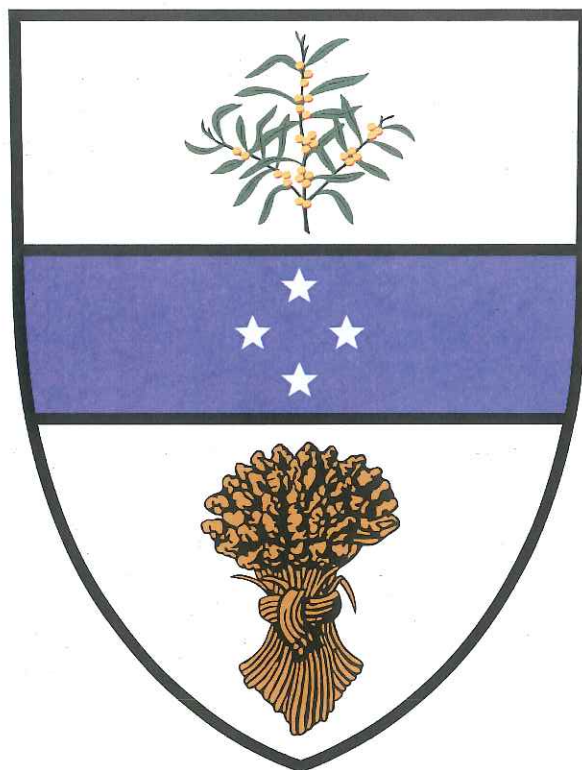


DIOCESE OF WILLOCHRA



Licensed Lay Ministers Discernment & Renewal of Licence 2015

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LICENSED LAY MINISTERS ARE:

Discerned:

- by the local ministry unit for a leadership role
- after a process of discernment of the roles required by the ministry unit in fulfilment of its mission (see *Called to Ministry: the discernment process in the Diocese of Willochra, 2014*)
- are nominated by a confidential process in the context of worship
- recommended to the bishop by the clergy in oversight and the wardens after a Notice of Intention has been given to the ministry unit

Licensed:

- by the bishop for a period of three years
- after a Police Check and Child Safe Environments training and Faithfulness in Service Check has been completed.

Required:

- to participate in Living & Learning Together (ongoing development as part of a learning community) as prescribed by the bishop as recommended by the Ministry Development Officer.

DESCRIPTION OF THE ROLE:

Licensed Lay Ministers, Supervising Clergy, Wardens and the Bishop or his/her delegate are to, devise a Mutual Agreement.

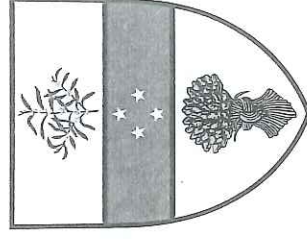
A Mutual Agreement is a living document which describes the relationship between the parties and tries to describe the ministry to be exercised.

A Mutual Agreement may contain statements of:

- ⇒ focus of ministry within the context of mission
- ⇒ role and duties to be carried out
- ⇒ shared expectations between the parties
- ⇒ recognised qualifications and experience and required learning to be undertaken
- ⇒ required resourcing for the role
- ⇒ links with the diocese that are to be created
- ⇒ self care to be undertaken
- ⇒ any special factors to be taken into consideration
- ⇒ review procedures
- ⇒ possible intent underlying the Mutual Agreement

LLM's will be commissioned, within the context of worship, by the bishop or his/her delegate.

Diocese of Willochra



Licensed

Lay

Ministers

The Bishop
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PO Box 96

Gladstone SA 5473

(08) 8662 2249

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BACKGROUND

We aspire to be a Diocese where...

Each congregation is a self-sustaining unit of the Church of God where the Sacraments are celebrated and the Word proclaimed, where each member's gifts are recognized and their ministries encouraged, and where the love and care within the congregation spread out to the community beyond so that Christ's love will be experienced and known by all.

The Church of God is seen in gatherings of the people of God, including those making enquiry about the Christian Faith, with a developed or developing understanding that baptism is a calling by God to ministry within the mission for which God has called the Church into being.

Among the people of God all are called to love and serve, some are called to ministry as:

- ⇒ lay people (ministering within their social or work contexts)
- ⇒ Licensed Lay Ministers (LLM's); this pamphlet is intended to give information relating to Licensed Lay Ministry
- ⇒ Ordained (deacon and priest) for local ministry
- ⇒ Ordained (deacon, priest and bishop) for stipended ministry

Lay Ministers

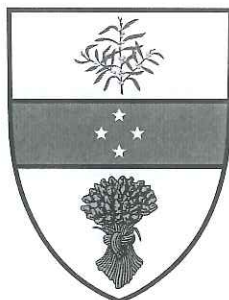
Individuals are licensed for lay ministry following a process of discernment of their spiritual gifts to fulfil the churches mission in a specific location.

The following roles require the Bishop's Licence as a Licensed Lay Minister (LLM) and may include:

- ⇒ conduct of worship (as approved by the bishop)
- ⇒ preaching
- ⇒ leadership and participation in pastoral care
- ⇒ chaplaincy to – a nursing home, hospital, The Mission to Seafarers, etc.
- ⇒ ministry unit administration
- ⇒ small group facilitation
- ⇒ facilitation of specific programs – Messy Church, Mainly Music, Mother's Union, etc.
- ⇒ coordination of evangelism
- ⇒ music ministry
- ⇒ youth ministry
- ⇒ outreach ministry
- ⇒ other leadership roles

As well LLM's are part of the 'public face' of the church in the local community.

