

## **Bishop's Guidelines for Recruiting, Commissioning & Licensing of Children, Youth & Family (CYPF) Ministers**

### **Introduction**

This document is to encourage all parishes within Rochester Diocese to follow the Bishops Guidelines set out within this document. The primary purpose is to support parishes in successful employment, management and development of CYPF ministers. We are aiming to make PCC's / Trusts aware of best practice and to foster a spirit of partnership between parishes / trusts and the Diocese. Following these guidelines gives the Bishop confidence to licence or commission individuals in their work, mission and ministry within your parish and the wider Diocese.

### **Aims:**

- To encourage the successful employment and management of children's and youth ministers and to reduce the chance of difficulties for employer and employee
- To recognise, value and develop the ministry of all those who work with children and young people on behalf of the church, both in a voluntary and a paid capacity
- To encourage ongoing development & discipleship of children and young people

### **Objectives:**

- To encourage parishes / trusts to liaise with Rochester Diocesan Children's and Young People Mission & Ministry Team if they are seeking to employ a CYPF minister
- To encourage parishes / trusts to follow best practice in recruitment, employment and management of children's family and youth ministers, as laid out in Diocesan recommendations and guidelines
- To encourage compliance with Diocesan safeguarding policy & guidance
- To support parishes / trusts in the professional development of their children's and youth workers
- To raise the profile of work with children and young people as a recognised ministry within Rochester Diocese

### **Commissioning or Licensing?**

Licensing is for those CYPF ministers or volunteers who have a vocation to children's, family and youth ministry with both appropriate theological training and relevant experience. A license authorises the minister to exercise their ministry within the parish as a License Lay Worker and for their ministry to be recognised. Commissioning is available for those workers or volunteers who do not yet have formal theological training but are committed to children's, family and youth mission & ministry, however there maybe exceptional circumstances in which substantial experience may be considered in lieu of a formal qualification on a case-by-case basis. This will be at the discretion of the Children's and Young People's Mission & Ministry Team Advisers and may have to be supplemented by a bespoke package of training. A Commissioning authorises the worker to exercise their ministry within their own parish.

With both the licensing and commissioning individuals must have successfully completed their probation period.

### **Diocesan Involvement**

Rochester Diocesan Children & Young People Mission & Ministry Team Lead Advisor should be made aware of any Parish or Trust, which is intending to employ a minister. The role of the advisor is to provide advice & guidance in all aspects of the employment process undertaken by the Parish or Trust.

### **Diocesan Responsibilities**

In response to each individual Parish or Trust, the Advisor will review all documentation and either make suggestions or confirm approval of the documents. We will provide an advisor to be on the shortlist and / or interview panel providing continuity Diocesan wide. We will advertise the post through existing Diocesan networks if requested.

### **Safeguarding**

To follow the Diocesan Safeguarding guidance and procedures we would advise that all the processes of voluntary and employment processes are fully upheld, scrutinised and reviewed regularly. It is vitally important that all references are taken up with both employed and voluntary posts and in line with best practice guidelines a member of the interview and / or appointment panel has completed a safer recruitment training course. All those who work with children and young people must attend the diocesan recommended safeguarding training every 3 years. This in turn will uphold the integrity and accountability of the employing Parishes / Trusts to the Bishop of Rochester.

### **Funding**

The Rochester Diocesan Advisor will advise the Parish or Trust in seeking funding for a post but will not be responsible or liable for any mismanagement of funds or funding streams. The employing body needs to agree what salary will be offered and the salary should reflect the experience and qualification of the employee and the level of responsibility expected within the post. Parishes / Trusts should bear in mind the General Synods Living Wage resolution (2012) which encourages employers to pay at least the current Living Wage.

### **Parish Managerial Responsibilities**

It is important for the employer to provide a wide range of support for an employed minister with a shared understanding of what the post holder will be expected to do. The appointment is much more likely to be successful if there is a supportive management structure in place. The employer should provide a suitable line manager, a suitable contract with an inbuilt probation period, regular supervision meetings with suitable targets. The PCC / trustees are responsible for the overall monitoring and evaluation of the work completed by the employed minister. The employer should ensure that their minister has access to pastoral support outside of the management structure.

## **Resolving Disagreements Procedure/Mediation**

Rochester Diocese expects good standards of conduct and work from all, who are commissioned or licensed by the Bishop of Rochester, both voluntary and employed. An individual employer is responsible for each employed minister and therefore is required to take necessary action if these good standards are not being met. The employer is also responsible to resolve grievances. The PCC / trustees / clergy will make every effort to resolve disagreements, seeking mediation if required and take disciplinary action if circumstances require to do so, complying with employment law.

## **Uniformed Templates/Contracts**

PCC's / trustees / employers are encouraged to use the Rochester Diocese proforma templates in the recruitment process. These can be found on the Rochester Diocese website - [People \(HR\) - Diocese of Rochester](#) These are regularly reviewed and updated by the Diocese.

