

**GRATEFUL**  
HEARTS  
**SERVANT**  
HANDS

Waikato  
Taranaki  
Anglicans 

# **DIOCESAN GUIDELINES**

## **LICENCED LAY MINISTRY & LOCAL MINISTRY CERTIFICATES**



Revised May 2024

## Welcome and Introduction

*“The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.” (Ephesians 4:11-13)*

God calls all of us to ministry. Every one of us has a vocation (or ‘divine calling’) and therefore a contribution to make to ushering in the Kingdom of Heaven. One of the most important things we can do as a Christian community is to help discern that call so that the gifts God has given may be exercised. Once we know what God wants you to do we can then empower you to minister.

Sometimes that empowerment is a simple encouragement to collaborate in the work of the Spirit and to proclaim the Good News. On other occasions particular training, formation, and supervision is required to ensure that the minister is well-prepared, protected, and endorsed.

This set of guidelines is designed to clarify the formal roles and responsibilities available in our Diocese. Specifically it outlines a Ministry Certificate, the three categories of Licenced Lay Ministry, and the Ministry of Anointing with Oil. In addition, it describes some discernment strategies, a selection of preferred training and formation options, and the qualities of a lay minister.

This document is not meant to be a substitute for *The Lay Ministry Licences Statute 2011* (Statute No. 18) but rather a guide for navigating more formal lay ministry. The Statute is available by clicking [here](#) (if you are reading the electronic version) and can be found online on our website <https://www.waikatotaranakianglicans.nz/statutes> - DIOCESE OF WAIKATO AND TARANAKI STATUTE NO. 18 THE LAY MINISTRY LICENCES STATUTE 2011.

All the application forms required for the assorted ministries are included. Furthermore, the Appendices offer recommendations for review, renewal and dispute resolution as well as the statutory declarations.

May God bless you as you explore your vocation,

May your community of faith discern God’s will with wisdom and clarity,

May your vocation enrich you and those you minister to as you respond to God’s call.

*The Most Reverend Philip Richardson*, Bishop of Waikato and Taranaki

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# ONE: UNDERSTANDING THE LANGUAGE

## 1.1 What is Ministry?

Ministry is the action of all baptised people who are called to re-present Christ in all aspects of their daily life. In this Diocese we believe that every member of every Ministry Unit has a God-given ministry and it is our hope that these Guidelines empower all to minister more fully in the name of Christ.

Some ministries have been identified as being representative of the Church in a more formal way; these ministries, both lay and ordained, require a Ministry Certificate or a Licence.

A *minister* is literally someone who 'acts upon the authority of another'. Lay and ordained ministers in this Diocese acts under the authority of the Bishop. Therefore a Licenced Lay Minister is someone who has been authorised by the Bishop to exercise a particular responsibility.

### MINISTRY CERTIFICATE

If you are exercising ministry under the direct supervision of someone who already holds a licence from the Bishop you may be eligible for a Ministry Certificate. This certificate is issued by the Vicar on the recommendation of the Vestry to a person who:

- Assists in leading public worship (e.g. a liturgist, intercessor, reader, etc)
- Assists with educational groups and programme (e.g. helps with a home group or Sunday school programme).

### LICENCED LAY MINISTER

A 'lay' person is someone who is not ordained. A licenced lay minister is someone who has been discerned and trained to exercise ministry on behalf of the church. A lay licence can cover up to three categories of ministry:

- Educator
- Pastor
- Worship Leader

## 1.2 What does 'Licenced' mean?

The Bishop issues a lay minister with a licence to recognise and describe the authority delegated by the Bishop. Licensing offers a framework of support for ministry which represents the Church. The Licence indicates that the person's ministry has been discerned by others, that the person has been appropriately equipped, and that the person understands and adheres to the ministry standards of the Anglican Church in Aotearoa, New Zealand and Polynesia.

Anyone who is issued a licence begins a formal relationship with the Diocese. This means that they are accountable to the Church and have made special promises to submit to its authority. In return the Church commits to supporting their ministry.

