

DIOCESE OF GRAFTON



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

PARISH: _____

PERSON TO BE **TITLE:** _____
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.

Qualifications for LLM

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

Functions and Duties of an LLM

A Licensed Lay Minister may

- (a) Assist the priest in the ministrations 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.

Examples of studies required for additional Lay Ministry Functions (147.1 e-k)

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 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.

6. It is required under Ordinance (S.147.3) 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:

Nominated functions

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

Additional Functions with Further Study/Authorised by Bishop

- Preach Sermons (147.1g) _____
- Conduct Funerals (147.1h) _____
- Enable sacramental needs to be provided for, under the direction of the Bishop (147.1 e,f,i,j,k) _____

Candidate's Suitability for Additional Functions

Please outline the candidate's suitability for the role and additional functions applied for.

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: _____

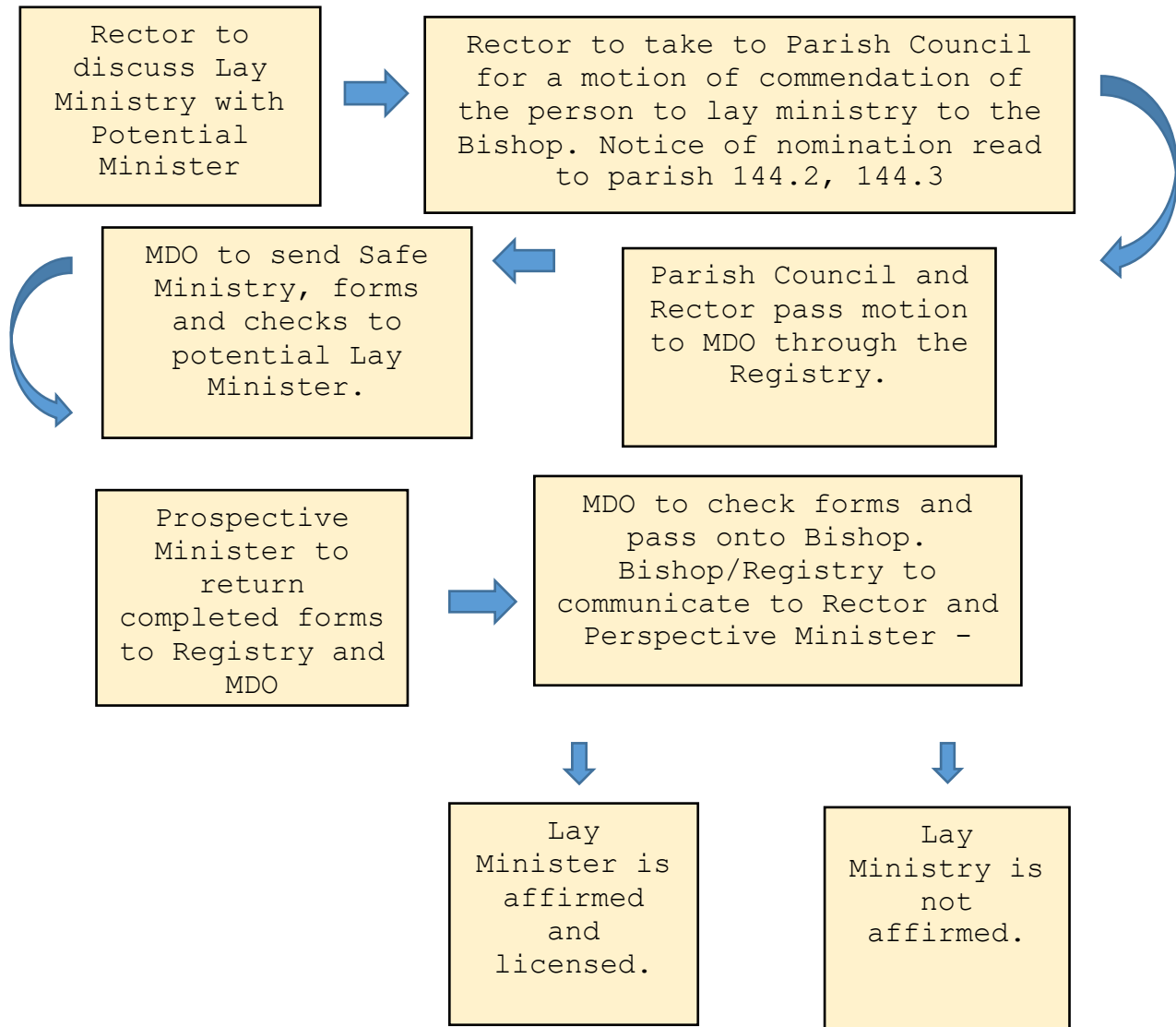
APPLICATION ACCEPTED BY THE BISHOP
COMMENTS:

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.

Application Process



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 2/2022)**
- b) A "NOTICE OF NOMINATION" which is to be completed and read in the Parish Church **(READ LLM3/2022)**
- c) Declarations by the nominated person **(LLM 4/2022)**
- d) Safe Ministry Forms

Diocesan Ordinance

Nomination Process

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).