



# LLM “ON THE JOB” HANDBOOK 2023

Diocese of Bunbury

NAME: \_\_\_\_\_

PARISH: \_\_\_\_\_

**Diocese of Bunbury Licenced Lay Minister  
“On the Job” Handbook**

Thank you for volunteering to minister with us as a Licenced Lay Minister (LLM). All who are baptised are called to some form of ministry and we are delighted that you have chosen to serve as an LLM. in your parish or Anglican Community.

There are 5 Categories of LLM, and each come with their own particular compliance and training requirements.

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

As well as the training you are also asked to complete some “On the Job” activities with either your Parish Priest or some other suitable person.

As you complete the activities, please tick off the objectives listed in the tables below.

Of course, you may choose to learn more than what is listed here!

If you have any questions bout the process of becoming an LLM feel free to contact the Archdeacon [archdeacon@bunbury.org.au](mailto:archdeacon@bunbury.org.au).

Remember we value your ministry!

### LLM Preaching

Those holding the LLM Preaching licence are authorised to:

- Create and deliver sermons during acts of public worship with or without clergy present.
- Lead Bible Study groups using their own material.
- Create and deliver sermons for the purposes of online worship.

In order to obtain this licence, the following courses of study must be undertaken:

- New Testament
- Old Testament
- Preaching
- Introduction to Theology

These are available On-line via the Diocese.

Accreditation for prior learning is at the Bishop's discretion.

The following compliance requirements must also be met:

- Completion of the relevant practical training set out in this Handbook.
- Safe Church Form 1  
(Recorded by the Diocese for future renewals)
- Police Clearance within 3 years
- Safe Church online training current within 3 years
- Current Working with Children Card
- Mandatory Reporter Training (Online)

### Preaching: Practical Experience

Please fill in the following table of tasks as they are completed and have each line signed by the priest or delegate who supervised that task.

Task	Date	Signed
Preparing sermon 1 and discussing with the priest		
Delivering sermon 1 to a congregation with priest present		
Preparing sermon 2 and discussing with the priest		
Delivering sermon 2 to a congregation with priest present		
Preparing alone and delivering sermon 3 to a congregation with priest present		
Feedback with priest regarding sermon 3		
Preparing alone and delivering sermon 4 to a congregation with priest present		
Feedback with priest regarding sermon 4		
Preparing content for Bible Study and discussing with the priest		
Delivering Bible study as previously discussed		
Preparing and delivering a sermon during online worship if applicable in your parish		
Reviewing the sermon recorded online with the priest if applicable		

### LLM Liturgical

Those holding the LLM Liturgical licence are authorised to:

- Lead Morning Prayer and other non-eucharistic acts of public worship when clergy are not present.
- Lead Reserve Sacrament worship when clergy are not present with permission of the Bishop.
- Lead online worship on behalf of a parish or diocesan body.
- Lead Funeral services with the permission of the priest.

In order to obtain this licence, the following courses of study must be undertaken:

- Liturgy
- Communion
- Online Ministry

These are available On-line via the Diocese.

Accreditation for prior learning is at the Bishop's discretion.

The following compliance requirements must also be met:

- Completion of the relevant practical training set out in this Handbook.
- Safe Church Form 1  
(Recorded by the Diocese for future renewals)
- Police Clearance within 3 years
- Safe Church online training current within 3 years
- Current Working with Children Card
- Mandatory Reporter Training (Online)

### Liturgical: Practical Experience

Please fill in the following table of tasks as they are completed and have each line signed by the priest or delegate who supervised that task.

