DIOCESE of OXFORD

A Christ-like Church for the sake of God's world

Authorised Ministry

Handbook






Version 7.8

October 2026

1. Introduction

Welcome to the Training Handbook for members of the Diocese of Oxford who are working towards a bishop's authorisation in relation to Preaching, leading services of Communion by Extension, or Lay Funeral Ministry. The purpose of this handbook is to outline current training requirements for each of these authorised ministries within the diocese, and signpost various resources to help you meet those requirements.

As such, you will find here:

1. current learning requirements for renewal of initial authorisations
2. details of suggested learning assignments;
3. signposts to a range of resources helpful for your learning.

Current information on how the Authorised Ministry Scheme actually operates, how to go about becoming authorised and guidance on 'who needs to do what when' will be found at: https://www.oxford.anglican.org/ministry/lay-ministry/authorised-ministry/

While it is possible to complete all the training requirements before obtaining an authorisation, it more expedient to apply for the Initial (2yr) Authorisation first and complete the training requirements in the two-year period of this initial authorisation. This means you can (legally) exercise ministry more often while learning to do so!

Learning Opportunities

Far from being a hurdle over which to make people jump, on-going learning is vital for feeding both our heads and our hearts. The purpose of this training is to equip ministers of the gospel who are enabled and envisioned to tell the story of God and join in with God's work and mission in the world.

While there are indeed some basic, minimum expectations (detailed in this handbook) which you will need to fulfill in order to obtain ongoing Authorisation, this does not mean your learning has to stop there! Indeed, you are strongly encouraged to give continued attention to your ongoing development in discipleship, theological learning and practical skills – whether through personal or group study, attending further courses, or online learning. This is good for us all, and good for the Church. Bishops are delighted to hear of ongoing learning when the time comes for renewal of authorisation.

Areas of interest related to your growing engagement in ministry may well include Bible, Spirituality & Discipleship, Preaching, Worship, Pastoral Care, Introductory Doctrine or Mission. Details of our popular courses in all these areas (and more!) will be found on our Learning Hub here: https://www.oxford.anglican.org/everyday-faith/learning-hub/

More locally, preaching (or ministry) team meetings in the parish/benefice can be enormously beneficial when these include a significant element of reflecting and learning together. Regular supervision is also essential for ministerial development.

Any questions?

We hope your learning experiences will be both enriching and fulfilling. Should any questions arise at any point just contact the Lay Training Team through:

💻 authorised.ministry@oxford.anglican.org ☎ (01865) 208257

2. Training requirements

Please refer below to the guidance relevant to each area of ministry you are exploring. If you are engaged in more than one ministry, each of which requires formal authorisation in its own right (for example, if you also preach when leading services of Communion by Extension), you will need to request *each* authorisation separately from your bishop, and fulfil training requirements for both in order for these to then be renewed following the initial two year period.

If you are able to demonstrate that you have already acquired equivalent learning you may be exempted from all or part of any related requirements. For example, if you have been on a course and produced work which was assessed at the appropriate level, this can be quite straightforward. Accurately assessing levels of prior hands-on experience and private study can be more challenging, but it may nevertheless still be possible to take some of this into account. In such cases, it is evidence of the *learning* which is considered, rather than simply the volume of training attended or experience itself.

A. Authorisation to Preach



NB. A person authorised to preach may do so only when invited to do so by the incumbent, and it is entirely a matter for the incumbent's discretion when this should be.

In order for your initial authorisation to be renewed at the end of the two-year period to a 'full' authorisation, you will need to…

1. Provide evidence of your attendance at a course on preaching which is *either* offered by the diocese, *or* locally run and recognised by the diocese; *or* run by another appropriate institution and accredited at level 4 (i.e. equivalent to the level of courses in the first year of LLM training) or above.
   - Most candidates join the *Preparing to Preach* course which runs through our diocesan Learning Hub each Autumn, and consists of online 'flipped learning' resources, three weekly online tutorials and one (Saturday) Study Day. Further details here: https://www.oxford.anglican.org/everyday-faith/learning-hub/#whats-on
   - For candidates engaged mostly in 'all-age' or 'Intergenerational' services, it is possible to attend training with a particular focus on such contexts – please enquire through the Lay Ministry training team.

2. Submit for assessment
   - three sermons (for each either a full text, an audio recording, a video recording, or reasonably full notes)
   - feedback on each of these sermons from others (a sample feedback form is provided on p.19, though alternative templates are acceptable).

