



## THE ANGLICAN CHURCH OF AUSTRALIA

### THE DIOCESE OF BUNBURY

### LICENSED LAY MINISTRY (LLM) NOMINATION FORM

#### Explanatory Notes: Not Part of the Schedule

Across the Diocese, particularly when Priests and Deacons are not available, LLMs are leading worship, caring for the needy, working with children and dealing with parish administration.

For the good order of the Church, LLMs are required to do some training before being licenced. Furthermore, LLMs are to be endorsed by the Priest in Charge or bishop before beginning their ministry.

The Diocese has several categories of LLMs as follows.

The bishop may also License people for some other specific ministry.

LICENSED LAY MINISTER CATEGORIES				
Preaching	Liturgical	Pastoral	Safe Church Contact Person SCCP	Children and Youth
<ul style="list-style-type: none"> <li>• Creating and delivering sermons in public worship. Clergy may be present.</li> <li>• Leading Bible study groups</li> <li>• On-line preaching</li> </ul>	<ul style="list-style-type: none"> <li>• Leading non - eucharistic public worship in the absence of clergy (Morning/Evening Prayer)</li> <li>• Leading Extended Communion in the absence of clergy with the Bishop's permission)</li> <li>• Leading on-line worship</li> <li>• Leading Funeral services.</li> </ul>	<ul style="list-style-type: none"> <li>• Taking Extended Communion to the housebound, hospitals and aged-care settings.</li> <li>• Pastoral contacts and visiting.</li> <li>• Baptism, First Communion, Confirmation and Wedding Preparation (if qualified)</li> </ul>	<ul style="list-style-type: none"> <li>• Safe Church Contact Person (SCCP)</li> </ul>	<ul style="list-style-type: none"> <li>• Leading or assisting ministry to under 18yo's where parents are not present (eg Children's Church, Godly Play, Youth Group)</li> <li>• Coordinating Children and Youth activities</li> <li>• Training young people for ministries in the church (eg serving)</li> </ul>

To be Licensed you need to:

- Be **nominated** by the Priest in Charge or the Bishop: on this *Form* found on the Diocesan Intranet.
- Complete the appropriate on-line **training** Courses. Log into the Diocesan Intranet to request an enrolment form. (Paper copies can be sent on request.)  
[THE ANGLICAN DIOCESE OF BUNBURY Licensed Lay Minister Sign-up Sheet \(office.com\)](#)
- Complete the **Mandatory Reporter Training** on-line course.  
 Visit: [MRT public course \(communities.wa.gov.au\)](https://mrtpubliccourse.com.au)



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LICENSED LAY MINISTER TRAINING COURSES				
Preaching	Liturgical	Pastoral	Safe Church Contact Person SCCP	Children and Youth
<ul style="list-style-type: none"> <li>• <i>LLM On The Job Handbook</i></li> <li>• New Testament</li> <li>• Old Testament</li> <li>• Preaching</li> <li>• Introduction to Theology</li> <li>• Or equivalents authorised by the bishop.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>LLM On The Job Handbook</i></li> <li>• Liturgy</li> <li>• Communion</li> <li>• On-line Ministry</li> <li>• Or equivalents authorised by the bishop.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>LLM On The Job Handbook</i></li> <li>• Pastoral Partners Programme</li> <li>• PREPARE/EN RICH</li> <li>• Or equivalents authorised by the bishop.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>LLM On the Job Handbook</i></li> <li>• Safe Church Contact Person Training Course</li> <li>• WA Gov WWC site</li> <li>• Mandatory Reporter Training</li> </ul>	<ul style="list-style-type: none"> <li>• <i>LLM On the Job Handbook</i></li> <li>• Introduction to Child Focussed Theology</li> <li>• Or equivalents such as Godly Play etc.</li> <li>• Mandatory Reporter Training</li> </ul>