Anyone who wishes to receive a licence must undergo a full background screening check including a Police Check.

### 1.3 Who can become a Licenced Lay Minister (LLM)?

In order to be eligible to become an LLM you must be:

- Baptised;
- A regular member of an Anglican ministry unit (e.g. a Parish, Mission Unit, School or Social agency);
- Supported by the community you belong to and the body that leads them (e.g. be nominated by people in the congregation and receive the support of Vestry);
- Appropriately prepared;
- Willing to sign declarations;
- Willing to undergo police check and background screening processes; and
- Willing to attend local and diocesan training as appropriate.

## TWO: WHAT ARE THE OPTIONS?

### 2.1 Ministry Certificate

As mentioned above, a Certificate is perfect for anyone whose ministry is supervised by a licence holder. It is not necessary to have a certificate to exercise ministry under supervision but it does invite intentional support and might be used as a stepping stone toward a lay licence. The Certificate is issued by the Vicar at the Vestry's request and the recipient must sign particular declarations before receiving it. Anyone with a Certificate would be expected to attend parish training sessions relevant to the ministry exercised. Ministry Certificate holders are also welcome to attend regional or diocesan training events relevant to their ministry.

A Certificate is valid for three years at a time and may be renewed or cancelled by the Vicar at his/her discretion. Only those baptised and on the Parish Roll are entitled to receive and retain a Certificate.

### 2.2 Types of Licenced Lay Ministry

In this Diocese a Lay Licence authorises the recipient to exercise up to three categories of ministry:

**Worship Leader:** For those who plan and lead such public worship services as are from time to time approved and who may conduct funerals. They may distribute extended communion as requested by the Bishop, their Vicar or Vicar's nominee.

**Pastor:** For those who undertake the pastoral and social work of the parish including caring for the pastoral needs of the faith community, such as visiting, and administering extended communion in the name of the local Ministry Unit.

**Educator:** For those who are responsible for responding to the educational needs of the local Ministry Unit. This includes working with children and youth, leading Bible Studies and preaching more than twice per year.

As well as the above three licences, a Ministry of Healing licence may also be granted for those who exercise the ministry of healing through the laying on of hands and/or anointing with Oil.

## DECLARATIONS

*Anyone seeking a Ministry Certificate or a Lay Licence must sign two declarations. **The first** confirms your willingness to accept the authority of General Synod. **The second** confirms your willingness to accept the authority of the Bishop and adhere to the stand or ethics described in Title D Canon 1 Part A. (Both declarations are included in the Appendices).*

### 2.3 Ministry of Healing Licence

At the discretion of the Bishop a lay person may be licenced to exercise the Lay Ministry Office of Minister to Anoint with Consecrated Oil. Any person who wishes to be considered for this special permission must be:

- Nominated by the Vicar and the Churchwardens and approved by the Vestry;
- Trained to anoint with oil by the Bishop or the Bishop's appointee;
- A member of the Ministry Team;
- Subject to a covenant; and
- Willing to sign the declarations that acknowledge the authority of General Synod and obedience to the Bishop.

### 2.4 Expectations of an LLM

- Each Licenced Lay Minister is required to meet with an external supervisor or spiritual director at least four times per calendar year. These sessions may be conducted in a group environment.
- Every LLM must have a covenant which outlines his/her role and responsibilities.
- An LLM is a Christian role model.

## THREE: THE QUALITIES OF A LICENCED LAY MINISTER

*“But we appeal to you, brothers and sisters, to respect those who labor among you, and have charge of you in the Lord and admonish you; esteem them very highly in love because of their work. Be at peace among yourselves. And we urge you, beloved, to admonish the idlers, encourage the fainthearted, help the weak, be patient with all of them. See that none of you repays evil for evil, but always seek to do good to one another and to all. Rejoice always, pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you. Do not quench the Spirit. Do not despise the words of prophets, but test everything; hold fast to what is good; abstain from every form of evil.” (1 Thess 5:12-22 NRSV)*

A person who is a Licenced Lay Minister should:

### **Be spiritually mature:**

- Be regular in prayer and theological reflection
- Be able to articulate and speak about their relationship with God
- Be able to help others recognise God in their lives
- Have a sense of vocation to the ministry of a Licenced Lay Minister.