- an assignment of 1500 words (or equivalent) which demonstrates your understanding of preaching. This assignment may well arise from the course you attend, or alternatives may be agreed with the Lay Ministry training team.
- A paragraph or two reflecting on your sermons and the feedback you have received and what you have learned from all this.

3. Complete the Church of England's Awareness of Domestic Abuse safeguarding module - either 'on-site' through the Diocesan safeguarding team, or online through https://safeguardingtraining.cofeportal.org/

All authorisations (whether initial or for renewal) are also dependent upon you holding a valid Basic DBS Disclosure, and keeping required Safeguarding training (currently the 'Leadership' Safeguarding Learning Pathway and now also 'Domestic Abuse Awareness') up to date.

Assignment titles

Most candidates complete the '1500-word assignment' from the preaching course they attend (whether this be the diocesan Learning Hub course which comes around each Autumn term, or our All-Age Intergen training option). This will often be something with a practical focus.

Alternatively, if you want to complete this element of your Authorised Ministry portfolio through a traditional essay you may select one of the following titles:

1. What's the difference between preaching and teaching?
2. Is there still a place for preaching in Christian worship today? Answer with reference to biblical, theological and cultural perspectives.
3. What Biblical models inform contemporary preaching?
4. Why preach?
5. Using three of your sermons, show how the way you preach reflects your understanding of preaching – or how your understanding of preaching has changed.
6. Taking two or three of your sermons (or equivalent) from 'all-age/intergen' services, explain how what you were doing was preaching and not just 'doing a talk'.

Be sure to reference at least one or two appropriate sources on preaching (see suggested reading below for ideas). You will need to reference more if submitting this for a formal academic award.

Alternative forms of assessment (e.g. through group presentation, 1:1 conversation) are possible – please just ask.

B. Authorisation for Communion by Extension



*NB. This scheme concerns only **public** worship services which include Communion by Extension. (It applies neither to taking communion to the sick or housebound, nor to administering the chalice in a 'normal' communion service - both of which no longer require permission from a bishop, but agreement of the Incumbent and local PCC).*

- *Only those people authorised by the bishop and invited to do so by the parish incumbent may lead services of Communion by Extension.*
- *Services of Communion by Extension may only take place when specifically authorised by the bishop. When a person is authorised to lead these services such authorisation extends only to those occasions authorised by the bishop.*
- *Services of communion by extension must always be conducted in accordance with the authorised liturgy, including the notes to this, and the House of Bishops guidelines.*[1]
- ***If you are to preach at such services, you should also obtain the bishop's authorisation to preach and fulfil the appropriate learning requirements, in addition to those for leading services of communion by extension.***

In order for your initial authorisation to be renewed at the end of the two-year period to a 'full' authorisation, you will need to…

1. Provide evidence of your attendance at a course on Communion by Extension which is either offered by the diocese or approved by the diocese (please check before booking on courses offered elsewhere to ensure they will qualify as 'recognised' for the purposes of training for authorised ministry).
   - *The Lay Ministry Training Team run Communion by Extension courses at least once each year, but additional courses may also be possible by request, especially when local demand is such that a course is already viable.*

2. Submit for assessment
   - evidence from your leading of two Communion by Extension services (e.g. service outline, leader's notes);
   - an assignment of 1500 words (or equivalent) at level 4 demonstrating your understanding of Communion by Extension, in particular how it differs from Holy Communion and Home Communion. This assignment may come from the course attended, though alternatives may be agreed.
   - feedback from others (congregation members and ministry team) on the way you planned & conducted these service. A sample feedback form is provided on p.20, though alternative templates are acceptable).
   - a paragraph or two reflecting on the feedback you have received and what you have learned from all this.

[1] See https://www.churchofengland.org/sites/default/files/2017-11/public-worship-with-communion-by-extension.pdf (House of Bishops Guidelines are at pp.32-33)

3. Complete the Church of England's Awareness of Domestic Abuse safeguarding module. You can do this either 'on-site' through the Diocesan safeguarding team or online here: https://safeguardingtraining.cofeportal.org/

All authorisations (whether initial or for renewal) are also dependent upon you holding a valid Basic DBS Disclosure, and keeping required Safeguarding training (currently the 'Leadership' Safeguarding Learning Pathway, and now also 'Domestic Abuse Awareness') up to date.

Assignment titles

For the 1500-word assignment, you may attempt any assignment from the course you attend, or one of the following:

1. What similarities and differences are there between Common Worship's service of Communion by Extension and a 'normal' Holy Communion service? What is the significance of each element and rubric you identify as a difference between the two?
2. Write a commentary on the *Common Worship* liturgy for services of Communion by Extension, noting in particular key points of liturgical, theological and practical significance.