Other ministries of service exercised exclusively within a church or as a member of a ministry team can be locally authorised; see *Local Authorisation of Ministry*.



LAY MINISTERS WITHIN THE DIOCESE OF WILLOCHRA

Preface

One of the insights that have emerged as we have entered a post-Christendom model of being church is the need to be more like the early church as it operated in the first centuries following the ascension. It is clear that the church recognized the charism, or spiritual gifting, for particular roles within its life including that of presiding at the Eucharist which over time became regularized in the form of ordination. There were many roles that were exercised by other members of the church where the charism was recognized but it was felt unnecessary to ordain the person. Roles of ministry were not seen in a hierarchical fashion but as ministries of 'service' either within the community, including the exercise of 'oversight' or episcopate, and to the wider community within which the church existed.

All ministry is an expression of God's mission in the world exercised through the Church of God. As Tim Dearborn has written: **The Church of God does not have a mission in the world; the God of Mission has a Church in the world.**

Paul Avis has suggested the following as a working definition of mission: ***The whole church bringing the whole Christ to the whole world.***

In our reading of the scripture, from a post-Christendom perspective, we can see that a model of what is sometime referred to as 'Total Ministry', 'Ministry of all the Baptized' and in Australia (and within the Diocese of Willochra) as 'Ministering Communities in Mission', is evident.

You are a chosen race, a royal priesthood, a holy nation, God's own people, in order that you may proclaim the mighty acts of Him who called you out of darkness into his marvellous light. (1 Peter 2:9)

We are all called to exercise a ministry as members of the 'royal priesthood' within the context of being part of God's Mission Church. Some among the body-of-Christ are called to exercise particular ministries within the body and are 'set apart' through ordination, not as special and/or more important people but as those who will exercise ministry in a distinctive way on our behalf. Equally among

the laity there may be some distinctive ministries that need to be recognized and authorized by the wider body-of-Christ.

The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the full measure of the stature of Christ. (Ephesians 4:11-13)

Baptism is a calling and commissioning for ministry within the context of mission. Every baptized person is a minister of the Christian gospel.

A significant part of the work of the ordained person is the *'equipping of the saints for the work of ministry'* and equally the releasing of them for that ministry. It is clear from Ephesians 4:11-13 that ministry is the responsibility, indeed is the 'call' from God for the whole 'body-of-Christ' and not the exclusive domain of the clergy person. A significant part of the life of a layperson is the recognition of not only the privilege of baptism, incorporation into the 'family of God', but also the responsibility to exercise a God given ministry.

While not all need or indeed should receive any further authorisation than that inherent in baptism, for the good order of the Church and for its focus upon mission it is appropriate that some who exercise the role of leadership or oversight on the one hand, or exercise a representative function on the other (i.e. they act as the 'public face of the church' within that ministry), should be authorized and given the authority to do so. Individual functions of ministry, including the administration of Holy Communion as a Eucharistic Assistant and of 'reading' defined parts of the service of Holy Communion, need no further authorisation than the appropriate affirmation and authorisation of the parish/congregation (see the paper Local Authorisation).

Leadership

Another insight that has emerged is that the exercise of oversight (episcopate) can be a shared and/or delegated one. The Bishop shares episcopate with both ordained and lay leaders at a Diocesan level, episcopate is exercised vicariously by an Incumbent¹ of a ministry unit² as noted in the words used by the bishop or his nominee as the licence is handed over: 'this ministry which is both yours and mine', and within a ministry unit as the ordained share the role of local episcopate with those with the 'charism' for the exercise of particular ministries of leadership.

It is the responsibility of the clergy in the Diocese to share leadership with the laity, the local council/vestry³ and other ordained ministers for the mission and

¹ **Incumbent** may mean a person who is in-charge of a ministry unit, a Priest-in-Charge, a Parish Priest or a Ministry District Priest.

² **Ministry Unit** may mean a congregation, parish, ministry district, and chaplaincy.

³ **Council/Vestry** is the body, by whatever name it is known, with the collaborative responsibility for governance of a ministry unit.

ministry of the Church. The ability for all who exercise leadership within a ministry unit to work together collegially as members of a team is of great importance. In the majority of ministry units it may be appropriate to establish a formal Mission Support Team⁴.

The leadership of ministries will reflect both the missional needs of the local community and the spiritual gifts of the persons being licensed. The discernment of those to be licensed must occur within the context of discernment of the God given mission of the ministry unit within its context.

The Bishop's Licence authorises lay ministers in their own local area. They may also minister in other areas of the Diocese if authorized by the Bishop to do so and with the agreement of the leaders of other ministry units that may exercise ministry within that locality.

The Ministry of Lay Ministers

Some Lay Ministers may be specifically licensed to the role of ministry within the context of public worship and may have a license which specifies their role within the context of worship; this could include preaching (N.B. no person should preach without a license) and the conduct of specified services. Due notice should be taken of the sacramental ministries which are the exclusive domain of the ordained.

