



THE ANGLICAN CHURCH OF AUSTRALIA  
THE DIOCESE OF BUNBURY

**LICENCED LAY MINISTRY  
(LLM)  
Application Form**

Across the Diocese 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:

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

To be Licenced you need to:

- Be **nominated** by the Priest in Charge or the Bishop: *Form p3&4* or Diocesan Intranet.  
[Anglican Diocese of Bunbury Intranet - Licenced Lay Ministry \(LLM\) - All Documents \(sharepoint.com\)](#)
- 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 Licenced Lay Minister Sign-up Sheet \(office.com\)](#)
- Complete the **Mandatory Reporter Training** on-line. Visit:  
[MRT public course \(communities.wa.gov.au\)](#)



## THE ANGLICAN CHURCH OF AUSTRALIA

### THE DIOCESE OF BUNBURY

| LICENCED LAY MINISTER TRAINING COURSES  |  |   |   |   |
|---|--|---|---|---|
| Preaching   | Liturgical   | Pastoral  | Administrative  | Children and Youth  |
| <ul style="list-style-type: none"> <li>• LLM Handbook</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>• LLM Handbook</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>• LLM Handbook</li> <li>• Pastoral Partners Programme</li> <li>• PREPARE/ENRICH</li> <li>• Or equivalents authorised by the bishop.</li> </ul> | <ul style="list-style-type: none"> <li>• LLM Handbook</li> <li>• Safe Church Contact Person Training</li> <li>• Computing for Parishes.</li> <li>• Or equivalents authorised by the bishop.</li> <li>• Mandatory Reporter Training</li> </ul> | <ul style="list-style-type: none"> <li>• LLM Handbook</li> <li>• Introduction to Child Focussed Theology</li> <li>• Or equivalents such as Godly Paly, Open the Book etc.</li> <li>• Mandatory Reporter Training</li> </ul> |

The Training is available On-Line via the Diocesan Website although some “on the job”, training using the **LLM Handbook** is expected.

See: [Diocese of Bunbury Licenced Lay Minister Handbook 2023.pdf](#)

Also, it is a State requirement that all those who minister in public in and official capacity are considered “minister” (ordained or not) and are required to complete Online Mandatory Reporter Training. This is to make sure that any disclosers of abuse to an “official looking” person are reported. See: [MRT public course \(communities.wa.gov.au\)](#)

| LICENCES LAY MINISTER COMPLIANCE   |  |  |  |  |
|--|--|--|--|--|
| Preaching  | Liturgical   | Pastoral   | Administrative   | Children and Youth   |
| <ul style="list-style-type: none"> <li>• Safe Church Form 1</li> <li>• Police Clearance within 3 years.</li> <li>• Safe Church Online Training current (3 years)</li> <li>• Working with Children Card</li> <li>• Mandatory Reporter Training</li> </ul> | <ul style="list-style-type: none"> <li>• Safe Church Form 1</li> <li>• Police Clearance within 3 years</li> <li>• Safe Church On-line training current (3 years)</li> <li>• Working with Children Card</li> <li>• Mandatory Reporter Training</li> </ul> | <ul style="list-style-type: none"> <li>• Safe Church Form 1</li> <li>• Police Clearance within 3 years</li> <li>• Safe Church On-line training current (3 years)</li> <li>• Working with Children Card</li> <li>• Mandatory Reporter Training</li> </ul> | <ul style="list-style-type: none"> <li>• Safe Church Form 1</li> <li>• Police Clearance within 3 years</li> <li>• Safe Church On-line training current (3 years)</li> <li>• Working with Children Card</li> <li>• Mandatory Reporter Training</li> </ul> | <ul style="list-style-type: none"> <li>• Safe Church Form 1</li> <li>• Police Clearance within 3 years</li> <li>• Safe Church On-line training current (3 years)</li> <li>• Working with Children Card</li> <li>• Mandatory Reporter Training</li> </ul> |

*The gifts [Christ] gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, <sup>12</sup>to equip the saints for the work of ministry, for building up the body of Christ... Eph4:11, NRSV*

THE OFFICE OF THE ARCHDEACON

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THE ANGLICAN CHURCH OF AUSTRALIA  
THE DIOCESE OF BUNBURY

To the Right Reverend, The Bishop of Bunbury

I, \_\_\_\_\_

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

Nominate this person: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_

Occupation \_\_\_\_\_

Of whose Christian life and witness I am satisfied, and request this person to be licensed as a Licensed Lay Minister to exercise the following ministries

(Tick each one which applies):

- Preaching
- Liturgical
- Pastoral
- Administrative
- Children and Youth

having had this application 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: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Name: \_\_\_\_\_



THE ANGLICAN CHURCH OF AUSTRALIA  
THE DIOCESE OF BUNBURY

I, \_\_\_\_\_

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 service laid down in the *Book of Common Prayer*, or in *A Prayer Book for Australia*.

I confirm I am a confirmed communicant member of the Anglican Church and I comply with the requirements of a Voting Parishioner. I accept the order and discipline of the Anglican Church of Australia and will comply with the regulations and instructions of the Bishop and of the Priest of the Parish. I will conform and comply with all directions and requirements of Safe Church and as they are updated by the Bishop and its obligations in the community of the people of God 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 also understand that as an LLM I am required to complete Mandatory Reporter of Child Sexual Abuse Training.

As witness my hand this: \_\_\_\_\_

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

Full Name Printed: \_\_\_\_\_

In the presence: \_\_\_\_\_ Priest.

|                              |                                     |                       |                                     |
|------------------------------|-------------------------------------|-----------------------|-------------------------------------|
| <b>Office Use:</b>           |                                     |                       |                                     |
| Name: _____                  | Position: _____                     |                       |                                     |
| Referees (3): _____<br>_____ |                                     |                       |                                     |
| Safe ministry Check          | <input type="checkbox"/> date _____ | Police Clearance      | <input type="checkbox"/> date _____ |
| WWCC Expiry                  | <input type="checkbox"/> date _____ | Safe Church Training  | <input type="checkbox"/> date _____ |
| National Register Rept       | <input type="checkbox"/> date _____ | Nomination Form       | <input type="checkbox"/> date _____ |
| Mandatory Reporter Training  | <input type="checkbox"/> date _____ | Emailed/Posted/Phoned | <input type="checkbox"/> date _____ |
| Notes: _____<br>_____        |                                     |                       |                                     |