Be sure to reference at least one or two appropriate sources on Communion by Extension (see suggested reading below for ideas).

Alternative forms of assessment (e.g. through group presentation, 1:1 conversation) are always possible – please just ask.

C. Authorisation for Lay Funeral Ministry



NB. A person authorised for Lay Funeral Ministry becomes part of a team, led by the incumbent, to whom you will be accountable. Funerals may only be conducted with the Incumbent's permission and, of course, with the agreement of the family of the deceased.

- *Your incumbent and PCC must also have a formally agreed policy on pastoral practice firmly in place*
- *Further, you will need to put together a working agreement with your Incumbent which is reviewed on a regular basis.*

In order for your initial authorisation to be renewed at the end of the two-year period to a 'full' authorisation, you will need to…

1. Provide evidence of your attendance at approved training courses in:
   a. **Pastoral Care** (diocesan courses run most summer terms
   b. **Funeral Ministry** (diocesan provision is usually run each Spring or Summer term, over the course of two Saturday mornings)

   The Lay Ministry Training Team run a Pastoral Care course through the Learning Hub every Summer term. Lay Funeral Ministry courses usually occur in the Spring term. Details here: https://www.oxford.anglican.org/everyday-faith/learning-hub/#whats-on

2. Submit for assessment
   - evidence of your leading and participation in two funeral services (e.g. service outline, leaders' notes, sermon)
   - feedback from other ministers (letters from family members and/or funeral directors may also be included if appropriate). A sample feedback form is provided on p.20, which may adapted for more specific use.
   - a paragraph or two reflecting on the feedback you have received and what you have learned from this.
   - an assignment of 2500 words (at level 4) from the Pastoral Care course, demonstrating your understanding of pastoral care.
   - a further assignment of 2500 words (at level 4) from the Funeral Ministry course, demonstrating your understanding of funeral ministry.

3. Review
   a. your funeral ministry working agreement within the parish or benefice
   b. your parish's pastoral care policy (responsibility of Incumbent & PCC).

4. Demonstrate
    a. the continued support of your incumbent and PCC
    b. your ongoing commitment to relevant learning/training

5. Complete the Church of England's Awareness of Domestic Abuse safeguarding pathway module. You can do this either 'on-site' through the Diocesan safeguarding team or online through https://safeguardingtraining.cofeportal.org/

All authorisations (whether initial or for renewal) are also dependent upon you holding a valid Basic DBS Disclosure, and keeping required Safeguarding training (currently the 'Leadership' Safeguarding Learning Pathway, and now also 'Domestic Abuse Awareness') up to date.

Assignment options (Funeral ministry)

Attempt either one of these assignments or an alternative title from the course you attend.

1. Evaluate your church's pastoral care of the bereaved in the light of biblical and theological perspectives on death. How might it be developed?
2. Explore the biblical and theological background of funerals and how an awareness of this might best inform the pastoral outcomes of this pastoral office.
3. Interview five people, including a funeral director, to ascertain what they believe to be the purpose of a funeral and what they are expecting in the service and from the service. Discuss the differences and similarities with the Common Worship funeral liturgies.
4. Write a reflective account of a funeral that you have been involved with. Which aspects of theology and pastoral care were in evidence?
5. Who is the funeral for – and why?

Be sure to reference at least one or two appropriate sources for each assignment (see suggested reading below – and also more comprehensive bibliographies from courses you attend - for ideas).

Alternative forms of assessment (e.g. through group presentation, 1:1 conversation) are always possible – please just ask.

3. Submitting evidence and assignments

Submission of evidence for assessment should be made to the Lay Ministry Training Team. Please ask us for precise details of who to submit your work to at the time.

Format

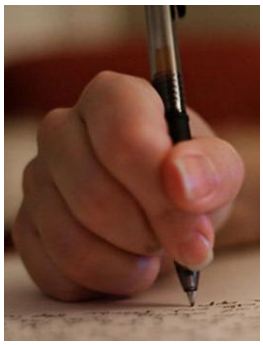
- It is helpful for work to be typed and emailed electronically; but handwritten work is fine if it is clearly legible.
- If sermons are recorded, please ensure that recording quality is such that what you say can be heard above any background noise.
- Assignments already marked by course tutors should be submitted together with the marker's comments.
- If you would like any hard copy of written work, CD-rom or memory sticks to be returned, please be sure to label clearly and include a stamped-addressed envelope.
- Alternatives to written assignments are possible – please just ask.

