



Diocese of Rockhampton

APPLICATION TO BE LICENSED

AS A LAY MINISTER



Date:

Name:
Christian Names Surname

Address:

Telephone:(h)..... (bh)..... (Mb)

Email:

Date of Birth:

Profession/Occupation:

Resident in this Diocese since:

Parish:

Member of this congregation since:

FAMILY DETAILS: (eg husband, three children, all members of parish etc)

.....
.....

Communicant in good standing? ie receiving Communion frequently.

Times per month Pledged contributor: Yes No

Baptism

Date: Denomination:

Where: By Whom:

Confirmed/Received into Anglican Church

Date:

Where: By Whom:

PARISH INVOLVEMENT:

.....
.....
.....
.....

DETAILS OF LICENSE

Parish:

Priest:

Name of Applicant:

Position Description or Statement of Duties for position to which Lay Minister is to be appointed.

.....
.....
.....
.....

Details of training provided or planned

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.....
.....

Details of supervision or support being offered

.....
.....
.....
.....

Parish Priest:

Name

Signature

Warden:

Name

Signature

Warden:

Name

Signature

HONORARY LAY MINISTER'S DECLARATION

I.....
Name of applicant

now to be licensed as a Lay Minister in
the Parish/ Special Ministry District of ,
in the Diocese of Rockhampton, 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 Rockhampton or/and during 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, or my
ceasing to be an active member of the parish in which I am licensed, the license will no
longer be valid, and I will cease to exercise the functions described in the license.

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.

Witness my hand this day of ,
in the year of our Lord Two Thousand and

WITNESS:
Name Signature

HONORARY LAY MINISTER

SI QUIS

NOTICE is hereby given that in the
(Applicant's name)

Parish of will be nominated as
a Lay Minister to The Right Reverend David Robinson, the Bishop of Rockhampton.

The terms of the license will read:
.....
(Please choose from attached list)

Therefore, if any person knows of any just cause or impediment why the said
..... ought not to be licensed as a Lay Minister,
he/she should now declare the same or signify the same forthwith to the Bishop of
Rockhampton.

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

Parish Priest:
Name Signature

Warden:
Name Signature

Warden:
Name Signature

**AGREEMENT TO BE SAFE MINISTRY COMPLIANT
AS APPLIES TO ALL CLERGY AND VOLUNTEER CHURCH WORKERS**

The General Synod of the Anglican Church of Australia has approved "Faithfulness in Service" as the National Code for personal behaviour and the practice of pastoral ministry for all clergy and lay church workers. As part of the National Church, the Diocese of Rockhampton is committed to strictly adhere to the Code.

Therefore, I declare that I have read "Faithfulness in Service" as amended and approved in November 2016, and wholeheartedly accept it as the code for personal behaviour and the practice of pastoral ministry in this Diocese and, by the grace of God, fully intend to abide by it.

I understand that in order to serve under license in the Diocese of Rockhampton, I am required, as established by Bishop-in-Council in 2016 in response to both government and church regulations, to undertake Safe Ministry Training, complete the Safe Ministry check and guidelines, and have a current Blue Card as issued by the State Government.

Date

Applicant:
Name Signature

Witness:
Name Signature

For office use

Safe Ministry Check completed and signed on

Safe Ministry Training Workshop attended on

Current Blue Card #..... expiry

Safe Ministry Certificate issued.....

CV Check (for volunteers in aged care)

LAY MINISTERS DUTIES

The following list may be helpful in developing the Position Description/ Statement of Duties for Lay Ministers' position.

1. Assist in the administration of Holy Communion and to read such portions of "The Word and the Prayers" from the Second Order of Holy Communion "A Prayer Book for Australia", at the request of the celebrating priest.
2. Conduct funeral services at the discretion of the priest
3. Preach the word of God
4. Conduct services which appropriately celebrate the life of the community.
5. Lead Morning and Evening Prayer.
6. Care for the sick and dying.
7. Provide Pastoral care to the bereaved.
8. Ministry of discernment, encouragement, training and oversight.
9. Leadership in social and outreach ministry.
10. Leadership, teaching and oversight in: Children's and Youth Ministry and Home Groups.
11. Teaching in Adult Christian Education Programmes and the Catechumenate.
12. Leadership and teaching in children's and adult Christian education programmes.
13. Leadership and coordination of Pastoral Ministries.
14. Leadership and oversight of parish small groups ministry.
15. Senior Pastoral and administrative advisor.
16. Leadership, administration, promotion and organisation of pastoral educational materials, events and programmes in the Parish.
17. Administer Extended Communion to Shut-ins and people in Nursing Homes and hospitals using the form of service and guidelines authorised by the Bishop
18. Pastoral Care to people with pain.
19. Give children's talks at worship.

20. Ministry of Baptism Preparation.
21. Ministry of encouragement.
22. Lead services of Prayer and Praise at the request of the priest.
23. Leading worship in aged care facilities in the parish if requested by the priest.
24. Pastoral care visitor.
25. Hospital Visitor
26. Assist in and Lead Children's Worship
27. Lead children's services
28. Read prepared sermons at services when required
29. Ministry with men
30. Leadership in women's ministry