

# APPLICATION FOR THE OFFICE OF LICENSED LAY MINISTER



To: The Right Reverend Victoria Matthews, Bishop of Christchurch

## The Congregation

We the undersigned being parishioners of \_\_\_\_\_ hereby nominate (**Title and Name in full**)  
\_\_\_\_\_ for the office of Licensed Lay Minister to serve  
in the Parish of \_\_\_\_\_

If the nominee will be serving among children and young people or if the nominee is unknown (e.g. a non-parishioner being appointed into a paid position), complete Box 1.) below and draw a line through Box 2.). Otherwise, complete Box 2.) and draw a line through Box 1.)

1.) We certify that the following procedures (as detailed in "Keeping them Safe" – a Policy for the Protection of Children and Young People and those with designated responsibility for them, pages 7-9) have been followed in the recruitment of the nominee: (please tick each box)

- A record of the recruitment process kept.
- Information package provided to nominee, including position description/agreement.
- Completion of an application form by the nominee.
- Interview held.
- Police vetting completed.
- 2 referees checked (3 for paid employees).
- Appointment Decision by at least two parishioners.

2.) We certify that \_\_\_\_\_ is personally known to us and we are assured of his/her faithfulness and moral and spiritual integrity.

1 \_\_\_\_\_

3 \_\_\_\_\_

2 \_\_\_\_\_

4 \_\_\_\_\_

## The Vicar/Enabler/Chaplain and Vestry

We request that \_\_\_\_\_ be authorised for the office of Licensed Lay Minister to serve in the Parish of \_\_\_\_\_ as approved at a meeting of vestry on / / 200...

Vicar: \_\_\_\_\_

Churchwardens: \_\_\_\_\_

\_\_\_\_\_

What arrangements for **in-service training** have been set in place (this should include an ethical ministry workshop.)

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What arrangements for appropriate **supervision** have been set in place? .....

.....

What arrangements for **regular meeting with Vicar/Enabler** have been set in place? .....

.....

What arrangements for **spiritual formation** have been set in place? .....

.....

What **Position Title** will the nominee bear (e.g. Youth Minister) \_\_\_\_\_

This information will be used for the purposes of the Office of Licensed Lay Minister and related matters including the Licensed Lay Ministers' Association.

**Signature of Person to be Licensed:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please Attach**

- A copy of the **Position Agreement**. (In the case of a paid employee, include both a Job Description and Employment Agreement.)
- **A paragraph from the nominee** outlining why they are offering themselves for this licensed ministry.

**Date:** \_\_\_\_\_

**Return Address:** \_\_\_\_\_  
of Vicar/Enabler/Chaplain

**Send to:**  
The Rt Revd Victoria Matthews  
Bishop of Christchurch  
P.O. Box 4438  
CHRISTCHURCH 8140