Feedback - the feedback you provide with your work for assessment should normally include comment from your supervising minister, members of your ministry team and a selection of people from the congregations among whom you minister.

Feedback can come in many forms. Some people are happy to simply write in response to a general request for 'some comments' on (e.g.) a particular sermon or your preaching in general; others will prefer more specific guidance on the sort of things on which you are asking them to reflect. You may want to give a list of questions for people to answer, or you may prefer to ask for comment on things like content, delivery, length, capacity to maintain interest etc. Sample forms are given towards the end of this handbook. These are meant to be illustrative rather than prescriptive and are offered here as suggestions to help you elicit feedback which is both helpful and specific. Experience shows that offering *some* guidance leads to more focused and meaningful feedback.

Creativity
Please do use your assignments to demonstrate the knowledge you gain and the things you learn from your training and ministry. The point is not to regurgitate answers in any given mould, but to encourage good reflective learning that shows something of how you have engaged with both the theological tradition and your own ministry context.

4. Help with producing essays



If you choose a traditional essay assignment, the most important thing is to answer the question that has been set. So, pay careful attention to the wording of the question, and to any other instructions given about it. Likewise pay careful attention to the expected length of the assignment. This should be treated as a guide rather than a target! If it's a bit over, that's fine (but please don't go way over!). There is not normally a minimum length – but if you write a lot less than the suggested length, you may well not have covered all that you need to.

We'll be looking for you to state your own views – but will want to see those views informed by coursework and other reading you have done to produce the assignment. What evidence or argument are you presenting to support what you think? Connected to this, show that you are aware of other views and where you don't agree with them.

You need to think about structure. Each paragraph should focus on one issue, and paragraphs should flow in a sensible order. There should be an introduction to explain where the assignment is going, and a conclusion to sum up what has been argued.

The best way to find out more about what is expected is to just have a go at producing an assignment. Many people find they are pleasantly surprised by the result. But if the result isn't what you hope, we'll explain how you can build further on your learning. You're welcome to have another go – or to use the feedback to help you with any further learning. If in doubt, ask the tutor – they (and we) are there to help.

Referencing

All work should really be referenced appropriately. This is largely about acknowledging your debt to the thinking of others. It is also about demonstrating that you have engaged with wider reading and considered what others have said about the issues you are discussing. For this reason it is important to include in your work reference to any books, website articles or other media which have helped shape the point you are making. This is especially important when quoting directly from someone else's work or drawing on facts, figures or key ideas quoted in their publications.

Remember, alternative forms of assessments are also possible, including those embedded within the Learning Hub preaching course each Autumn term, and the All-age/Intergen preaching course for those preaching primarily in such contexts.

5. Learning resources & suggested reading

Moodle – Learning Hub resources

A number of book chapters, videos and other learning resources are available on our diocesan Learning Hub. Please ask for access by emailing navita.pereira@oxford.anglican.org explaining that you are training for authorised ministry.

Suggested reading

Health warnings:

1. *These are simply lists of things to select from, not in any way an indication of how much you need to read! Equally you may find other resources helpful that are not included here but which explore areas in which you have a particular interest, or which you might simply find on a friend's or colleague's bookshelf…*
2. *All books and websites have particular viewpoints to a greater or lesser extent. Until you know the viewpoint of any source, always read more than one before taking their views as your own!*

Preaching and preachers

Where to start

Here are some helpful places to start. They're all good in different ways - just choose one or two and take it from there if you get the bug.

- Brown, R., 2009. *Can Words Express our Wonder? Preaching in the Church today*. Norwich: Canterbury Press.
- Bruce, K., 2015. *Igniting the Heart: Preaching and Imagination*. London: SCM.
- Day, D., 2004. *A Preaching Workbook*. London: SPCK.
- Day, D., 2005. *Embodying the Word*. London: SPCK.
- Durber, S., 2007. *Preaching Like a Woman*. London: SPCK
- Fee, G. and Stuart, D., 2014. *How to read the Bible for all its worth*. Zondervan. (4th edition)
- Fee, G. and Stuart, D., 2014. *How to read the Bible book by book*: a guided tour Zondervan.
- Heywood, D., 2013. *Transforming Preaching: The sermon as a channel for God's word*. London: SPCK.
- Stevenson, G., ed., 2010. *The Future of Preaching*. London: SCM.
- Stevenson, G. and Wright, S., 2008. *Preaching with Humanity*. London: CHP.
- Stevenson, P., 2017. *SCM Studyguide to Preaching*. London: SCM.

