



Diocese of Christchurch

The Anglican Centre, Cardale House,
95 Tuam St, Christchurch CBD, Christchurch 8011
PO BOX 4438, CHRISTCHURCH 8140
Telephone: 03 348 6960 • Web: www.anglicanlife.org.nz

Lay Licensing Cover Letter

Thank you for your enquiry regarding Lay Licenses. At this time, the Christchurch Diocese, led by Bishop Peter, is strongly committed to Regeneration. Regeneration involves every member of the parish; it means that every person comes to recognise their part in God's work and is able serve and offer ministry in diverse ways.

In the past many roles undertaken by those who were not ordained required a Bishop's License. According to Our Licensed Lay Ministers Statute (1999) that is no longer the case. Where the following ministries are under the oversight of the Vicar or Priest in Charge, no license is required: parish administration; Christian education; administration of elements at Holy Communion; reading the Scriptures; leading the prayers of the people; music ministry; leading worship; taking Holy Communion to individuals in homes; preaching. Such valuable ministries need training, encouragement and appreciation. Lay ministers exercising such ministry under oversight of their clergy should have the confidence of their Vestry, but they do not require a Bishop's License.

But there are lay ministry roles which carry a high degree of responsibility, especially when not directly supervised by the local clergy. Lay preachers and worship leaders giving sermons and taking services in other churches in a parish; leaders of Reserved Sacrament/Extended Communion services in Rest Homes; those conducting healing ministries and/or anointing with oil (previously consecrated by a bishop or priest); and those with oversight of parish visiting and Christian education, especially those leading youth and children's work in parishes should be licensed, on the recommendation to the Bishop by vicar/priest-in-charge and vestry. The parish support of those granted Lay Licenses includes on-going supervision, arrangements for on-going spiritual formation, and regular meetings with the Vicar/Priest in Charge. Lay Licensees are also required to attend a Diocesan Boundaries Workshop at least once every three years.



The *Anglican* Church

in Aotearoa, New Zealand and Polynesia
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Some guidance for filling in the application.

1. In making an application for a Lay License it is important to be clear about the ministry tasks involved, so a copy of the position agreement must be attached to the application.

The position agreement includes the following:

- Position Title e.g. Rest Home Service Leader, Youth Minister.
- The aim of the position
- Key tasks
- Accountability arrangements
- Training arrangements
- Reporting arrangements

2. Evidence of the applicant's baptism must be supplied.

3. Be aware that a Lay License is granted for a fixed period of time and is not a permanent status. It is valid only within the Parish/Ministry Unit nominated. A Lay License may be renewed upon application.

4. For new applications, complete pages 1-3

Renewals

1. When the application is for the renewal of a Lay License, please go to pages 4-5 of the application form.
2. Please check that you have evidence of the applicant's baptism on file.

The process

1. Send the completed application to Bishop Peter's Executive Assistant. You can email it to bishopsea@anglicanlife.org.nz or post to: The Executive Assistant, The Rt Rev'd Peter Carrell, Bishop of Christchurch, P.O. Box 4438, Christchurch 8140.
2. Once approved, the license will be sent to the Vicar/Priest in Charge who is responsible for the ongoing training and support described. The Diocesan Ministry Educator will also be contacted so Boundaries Training Course can be arranged for the Licensee.
3. Before a License is presented, the Declarations, which will be provided with the License, must be signed and witnessed.