Any Lay Ministers may be asked to take a role within public worship at the discretion of the clergy person in oversight of them.

When a Lay Minister exercises a ministry within the context of public worship they should dress or be robed according to local custom or in the manner set by the bishop from time to time.

Selection of Lay Ministers

Candidates must be nominated (see the attached Nomination of a Lay Minister) by the priest/ministry district priest and wardens of the parish/chaplaincy/ministry unit to which they are to be licensed. The ministry unit, following a process of teaching about the place of Licensed Lay Ministers within the body-of-Christ, is to play a significant role in the discernment of those to be nominated to the Bishop as Licensed Lay Ministers.

Candidates must be members of the Anglican Church in good standing, having either been confirmed as such or been received into the Anglican Church, see APBA p. 83.

⁴ **Mission Support Team (MST)** is the body, consisting of all those within a ministry unit who are licensed by the Bishop. It may consist of Licensed Lay Ministers, Ordained Deacon(s) (for Local Ministry), Ordained Priest(s) (for Local Ministry) and Ordained Stipended deacon(s)/priest(s). See the paper Mission Support Teams

The parish/chaplaincy and the nominated Lay Minister must devise a Mutual Agreement (see the attached document), which outlines ministry goals or objectives and indicates the candidate's expected role and contribution within it.

The candidate's gifts and skills for ministry should be evaluated against the background of needs expressed in the Outline of Mission/Ministry Area (see Application for Lay Ministers Licence, attached).

A Notice of Intention must be read in the appropriate church/ministry unit on two Sundays, and the Incumbent and Churchwardens must send a certificate that no impediment was alleged.

The nominee must sign a Declaration (see attached Lay Minister's Declaration), which is to be forwarded to the Bishop with the Nomination of a Lay Minister (see attached).

Selected candidates will need to commit themselves to ongoing training and development.

Training of Lay Minister

The Incumbent of a Ministry Unit is to arrange for ongoing training/development for the Lay Minister. This may be undertaken before the ministry commences or continue while the ministry is being offered.

In addition arrangements will be made for Diocesan wide and regional training/equipping opportunities to be made available on an ongoing basis. It is hoped that some training can be offered in an online format in time. Opportunities for spiritual development and sharing will be developed for Lay Ministers.

Courses offered will equip the candidates for the particular ministry to which they have been licensed, but will also have regard to the person's own spiritual development, personal witness, Bible knowledge and understanding of the Anglican ethos.

Once licensed, lay ministers will continue to equip themselves for their ministry. When their licence is renewed, lay ministers should normally expect to attend a workshop to meet others serving in the same area and to share and expand their knowledge and skill.

Licensed Lay Ministers will need to agree to attend at least one Diocesan Training event for Lay Ministers each year. Life of Ministry Learning (LML) is a requirement.

Licensing of Lay Minister

Before exercising their ministry lay ministers should hold the Bishop's licence and be commissioned by the Bishop or his delegate.

Lay Ministers must be baptized and regular communicants of the Anglican Church of Australia. Christians from other denominations wishing to serve as lay ministers will normally be received into the Anglican Church. Candidates should satisfy that they are suitable in faith, have the necessary ministry skills or ability to develop them and are living a Godly life.

A Lay Minister is to be licensed to their home ministry unit, most likely to the parish or congregation where they are regular communicant members. It may be useful for a Lay Minister to exercise a ministry within another context; for example within an aged care facility, a hospital or similar under the direct supervision of a clergy person who is not in oversight of their home ministry unit/parish – in those circumstances oversight will be exercised jointly.

All licenses will be to a local ministry unit and are not ordinarily issued across ministry units except with the Bishop's authorization. Application should be made to the Bishop for any variation.

Candidates for the role of Lay Minister should be in good standing within their home ministry unit/parish.

When commissioned the candidates must affirm their baptismal faith and commitment, their assent to Anglican Order and discipline and their commitment to their ministry task. A liturgy for the commissioning of Lay Ministers is attached.

Licences will be subject to renewal every third year after the initial license is issued.

Lay Ministers who move to another local ministry will not automatically be re-licensed in their new area. Those who move to another Diocese will need to be recognised and accepted under the guidelines prevailing in that Diocese.

A register of all licensed lay ministers will be kept by the Diocese at Church Office. This will include a record of the completion of Child Safe Environment training, Police check and a record of participation in Life of Ministry Learning (LML).

When there is no Incumbent, lay ministers will continue their ministry under the supervision of the appropriate Archdeacon.

Lay Ministers will submit their resignation to the Wardens and clergy person in oversight of the ministry unit who will notify the Bishop.

The clergy person in oversight, in consultation with the Wardens, may request the Bishop to revoke the licence of a lay minister.

Lay Ministers may exercise oversight of others in the ministry unit/parish in such areas as Pastoral Care, Ministry to Children and Young Adults, etc. People who exercise such significant ministries, under the direct oversight of a Lay Minister, should be authorised to do so locally – Local Authorisation (The paper 'Local

Authorisation' should be read in conjunction with this paper).

Expectations

All Licensed Lay Ministers are required to have a current Police Check and to have completed Child Safe Environment training. Licensed Lay Ministers, along with all 'workers'⁵ in the Church, are subject to the provision of 'Faithfulness in Service'. A copy can be obtained from Church Office or downloaded from the Diocesan Web Site.