Grove Booklets **-** https://grovebooks.co.uk/

Grove booklets are accessible, great value and ideal for dipping your toe in the water.

- Baker, J., 2009. *Transforming Preaching: Communicating God's word in a postmodern world*. Cambridge: Grove.
- Beech-Grüneberg, K. and Tovey, P., 2007. *Evaluating the Use of the Bible in Preaching*. Cambridge: Grove [W191].

- Chadwick, C. and Tovey, P., 2001. *Developing Reflective Practice for Preachers,* Cambridge: Grove [W164].
- Standing, R., 2002. *Preaching for the Unchurched*. Cambridge: Grove [E58].
- Tanner, M., 2007. *How to write a good sermon: a working model*. Cambridge: Grove [R29].
- Tanner, M., 2009. *How to write a good sermon: a working model*. Cambridge: Grove [R38].
- Tovey, P., 2004. *Preaching a sermon series*. Cambridge: Grove [W178].
- Waller, J., 2005. *How to… prepare and preach a sermon*. Cambridge: Grove [W182].
- Wright, S., 2001. *Preaching with the grain of Scripture*. Cambridge: Grove [B20].

If you want to dig deeper or happen to find yourself in a library or a private collection in the local vicarage…

- Allen, R., ed., 1998. *Patterns of Preaching: A Sermon Sampler*. St Louis: Chalice.
- Bruce, K. and Harrison, J., eds., 2016. *Wrestling with the Word: Preaching Tricky Texts*. London: SPCK.
- Brueggemann, W., 2007. *The Word Militant*. Minneapolis: Fortress Press.
- Coupland, S., 2005. *Stripping preaching to its bare essentials*. Oxford: Monarch.
- Fee, G. and Stuart, D., 2014. *How to read the Bible book by book*: a guided tour Zondervan.
- Hustler, J., 2009. *Making the Words Acceptable: The Shape of the Sermon in Christian History*. Peterborough: Epworth.
- Jacks, G.R., 1996. *Just Say the Word: Writing for the Ear*. Grand Rapids: Eerdmans.
- Kent, G., Kissling, P. and Turner, L., eds., 2010. *'He Began with Moses': Preaching the Old Testament today*. Nottingham: IVP.
- Lamb, J., 2014. *Preaching Matters: Encountering the Living God*. Nottingham: IVP.
- Littledale, R., 2008. *Preacher's A*-Z. Edinburgh: St.Andrew's.
- Long, T.G., 2005. *The Witness of Preaching*. 2nd ed. Louisville: Westminster John Knox Press.
- Schlafer, D.J., 1995. *Your Way with God's Word*. Cambridge: Cowley Publications.
- Stott, J.R.W., 1982. *I Believe in Preaching*. London: Hodder and Stoughton.
- Thornton, J. and Washburn, K., eds., 1999. *The Times Greatest Sermons of the Last 2000 Years*. London: Harper Collins.
- Townsend, M., 2007. *Thinking About Preaching*. Peterborough: Epworth.
- Thornton, J. F. and Washburn, K., 1999. [eds.*The Times Greatest Sermon of the Last 200 Years*. London: Harper Collins.
- Van Harn, R.E., 2005. *Preacher can you hear us listening?* Grand Rapids: Eerdmans.
- U.S. Conference of Catholic Bishops, 2012. *Preaching the Mystery of Faith: The Sunday Homily*. Washington: USCCB. Available at: https://www.usccb.org/resources/usccb-preaching-document

Some useful websites

The Text this Week www.textweek.com

This contains links to a wide range of online resources for any Bible passage in the Revised Common Lectionary (on which the Church of England's lectionary is based).

Bible Gateway http://www.biblegateway.com/

A searchable collection of Bible translations (in many languages; 20 English versions), can be searched by reference, key words or topic.

Oremus Bible Browser http://bible.oremus.org/

Good for NRSV with uncluttered webpages.

Christian Classics Ethereal Library http://www.ccel.org/

A very large collection of the classic Christian texts online. Particularly the Church Fathers and the Worldwide Study Bible which categorises various study aids by biblical books.

Working Preacher – where interpretation meets imagination

http://www.workingpreacher.org/

This site, which is both American and Lutheran, provides some useful ideas provided one applies both trans-Atlantic and denominational filters.

