

Nelson Diocese Lay Ministry Licence



Application forms are available from the Bishop's office.

People in Lay ministry have a very important role in the life of our church, and the 'paperwork' involved is part of a process of support, accountability, and encouragement.

Areas of Ministry requiring a Licence

*A Diocesan Ministry Licence is required for the following **public ministries of the Church**:*

- The taking of funerals
- The taking of communion services in homes, rest-homes, or other occasions using extended Communion
- Preaching – when the Vicar is absent
- Worship Leading – when the Vicar is absent
- In an emergency only, to baptise when so required

Diocesan requirements for those applying for a Ministry Licence

A Lay Minister:

- Is to be active in an Anglican parish or ministry unit with evidence of regular commitment to a leadership role
- Will have a mature faith, with evidence of ongoing spiritual and theological development
- Will understand and be able to express the ethos of their local Anglican context, and be aware of the Anglican Church in Aotearoa, New Zealand and Polynesia (ACANZP), and the wider Anglican Communion
- Will sign the Declarations accepting the constitution and doctrine of ACANZP and submit to the authority of the General Synod
- Will agree with the Nelson Diocesan Statement on Marriage and Sexuality adopted by the Synod at Greymouth in 2004 and will undertake to observe this policy in ministry
- Will have the full support of their Vicar and Church Wardens
- Must undergo a police check (as do all who minister to people)
- Will be prepared to be personally evaluated at least once a year
- Will abide by the Ethical Guidelines of the Diocese

Ongoing Ministry Education:

Ongoing education is an important part of all ministry. Holders of Diocesan Ministry Licences are required to *participate* in ministry training by undertaking:

1. 'Compulsory units' of the Equip Ministry Education programme; and/or
2. Ministry Training run by the BTC Ministry Education Team; and/or
3. Regional or parish-based training (possibly based on 1 and 2); and/or
4. Other prior training recognised by the Diocese e.g. EFM

Note: Training requirements will recognise individual circumstances and can be part of discussions between the Bishop, Vicar, and Licence holder. In some situations the Vicar may ask that ongoing training not be a requirement for holding a Licence (for example the age of the Licence holder).

Equip Ministry Education – BTC:

Equip Ministry Education will occur 3 times per year in each region (Marlborough; Nelson-Waimea, West Coast; Friday Night 7-9pm and Sat 10.30am-3.30pm) as well as the Annual School of Preaching.

It is expected that holders of a Ministry Licence will attend a minimum of 1 out of the 3 lay training sessions per year with the core compulsory sessions being:

Unit 1 - Mission of God

Unit 2 - Handling the Bible

Unit 3 - Discipleship and Gifts of the Holy Spirit

Unit 4 - Church in the World

All sessions will be recorded and may form the basis of regional or parish based training.

It is expected that those holding a Ministry Licence for Preaching will attend the Annual School of Preaching. For those who cannot attend this school, sessions will be recorded and used within regional or parish based training.

Through the Equip Ministry Education units, BTC is offering a 'BTC Ministry Certificate' as a 3-year program (9 units) and would encourage Ministry Licence holders to work towards this.

Diocesan expectations of the Parish

- The ministry unit is responsible for supporting people in licensed ministry through prayer, pastoral care and administrative support.
- The Vicar or ordained member of staff is to meet regularly with those in licensed ministry to encourage, support, equip, evaluate, and to pray for them.
- The Diocese would recommend that all lay ministries within the parish be recognised through 'commissioning'.

Process for applying for a Ministry Licence

1. Application form is filled in (Appendix A), signed by Vicar and Vestry, and sent with supporting documents as outlined in the application form, to the Bishop's office in order that the Police clearance form may be processed.
2. The form is then sent to the BTC Ministry Education Team for recommendation.
3. BTC records contact details for follow-up training opportunities.
4. The approved application is passed back to the Bishop's office and a Licence is prepared and details put in the Diocesan database and register.
5. After receipt of police clearance, the Licence, and Declarations are sent to the Vicar.
6. After the Declarations are signed, the Vicar presents the Licence at an appropriate occasion.
7. The signed Declarations are returned to the Bishop's office.

Renewal of a Ministry Licence

A Licence from the Bishop will include an expiry date with the provision for two renewals.

Further application for renewal of the Licence requires reporting on involvement in:

- Ministry
- A list of relevant reading
- Parish groups for support and learning
- Diocesan training events undertaken
- **Annual** evaluation of ministry 'in action'. This will be provided by the Vicar (form provided by BTC) and by the License holder which involves:
 1. Providing a copy of a sermon or worship service order.
 2. A two page (max) reflection covering: what worked; what could be improved; what you would change; feedback from parishioners.

Please fill in the back of the Licence and return it with supporting documents to: The Bishop's Office, Box 100, Nelson 7040

Appendix A

Application for Ministry Licence In the Diocese of Nelson

I, (Full Name), in the Parish of apply for a Lay Ministry Licence.

Address:
.....

Telephone: Home..... Work Mobile

Email:

In support of my application I enclose the following documents:

1. a concise account of training received (including parish-based and/or diocesan training), study completed (or currently engaged in), and up to three relevant books read in the past 12 months;
2. a copy of either a recent sermon (if ministry area is preaching); and/or a copy of a recent order of service (if ministry area is worship leading, funerals, communion). In both cases a brief reflection of what worked and what did not, noting what you would change for next time (1 page max.)
3. a signed Police Clearance form.

I agree to these documents being kept on file at the Anglican Centre and BTC for the purpose of enabling the Bishop of Nelson and the Ministry Education Team to monitor the training and development of Lay Ministry in the Diocese of Nelson.

I commit myself to continuing study, and training, as *reasonably requested* by my Vicar/ and by the BTC Ministry Education Team.

I commit myself to working under the authority of the Bishop of Nelson and the Vicar of the ministry unit in which I minister; and I understand that should I transfer to another parish my Ministry Licence will lapse unless renewed by agreement with the Vicar and Vestry of my new ministry unit.

I understand that my ministry will be evaluated (according to appropriate arrangements made by my vicar), in particular prior to any application for renewal of the Licence.

A Licence is normally issued for three years, though this period may vary in order for several licences to share the same date for renewal. Sometimes there is a small delay in order to deal with several applications together.

Licence sought to cover the various ministries (**please tick**):

- The taking of Funerals.
- The taking of Communion Services in homes, Rest homes, or other occasions using extended Communion.
- Preaching – when the Vicar is absent.
- Worship Leading – when the Vicar is absent.
- In an emergency only, to baptise when so required.

I understand that as Licence holder in the Anglican Church of Aotearoa, New Zealand, and Polynesia, I must conduct ministry in a manner consistent with the requirements of Title D Concerning the Maintenance of Standards of Ministry.

I also understand that if licensed as a Lay Minister I am expected to abide by **all** relevant statutes and regulations of the church, (copies of which are obtainable from my Vicar). And will be required to sign **declarations to that effect before receiving a Lay Minister's Licence.**

I also understand that I will be expected to attend both parish and diocesan based ministry training as appropriate for the ministry I am involved in.

..... (signed) (date)

Approval for this application is given by:

1. Vicar: (signed) (date)
2. Vestry at its meeting on(date)(signed by churchwardens)
3. BTC Ministry Training(signed)(date)

Anglican Centre Records (to be filled in by Diocesan Secretary or proxy):

Licence Issued by the Bishop of Nelson for a period of years expiring on (date)

..... (signed) (date)

Renewal recorded in Diocesan Register: (signed) (date)

Please return this application and accompanying papers to: The Bishop's Office, Box 100, Nelson 7040