Lay Ministers should be clearly informed of their duties and receive a copy of this document.

Lay Ministers in most circumstances will be honorary in nature. In most circumstances it is appropriate for the cost of exercising a ministry to be reimbursed. This will need to be negotiated on a case-by-case basis and should be included in the Mutual Agreement.

MUTUAL AGREEMENT

Preamble

The following guidelines are meant to assist those who are trying to develop an open and clear process in the appointment and accountability of laypersons that accept responsibility for specified ministry work within, or as an outreach of, a community of faith.

For those who accept responsibility for the leadership of worship, this agreement need only be an agreed list of duties and tasks as negotiated with the Incumbent of the ministry unit

For those who accept responsibility for leadership in a part-time or full-time capacity (whether honorary or stipended) for leadership in a specifically defined ministry area, the factors listed in the next section should be carefully considered. Examples of the kinds of ministry envisaged here are: young adult program leader, leader of lay pastorate team, leader of visiting team, lay director of music, leaders of major church programs, parish secretaries and so on.

1. Who are the relevant parties to this agreement?

The Lay Minister

The Incumbent or supervisor

A member of the parish council or ministry unit (particularly where the parish is

⁵ A **Church Worker** includes all those who are engaged in enabling the mission of the church and includes volunteers as well as authorised and licensed ministers and stipended ministers.

employing the individual as a Stipended Lay Minister).

2. What is the Focus of this ministry?

Is there a defined group of people being ministered to?

What does this ministry action set out to achieve for these people?

What is the context of this ministry?

3. Statement of Role and Duties

List tasks to be undertaken by mutual agreement.

List the responsibilities of the lay minister.

Describe the lines of communication between the priest/ministry district priest/supervisor and the lay minister.

Give clear guidelines and boundaries for exercising the ministry defined.

4. Shared Expectations

In this section it is important to include statements which cover the expectations of each party to the agreement. The items listed below are examples only.

Lay Ministers might reasonably be expected:

To be responsible for the list of duties and ministry area defined above.

To be part of the mission support team and participate in mission support team meetings and activities.

To report regularly to Incumbent or supervisor.

To report annually to the parish.

To be confidential in the performance of their duties.

The Incumbent might reasonably be expected:

To provide spiritual leadership, direction, guidance and support in the areas of ministry defined above.

To organise and/or facilitate, in consultation with the lay minister, on-going training and ministry formation processes.

To provide supervisory support to the lay minister.

To keep the lay minister informed of information relevant to their ministry of which the priest/ministry district priest has been advised.

The Council/Vestry of a ministry unit or the leadership group might reasonably be expected:

To take administrative and financial responsibility for the ministry defined above in consultation with the priest/ministry district priest and other relevant members of the community of faith; develop guidelines for the specified ministry area.

Special consideration may be given:

To specific personal needs or requirements of the lay minister as negotiated.

5. Qualifications

What qualifications does the lay minister have that are relevant to this ministry area? eg, specialised training courses, completion of ministry training such as Education for Ministry, specific experiences, tertiary studies.

6. Self-Care and Support Issues

Is there a specific parish support group which has formed to support the specific ministry and the lay minister?

Does the lay minister belong to any special peer groups or ministry associations?

Does the minister belong to any networking group?

7. Resourcing of Ministry (payment of ministry costs)

Does this ministry require any form of material support?

If so, how will it be financed? Who pays travel costs, phone costs, out-of-pocket expenses, hospitality expenses, training expenses?

How will the lay minister be supported for further training? What specific courses of study might be needed? Who will pay?

Will the lay minister be able/required to attend special seminars and conferences?

8. Links with Diocesan Structures

Is the lay minister involved in Diocesan groups or activities as part of this ministry?

9. Care and Personal Development

What are the appropriate supervision and support arrangements for this ministry (if they haven't already been spelled out above)?

Which person will be the lay minister's direct supervisor?

Are any of the following supports required: spiritual director/adviser, peer supervision and support, mentor/ministry adviser?

10. Special Factors, including length of ministry

Are there any factors specific to this ministry or the situation or the person which need to be covered?

What is the mutual understanding regarding the length of this ministry?

11. Review Procedures

What arrangements are there for the review of this agreement?

How often will it be reviewed by the parties concerned? (Annually? Six monthly? Other?)

Who is responsible for initiating the review process?

12. Nature of the Agreement

Do the parties wish to spell out the nature of this agreement? For example, the parties may include a clause which states something similar to "We enter this agreement, not as a legal document, but as an instrument of trust in God's grace believing that by so doing we will be better able to fulfil the purposes of his kingdom through our joint ministry."

MISSION SUPPORT TEAM (MTS)

Membership...

A Mission Support Team consists of all those licensed by the bishop whether ordained for local ministry or stipended ministry and Licensed Lay Ministers. Members of the Mission Support Team (MST) may also serve on other church councils.

Role...

