Kensington Ministry Experience Scheme 2022-23
Placement Parish Information

Thank you for expressing an interest in welcoming a KMES participant in your parish. This sheet provides practical information which we hope will be useful to you. Please do not hesitate to contact us should you require further elements.

General
The Kensington Ministry Experience Scheme offers the opportunity for participating parishes to welcome a young person (aged 18-30) whose time and enthusiasm can enrich and enhance the life and mission of the local church. For the participant, it also provides a context in which they can offer practical service, discover the reality of local church life and explore a possible vocation to ordained ministry within the Church of England.

The scheme lasts for one academic year but may be extended for a second year if the participant’s intention is to enter the formal selection process for ministry. KMES is part of the national Ministry Experience Scheme.

During the year, each participant will
- experience ministry in their placement parish,
- engage in theological study at St Mellitus (or equivalent),
- receive spiritual and practical formation as part of the MES team
- explore questions of vocation and ordination

Exact areas of parish ministry involvement will be agreed in each local context between the parish and the volunteer, in conjunction with the KMES director. These will be formalised at the beginning of the year (September) in a written agreement which will then serve as a basis for regular appraisals. Where there is a dominant ministry focus (for example, youth ministry), care will be given to ensure that the participant still gains a rounded ministry experience.

Accommodation
Accommodation for the scheme is provided directly by placement parishes (with a host family, in a vicarage, communal house or other appropriate context), and will allow the participant both privacy and the opportunity to live alongside others. It is also possible for communal housing for several participants to be shared across participating parishes, or for volunteers to be accommodated in community settings such as Lee Abbey London.

Living Allowance
The placement parish will provide the KMES participant with £80 each week for their own use, above and beyond the accommodation costs. As this is a voluntary post, minimum wage legislation does not apply, and this is not a payment in lieu of wages, salary or stipend. No entitlement to pension is accrued during the year as a volunteer on the scheme.

Travel
The placement parish is also expected to reimburse any travel costs whilst on parish business, in addition to the living allowance. Travel on a participant’s day off is, of course, at their own expense.

Parish Contribution
In addition to accommodation, living allowance and travel costs, parishes are asked to contribute £1000 to the central KMES costs. This will go towards the costs of ongoing pastoral and theological formation, study at St Mellitus (where appropriate), the annual retreat, regular contacts with the ADO as part of a vocations discernment process, and KMES administration. Please see separate sheet for a breakdown of the different budget costs and contributions.
Weekly Activities
A typical week will involve: 1 day studying, 4 days in the parish (including Sundays), 1 day offering community help linked with accommodation (variable depending on accommodation arrangements), 1 day off. This might look like:

- **Monday** – Practical help in family or communal house, evening in KMES team discussion
- **Tuesday** – Day for theological study, culminating in the St Mellitus course in the evening
- **Wednesday** – Day in parish, helping with parish activities e.g. community/youth groups, services, admin
- **Thursday** – Day in parish, helping with parish activities
- **Friday** – Day in parish, helping with parish activities
- **Saturday** – Day Off
- **Sunday** – Day in parish, helping with services

Specific details of timetable and ministry involvement will be agreed in discussion with the incumbent and KMES director in September.

Time off and holidays
Saturdays are generally days off. Occasionally there may be work/community events participants will need to take part in on Saturdays, and another day is taken in lieu. This is in line with expectations for clergy, who are assumed to work a 6-day week.

Holidays are based on those of schools and clergy expectations, typically:
- One week after Christmas
- One week after Easter
- Mirroring school half terms, in October, February and May, these are quieter weeks, with no joint community activities and are intended as ‘reading weeks’.

Retreat
The KMES team will provide an annual retreat, for all KMES participants, in the Spring. The retreat and travel cost will be paid centrally by the KMES.

Theological Education and training
Participants with no previous theology study will study the first year ordinands’ course at St Mellitus College which takes place on Tuesday evenings. Please note that this course does not result in a qualification. The course cost will be paid centrally by the KMES.

In addition, there will be opportunities throughout the year to take part in other seminars, lectures and courses (eg St Paul’s Cathedral Adult Learning; Bishop of Kensington’s teaching sessions) and participants are encouraged to take full advantage of these.

Prayer Life and formation
Participants will be expected to join with services in the parish they are placed in, in addition to maintaining their own spiritual life through private patterns of prayer and worship.

Participants will be authorised by the Bishop as a Eucharistic Minister and will be able to distribute the sacrament during services and at home communion.

There will be opportunities to discuss their vocation at various points in the year with members of the vocations team and, where appropriate, start the discernment process.

Regular meetings with other participants will take place, led by the KMES director or other clergy. These will offer participants the opportunity to worship and pray together, reflect on their experiences and engage with ministry issues.
**Vocations discernment**
There will be regular opportunities for participants to reflect together and individually on their vocation, including possible calling to the ordained ministry. Where appropriate, contacts with the ADO can then lead to the beginning of a formal discernment process.

**Volunteer agreement**
Each parish will draw up a volunteer agreement with their KMES participant, which sets out their role and responsibilities, as well as which days/hours they are expected to be available. Guidance and support will be given by the KMES Director and Administrator regarding this.

Participants should have a named placement supervisor, with whom they meet weekly.

**Safeguarding**
Placement parishes will need to organise a DBS check for participants before they commence work with young or vulnerable people. Participants will also be required to attend the safeguarding training for MES participants, which is organised by the Diocese, details of which are sent directly to them by the KMES Administrator.

We recommend that participants take up the ‘portability’ option in the first 15 days after receiving their DBS check certificate, so that work in schools and other environments can be facilitated more smoothly.

**General wellbeing**
The welfare of participants is important, and in addition to regular team meetings, 1-2-1 reviews with the Scheme Director will take place for participants termly. The director also maintains regular contact with placement parishes. There are also a number of people outside the placement parish that participants can talk in confidence should that be necessary.

The KMES Director is Revd Andy Buckler
The KMES Administrator is Gemma Hill (kmes.admin@london.anglican.org)

The Chaplain to the Scheme is the Revd Pippa Turner, vicar of St Philip’s Earls Court Road. Pippa is a person outside both parish and accommodation to whom you can turn for support and advice. Her email is vicarstphilips@specr.org.

Participants will be expected to register with a local GP practice.

**Other**
From time to time, participants may be asked to take part in other activities across the Kensington Episcopal Area, for example Clergy Quiet Days and Study Days.

Andy Buckler
Director, Kensington Ministry Experience Scheme
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