



## Nomination for a Lay Ministry Licence from the Bishop

The minister of a parish or ministry unit or the Bishop themselves can ask for the Bishop to give a licence to a person in their parish or unit to do a particular kind of ministry. The minister asking for the licence makes a “nomination”. The minister asks the Bishop to give a licence to the “nominee”. Ministers of a parish or ministry unit should complete this form with the nominee. The Bishop asks questions to make sure that a nominee is qualified for the ministry work their minister wants them to do.

Full name of the person nominated for a Lay Ministry Licence:

.....

Parish/Ministry Unit: .....

Home address: .....

Phone: ..... Email: .....

Date of Birth: ..... Occupation: .....

Circle which kind of ministry work the nominee is to undertake:

- 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)*

**Note: A licence cannot be issued without full (Cat. 1) safe ministry clearance.**

Ochre Card Number: ..... Expiry Date: .....

Date of latest NT Police Check: .....

Attached? Yes/No .....

Date of latest Safe Ministry Training: .....

### Nomination by Minister:

*I believe that this person is qualified for the above lay ministries. The person is baptised and confirmed, lives a godly life and holds the Christian faith as expressed in the doctrines of the Anglican Church of Australia. The Council of the parish/ministry unit has approved this nomination.*

Minister’s name: ..... Minister’s Signature: .....



**Declaration by nominee:**

People who have a ministry licence must promise that they will always follow the regulations that apply to lay ministry assistants in the Diocese of the Northern Territory.

*If I am licensed as a Lay Ministry Assistant, I will carry out my ministry under the licence faithfully and with care. I will obey any lawful instruction from the Bishop of the Northern Territory and his successors.*

*I firmly and sincerely believe the Christian faith held by the Anglican Church of Australia, expressed in the Creeds, the Thirty-Nine Articles, the Book of Common Prayer and the Ordinal. If I am licensed to lead church services, I will use only the forms of service that church laws allow.*

*I agree to submit to the authority of the Synod of the Diocese of the Northern Territory and agree to follow the Constitution of that Synod and the rules and ordinances made by it including the Safe Ministry policies and protocols. I will comply with the Code of Conduct, Faithfulness in Service.*

*I agree to the Diocese collecting and using my personal information for the purposes of providing its services. This may include publication of my details in the Diocese’s Year Book or other reports for the purposes of facilitating pastoral care. I understand that the Diocese will not disclose my personal information to a third party for any other purposes without my prior consent, unless required or authorised to do so by law.*

Applicant signature: ..... Date: .....

Signed and declared in the presence of:

Witness signature: ..... Date: .....

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**Registry Use Only:**

Nomination: Date nomination received: \_\_\_ / \_\_\_ / \_\_\_\_

Instruction: Licence type per Bishop: \_\_\_\_\_ valid until: \_\_\_ / \_\_\_ / \_\_\_\_

Collation:  Safe Ministry Clearance verified: .....  
 WWC Verified  Risk assessment Attached: Yes / No Notes:  
 NPC Sighted  SMW – Expiry \_\_\_ / \_\_\_

Instruction to prepare: Registrar: \_\_\_\_\_ / \_\_\_ / \_\_\_\_

Signed, sealed: Bishop: \_\_\_\_\_ / \_\_\_ / \_\_\_\_

Registered: Registrar: \_\_\_\_\_ incl. RLI001/RLE001 Licence Registers (physical/electronic)

Delivered: To (nominator): \_\_\_\_\_ by: \_\_\_\_\_ on \_\_\_ / \_\_\_ / \_\_\_\_

Advice otherwise: To (nominator): \_\_\_\_\_ by: \_\_\_\_\_ on \_\_\_ / \_\_\_ / \_\_\_\_