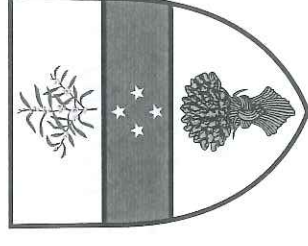
To share the joy of communicating Jesus to others – within and without the church, by

- ⇒ exercising the role of shared leadership in mission collaboratively
- ⇒ becoming a learning community (through Living & Learning Together), focussing its learning on developing and exercising the skill of theological reflection, deepening understanding of the scripture, developing practical ministry skills, deepening the understanding of how the church is to be, enabling worship that relates life with the holy, etc.
- ⇒ hold the mission up as the primary focus
- ⇒ take a mutual responsibility for the exercise of all roles within the MST (no individual is solely responsible for a role)
- ⇒ discerns collectively (along with the whole body-of-Christ) the mission to which God is calling the church
- ⇒ mutually support each other in the exercise of individuals roles
- ⇒ be mutually accountable to each other for the role that is exercised
- ⇒ pray together

Oversight...

The bishop while exercising overall oversight shares that role with the Ministry Development Officer and the Ministry District Priest, Priest in Charge or Parish Priest, depending on local circumstances.

Diocese of Willochra



Mission Support Teams

The Bishop

Church Office

PO Box 96

Gladstone SA 5473

(08) 8662 2249

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www.diowillochra.org.au/

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BACKGROUND

We aspire to be a Diocese where...

Each congregation is a self-sustaining unit of the Church of God where the Sacraments are celebrated and the Word proclaimed, where each member's gifts are recognized and their ministries encouraged, and where the love and care within the congregation spread out to the community beyond so that Christ's love will be experienced and known by all.

Leadership...

The early church recognised that there were amongst them those especially gifted by God to carry out certain roles on behalf of the gathered community, the church. These roles included oversight, presiding at the Eucharist (Holy Communion), leadership, ministry to those in need, teaching and administration.

Leadership was exercised collaboratively according to the gifts that were given by God through the anointing of the Holy Spirit. Individuals fulfilled roles according to the anointing of God for that role discerned by the people of God, the church.

In the Diocese of Willochra Collaborative Leadership is exercised through Mission Support Teams. These Teams are an integral part of being Ministering Communities in Mission.

The pamphlets *Licensed Lay Ministers* and *Local Authorisation of Ministry* and the booklet *Called to Ministry: The Discernment Process in the Diocese of Willochra 2014* contain important information in relation to these matters.

LEADERSHIP IN MISSION

Whose mission...

Tim Dearborn wrote:

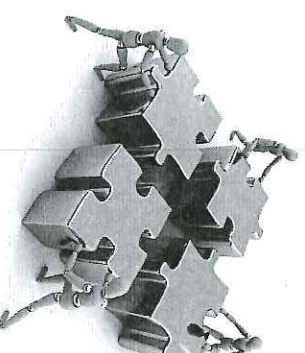
The Church of God does not have a mission in the world; the God of Mission has a Church in the world.

Recent theology has regained an understanding that the Church exists to fulfil God's purpose. The Church does not exist to meet its own internal needs but the needs of the whole of God's created order.

What mission?

Firstly, as God's Church in the world, we need to become aware of what it is that God is doing within our local context:

- ⇒ what human capacity do we have – what gifts do the people of God, in this part of the Church, have for ministry?
- ⇒ what are the local needs that are not being met?





MISSION SUPPORT TEAMS WITHIN THE DIOCESE OF WILLOCHRA

Ministry units that have adopted a Ministering Communities in Mission approach have embraced a way of being church that has a greater resonance with the nature of the church of the first centuries than with the church of Christendom.

The early church recognised that there were amongst them those especially gifted by God to carry out certain roles on behalf of the gathered community, the church. These roles included oversight, or episcopate; along with presiding at the Eucharist, the ability to speak the Prayer of Great Thanksgiving extemporaneously; leadership, elders/presbyters; carriage of a ministry to widows, orphans and holders of the communities purse, diaconia; along with other roles.

Leadership was exercised collaboratively according to the gifts that were given by God through the anointing of the Holy Spirit. Individuals fulfilled roles according to the Charism of God for that role discerned by the people of God, the ecclesia or church.

The church is still engaged in a process of Discernment of those gifted by God for particular roles, those who have the charism for a role. In relation to those whose roles require ordination as deacon, priest and bishop the church has adopted a formal process of vocation discernment.

Part of the return to some characteristics of the early church is an understanding that baptism is not just a sacrament of inclusion or incorporation into the church but is in reality a commissioning or 'ordination' to a ministry within the mission of God in its particular expressions within each place. All are given gifts by the Spirit for a ministry which is integral to fulfilling God's mission. The process of discerning those gifts involves the individual and the church working collaboratively.

A primary role of those who hold the role of Incumbency of a ministry unit is to assist in the process of discernment, the enabling and releasing of God's people for their individual ministries which combine to fulfil God's mission call.

There are, among the people of God within a ministry unit, those who are called to the exercise of a role of leadership in particular areas of the mission and ministry of the ministry unit. Those individuals, who will exercise leadership, are to be licensed for role by the Bishop. Those who exercise a

serving ministry within the church are to be authorised for that ministry within the local church.

The individuals licensed by the Bishop for role, along with those who have been ordained deacon and/or priest for local ministry and the ordained deacon and/or priest who hold a stipended role are to form a Ministry Support Team (MST) within a ministry unit.

