

GUIDE TO APPLYING FOR LICENSED LAY MINISTRY



PARISH

NOMINEE



**VICAR/
ENABLER/
CHAPLAIN**

DIOCESE

DIOCESE OF CHRISTCHURCH

GUIDE TO THE APPLICATION TO BECOME A LICENSED LAY MINISTER



DO YOU NEED A LICENCE?

Licensing is about **accountability** and **safety**. It is not to be used as a reward for services rendered or as a symbol of status in the Diocese. It is designed to set up structures whereby lay ministers who carry a high level of responsibility are properly equipped to do their task in a supportive and safe environment - safe for both the worker and for those they serve.

Parishes wishing to nominate a person for the office of Lay Minister use the (green) **Application Form for the Office of Lay Minister**. Four groups have a role in this application.

ROLE OF THE PARISH

A parish can nominate a person for ministry tasks in the church such as Administrator, Eucharistic Minister, Catechist, Minister of Healing and Laying on of Hands, Evangelist, Pastoral Minister, Preacher, Worship Leader, Worship Leader Including Funerals, Youth Minister.

That person would bear the general title of Licensed Lay Minister and will be licensed to serve within the parish/ministry unit from which they are nominated.

Four parishioners sign a declaration to certify that the nominee has been personally known to them for at least two years and that they are assured of his/her faithfulness and moral and spiritual integrity. Where the nominee will be ministering among **children** and/or **young people** or in pastoral care and in the case of a nominee being unknown (e.g. a non-parishioner being appointed into a paid position) the following steps must be followed.

- A record of the recruitment process kept**
- Information package provided to nominee, including position description/agreement**
- Completion of an application form by the nominee**
- Interview held**
- Police check completed**
- 2 referees checked (3 for paid employees)**
- Appointment Decision by at least two parishioners**

These steps are detailed in the *Procedures and Guidelines for the Protection of Children and Young People and Those with Responsibility for Them*, pages 7-9).

POSITION AGREEMENT

A Position Agreement between the Parish/Ministry Unit and the Nominee must be worked out before-hand. A copy of the Position Agreement must be attached with the Application. This would include:

- Position Title (eg. Preacher)
- Aim of position
- Key tasks
- Expected hours of Work
- Accountability
- Allowances (if applicable)
- Reimbursements

- Review procedures
- Confidentiality
- Training and supervision

Parish/Ministry Unit requirements/policies that volunteers must be aware of include:

- Health and Safety issues
- Termination of employment
- Sexual Harassment
- Discrimination
- Complaints procedure. (Refer to the Diocesan Handbook.)

Work Environment: Aspects to consider include:

- Location of work space/office space/meeting areas.
- Access to administration support, resources and equipment (e.g. photocopier, telephone/cell phone, computer library, sports equipment, funds).

*(From the *Procedures and Guidelines for the Protection of Children and Young People and Those with Responsibility for Them*, page 10/11 for paid staff, pages 11/12 for volunteers.)*

Sample Position Descriptions, (and Job Descriptions and Employment Agreements for paid staff) are available from the Ministry Educator or the Youth Adviser (for Youth Ministers.)

ROLE OF THE VICAR/ENABLER/CHAPLAIN AND VESTRY

The Vestry and Vicar/Enabler/Chaplain must endorse the nomination for the Office of Licensed Lay Minister, indicated by the signature of the Vicar/Enabler/Chaplain and Wardens of the Parish/Ministry Unit on the Application Form.

ONGOING SUPPORT AND TRAINING

There are several facets to the ongoing support and training of a Licensed Lay Minister. These need to be considered before application for a license. The application must then include a description of what arrangements have been set in place for :

IN-SERVICE TRAINING

- The recruitment process should identify specific training needs required for adequate upskilling of the Lay Minister(s) for the task.
- Training must include (a.s.a.p.) an *Ethical Ministry* workshop.
- For those working with children and young people, training in the *Best Practice* section of the *Procedures and Guidelines for the Protection of Children and Young People and Those with Responsibility for Them* is required.

APPROPRIATE SUPERVISION

- This is a requirement of those with a Bishop's license.

A REGULAR MEETING WITH THE VICAR/ENABLER/CHAPLAIN

- To reflect on and supervise exercise of ministry.
- Monthly one-hour meetings with volunteers (weekly with paid staff.) are recommended

SPIRITUAL LIFE

- Appropriate attention to spiritual formation is expected.

REPORTING

- The Licensed Lay Minister should make a regular (e.g. quarterly) **report** to the vestry on their ministry, inviting responses of others to that ministry.

The keeping of a **PERSONAL LOGBOOK** of experience of ministry is recommended.

ROLE OF THE NOMINEE

The initial requirement for licensed ministry is that the applicant is a baptised Christian. The nominated person provides a paragraph outlining why they are offering themselves for this licensed ministry. This is attached to the Application Form.

Before a Licence is presented, the “Declaration of Acknowledgement of the Authority of the General Synod and the Synod of the Diocese of Christchurch.” (See Page E13 of the Diocesan Handbook) must be signed.

ROLE OF THE DIOCESE

The application is sent to The Right Reverend Victoria Matthews, Bishop of Christchurch PO Box 4438, ChCh 8140 and considered by the Bishop and members of the Bishops’ Advisors for Licensed Lay Ministry (BALLM).

Once approved, the licence will be sent by the Ministry Educator to the Vicar/Enabler/Chaplain who is responsible for the ongoing training and support listed above.

The Licence is valid only within the Parish/Ministry Unit of nomination and for no longer than five years, but may be renewed by the Bishop upon application.

BALLM have responsibility for the oversight of the ongoing support and training for those who become licensed. They will make contact with new the Vicar/Enabler/Chaplain of a new Licensee within a month.

Privacy

All information will be used solely for the purposes of the Office of Licensed Lay Minister and related matters. The signature of the nominee is required as the final addition to the application form.

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