### **Have these personal qualities:**

- Compassion
- Trustworthiness
- Honesty
- Integrity
- A love for others, irrespective of difference
- Listening skills
- Patience
- Inclusiveness
- Confidentiality
- Willingness to learn and to make changes
- Sense of humour.

### **Be willing to develop in the areas of:**

- Being part of a ministry support team and to be committed to attending team meetings.
- Being able to work alone.
- Being committed to training and formation.
- Being committed to growing in their self-awareness (acknowledging their strengths and weaknesses).
- Being open to change both personal change and in the life of the Parish.

## **FOUR: DISCERNMENT**

### **4.1 What is discernment?**

The New Testament encourages us to examine everything and work out whether it is good (from God) or bad (and therefore something to avoid): 1 Thess 5:21-22.

The same can be said when trying to work out your vocation (or calling): some roles are right for us and some are not.

Discernment can be worked out just between you and God for some things, but in a ministry setting it is best to work with a process to help you discover what God might be saying.

### **4.2 How might discernment work?**

***Here are two ways it might happen.***

#### ***Organic Discernment***

Organic discernment takes place when a ministry unit observes one of its members exercising particular gifts or qualities, and chooses to engage with her/him. In this instance an exploratory conversation is held between the person and an appropriate representative (LLM, clergy person) to discover what kind of ministry the candidate feels called to.

#### ***Strategic Discernment***

The parish may form a Discernment Group to convene when necessary to prayerfully consider the gifts needed to maintain a healthy, vibrant ministry team. The discernment group may be made of up to eight people, including two of each of the following groups:

- Ministry team
- Vestry
- Congregation
- Parish clergy

*(The Vicar would normally convene the group)*

The role of the discernment group is two-fold:

1. To prayerfully identify the gifts that are needed in the ministry team; and
2. To identify people in the parish who have those particular gifts.

The discernment group offer names to the Minister in Charge and vestry for their consideration.

The Minister in Charge is to ensure that the person understands the content of this booklet.



## **Consultation**

Whatever form discernment take, the Minister in Charge speaks with members of the Ministry Team, Wardens and members of the congregation who would act as nominators, about the person. If there is support for the person they will be invited to continue with the process. The Vestry is required to pass a motion of support for the application to proceed.

The Minister in Charge and the person to be licenced negotiate a Ministry Covenant to ensure expectations and understanding of ministry, training and accountability are clear.

The Minister in Charge, Vestry and the person fill in the *Nomination of a Candidate for a Licence as a Lay Minister*. The person signs the *Declaration of Acknowledgment of the Authority of General Synod Te Hīnota Whānui and the Synod of Waikato & Taranaki*. These are sent to the Bishop's Executive Chaplain. Once all of the requirements set out in 1.3 are met, the Bishop will then make a decision about whether the licence is issued or if additional information is required.

When a person who is licenced as a Lay Minister moves to another parish, the parish to which the person moves uses this process in full to apply for a new licence. The current Minister in Charge may consult with the former Minister in Charge about the person.

## **FIVE: EDUCATION FOR LICENCED LAY MINISTERS**

The need for education and training for ministry should be explained to candidates when they are exploring licenced lay ministry. The Minister in Charge will negotiate with the person to be licenced about specific training needs.

Each licenced lay minister covenants to participate in regular ministry support team meetings and Diocesan Licenced Lay Ministry training events (please refer to [our website](#) for information of events coming soon!). This includes attending a Boundaries / Title D course every three years. Each licenced lay minister is provided with a copy of the *Diocesan Licenced Lay Ministry Information and Formation Manual* which is currently being revised but will be able to be used as a training resource.

