

DIOCESE OF GRAFTON



**APPLICATION TO THE BISHOP FOR
A LICENSED LAY MINISTER**

PARISH: _____

PERSON TO BE **MR/MRS/MS :** _____
NOMINATED:

SURNAME: _____

CHRISTIAN NAMES: _____

DATE OF BIRTH: _____

ADDRESS: _____

TELEPHONE NO: _____

EMAIL: _____

1. Has the person been previously licensed in this or another Diocese as a Licensed Lay Minister?

If Yes, please set out details:

2. Is this person baptised and confirmed or received into the Anglican Church?

3. Does this person meet the requirements of the Ordinance – Chapter 14, Section 143.1?

4. Does this person meet the requirements of our Professional Standards requirements: i.e.

- Working With Children Check clearance;
- National Police Certificate;
- Safe Ministry Training; and
- Faithfulness in Service training.

5. Candidates applying for an LLM should have completed, or are close to completing, such subjects that will assist them in their minimum requirements.

Category 1

Local training with Community Minister, Rector, Ministry Leader or Chaplain focused on the intended ministry tasks. Eg. Liturgical ministry, pastoral care etc.

Category 2 – Examples of studies required

Education for Ministry

This requires a commitment to membership of an EFM group for four years. Groups meet weekly or fortnightly until the required course load is completed. All groups must be arranged through an accredited EFM mentor. There are several mentors accredited within the diocese of Grafton or by clicking [here](#) you can explore doing EFM online.

Academic qualifications in Theology

This should be a course that is of equivalent standard to first year university undergraduate level. Courses should include topics that cover subjects such as Introduction to the Bible, Pentateuch, Synoptic Gospels, Pauline Literature, Liturgy and Church History. There are a number of recognised Theology courses offered in Australia for people studying online or on site.

[Click](#) to explore options or contact Ministry Development Officer phone: 02 66424122

Details of Study – Please attach Academic transcript

Detail of Study	Date Completed

- 5. The person nominated is seeking a Licence as an LLM(1) or LLM(2) – (Please circle)
- 6. The Rector of the person nominated will commit to:
 - (a) Putting a role description in place that outlines their ministry; and
 - (b) Agrees to undertake reviews every 3 years.

In licensing an LLM for ministry, they are affirmed as part of the leadership team of your Parish and, as such, they will need your encouragement and support.

- 7. It is required under Ordinance (S.147.1) that LLMs **will** attend training and formation days as provided each year.

The person nominated is needed to fulfil the following functions and duties in the Parish from **either** Category 1 **or** Category 2: *(Please select duties from either Category 1 or Category 2)*

CATEGORY 1

Proposed Frequency

- Lead and Conduct Services (147.1a) _____
- Assist with Holy Communion (147.1b) _____
- Baptise in cases of extreme necessity (147.1c) _____
- Such other duties or functions of a pastoral nature as shall be considered appropriate by the Parish Priest _____

CATEGORY 2

- Preach Sermons (147.1a) _____
- Conduct Funerals (147.1b) _____
- Enable sacramental needs to be provided for, under the direction of the Bishop 147.c) _____
- Such other duties or functions of a pastoral nature as shall be considered appropriate by the Parish Priest 147.1 _____

Upon receiving the Bishop's approval of this application I hereby undertake to do all things necessary for the formal nomination of the person, pursuant to the Diocesan Governance Ordinance 2008, and further, to encourage the performance and equipping of the nominee for the ministry functions specified.

PARISH PRIEST: _____

LLM CANDIDATE: _____

DATE: _____

APPLICATION ACCEPTED BY THE BISHOP
COMMENTS:

DIOCESE OF GRAFTON
LICENSED LAY MINISTERS



PROCEDURE FOR THE APPOINTMENT OF READERS, pursuant to the Licensed Lay Ministry Ordinance 2008 and the Bishop's prescribed form.

1. An Application to the MDO is to be made on the form available from the Bishop's Registry **(LLM 1/2008)**.

This should be submitted as early as possible when considering a person as a potential Licensed Lay Minister.

At this time the following will also be supplied:

- a. Bishop's Study requirements **(LLM1/2008)**
 - b. Registrar's Procedure Memorandum **(LLM5/2008)**
2. Upon receipt of the Application the MDO may wish to discuss with the nominating Parish Priest matters contained therein in regard to either theological study or proposed duties.
 3. Where the MDO accepts an application the following documents will be forwarded by the Bishop's Registry:
 - a) Nomination Form for endorsement by the Parish Priest and Churchwardens **(LLM 2/2008)**
 - b) A "NOTICE OF NOMINATION" which is to be completed and read in the Parish Church **(READ LLM3/2008)**
 - c) Declarations by the nominated person **(LLM 4/2008)**
 - d) Safe Ministry Forms
 4. The completed forms referred to above 3(a), (b) and (c) should be forwarded to the MDO for final consideration by the Bishop.
 5. Upon approving the nomination of a Licensed Lay Minister, the Bishop will issue a licence for such period as provided for in the Ordinance.