If you want to read / hear / watch sermon examples, amongst many other sites you could try:

http://www.allsouls.org/Media/AllMedia.aspx
http://www.stpauls.co.uk/Worship-Music/Join-us-in-Worship/Read-Sermons
https://ntwrightpage.com/category/sermons/
https://repository.duke.edu/dc/dukechapel
https://itunes.apple.com/us/itunes-u/great-black-preachers-duke/id598357622

Preaching in all-age contexts

- Barrett, Ally. 2019. *Preaching with All Ages: 12 Ways to grow your skills and your confidence*. Norwich: Canterbury Press.
- Berryman, J., 1991. *Godly Play: an Imaginative Approach to Religious Education* (SanFrancisco: Harper). 1995 edition published by Augsburg Fortress, Minneapolis.
- Brown, C., 1997. *You Can Reach the Kids Too! Designing sermons for adults and children* (Nashville, TN: Abingdon)
- Csinos, D., 2022. *A Gospel for All Ages: Teaching and Preaching with the whole church*. Minneapolis: Fortress Press.
- Drake, N. and Drake, B., 2021. *Worship for Everyone: Unlocking the Transforming Power of All-age Worship*. London: SPCK. ch.9 'Delivering an all-age talk'.
- Graystone, P. & Turner, E., 1993. *A Church for All Ages* (London: Scripture Union) – ch.5.
- Sayer, S., 2004. 'Preaching among all ages'. In Hunter, G., Thomas, G., Wright, S. [eds] *A Preacher's Companion: essays from the College of Preachers*. (Oxford: BRF). pp.105-106. (Not much to it, but worth knowing it's there)
- Withers, M., 2010. 'Preaching for All: Inclusivity and the future of preaching in All-age worship'. In Stephenson, G., [ed] *The Future of Preaching* (London: SCM). pp.115-129.

also

- Catterton-Allen, H & Lawton-Ross, C., 2012. *Intergenerational Christian Formation: Bringing the Whole Church Together in Ministry, Community and Worship*. Downers Grove: IVP. Ch. 15 'Intergenerational learning experiences' and ch.16 'Intergenerationality and story sharing'.

Storytelling & Interactive Bible Stories

- Cottrell, S., 2008. *The Adventures of Naughty Nora: 14 Fun Stories of Everyday Life for collective worship, assemblies and storytelling in the classroom* (Abingdon: BRF)
- Harrison, R., 2008. *Must Know Stories: The 10 most iconic stories from the Bible* (London: Scripture Union)
- Hartman, B., 2006. *Telling the Bible: over 100 Stories to read out loud (Oxford: Lion/Monarch)*. Combined edition incorporating earlier volume 1 (2004) & volume 2 (2005)
- Hartman, B., 2010. *Telling the Gospel: 70 Stories about Jesus to read out loud* (Oxford: Monarch)
- Hartman, B., 2012. *Bob Hartman's New Testament Tales: the unauthorized version* (Oxford: Lion Hudson)
- Hartman, B., 2012. Bob Hartman's Old Testament Tales: the unauthorized version (Oxford: Lion Hudson)
- Hartman, B., 2013. *Bob Hartman's More BibleTales: the unauthorized version* (Oxford: Lion Hudson)
- Hartman, B., 2013. *Bible Stories Through the Year: Lectionary readings for Year A, retold for maximum effect* (Oxford: Monarch)
- Hopwood, D., 2012. *Telling Tales: Interactive Bible stories* (CreateSpace.com/CreateSpace)
- Payne, M., 2013. *Creative Ways to Tell a Bible Story: Techniques and tools for exploring the Bible with children and families* (Abingdon: BRF).
- Rubacki, J. & Squires, J., 2009-2012. *10 BIG Bible Stories: Interactive Bible stories each told in 3 different ways* (Bromsgrove: BIG Ministries). Vols.1-3 - 10 stories (3 versions of each) in each volume.

Some useful website resources

- CYPF resources – collection of resources recommended by our diocesan Children, YoungPeople and Families team.
- AllAgeWorshipResources - http://www.allageworshipresources.org/ - various resources and ideas for all age talks, resources and full service outlines (from Guildford diocese).
- Engage Worship - http://engageworship.org/ - wealth of creative and multisensory worship / teaching ideas. https://engageworship.org/area52 is based on creative lectionary-based provision.
- Flame Creative Children's Ministry - http://flamecreativekids.blogspot.co.uk/ - creative worship ideas
- Brick bible – https://thebrickbible.com/ - resources based on Lego® recreations of Bible stories. Some better than others and watch out for some which are clearly aimed more for teens and older juniors – check it first!