The team is to:

- exercise the role of leadership in mission collaboratively
- become a learning community (Life of Ministry Learning, LML), focussing its learning on developing and exercising the skill of theological reflection, deepening understanding of the scripture, developing practical ministry skills, deepening the understanding of how the church is to be, enabling worship that relates life with the holy, etc.
- hold the mission up as the primary focus
- take a mutual responsibility for the exercise of all roles within the MST (no individual is solely responsible for a role)
- discerns collectively (along with the whole body-of-Christ) the mission to which God is calling the church
- mutually support each other in the exercise of individuals roles
- be mutually accountable to each other for the role that is exercised
- pray together

The Mission Support Team should meet regularly, at a minimum once every six weeks (about eight times a year). Meetings should have a balance between the 'being of the team' – prayer, worship, study; and the 'doing of the team' – discussion of ministry exercised, mutual accountability, mutual support and mutual responsibility.

The Mission Support Team is to be the collective custodian of the ministry unit's mission and should on a regular basis review its progress in living into God's mission for the ministry unit; this must include the whole church.

The roles are held by dint of God's anointing and are not held by right. Each role is to be focussed on distribution of ministry, the enabling and releasing of the whole people of God in fulfilment of God's mission purpose. Role does not involve permission to accumulate ministry. Part of the process of mutual accountability is to avoid the risk of individuals 'holding to themselves' a ministry as if they have been called by God to ownership of that ministry. Role is exercised on behalf of the church, not by personal right.



