

# Diocese Of Christchurch New Application For The Office Of Licensed Lay Minister



(Please complete *EITHER* pages 1 & 2 for a new application  
OR if this is for a renewal of license, complete pages 3 & 4)

**To: The Right Reverend Peter Carrell, Bishop of Christchurch**

**The Vicar/Priest in Charge/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     /     /

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

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

**We** 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).

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

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

.....

.....

What arrangements for appropriate **accountability** 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?

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.....

What **Position Title** is your preferred title the nominee will bear (e.g. Youth Minister)?

\_\_\_\_\_

This information will be used for the purposes of the Office of Licensed Lay Minister and related matters including training organised by the Diocese of Christchurch.

**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.
- The title and author of a recent book on Christian faith which has been read
- A copy of the applicant's Baptism Certificate

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

**Return Address:** \_\_\_\_\_  
of Vicar/Priest in Charge/Chaplain

### Send to:

The Executive Assistant  
P.O. Box 4438  
CHRISTCHURCH 8140

or email to: [bishopsea@anglicanlife.org.nz](mailto:bishopsea@anglicanlife.org.nz)



**Approval to draw up licence:** \_\_\_\_\_

**Bishop's signature**

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

# Diocese Of Christchurch

## Application For Renewal Of License For The Office Licensed Lay Minister



(Please complete *EITHER* pages 1 & 2 for a new application  
OR if this is for a renewal of license, complete pages 3 & 4)

To: The Right Reverend Peter Carrell, Bishop of Christchurch

### The Vicar/Priest in Charge/Chaplain and Vestry

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

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

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

In the Parish of \_\_\_\_\_

Date of last Police Vetting: \_\_\_\_\_

Date of last Boundaries in Ministry Course: \_\_\_\_\_

What arrangements for **training** have been set in place (this should include an ethical ministry workshop i.e. Boundaries in Ministry)

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.....

What arrangements for appropriate **accountability** have been set in place?

.....  
.....

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

.....  
.....

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

.....  
.....

What **Position Title** is your preferred title the nominee will bear (e.g. Youth Minister)?

\_\_\_\_\_

This information will be used for the purposes of the Office of Licensed Lay Minister and related matters including training organised by the Diocese of Christchurch.

**Signature of Person to be Re-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.)
- The title and author of a recent book on Christian faith which has been read

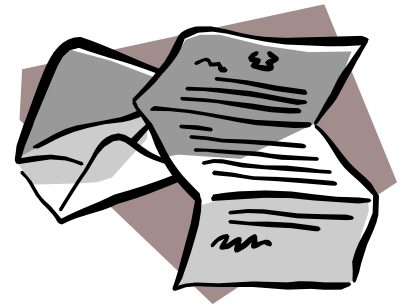
**Date:** \_\_\_\_\_

**Return Address:** \_\_\_\_\_  
of Vicar/Priest in Charge/Chaplain

**Send to:**

The Executive Assistant  
The Rt Revd Peter Carrell  
Bishop of Christchurch  
P.O. Box 4438  
CHRISTCHURCH 8140

**or email to:** bishopsea@anglicanlife.org.nz



**Approval to draw up licence:** \_\_\_\_\_

**Bishop's signature**

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