Task	Date	Signed
Leading Morning Prayer with the priest present 1		
Feedback with the priest regarding Morning Prayer 1		
Leading Morning Prayer with the priest present 2		
Feedback with the priest regarding Morning Prayer 2		
Observe from the sanctuary a service of communion (with reserved sacrament if possible or a regular communion service if not)		
Practical session with the priest regarding the service of Reserved Sacrament communion and the necessary changes to the liturgy and handling of the communion vessels		
Leading a service online if applicable in your parish		
Reviewing the service recorded online with the priest if applicable		
Observe a funeral service		
Discuss the liturgy and practice of a funeral with the priest		
Take part in a funeral service alongside the priest		
Lead a funeral service with the priest present and discuss afterwards		

## LLM Pastoral

Those holding the LLM Pastoral licence are authorised to:

- Take Extended Communion to individual homes, hospitals and aged care settings.
- Visit parishioners as part of a pastoral care support team.
- Prepare families for pastoral offices such as Baptism, First Communion, Confirmation and Holy Matrimony with the permission of the priest.

In order to obtain this licence, the following courses of study must be undertaken:

- Catechism
- Pastoral Partners or similar
- Prepare Enrich or similar

These are available On-line via the Diocese.

Accreditation for prior learning is at the Bishop's discretion.

The following compliance requirements must also be met:

- Completion of the relevant practical training set out in this Handbook.
- Safe Church Form 1  
(Recorded by the Diocese for future renewals)
- Police Clearance within 3 years
- Safe Church online training current within 3 years
- Current Working with Children Card
- Mandatory Reporter Training (Online)

### Pastoral: Practical Experience

Please fill in the following table of tasks as they are completed and have each line signed by the priest or delegate who supervised that task.

Task	Date	Signed
Observe a home communion visit		
Take part in a home communion visit		
Lead a home communion visit with the priest present		
Observe an aged care service		
Take part in an aged care service		
Lead an aged care service with the priest present		
Accompany a pastoral care minister on at least 3 home visits		
Observe the full series of preparation classes for occasional offices as appropriate to your parish circumstances i.e. baptism, first communion, confirmation, marriage. (Not necessary to receive the licence as these can be infrequent in places, but must occur prior to leading such classes without the priest present.)		

## LLM Administrative

Those holding the LLM Administrative licence are authorised to:

- Hold the role of Safe Church Contact Person
- Hold other administrative roles in the parish or diocese which the Bishop deems to require a licence.

In order to obtain this licence, the following courses of study must be undertaken:

- Safe Church Contact Person Training (Safe Church Contact Persons ONLY)
- Computing for parishes

These are available On-line via the Diocese.

Accreditation for prior learning is at the Bishop's discretion.

The following compliance requirements must also be met:

- Completion of the relevant practical training set out in this Handbook.
- Safe Church Form 1  
(Recorded by the Diocese for future renewals)
- Police Clearance within 3 years
- Safe Church online training current within 3 years
- Current Working with Children Card
- Mandatory Reporter Training (Online)

Task	Date	Signed
Demonstrate an appropriate working knowledge of the church's computer Operating System (eg Window,macOS)		
Demonstrate an appropriate working knowledge of the church's computer Software Packages (eg Word, PowerPoint)		
Is able to manage the common administrative tasks of the parish.		

## LLM Children and Youth

Those holding the LLM Children and Youth licence are authorised to:

- Lead or assist with any ministry aimed at under 18s where parents or guardians of the children are not present (i.e. Children's Church, Godly Play, or Youth Groups).
- Co-ordinate children and/or youth activities.
- Training and preparing children and young people to take part in other ministries in the parish.

In order to obtain this licence, the following courses of study must be undertaken:

- Introduction to Child focussed theology
- Training offered for specific Child centred programmes (i.e. Godly Play, Open the Book etc) as appropriate to the context.

These are available On-line via the Diocese.

Accreditation for prior learning is at the Bishop's discretion.

The following compliance requirements must also be met:

- Completion of the relevant practical training set out in this Handbook.
- Safe Church Form 1  
(Recorded by the Diocese for future renewals)
- Police Clearance within 3 years
- Safe Church online training current within 3 years
- Current Working with Children Card
- Mandatory Reporter Training (Online)

### Children and Youth: Practical Experience

Please fill in the following table of tasks as they are completed and have each line signed by the priest or delegate who supervised that task.

Task	Date	Signed
Observe children's ministry ensuring you are supervised by a suitably authorised person at all times		
Take part in children's ministry ensuring you are supervised by a suitably authorised person at all times		