

Funeral Ministry Training Course 2026-27

Assessment Details

Reflective Journal

Each Course Participant submits a Reflective Journal towards the end of the course.

This Journal is not a full, detailed account of multiple funerals. Instead, it involves choosing 3-5 particular experiences arising from funerals or funeral visits which the Course Participant has observed (and possibly participated in). Examples might include handling unexpected requests, questions or reactions from the deceased's next-of-kin; particular details of tributes, liturgy, music or preaching which were effective or problematic; relating to Funeral Directors or other relevant parties. Or something else entirely.

You (the Participant) should reflect on each of these particular experiences, asking yourself:

- how did that experience impact you? This might include your thinking and your feelings.
- What might you learn from what happened and your reaction to it?
- Does your faith and understanding of God shed any light on this experience?
- Does this experience change your understanding of your faith, or of what is required in funeral ministry?
- How might you do things either similarly or differently in future?

The aim is to show that you have gained some experience of funerals; and also that you can reflect on your experience and learn from it.

Write about one page of A4 typed (or handwritten equivalent) on each of your chosen experiences, so the whole Journal is 3-5 pages in total. An alternative to writing may be to submit an audio recording of your reflections; if you prefer to do this, please discuss it with the Course Leader beforehand.

Submit your Journal by email attachment by 1 May, to lucy.bissett@sheffield.anglican.org and at the same time to your Placement Supervisor.

Placement Supervisor

The minister who has been supervising a Course Participant in gaining experience of funerals (usually the Participant's Oversight Minister) reads their Journal and makes an assessment of their suitability to be licensed for leading funerals. This assessment is based on their Journal, along with their placement experiences and the ability they have shown to learn from these.

Course Leader

The overall Course Leader reads all the Reflective Journals and makes an assessment of the suitability of each Participant to be licensed, based on their Journal, plus their attendance and participation in the gathered sessions during the year (online and at Church House).

The Course Leader then emails the Placement Supervisor, giving the Course Leader's assessment of the individual and inviting a conversation with the Supervisor in order to hear the Supervisor's own assessment. If the two are in agreement, one of the following recommendations is sent by the Course Leader to the diocesan Lead Lay Ministry Enabler:

- Proceed to licensing this year.
- Delay licensing, so that more experience may be gained.
- Not recommended to proceed with this ministry.

If the recommendations of the Placement Supervisor and Course Leader are not in agreement, the Course Leader communicates this to the Lead Lay Ministry Enabler who may initiate further conversation with the Course Participant and the Placement Supervisor.

Licensing

If not already up to date, the Safeguarding Leadership module must be completed before licensing. The Parish Safeguarding Officer can advise on opportunities for this, as can the diocesan Safeguarding team: safeguarding@sheffield.anglican.org

A DBS check (Basic Level) must also be obtained before licensing. The Parish Safeguarding Officer can enable this. Costs should be paid by the parish.

Lay Funeral Ministers are licensed by one of our Bishops at the annual Celebration of Lay Ministries gathering in September. Readers need to receive authorisation by the diocesan Bishop in order to exercise Funeral Ministry, preferably at this same event.