



DOCUMENT NUMBER	LP001
TYPE	Procedure
SUBJECT	Process for issuing Licences (Clergy and Laity)
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### *Executive Summary*

This procedure document sets out the expectations of the Registry in terms of the handling of nominations for licences. It is also the sole responsibility of the Registrar to ensure that the requisite documents have been received before one is “entitled to be[...] licensed” (cf. cl. 13 *The Clergy Appointment and Regulation Ordinance 1974–2020*). This is also applied to the process of issuing lay licences.

### *Purpose*

This process sets out:

- a) The minimum requirements of documentation for licences, including those for clergy and laity; and
- b) The order in which information is to be provided in support of an application for a licence.

### *Current position: ordinances, guidelines and adopted Canon*

For clerical appointments, there are clear guidelines as to what is expected in clause 13 of *The Clergy Appointment and Regulation Ordinance 1974–2020*:

*Before any cleric shall be entitled to be licensed within the Diocese there shall be lodged with the Registrar the following documents:-*

- (1) *A nomination*
  - (a) *If the nominee seeks to be licensed as the Rector of a parish - by the Bishop.*
  - (b) *If the nominee seeks to be licensed as an assistant priest or curate - by the Rector of the parish.*
  - (c) *If the nominee is nominated by a church society or organisation - by the secretary of that society or organisation. The nomination shall set out the terms of employment upon which the nominee is to be appointed.*
- (2) *Letters of Orders.*
- (3) *If the nominee is not a cleric of the Diocese, testimonial references by the Bishop of the Diocese in which the applicant was previously licensed.*
- (4) *Oath of Canonical Obedience to the Bishop in the form of the first schedule hereto.*
- (5) *Declaration of assent to the Thirty-nine Articles of Religion and the Book of Common Prayer in the form in the second schedule hereto.*
- (6) *Declaration of submission to Synod in the form in the third schedule hereto.*
- (7) *Satisfactory evidence that the nominee is provided for in age or infirmity by membership of the Australian Provident Fund or some other form of insurance acceptable to the Bishop.*



- (8) *Evidence of compliance by the nominee with the Safe Ministry Due Diligence Appointment Protocol of the Diocese.*

For the licensing of authorised lay ministers or ministry assistants, guidelines are set in both *Authorised Lay Ministry Canon 1992* of General Synod, adopted in Canons of General Synod Ordinance 1993, and the guidelines of the Diocese. The Canon sets out four conditions which would require authority in clause 3(1):

- (a) *the reading and conduct of authorised services of this Church;*
- (b) *the preaching of sermons;*
- (c) *assistance to the priest in the ministration and distribution of the Holy Communion;*
- (d) *any other lay ministry declared by the bishop of the diocese to be an authorised lay ministry ....*

In practice, there are five types of lay ministries which require a licence:

- a) *to assist in the administration of Holy Communion at the request of the celebrating priest*
- b) *to lead services of Morning and Evening Prayer*
- c) *to lead funeral services*
- d) *to preach at the church service*
- e) *to give leadership in the ministry of the parish (usually where there is no minister)*

There is no official role for the Registrar in the process of licensing laity according to the Canon or guidelines. Given the Register is required to attest to the licence and register same in RLI001/RLE001 Licence Registers (physical/electronic forms), *it is expected that the Registrar takes a similar function to that in the licensing of a cleric.* To this end, the form LMF001 Application for a Lay Ministry Licence from the Bishop shall be used to initiate a lay ministry or lay ministry assistant licence.

### *Process*

In general, the following process will be undertaken as set out:

- a) *Application/nomination:* An application or nomination for a licence will be made either in the prescribed form LMF001 Application for a Lay Ministry Licence *or* in writing to/from the Bishop for clerics as managed by CAF001 Clergy Appointment Process Checklist;
- b) *Instruction:* The Bishop shall issue an instruction to issue a licence *of a specific type* (e.g. lay minister, lay ministry assistant, partner in mission, honorary canon, etc.)
- c) *Collation:* The Executive Assistant to the Bishop (EA) to collate all associated evidentiary documents for the Registrar (usually only for clerics) and the result of the Safe Ministry Check shall be performed by the Diocesan Safe Ministry Officer pursuant to SM002 Safe Ministry Due Diligence Protocol: *the Safe Ministry check result is be provided in writing;*
- d) *Verification:* All items in b) are to be presented to the Registrar for *verification* before the applicant or nominee is entitled to be licensed;
- e) *Draft:* Once satisfied all requirements are met, the Registrar will instruct the EA to draft the licence in accordance with the Bishop's instructions;



- f) *Sign, seal:* The Bishop will affix the seal, the EA will log the use of the seal in the Seal Register
- g) *Register:* the Registrar will register the licence in RLI001/RLE001 Licence Registers (physical/electronic forms);
- h) *Deliver:* the EA will send the licence to the nominee or, where appropriate

The management of the process is undertaken as follows:

- a) For clerical licences, a checklist is used at the front of the personnel folder; and
- b) For lay licences, a checklist which is located on the back of the application form.

*For completion when document supersedes and existing policy, procedure or protocol.*

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE