# Please notify the Diocese that you intend to run a training course.

# Thank you for supporting Lay Ministry in the Diocese. Please complete this form with available information and email to [parishsupport@salisbury.anglican.org](mailto:parishsupport@salisbury.anglican.org) The form will then be passed to the lay ministry team for processing.

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| --- | --- | --- | --- |
| **Course Leader Information** | | | |
| Name |  | Address and  postcode |  |
| Contact  number |  | Email |  |
| Benefice or Deanery for whom the course is intended: | |  | |
| Will the course be online or in person, or a mixture of both? | |  | |
| **Course Details Is this an LPA course or an LWL course (please delete as appropriate)** | | | |
| Course start date |  | Structure of sessions, eg weekly, fortnightly,  or monthly. |  |
| Venue and  postcode |  | | |
| Are you running a Taster session: if so please let us know the date, time and venue: | | | |
|  | | | |
| **Can others in your area join the course?** If yes, we will assume  you are the main point of contact, or include alternative contact details here (i.e. local course administrator) | | | YES / NO *(delete as appropriate)*  If YES, include contact details |

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| **Commissioning Service (if this has been arranged). If not please put TBC in this box and indicate roughly when it might take place. *Please liaise with the relevant Bishop’s Office to arrange the service*** | | | |
| Church  details |  | | |
| Date |  | Time |  |
| Person Officiating  (Usually Suffragan Bishop or Archdeacon) | | |  |

**Data Protection statement:** Your personal data as provided on this form will be stored on database(s) by the Salisbury Diocesan Board of Finance (DBF) for the purpose of this course and for your future role administration. This data is strictly only available to authorised officers of the Salisbury Diocese and in accordance with best practice as detailed in the [DBF Data Protection Privacy Notice](https://www.salisbury.anglican.org/resources-library/parishes/data-protection/sdbf-privacy-notice-may-2018). If you wish to have your data deleted or have any queries concerning the storage and use of your data, please contact us on 01722 411922 or [parishsupport@salisbury.anglican.org](mailto:parishsupport@salisbury.anglican.org)