DIOCESE OF WILLOCHRA
APPLICATION FOR LAY MINISTER'S LICENCE

PARISH/CHAPLAINCY: _____

NAME (in full): _____

ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

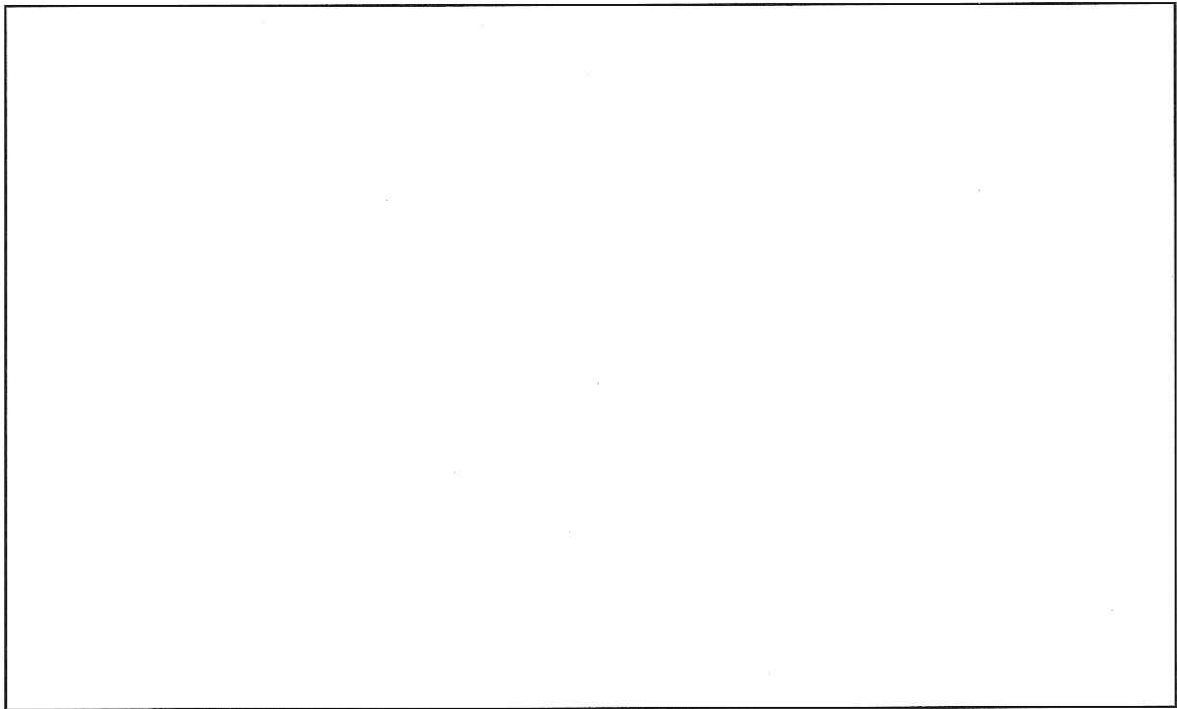
DATE OF BIRTH: ____/____/____

PROFESSION: _____

MINISTRY PROFILE

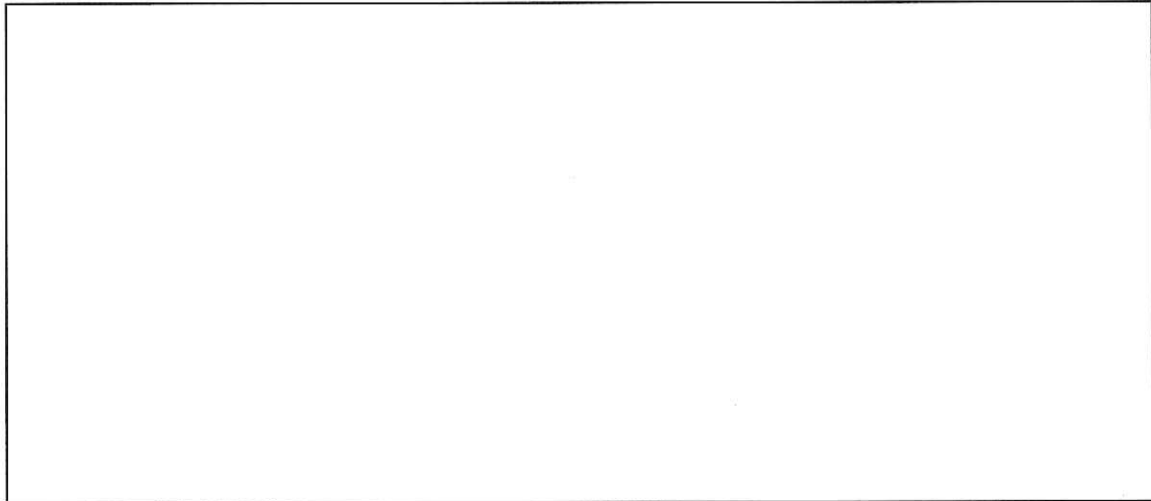
Outline of Mission/Ministry areas for which Lay Ministers Licenses will be sought. Licenses will be granted for ministries of oversight or leadership in significant areas of ministry, e.g.

- ☐ a person to Conduct Worship
- ☐ a person to Preach
- ☐ a person with leadership of a Pastoral Care Program
- ☐ a person to act as Lay Chaplain to the Nursing Home, Hospital, etc.
- ☐ a person who will be the Parish Administrator
- ☐ a person with leadership of the parish Small Group Ministry
- ☐ a person with leadership of the program of Parish Based Care
- ☐ a person with leadership of such programs as Messy Church, Mainly Music, etc
- ☐ a person with leadership of Evangelism or the Ministry Unit Evangelism Coordinator
- ☐ a person with leadership of the Music Ministry
- ☐ a person with leadership of Youth Ministry
- ☐ a person to coordinate Outreach Ministry
- ☐ other leadership roles



DETAILS OF LICENCE

The terms of the License are: (these words will appear on the license)



INCUMBANT: _____

WARDENS: _____



**DIOCESE OF WILLOCHRA
A LAY MINISTER**

NOTICE OF INTENTION

NOTICE is hereby given that in the ministry unit of
..... will be nominated as a Lay Minister to the Right Reverend the
Bishop of Willochra. The terms of the license will read

.....
.....

Therefore, if any person know cause or just impediment why the said
ought not to be licensed as a Lay Minister, they should now declare the same or signify the same forthwith to the
Bishop of Willochra.

WE CERTIFY that on Sundays, theand days of
.....20....., the foregoing notice was publicly and audibly read by the undersigned
in Church, in the time of Divine Service, and that no
impediment was alleged.

INCUMBANT

CHURCHWARDENS



DIOCESE OF WILLOCHRA
LAY MINISTER'S DECLARATION

I

now to be licensed as a Lay Minister in the Diocese of Willochra do declare and affirm my commitment to Christ and the faith of the church as witness to in the formularies of the Anglican Church of Australia. I declare that I will not violate the order or discipline of the said Church in any manner. I will conduct myself in strict conformity to the regulations and instructions issued by the Bishop of Willochra or/and during the vacancy of the See by the person appointed to be administrator.

I declare that upon my resignation of the license now about to be given to me I will cease to exercise the functions described in the license and will assume the character of a private Christian.

I commit myself to engage in Life of Ministry Learning for my role as a Lay Minister, including attendance at Diocesan coordinated events either on a regional or Diocese wide basis.

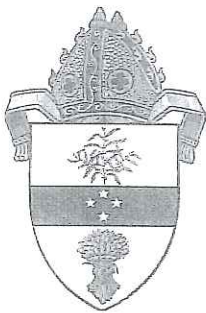
Furthermore, I commit to participation in a Mission Support Team where it operates within the Ministry Unit. Lastly, I declare that it is understood by me that no clergy person or other ecclesiastical officer of the diocese shall be personally responsible for payment to me of any remuneration for my services other than agreed travelling or out of pocket expenses. I agree that in the event of my seeking to enforce payment in a court of law from any such person for such services this Declaration shall be pleadable and may be given in evidence by way of estoppel¹ against any legal proceeding I may institute.

WITNESS my hand thisday of

in the year of our Lord Two Thousand and

WITNESS: _____

¹ a legal rule that prevents somebody from stating a position inconsistent with one previously stated, especially when the earlier representations has been relied upon by others.



The Right Reverend John Stead Bishop of Willochra

DATE

LICENSED LAY MINISTERS

You will find enclosed with this letter your licence as a Licensed lay Minister.

There have been a number of changes to the licensing of LLM's that were finalised at Synod in 2014; they include:

- The Bishop's Licence as an LLM are focussed on the exercise of either leadership within the mission of the Church of God in a parish and/or congregation, or the exercise of a ministry where the person performs that ministry within the public domain.
- A licence is issued for a three year period from the date on the licence (they are no longer tied to the Synod Triennium).
- A Licence will no longer be endorsed for a further three year period; instead a new licence will be issued following a review process which will include setting goals for the next three years.
- At the end of the three years a new licence will be issued (if applied for) within a three month period within which the licence was originally issued (renewals will occur in January, April, July and October, i.e. if you were licensed on the 17th September 2014 a new licence would be issued by the end of October 2017).