Training is On-Line via the Diocesan Website. And the: [LLM On the Job Handbook](#)  
 Also, it is a State requirement that all who minister in public in an official capacity are a *minister of religion* (ordained or not) and require Online Mandatory Reporter Training. This ensures that any disclosers of abuse are reported correctly. [MRT public course \(communities.wa.gov.au\)](http://communities.wa.gov.au)

LICENSED LAY MINISTER COMPLIANCE
<p>All Categories require:</p> <ul style="list-style-type: none"> <li>• <i>Safe Church Form 1</i></li> <li>• <i>Volunteer National Police Certificate</i> (current within 3 years) <a href="#">VNPC</a></li> <li>• Safe Church On-line training (current within 3 years) <a href="#">LLM Handbook</a></li> <li>• Working with Children Card (current within 3 years) <a href="#">WWC</a></li> <li>• Mandatory Reporter Training <a href="#">Mandatory Reporter Training/story.html</a></li> <li>• Agreement with the Code of Conduct <i>Being Together</i>: <a href="#">Being Together</a></li> </ul>

ANGLICAN MEMBERSHIP REQUIREMENTS
<p><b>An LLM must be a <i>Voting Parishioner</i> according to the <i>Parochial Statute 2017-2014 Section 5(ii)</i></b></p> <ol style="list-style-type: none"> <li><i>They are a baptised communicant member of the Anglican Church; and</i></li> <li><i>They have regularly attended public worship during the preceding three months in a parish within the Diocese; and</i></li> <li><i>They have attained the age of 18 years; and</i></li> <li><i>They have taken communion in the parish at least three times in the preceding 12 months; and</i></li> <li><i>They have elected to be on the parish electoral roll of the parish and no other except with the approval of the Bishop; and</i></li> <li><i>They have completed the Declaration found in Schedule 9 which will be kept on the public register.</i></li> </ol> <p>Furthermore,          They are required to be a <b>confirmed communicant</b> member of the Anglican Church (<i>Licensing Statute 2017-2014 Section 15(iv)</i>)          If the person has been Confirmed (or the equivalent) in another Christian Denomination they will require <b>Reception into Communicant Membership</b> as set out in <i>An Australian Prayerbook</i>.</p>



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THE LICENSING STATUTE 2017-2021 SCHEDULE 9:  
LICENSED LAY MINISTER NOMINATION FORM

To The Right Reverend, The Bishop of Bunbury I, \_\_\_\_\_

Priest of the Parish of \_\_\_\_\_

Nominate this person \_\_\_\_\_

Address \_\_\_\_\_ PO Box: \_\_\_\_\_

Town/Suburb \_\_\_\_\_ State: \_\_\_\_\_ Post Code \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Occupation \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Of whose Christian life and witness I am satisfied, and request this person to be licensed as a Licensed Lay Minister to exercise ministry in the following Categories, and to undertake the following Training Courses. (Tick each one which applies):

CATEGORY	INDICATE IF TRAINING IS REQUIRED OR HAS BEEN COMPLETED
Mandatory Reporter Training COMPULSORY	<input type="checkbox"/> Pending <input type="checkbox"/> Already completed
Code of Conduct <i>Being Together</i> COMPULSORY	<input type="checkbox"/> Issued and read.
On the Job Training COMPULSORY	<input type="checkbox"/> LLM On the Job Handbook Issued <input type="checkbox"/> Already completed
Working With Children Check COMPULSORY	<input type="checkbox"/> Pending Card # _____ <input type="checkbox"/> Already completed
Volunteer National Police Certificate COMPULSORY	<input type="checkbox"/> Pending Cet # _____ <input type="checkbox"/> Already completed
<input type="checkbox"/> Preaching	<input type="checkbox"/> Preaching From the Listeners POV <input type="checkbox"/> Already completed <input type="checkbox"/> The Message of the NT <input type="checkbox"/> Already completed <input type="checkbox"/> Faith with Understanding <input type="checkbox"/> Already completed
<input type="checkbox"/> Liturgical	<input type="checkbox"/> Leading Worship <input type="checkbox"/> Already completed <input type="checkbox"/> eWorship: How to Live Stream (optional) <input type="checkbox"/> Already completed
<input type="checkbox"/> Pastoral	<input type="checkbox"/> Pastoral Care for LLMs <input type="checkbox"/> Already completed <input type="checkbox"/> Catechism: Baptism Preparation (optional) <input type="checkbox"/> Already completed
<input type="checkbox"/> Children and Youth	<input type="checkbox"/> Core Skills for Children's Work <input type="checkbox"/> Already completed
<input type="checkbox"/> Safe Church Contact Person	<input type="checkbox"/> Safe Church Contact Person <input type="checkbox"/> Already completed
<input type="checkbox"/> Specific Ministry endorsed by Bishop.	Ministry (please describe): _____