### **Programmes and Funding**

The cost of study will generally be carried by the Licenced Lay Minister. However the parish may offer to contribute towards the cost after negotiation. There are also some subsidies available from the Diocese. These subsidies may apply to specific training courses, or to long term study when funds are available.

To learn more about training programmes and funding options please contact the Bishop's Executive Chaplain, [bishopschaplain@wtanglican.nz](mailto:bishopschaplain@wtanglican.nz).

## **APPENDICES**

1. Declaration of Adherence
2. Declaration of Assent and Canonical Obedience
3. Application for Lay Ministry (including Covenant)



**DECLARATION OF ADHERENCE AND SUBMISSION TO THE  
ANGLICAN CHURCH IN AOTEAROA NEW ZEALAND AND  
POLYNESIA**

I, \_\_\_\_\_, **DO DECLARE** that I will give all due obedience to the Constitution/Te Pouhere and the Code of Canons of the Anglican Church in Aotearoa New Zealand and Polynesia and to the decisions and judgments of those holding authority under the Constitution/Te Pouhere and the Code of Canons including all regulations which may be made pursuant to the Constitution/Te Pouhere and the Code of Canons.

**AND** I hereby undertake in consideration of my holding any such office or membership immediately to resign that office or membership together with all the rights and emoluments appertaining thereto whenever I shall be called upon so to do by those acting under authority given to them by the Constitution/Te Pouhere or the Code of Canons or any regulations made pursuant to them.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

In the presence of:

\_\_\_\_\_



**DECLARATION of ASSENT and CANONICAL OBEDIENCE**  
**ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA**

Te Hāhi Mihinare ki Aotearoa ki Niu Tirenī,  
ki Ngā Moutere o Te Moana Nui a Kiwa

---

I, \_\_\_\_\_, being given permission to officiate in

WAIKATO AND TARANAKI

DO SOLEMNLY MAKE THE FOLLOWING DECLARATION:

I believe in the faith, which is revealed in the Holy Scriptures and set forth in the Catholic Creeds, as this Church has received it and explained it in its Formularies and its authorised worship.

I assent to the Constitution of the Anglican Church in Aotearoa, New Zealand and Polynesia.

I affirm my allegiance to the doctrine to which clause 1 of the Fundamental Provisions and clauses 1 and 2 of Part B of that Constitution bear witness.

In public prayer and administration of the sacraments I will use only the forms of service which are authorised or allowed by lawful authority.

I will uphold the covenant and partnership expressed in the Constitution between Te Pihopatanga o Aotearoa as a whole and through its constituent parts, and the Dioceses in New Zealand together and severally and through their constituent parts, and the Diocese of Polynesia as a whole and through its constituent parts.

I will pay true and canonical obedience, in all things lawful and honest, to the Bishop of Waikato and Taranaki and to the successors to that Bishop, and will be obedient to the ecclesiastical laws and regulations in force in the said Diocese of Waikato and Taranaki.

The foregoing declaration was made and subscribed by the above named

on the \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord two thousand and \_\_\_\_\_.

Signed by the above named declarant: \_\_\_\_\_

In the presence of: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

Title A Canon 1 A20  
Statute 17

# Application for Lay Ministry



This application is to be completed and forwarded to  
the Bishop's Executive Chaplain, [bishopschaplain@wtanglican.nz](mailto:bishopschaplain@wtanglican.nz)

**Please tick the relevant box:**

**New Application**  Please complete all sections

**Renewal**  Please complete sections **A&B**

Lay Ministry Licences are valid for a period of **three years**, after which renewal is required (for renewal, please only complete sections A and B).

Please ask your Vicar/Person in Charge about Ministry Certificates, a certificate is perfect for anyone whose ministry is supervised by a licence holder. It is not necessary to have a certificate to exercise ministry under supervision, but it does invite intentional support and might be used as a stepping-stone toward a Lay Licence. Certificates are valid for three years.