If you have any queries please don't hesitate to get in touch with me.

Peace & Joy in Christ's Service,

Bishop of Willochra

FAITHFULNESS IN SERVICE

A national code for personal behaviour and the practice of pastoral ministry
by clergy and church workers.

I have read *Faithfulness in Service*, Appendix Two to Regulation Three, *The Administration of the Diocese*, pages 27 – 57.

I acknowledge that as a member of the clergy holding the Bishop's Licence or as a Church Worker¹ in the Diocese of Willochra I am bound by the provisions of *Faithfulness in Service*. I acknowledge that 'Failure to meet the standards of this Code will indicate an area where clergy and church workers require guidance and specialised help. Such failures may result in formal disciplinary action if the conduct infringes an applicable disciplinary rule of the Church or is a breach of an employment contract.'²

Signed: _____
Clergy Person/Church Worker

Date: ____/____/20__

Print Name: _____

Ministry Unit: _____

A Ministry Unit includes a parish, ministry district, congregation, chaplaincy or Licence as a PTO

¹ See page 32 *Faithfulness in Service* for the definition of Church Worker.

² See page 37 *Faithfulness in Service: Preamble 3.4*.

The Admission and Licensing of Lay Ministers

(may be used in Morning or Evening Prayer or after the sermon in the Holy Communion)

Introduction

The Officiant (or the Bishop if present), says:

God has gathered us into the fellowship of the universal Church. As members together of his body, Christ calls us to minister in his name and, according to our gifts, to be instruments of his love in the world. Within this ministry, Licensed Lay Ministers are called to serve the Church of God and to work together with clergy and other ministers. They are to assist in the leadership of the Church in mission and may be licensed to lead public worship, preach and teach the word of God, assist at the eucharist and share in pastoral and evangelistic work. As authorized lay ministers, they are to encourage the ministries of God's people, as the Spirit distributes gifts among us all. They are called to help the whole Church to participate in God's mission to the world.

Admission

The Presentation of Candidates for Admission

The candidates for admission stand and are presented to the Officiant (or the Bishop if present) by an appropriate person from the congregation.

I present these persons to be admitted to the office of Licensed Lay Minister: *N*, from [parish/congregation] (etc.)

When all the candidates have been presented, they are asked these questions by the Officiant:

Have they made the Declaration of Assent, and thereby affirmed and declared their belief in the faith which is revealed in the Holy Scriptures and set forth in the catholic creeds and to which the historic formularies of the Anglican Church bear witness? Have they also made the declaration of obedience to the Bishop and the declaration which must be made before a Lay Minister is licensed?

They have.

Are they women and men of Christian character, well versed in the Holy Scriptures and in the doctrines of our faith?

They are.

Have they been sufficiently prepared for the duties of this office?

They have.

The Questions

The candidates are asked by the Officiant:

In order that we may be satisfied that you are ready to begin the ministry of a Licensed Lay Minister, you must now answer the questions we put to you.

Do you believe that God is calling you to this ministry?

Candidate I do so believe.

Will you be faithful in leading the people of God in mission, and in preaching the word to them, if licensed to do so?

Candidates **By the grace of God, I will.**

Will you be diligent in prayer, in reading Holy Scripture, and in all studies that will deepen your faith and fit you to bear witness to the truth of the gospel?

Candidates **By the grace of God, I will.**

Will you endeavour to fashion your life according to the way of Christ?

Candidates **By the grace of God, I will.**

Will you promote unity, peace and love in the Church and in the world, and especially among those whom you serve?

Candidates **By the grace of God, I will.**

Will you work closely with your colleagues in ministry and encourage the gifts of others?

Candidates **By the grace of God, I will.**

The candidates turn and face the congregation.

Brothers and sisters, *these women and men* have been chosen for the office of Licensed Lay Minister. Will you uphold and encourage them in their ministry?

All **We will.**

Will you continue to pray for them?

All **We will.**

The Bishop (if present) invites the clergy of the new Readers' parishes or chaplaincies to stand and asks

Will you work closely with your new Licensed Lay Ministers and encourage them to use their gifts and develop their ministry?

Clergy **We will.**

Will you commend them to the people amongst whom they will minister?

Clergy **We will.**

or, the Officiant (where they are the clergyperson from the new Licensed Lay Ministers congregation/parish) says:

I will work closely with you in the mission of the congregation which you serve, encouraging you to use your gifts and develop the ministry to which God has called you. I will commend you to the people amongst whom you minister.

The Admission

The candidates stand or kneel before the Officiant, who admits them to the office of Licensed Lay Minister by the delivery the Bishop's Licence, with these words:

N, I admit you as a Licensed Lay Minister in the Church,

in the name of the Father,
and of the Son,
and of the Holy Spirit.
Amen.

When all have been admitted, the Officiant blesses them in these or other suitable words

May the Lord give you wisdom, courage, strength and love to do his will, and the blessing of God almighty, the Father, the Son, and the Holy Spirit, rest upon you, and on your work done in his name, now and always.

All Amen.

