



DOCUMENT NUMBER	LP001
TYPE	Procedure
SUBJECT	Process for issuing Licences (Clergy and Laity)
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DATE AUTHORISED	25 <sup>th</sup> May 2021

### *Executive Summary*

This procedure document sets out the expectations of the Registry in terms of the handling of nominations for licences and the management of the Licence Register (both paper and electronic). It also incorporates information about reporting cycles, information archival and the incorporation of the seal register.

### *Preamble*

The licence register of the Diocese has been retrospectively completed to the extent of the Registrar's investigations and is now suitable for the purpose of reporting on the status of licences issued by the Bishop. The Registry is tasked with keeping the licence register in this form. Whilst it is the sole discretion of the Bishop as to whether someone in the Diocese receives a licence, 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*).

### *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 ministrations 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 four types of lay ministries which require a licence of the Bishop:

- a) *(omitted: formerly 'to assist in the administration of Holy Communion at the request of the celebrating priest')*
- b) *to lead services of Morning and Evening Prayer where a licensed cleric is not present*
- 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. For clarity, this does not include authorisations of persons to assist in the administration of Holy Communion at the request of the celebrating priest, which is now authorised by the respective rector under the direct delegation of authority from the Bishop.

### *Endorsements of Licences*

Pursuant to clause 13 of Protocol 7 of the Consolidated Register of Protocols of the Anglican Church of Australia, Primatial Licences of the Chaplains of the ADF:



*“shall, within thirty (30) days of commencing ministry in a new posting, provided it is in a different diocese from their previous posting, present their licence to the bishop of that diocese for endorsement, regardless of whether or not they seek or intend to minister in that diocese beyond the ship, establishment or area of operation of their ADF posting. This endorsement establishes the basis for recognition and support of the Chaplain, while also giving the opportunity for the Chaplain to acknowledge the hospitality offered by that diocese and understand any expectations of the bishop of that diocese.”*

Also, the Bishop may choose to issue a licence or Permission to Officiate beyond the terms of the Primatial licence. Both endorsements and licences are part of the Registry function, although an endorsement is not any form of licence or sanction to minister other than within the ADF.

### *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 to 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 Office Manager to draft the licence in accordance with the Bishop's instructions, which are based on the templates in DNTShare/Registrar/Licences and Appointments/Templates;
- f) *Sign, seal*: The Bishop will affix the seal, the Registrar/Office Manager will log the use of the seal in the Seal Register;
- g) *Register*: the Registrar/Office Manager will register the licence in RLI001/RLE001 Licence Registers in both physical and electronic forms;
- h) *Deliver*: the Registrar/Office Manager 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.



### *Unofficial appointments*

Whilst the designation “Honorary Assistant Priest” or the like at a parish or a “partner” of the Diocese is not an official role, these designations are tracked in the RLE001 Licence Register (electronic form) *only*.

### *Licence Register*

The physical RLI001 Licence Register is located in the Registrar’s office. It is mirrored by RLE001 Licence Register (electronic form) will be updated on registering of new or renewed licences. Reports will also be issued monthly to Rectors and the Ministry Development Officer which is expected to identify any changes to licences (e.g. if someone moves from the parish or if a revocation is required). Revocations will only occur at the behest of the Bishop and are normally only for disciplinary purposes.

### *Reporting*

Quarterly reporting on or around the 1<sup>st</sup> day of each quarter is conducted by updating the PivotTables in the spreadsheet and issuing same to the rectors (or equivalent) of the respective parish, the Ministry Development Officer of remote parishes and the Bishop for all Diocesan-based appointments. This report is sent by the Registrar/Office Manager with a request for changes. This is particularly important at the end of each calendar year as this information is used as part of the parish return process.

### *Work in Progress Appointments*

Work-in-progress appointments are tracked in a separate worksheet and transferred to the main worksheet when completed.

### *Archival of Expired Appointments*

Expired appointments are removed from the main worksheet on advice of the relevant authority and placed in separate worksheet.

### *Seal Register and Other Appointments/Certifications*

RLE001 Licence Register (electronic form) also tracks where an agreement has been signed under the seal of *The Synod of the Diocese of the Northern Territory Incorporated*, which occurs only under the hand of two of its Officers (Bishop, Chancellor, Administrator, Treasurer, Registrar). In addition, other unofficial appointments and certifications are stored in this register.

*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
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2	30/11/20	Adding information on updating the licence register	Previous lack of documented process
3	3/2/21	Adding process for endorsement of ADF chaplains	Previous lack of documented process
4	25/5/21	Changes to preamble and details of what is included in the electronic form	Updating process which has now been embedded
5	22/6/21	Removal of item a) and amendment of item b)	per Bishop decree