

**DIOCESAN GOVERNANCE ORDINANCE 2008
AMENDING ORDINANCE (LICENSED LAY MINISTERS) 2021
Ordinance No. 13 of 2021**

An Ordinance to amend the provisions concerning licensing of lay ministers and expectations of Licensed Lay Ministers.

PREAMBLE

Whereas the requirements and arrangements for Licensed Lay Ministers are in Chapter 14 of the Diocesan Governance Ordinance 2008; and

Whereas the requirements and arrangements for Licensed Lay Ministers have undergone a major review where the suitability of current provisions have been examined;

Therefore, the Bishop-in-Council in pursuance of powers provided in clause 48.2 of the Diocesan Governance Ordinance 2008 hereby decrees and enacts as follows:

AMENDMENTS

1. Replace Chapter 14 – Licensed Lay Ministers of the Diocesan Governance Ordinance 2008 with the contents of the Schedule to this ordinance.

SCHEDULE

2. As per the attachment to this Ordinance.

COMMENCEMENT

3. This Ordinance shall come into effect upon receiving the assent of the Bishop.

SHORT TITLE

4. This Ordinance may be cited as the LLM Amending Ordinance 2021.

ASSENT


We hereby certify that this Ordinance was passed by Bishop-in-Council on the Second day of December, 2021 and that the Ordinance as printed is in accordance with the Ordinance as passed.


.....
Chair of Committees


.....
Registrar

I assent to this Ordinance.


.....
Bishop


.....
Date

SCHEDULE

CHAPTER 14 - LICENSED LAY MINISTERS

Mission and Ministry

140.1 A Licensed Lay Minister will exercise a ministry of service and encouragement by word, pastoral support and liturgical assistance within a Parish or Ministry Area in accordance with a licence issued by the Bishop.

The ministry undertaken by a Licensed Lay Minister in worship and pastoral aspects of church life is highly visible and comes with great responsibility for it reflects Christ and his church.

Objective

141.1 This Chapter seeks to provide for the appointment, licensing, function and duties of Licensed Lay Ministers within the Diocese of Grafton.

Licensing

142.1 The Bishop will prescribe from time to time the minimum standards required of any person proposed to be licensed as a Licensed Lay Minister.

142.2 The Bishop may license a suitably qualified layperson to be a Licensed Lay Minister.

142.3 The licence shall indicate those functions and duties as detailed in 147.1 that shall apply to that licence and may also include restrictions or conditions imposed by the Bishop.

142.4 The licence will ordinarily be exercised in a Parish context, but may, with the consent of the Bishop, be exercised in any Diocesan ministry setting or situation.

Qualifications

143.1 A Licensed Lay Minister must:

- (a) show evidence of Christian maturity, piety and loyalty;
- (b) be a regular communicant member of the Anglican Church having regularly attended the Parish over the previous twelve months;
- (c) have demonstrated leadership qualities within the Church; and
- (d) have demonstrated the physical and mental capacity to minister.

143.2 Where so required by this Ordinance, a Licensed Lay Minister must have completed, or made substantial progress towards completing, a course of theological study approved by the Bishop.

Nomination

144.1 Any qualified layperson may be nominated as a Licensed Lay Minister by the Incumbent to the Bishop. Such nomination must firstly have the endorsement of the Churchwardens and, if so endorsed, by the Parish Council then passing a motion in the following form:

"Parish Council affirms (*nominee's*) call to lay leadership and recommend (*him/her*) to the Bishop to be licensed as a Licensed Lay Minister."

144.2 Notice of any nomination is to be brought to the attention of the relevant Parish community and written objections to the nomination that are based on the qualifications outlined in 143.1 and 143.2 shall be considered by the Incumbent and Churchwardens and reported to the Bishop with their comments thereon. The period allowed for objections shall be not less than 21 days.

- 144.3 The announcement to the Parish shall be in the following form:
 "Parish Council has affirmed (nominee's) call to lay leadership and will be recommending (him/her) to the Bishop to be licensed as a Licensed Lay Minister. If there are any objections that (nominee) does not meet the qualifications outlined for such in the Diocesan Governance Ordinance 2008, please send details of your objection to (the Incumbent) in writing by (closing date).
 We give thanks for (nominee's) willingness to explore God's call on (his/her) life and pray for (him/her) as (he/she) continues this journey of discernment".
- 144.4 A nomination for a licence, or for the renewal of a licence, shall be submitted by the Incumbent to the Bishop. It shall contain those details the Bishop shall require and have attached to it any supporting documentation.
 The Incumbent, having first consulted with the prospective licence holder, should determine those additional functions (e) to (k) in 147.1 which are required in the Parish and for which the applicant is suited and qualified. The Incumbent should then include a list of those additional functions being sought, a justification for each, and attach documentary evidence of any qualifications supporting an application in respect of functions (g) to (k).

Appointment, Revocation and Renewal

- 145.1 The Bishop will consider a nomination and any reports or comments thereon and determine whether to issue a licence and, if so, what functions and duties as detailed in 147.1 shall be included and any conditions, if any, might be placed upon the licence.
- 145.2 The Bishop may at any time revoke a licence, having first given the holder of such the right to be heard.
 The Bishop may suspend the operation of a licence while the holder is being investigated or to enable the holder to be heard.
 The Bishop shall give written notification of the revocation of a licence to both the Incumbent and the Licensed Lay Minister, such to include the date that the licence is revoked
- 145.3 A Licensed Lay Minister's licence shall be in force until such time as one or more of the following events occur:
- (a) Suspension or revocation of the licence by the Bishop;
 - (b) The last day of the first session of the next Synod;
 - (c) At the end of the first 6 months of a new Incumbent;
 - (d) The departure of the licence holder from the Parish or location to which the licence pertains;
 - (e) The licence holder ceases to be a communicant member of the Anglican Church of Australia;
 - (f) The licence holder resigns as a Licensed Lay Minister, dies or is incapacitated;
 - (g) The licence holder consistently fails to attend prescribed training and formation days without obtaining prior permission of the Bishop or the Ministry Development Officer to be absent.
- 145.4
- (a) On the occurrence of one or more of the events described in 145.3 (b) and (c), an application may be made in writing by the Incumbent to the Bishop for renewal of the Licensed Lay Minister's licence
 - (b) Prior to the renewal of a licence, the Incumbent shall arrange a review of ministry with the Licensed Lay Minister.
 - (c) Such a review shall include but is not limited to,
 - (i) adherence to the Faithfulness in Service Code of Conduct
 - (ii) the professional development and formation evidenced by the holder of the licence,

- (iii) compliance with requirements prescribed as appropriate in Diocesan Policy GEN-006 Background Checks and Minimum Training Standards for Community Protection,
- (iv) discussion regarding the current ministry needs of the Parish and the continuing sense of call expressed by the Licensed Lay Minister.
- (d) This review shall be documented, and evidence of attendance at professional development events attached.
- (e) The original shall be signed by the Incumbent and the Licensed Lay Minister and a copy retained for parish records. A copy shall be given to the Licensed Lay Minister and the original attached to the request for relicensing.

Admission to Office

146.1 The licence shall be presented to the Licensed Lay Minister during Divine Service either by the Bishop, the Incumbent or a person acting with permission and authority from the Bishop.

Functions and Duties

147.1 A Licensed Lay Minister may undertake such tasks as outlined below, for which the licence is endorsed, when requested so to do by the Incumbent and shall do so in the manner agreed to by the Incumbent.

A Licensed Lay Minister may

- (a) Assist the priest in the ministration and distribution of the Holy Communion;
- (b) Lead and conduct non-eucharistic services except those parts which may be offered by a Deacon, if present, or are designated to a priest, but shall not, unless so licensed, preach at such service but may read or play appropriate material prepared by others and approved by the Incumbent;
- (c) Baptise only in cases of extreme emergency in the absence of a priest or deacon. Such baptisms must be reported to the Incumbent;
- (d) Exercise any duty or function as shall be considered appropriate by the Incumbent and which is not contrary to the licence, this Ordinance or the Canons of the Church,

and, if the licence is so endorsed by the Bishop to do such, may also

- (e) Lead a service of Holy Communion by Extension in a private home, or similar;
- (f) Lead a service of Holy Communion by Extension in a Nursing Home where participation in such service is restricted to the residents and any carers, staff, and assistants for the service, but the Licensed Lay Minister shall not, unless so licensed, preach at such service but may read or play appropriate material prepared by others and approved by the Incumbent.

Further, if the Bishop has been satisfied that the Licensed Lay Minister has completed, or made substantial progress towards completing, a course of theological study approved by the Bishop for undertaking any of the following and has endorsed the licence with that function, the Licensed Lay Minister may exercise those of the following so endorsed.

- (g) Preach sermons;
- (h) Conduct funerals under the direction of the Incumbent or in the absence of a priest or deacon;
- (i) Lead a service of Holy Communion by Extension in a church in the Parish;
- (j) Lead a service of Holy Communion by Extension in a Retirement Village or similar where such may be open to public attendance;
- (k) Any other function or duty determined by the Bishop and where the exercise of such shall be under the direction of the Bishop.

- 147.2 The Incumbent shall provide training appropriate to the Licensed Lay Minister in all forms of authorized liturgy with relevance to the scope of the Licensed Lay Minister's licence.
- 147.3 It is required that each Licensed Lay Minister shall attend training and formation days as provided each year.

Robing

- 148.1 Licensed Lay Ministers are required to wear an alb or a cassock and surplice in the conduct of liturgical ministry unless otherwise determined by the Incumbent.
- 148.2 Where a Licensed Lay Minister is preaching or conducting a funeral, the wearing of a blue preaching scarf at ministrations in church, crematorium or burial ground is permitted unless otherwise determined by the Incumbent.

Co-ordination

- 149.1 The Bishop may appoint a co-ordinator of Licensed Lay Ministry who will assist the Ministry Development Officer with the formation and studies of all Licensed Lay Ministers.

Expenses

- 150.1 Any reasonable expenses for travelling or otherwise incurred by a Licensed Lay Minister, for which prior authorisation has been obtained, shall be the responsibility of the relevant Parish and shall be paid to the Licensed Lay Minister direct or to the issuer of any account for such expenses.