- Dave Hopwood - https://davehopwood.com/books/telling-tales/ - interactive readings and multimedia resources
- Messy Church - https://www.messychurch.brf.org.uk/latest/resources/
- Roots - http://www.rootsontheweb.com/ - teaching resources
- Godly Play - http://www.godlyplay.uk/
- Worship for Everyone (songs, other resources)- http://www.worshipforeveryone.com/
- Rising Generation Music (formerly Family Worship Resources) - songs, outlines, ideas https://risinggenerationmusic.org.uk/

Communion by Extension

Where to start

The one book worth buying for this is Phillip Tovey's recent revision of his Grove booklet (previous edition published 2001):

- Tovey, P., 2021. *Public Worship with Communion by Extension: A revised and updated Commentary*. Cambridge: Grove Books [W249].

Otherwise, any of these are worth dipping into for further context

- Archbishops' Council, 2000. *Common Worship: Pastoral Services*. London: Church House Publishing.
- Archbishops' Council, 2001. *Public Worship with Communion by Extension*. London: Church House Publishing.
- Dallen, J., 1994. *The Dilemma of Priestless Sundays*. Chicago, Liturgy Training Publications.
- Earey, M., 1999. *Leading Worship*. Cambridge: Grove Books.
- Earey, M. and Myers, G., eds., 2007. *Common Worship Today: An Illustrated Guide to Common Worship (Study Edition)*. Bramcote: St John's Extension Studies.
- Hughes, A., 2002. *Public Worship and Communion by Extension: Some Pastoral and Theological Issues*. Cambridge: Grove Books.
- Smethurst, D., 1986. *Extended Communion - an experiment in Cumbria*. Bramcote: Grove Books
- Tovey, P., 1993. *Communion Outside the Eucharist*. Bramcote: Grove Books.
- Tovey, P., 2006. Public Worship with Communion by Extension. In Bradshaw, P., ed., 2006. *A Companion to Common Worship*. Vol. 2. London: SPCK, pp.242-249.

Funeral ministry

Note: Some of the hyperlinks in these funeral resources will take you to our learning Hub site. If you have a Moodle account with us, simply login when the prompt comes up. If you would like access to these resources, please email navita.pereira@oxford.anglican.org and ask for access to the Authorised Funeral ministry resource page. Other links should take you straight to either Google Books or Amazon 'look inside' where you can preview selected portions of the book.

Where to start: pastoral care more generally

- Litchfield, K., 2006. *Tend My Flock: Sustaining Good Practice in Pastoral Care* Norwich: Canterbury Press.
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Where to start: funerals

- Chadwick, C. & Tovey, P. How to Prepare and Conduct a Funeral. Cambridge: Grove [W221]
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- Colliutt, J., 2015. *Living Well in the End Times: A Christian resource to help people in making peace with the prospect of death*. Oxford: Diocese of Oxford.

And plenty others to dig around in as time allows..

Funerals

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Death, Bereavement and Grief

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- Collic]utt, J., 2015. *Living Well in the End Times: A Christian resource to help people in making peace with the prospect of death*. Oxford: Diocese of Oxford.
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- Gordon, T., 2006. *New Journeys Now Begin (Learning on the path of grief & loss)*. Glasgow: Wild Goose (Iona).
- Kübler-Ross, E., 1970. *On Death and Dying*. London: Routledge.
- Kübler-Ross, E. and Kessler, D., 2005. *On Grief and Grieving*. New York: Simon & Schuster.
- Lewis, C.S., 1961. *A Grief Observed*. London: Faber & Faber. Available in various more recent editions.
- Merrington, Bill, 2011. *Grief, Loss and Pain in Churches*. Stowmarket: Kevin Mayhew.
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- Slater, V. & Collicutt, J., 2013. Living Well in the End Times (LWET): a project to research and support churches' engagement with issues of death and dying. *Practical Theology*, 11:2, 176-188.
- Swinton, J. and Payne, R., eds., 2009. *Living Well and Dying Faithfully: Christian Practices for End-of-Life Care*. Grand Rapids: Eerdmans.
- Woodward, J., 2005. *Befriending Death*. London: SPCK.

