Enabler Statement of Arrangements

### Pioneer Enabler

We recognise that each context will be different and therefore the role of Pioneer Enabler may encompass some of the areas below, but not necessarily all of them. How many, of these areas, will be mutually agreed in conversation with your Incumbent/supervisor.

Working together in conversation and collaboration with the Incumbent/Supervisor, Pioneer Enablers are to:

- Take a lead on listening and discerning to the context
- Build a Reaching New People team/Discernment team \*
- Motivate and work with the RNP/Discernment team
- Test and experiment projects with the RNP/Discernment team
- Reflect regularly with the RNP/Discernment team
- Encourage the Church congregation to get involved
- Identify skills and involve contributions from all
- Identify partners and agencies to work alongside
- Identify roadblocks and feed back to Incumbent/Supervisor
- Introduce and lead worship (when and where appropriate) in new worshipping community
- Creating pathways of discipleship for new attendees
- Meet Incumbent/Supervisor regularly to discuss and feed into Annual Reports to the PCC
- Use Reporting Process to feedback to PCC
- Use Reporting Process for RNP/Discernment team to feedback to Church Leadership

*\*The purpose of a Reaching New People/Discernment Team, in your parish, is to practice communal discernment, asking where and how do you see God present in your listening practices, as you look to see where the Holy Spirit might be inviting you to join with God in your neighbourhoods. The RNP/Discernment group will feedback to the Church Leadership.*

**List of specific activities to be created in mutual agreement and discussion with Incumbent/Supervisor and Pioneer Enabler (please use boxes below)**




- The Pioneer Enabler is helped to reflect theologically on their experience of ministry in the pioneer context
- The Pioneer Enabler and Supervisor together reflect on the Pioneer Enabler Review Form and any necessary actions noted as a response to reflections
- Encourage and support the Pioneer Enabler's personal spiritual growth using resources for spiritual support such as spiritual direction, regular retreats. Pioneer Enablers will benefit from the support, encouragement, and reflection of local colleagues. Other forums for support & formation, for example local pioneer networks, spiritual direction is equally important. Consideration should therefore be given to the time given to meetings (other than supervisory meetings) which the student may benefit from e.g., clergy team meetings, staff meetings, prayer meetings, retreats etc.
- Ensure that the Pioneer Enabler is fully informed of relevant policies and procedures of the Church, in particular policies relating to safeguarding and health & safety and that appropriate insurance (Employer's Liability and Public Liability) are in place.

## Notes

Incumbents are permitted to invite anyone that they deem suitable to lead worship as per **Canon B11.1**, which states that:

*'Morning and Evening Prayer shall be said or sung in at least one church in each benefice or, where benefices are held in plurality, in at least one church in at least one of those benefices at least on all Sundays and other principal Feast Days, and also on Ash Wednesday and Good Friday. Each service shall be said or sung distinctly, reverently, and in an audible voice. Readers, such other lay persons as may be authorized by the bishop of the diocese, or some other suitable lay person, may, at the invitation of the minister who has the cure of souls or, where the cure is vacant or the minister is incapacitated, at the invitation of the churchwardens say or sing Morning and Evening Prayer (save for the Absolution).'*

***I agree to the Statement of Arrangements (please sign below)***

Pioneer Enabler

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Incumbent/Supervisor

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PCC (D