



THE ANGLICAN CHURCH OF AUSTRALIA

THE DIOCESE OF BUNBURY

LICENCED LAY MINISTRY (LLM) RENEWAL FORM

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

For the good order of the Church, LLM licences must be renewed every three years or whenever a person moves parishes. This gives an opportunity for LLMs to step down from a role, add to their skill set, or reconsider their ministry.

The Licensing Statute (2017-2021) reads: (in part):

- e) The Bishop will normally grant a licence for a period of three years from 1 July in the first year of a Synod triennium.*
- f) The Bishop may grant a licence at any time during the three-year term of Synod. Such licence will lapse at the end of the 30 June in the third year of the Synod triennium.¹*
- g) Applications for renewal of licences must be submitted to the Diocesan Secretary three months before the date the licence is to lapse. The Bishop may renew an existing licence if the conditions in subsection (c) continue to be met.*
- h) Licenced Lay Ministers will be licensed for ministry in their local parish. They may be granted permission by the Bishop to function elsewhere in the Diocese.*

Furthermore:

- c) A person may only be granted a licence as a Licensed Lay Minister if:
 - (i) They have been recommended by the Priest-in-Charge of the parish, after consultation with the Parish Council;*
 - (ii) Their name has been presented to the parish at Public Worship on at least three consecutive Sundays; and*
 - (iii) Any objection to the granting of a licence to the proposed person has been forwarded the Bishop for consideration.*
 - (iv) They are a confirmed communicant member of the Anglican church*
 - (v) They have been a Voting Parishioner of the Parish for not less than 12 months.*
 - (vi) They have complied with all the Safe Church requirements set out by the Diocesan Safe Ministry Authority and the Diocese as determined from time to time prior to any licence being issued; and, these requirements are actively maintained in a timely manner for the duration of the licence.*
 - (vii) They attend any relevant training and meet required standards of behaviour set out in the various polices and Code of Conduct.**

On Renewal, LLMs may or may not be invited to a new Category. If there is a change, the person is required to complete the relevant training for that Category.

Mandatory Reporter Training MUST be completed by all LLMs.

See the links below for training:

- 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 \(office.com\)](#)
- The on-line **Mandatory Reporter Training**: [MRT public course \(communities.wa.gov.au\)](#)

¹ All licences lapse unless they are renewed.

The triennial dates are 2024, 2027, 2030, 2033 etc



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To The Right Reverend, The Bishop of Bunbury I, _____

Priest of the Parish of _____

Renew the Licence of _____

Address _____ PO Box: _____

Town/Suburb _____ State: _____ Post Code _____

Phone _____ Mobile _____ Occupation _____

Of whose Christian life and witness I am satisfied, and request that this person's Licensed Lay Ministry Licence be renewed in the following Categories.

CATEGORY	INDICATE IF TRAINING IS REQUIRED OR HAS BEEN COMPLETED	
Mandatory Reporter Training COMPULSORY	<input type="checkbox"/> Mandatory Reporter Training	<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	<input type="checkbox"/> Already completed.
<input type="checkbox"/> Administrative/ Safe Church Contact	<input type="checkbox"/> Computing for Parishes	<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	<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.
"On the Job" Training	<input type="checkbox"/> LLM On the Job Handbook 2023	<input type="checkbox"/> Already completed.
	LLM Handbook (bunburyanglican.org)	
Code of Conduct "Being Together"	<input type="checkbox"/> I have read "Being Together" and agree to abide by it. Being Together	

This renewal has been read out on three Services of Public Worship in this parish, on these dates: _____, _____ and: _____ and, was brought to the Parish Council on _____. There were no objections.

Signed: _____ Date: _____

Office Use:

Name: _____

Referees (3):

Safe ministry Check date _____ Police Clearance date _____

WWCC Expiry date _____ Safe Church Training L1 date _____

Safe Church Training L2 date _____

National Register Rept date _____ Nomination Form date _____

Mandatory Reporter Training date _____

Notes: _____
