

## **PREFACE**

*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]

The whole baptised community is called to ministry. Every baptised person is a minister of the Christian gospel.

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 a special ministry of leadership or oversight on the one hand, or a representative function on the other, should be authorised to do so.

### **1 The Responsibilities of Lay Ministers**

- 1.1 It is the responsibility of lay ministers in the Diocese of Rockhampton to share leadership with the priest, the local Parish Council and other lay ministers for the mission and ministry of the Church.
- 1.2 This leadership may include: preaching, leading worship, evangelism, administration of extended Communion from the Reserved Sacrament in certain circumstances, pastoral care, administration, etc. The ministries will reflect both the needs of the local community and the gifts of the person being licensed.
- 1.3 The Bishop's licence authorises lay ministers in their own parish. Any occasional ministry in another parish must be with the permission of the Bishop and the approval of the parish priest.

### **2 The Ministry of Lay Ministers in Public Worship**

- 2.1 Lead Public Worship.
- 2.2 Preach the word of God, when they are suitably equipped to do so.
- 2.3 Administration of the Reserved Sacrament to the sick at home, and in nursing homes and hospitals as an extension of the parish communion.
- 2.4 Conduct services which appropriately celebrate the life of the wider community or the lives of individual people. (Eg memorial services, harvest festival, services for schools and organisations, ecumenical services, healing services, services to celebrate endings and beginnings – retirement, graduation, divorce, etc.)  
  
Conduct the funeral service at the discretion of the priest and with the good will of those concerned.
- 2.5 When ministering in Church Lay Ministers should dress or be robed according to the local custom.

### **3 The Selection of Lay Ministers**

- 3.1 Candidates must be nominated by the priest and wardens and receive approval of the Parish Council of the parish/chaplaincy to which they are to be licensed.
- 3.2 The parish/chaplaincy will be asked to present a written statement of ministry goals and objectives indicating the candidate's expected role and contribution within it.
- 3.3 The candidate's gifts and skills for ministry should be evaluated against the background of needs expressed in the parish/chaplaincy profile.
- 3.4 An appropriate **Si Quis** notice shall be read in the church, and any objection made to the proposed nomination shall be considered by the rector and churchwardens and reported to the Bishop with their comments thereon.
- 3.5 Selected candidates will normally commit themselves to ongoing formation.

### **4 The Training of Lay Ministers**

- 4.1 Lay Ministers will normally be trained through a Diocesan ministry training course. This may be undertaken before the ministry commences and continue while the ministry is being offered.
- 4.2 Courses offered will equip the candidates for the particular ministry they have been called to, but will also have regard for the person's own spiritual development, personal witness, bible knowledge and understanding of an Anglican ethos.
- 4.3 Once licensed, Lay Ministers will continue to equip themselves for their ministry.

### **5 The Licensing of Lay Ministers**

- 5.1 Before exercising their office Lay Ministers should hold the Bishop's licence and be commissioned by the Bishop, or parish priest in the absence of the Bishop.
- 5.2 Lay Ministers must be baptised 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 be people of faith, have the necessary ministry skills, and be living a godly life.

- 5.3 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.
- 5.4 Licences will be subject to renewal every three years.
- 5.5 All licences will be to a local ministry, no Diocesan licences will be issued.
- 5.6 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.
- 5.7 A register of all licensed Lay Ministers will be kept in the Diocesan Registry.
- 5.8 When there is no ordained ministry, Lay Ministers will continue their ministry under the supervising priest.
- 5.9 Lay Ministers wishing to resign should advise the priest and resign their licence to the Bishop.
- 5.10 The priest through the local council may request the Bishop to revoke the licence of a lay minister.

## **6 Conditions of Service for Lay Ministers**

- 6.1 Lay Ministers shall be clearly informed of their duties and receive a copy of these regulations.
- 6.2 When nomination is being made the following should be considered:
  - A written agreement of duties should be drawn up.
  - The relationship of the lay minister with other ministry leaders.
  - Appropriate arrangements for education and training.
  - The balance between the role of the lay minister and their responsibility for family, work and leisure.
  - Arrangements for reimbursement of expenses incurred through performance of duties.
  - At the end of each three years the written agreement should be renewed and/or rewritten before application is made for a new licence.

## **7 Financial Arrangements for Lay Ministers**

- 7.1 Lay Ministers are normally voluntary and unpaid and should not accept a fee for their services.
- 7.2 Lay Ministers should be reimbursed for travelling and other expenses at the rate approved by Bishop-in-Council.