This Person is a Communicant Member of the Anglican Church ☐ (tick)

This nomination has been read out on the last three Sundays at all Services of Public Worship in this parish, on these dates: \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ and, having brought this nomination to the attention of the parish council on \_\_\_\_\_ and having sought feedback and comment to be provided to the Bishop of the Diocese of Bunbury directly, or through the wardens; and, having ensured all comments received are attached to this nomination.

Date of Nomination: \_\_\_\_\_ Signed: \_\_\_\_\_ Printed: \_\_\_\_\_



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#### DECLARATION

I, (full name) \_\_\_\_\_

nominated to the Office of Licensed Lay Minister in the parish of \_\_\_\_\_  
in the Diocese of Bunbury, promise I will conform to the order of services laid down in *The Book of Common Prayer*, or *A Prayer Book for Australia*, or authorised by the Bishop.

I am a confirmed communicant member of the Anglican Church and I comply with the requirements of a Voting Parishioner as follows:

- a. *I am a baptised communicant member of the Anglican Church; and*
  - b. *I have regularly attended public worship during the preceding three months in a parish within the Diocese; and*
  - c. *I have attained the age of 18 years; and*
  - d. *I have taken communion in the parish at least three times in the preceding 12 months; and*
  - e. *I have elected to be on the parish electoral roll of the parish and no other except with the approval of the Bishop; and*
  - f. *I have completed the Declaration found in Schedule 9 which will be kept on the public register.*
- (Parochial Statute 2017-2014 Section 5(ii))*

Furthermore, I am a **confirmed communicant** member of the Anglican Church.  
*(Licensing Statute 2017-2014 Section 15(iv))*

I accept the order and discipline of the Anglican Church of Australia and will comply with the regulations and instructions given the Bishop and of the Priest of the Parish.

I will conform and comply with all the requirements of Safe Church and will conform to the Diocese of Bunbury's Code of Conduct as an example of my Christian life in this community.

I will return my licence to the Bishop when called upon to do so.

This licence is to be renewed every three years on the anniversary of each new triennium of Synod.

I understand that I am required to complete the appropriate training for my role.

I understand that as an LLM I am required to complete Mandatory Reporter of Child Sexual Abuse Training.

I understand that I will require a Working With Children Check.

As witness my hand this: \_\_\_\_\_ (Date)

Signed by the Nominee: \_\_\_\_\_

In the presence of: \_\_\_\_\_ Priest

#### Office Use:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Referees (3): \_\_\_\_\_

Safe ministry Check ☐ date \_\_\_\_\_ Police Clearance ☐ date \_\_\_\_\_

Working with Children ☐ Yes ☐ No

WWCC Expiry ☐ date \_\_\_\_\_ Safe Church Training ☐ date \_\_\_\_\_

National Register Rept ☐ date \_\_\_\_\_ Nomination Form ☐ date \_\_\_\_\_

Mandatory Reporter Training ☐ date \_\_\_\_\_ Emailed/Posted/Phoned ☐ date \_\_\_\_\_

Notes: \_\_\_\_\_