Anthologies on Grief

- Astley, N., ed., 2003. *Do Not Go Gentle: Poems for Funerals*. Tarset: Bloodax.
- Benn, J., ed., 1986. *Memorials: An Anthology of Poetry and Prose*. London: Ravette.
- Paterson, D., ed., 2004. *All the Poems You Need to Say Goodbye*. London: Picador.
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Pastoral Care (general)

Where to start

- Jeffrey, K. 2017. *What is Pastoral Care and Why do we care?* Plenary lecture from The Church of Scotland Pastoral Care Conference, Dunfermline. 24 June 2017. Video available at: https://www.churchofscotland.org.uk/resources/learn/events/content/pastoral-care-conference-2017
- Hopkins, Michael. 2023. *Pastoral Care in Practice: an Introduction and Guide*. Norwich: Canterbury Press.
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Other

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- Willows, D. and Swinton, J., eds., 2000. *Spiritual Dimensions of Pastoral Care: Practical theology in a multidisciplinary context.* London: Jessica Kingsley.
- Wright, F., 2000. *Pastoral Care revisited*. London: SCM.

Ministries and ministry - general

There is a vast literature on ministry and different ministries. Here, though, are just a few examples you may find helpful as you grow in the ministry into which God is calling you.

- Cottrell, S., 2007. *Do Nothing to Change Your Life: Discovering what happens when you stop*. London: Church House Publishing.
- Cottrell, S., 2008. *Hit the Ground Kneeling: Seeing leadership differently*. London: Church House Publishing.
- Croft, S., 1999. *Ministry in Three Dimensions*. London: DLT.
- Etchells, R., 1995. *Set My People Free: A lay challenge to the churches*. London: Fount.
- Evans, N. 2012. *Developing in Ministry*. London: SPCK.
- Greene, M., 2014. *Fruitfulness on the Frontline: Making a Difference Where You Are*. Leicester: IVP.
- Heywood, D., 2011. *Reimagining Ministry*. London: SCM.
- Nouwen, H., 1989. *In the Name of Jesus: Reflections on Christian Leadership*. London: DLT.
- Pearse, M., 1996. *Who's feeding Whom?* Carlisle: Solway/Paternoster.
- Throup, M., 2024. *Perfectly Ordinary: In search of healthy church leadership*. Norwich: Canterbury Press.
- Worthen, J., 2012. *Responding to God's Call: Christian formation today*. Norwich: Canterbury Press.

Sample Feedback Form

Preaching

Name of Preacher:

Date and Place of sermon: *Type of service or other context:*

1. **What would you say was the main point of this sermon? (What was it about? What was its aim? (If unclear, please indicate this)**

2. **How would you rate the following (1= weak, 5= excellent):**

   - Delivery 1 2 3 4 5
   - Attention 1 2 3 4 5
   - Length 1 2 3 4 5

3. **Please give any further reflections on**

   - **Delivery** (Could you hear sufficiently? Was the pace about right? Was there enough eye contact? Any helpful or unhelpful gestures? Did they hold your attention…?)

   - **Content** (sermon length; use of story, humour & illustration; level of preparation; sufficient clarity of structure?)

   - **Context** (Was the sermon appropriate for the occasion, and for the make-up of congregation?)

   - **Application** (What impact did the sermon have on you? How did it relate to your everyday life? Were you inspired? encouraged? challenged to act? given cause to think?)

4. **What were the main strengths of this sermon?**

5. **What one thing would you encourage the preacher to do differently another time?**

6. **What is the main thing you will take away from this sermon?**

7. **Any other comments? (please continue of reverse if necessary)**

Thank you.

Sample Feedback Form

Leading Worship

Name of Service leader: *Type of service or other context:*

Date and Place: *Congregation size:*

1. **Audibility: how well could you hear what was said? (1= weak, 5= excellent):**

Difficult to hear	1	2	3	4	5	Easy to hear

2. **Prayerfulness: was there a sense of specialness of worship?**

Not that prayerful	1	2	3	4	5	Very conducive to worship

3. **Fluency in liturgical leadership & choreography: how well was the service conducted?**

Disjointed/Unsettling	1	2	3	4	5	Fluent, secure, convincing

4. **Planning/Service design: Were the component parts appropriate for type of service/congregation? Did everything hang together sufficiently? If not, where and why?**

Jumbled mess	1	2	3	4	5	Clarity of liturgical journey

5. **Organisation/Preparation: Was everything adequately organised and prepared?**

Disorganised	1	2	3	4	5	Just right

6. **What were the main strengths of this service?**

7. **What one thing might you encourage the student to do differently another time?**

8. *(if appropriate)* **How easy did you find this student to work with?**

9. **Any other comments? (please continue of reverse if necessary)**

10. *Thank you.***y another time?**

11. *(if appropriate)* **How easy did you find this student to work with?**

12. Any other comments? (please continue of reverse if necessary)

Thank you.