## **Professional Development**

As part of an employed minister Continuing Professional Development, the employer should encourage and enable the minister to engage with networking and training, particularly the Diocesan Network for employed children, family and youth ministers. These days occur 4 times per year, including an annual retreat, an annual licensing service for new ministers / volunteers and a local commissioning service. An employed minister licence will occur every 3 years. Regular participation in this network is a key expectation for licensed / commissioned ministers. The Diocese also offers networking opportunities for volunteer ministers, and they are encouraged to participate in them. The employer should encourage their teams to play a part in the planning and facilitating of certain Diocesan children and youth work events and initiatives, as agreed with Diocesan Children and Young People Mission & Ministry Advisers, to further their professional development.

## **Levels of Commissioning & Licensing**

<b>Level of Licensing or Commissioning</b>	<b>Academic Level of qualification</b>	<b>Expectations of minister</b>	<b>Expectations of church</b>	<b>Expectations of Diocese</b>
<b>Employed Licensed or Commissioned</b>	<b>Level 5 or 6+ (Diploma or degree)</b>	<ul style="list-style-type: none"> <li>• Communicant member of the Church of England</li> <li>• Employed</li> <li>• Relevant diploma / degree</li> <li>• Minimum 3 years' experience</li> <li>• Attend the Diocesan Safeguarding training every 3 years</li> <li>• Attend employed CYPF minister network meetings (4 pa) and annual retreat</li> <li>• Participate in Diocesan CYPF initiatives (to be agreed between minister, church, Diocese CYW Advisers.)</li> </ul>	<ul style="list-style-type: none"> <li>• Minister appointed in line with Diocesan guidelines</li> <li>• Support professional development of minister, including participation in Diocesan employed CYPF minister network</li> <li>• Encourage minister to participate in appropriate Diocesan CYPF initiatives (and release time)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide guidance/advice, model documents &amp; representation on appointment panels</li> <li>• Offer employed CYPF network meetings (4 pa) and annual retreat</li> <li>• Offer 1-to-1 professional non-managerial support (3 pa)</li> <li>• Offer opportunities for professional development through taking a leading role in Diocesan CYW initiatives</li> </ul>
<b>Employed or Volunteer Licensed or Commissioned</b>	<b>Level 3 or 4 (CYM Engage) Or Level 4 (Diocesan LLM; CYM degree student)</b>	<ul style="list-style-type: none"> <li>• Communicant member of the Church of England</li> <li>• Employed or commissioned volunteer OR 2<sup>nd</sup> year CYW degree student</li> <li>• Minimum 2 years frequent experience</li> <li>• Attend the Diocesan Safeguarding training every 3 years</li> <li>• Attend employed CYPF minister network meetings (4 pa) and annual retreat (if employed)</li> </ul>	<ul style="list-style-type: none"> <li>• Minister appointed in line with Diocesan guidelines</li> <li>• Support training &amp; development, including participation in Diocesan employed /volunteer worker networks &amp; Learning Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Provide guidance/advice, model documents &amp; representation on appointment panels</li> <li>• Offer employed/volunteer ministers network meetings, Learning Communities (4 pa) and annual retreat</li> </ul>

**Bishops Guidelines for Commissioned & Licensed Children, Family & Youth Workers (Employed & Volunteer)**

		<ul style="list-style-type: none"> <li>Participate in Diocesan CYPF initiatives (to be agreed between minister, church &amp; Diocesan C&amp;YP M&amp;M Advisers)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage minister to participate in appropriate Diocesan CYPF initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Offer 1-to-1 professional non-managerial support for employed ministers (3 pa)</li> <li>Offer opportunities for professional development through involvement in Diocesan CYPF initiatives</li> </ul>
<b>Commissioned Volunteers</b>				
<b>Group Leader or co-ordinator</b>	<b>Level 1 or 2 Diocesan certificated course e.g. Key 1&amp;2</b>  <b>Certificate of attendance at relevant CYP ministry training</b>	<ul style="list-style-type: none"> <li>Communicant member of the Church of England</li> <li>Lead CYW Volunteer in parish OR 1st year children/youth work student OR intern/gap year volunteer</li> <li>Minimum 1 year volunteer experience</li> <li>Attend the Diocesan Safeguarding training every 3 years</li> <li>Attend volunteer network / training (at least 1 pa)</li> <li>Take part in Diocesan CYW events as time allows</li> </ul>	<ul style="list-style-type: none"> <li>Minister appointed in line with Diocesan guidelines</li> <li>Support training &amp; development, including participation in Diocesan volunteer Learning Communities</li> <li>Refer volunteers to Diocesan CYPF support / training / resources / events including the Enhanced Learning Pathway</li> </ul>	<ul style="list-style-type: none"> <li>Offer volunteer ministers network meetings (3 pa)</li> <li>Offer relevant training and development opportunities</li> <li>Invite to support Diocesan CYW events</li> </ul>

Cheryl Trice 2015  
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