## A: Personal Details

**Note:** Your details will be entered into the Diocese Database, and you will receive regular updates from the Diocese.

Surname:..... First Name: ..... Middle: .....

Home Address: .....  
..... Postcode .....

Mailing Address: .....  
..... Postcode: .....

Contact Number: .....

Email: .....

### **Parish Details**

Place of Worship:.....

Vicar/Person in Charge: .....

Archdeacon: .....

### **Background Checking and Training:**

Ensure you have included with this application the following:

Completed Police Check form along with evidence of identity (refer police check guidelines).

I have signed declarations and attached.

Have you completed Boundaries training in the last 3 years:

Yes  No

If you have selected **no**, please speak with your Vicar/Person in Charge for completion.

Note: Background screening will also be required (the process will be started upon receipt of this paperwork).

Please list any other further training you have completed in the last three years:

.....  
.....

**B: Covenant – to be completed by the Vicar/Person in Charge/Archdeacon**

This covenant is between: ..... and

.....

To Support his/her ministry as a Lay Minister in the following area of ministry:

**Worship Leader          Pastor          Educator**

Please circle whichever applies, as will be listed on the licence.

Describe the preparation/training which the applicant has undertaken in order to develop their spiritual life and develop particular skills needed for the areas of ministry covered by the application/renewal:

1. Regular Ministry Activities

.....

2. Team Meetings

.....

3. Diocesan Training Events

.....

4. Education and Ministry Development

.....

5. Support and Accountability:

.....

6. Supervisor /Spiritual Director:.....

Support and accountability – Each Licenced Lay Minister is required to meet with an external supervisor or Spiritual Director at least four times per calendar year.

**Supervision:** at a level and in a form which reflects the amount of ministry undertaken by the LLM. Sometimes group supervision would be an appropriate way of providing supervision in a situation where there are several LLMs in a Parish or cluster of Parishes. Contact the Bishop’s Office for the provision of names of suitable supervisors.

**Spiritual Directors:** Please contact the Bishop’s Office for the provision of names of suitable Spiritual Directors.

- This Ministry Covenant stands as a basis of review of ministry.
- The Parish/ Ministry Unit agrees to provide opportunities and support for the exercise of the ministries specified above.
- The Diocese undertakes to provide training and support for Licenced Lay Ministers and Parishes.
- The licenced person gives permission for there to be discussion of them and their ministry in the ministry team and with the Bishop and other Diocesan appointed representatives as necessary.
- This Covenant will support a review of ministry and Parish responsibility by an interview with the Vicar/Leadership Team/Archdeacon four to six weeks prior to application to re-licence.
- Either the Parish or Licenced Lay Minister may ask for a review at an earlier date.

**Signatures:**

Applicant/Licence Lay Minister:.....

Vicar/Person in Charge/Archdeacon: .....

Date: ..... Review Date: .....

## C: Nomination of a Candidate for a Licence as a Lay Minister

To Bishop Philip, Diocesan Bishop

.....  
(Full Name of Candidate)

.....  
(Parish)

- Is a baptised member of the church and a communicant member of the Anglican Church.
- Is bound by the obligations of Office in Title D Canon 1 Part A establishing standards of ethics in ministry.
- Has a Ministry Covenant with the Parish to undertake ongoing training and participate in Parish Life.
- Has signed the Declaration of Acknowledgement of Authority of General Synod and the Synod of the Diocese of Waikato & Taranaki.
- Has completed boundary training or equivalent preparation approved.

..... (please print name)

### ***Acceptance of Nomination***

I, .....  
accept the nomination to be licenced as a Lay Minister and have signed a Minister Covenant with representatives of  
the Parish of: .....

Nominee: ..... Date: .....

### ***Support of the Congregation***

This nomination is supported by two members of the congregation in which the nominee serves.

We certify that the nominee is known to us, and we support that he/she is a suitable person to exercise lay ministry as described in the Guidelines on Licenced Lay Ministry issued by the Diocese of Waikato & Taranaki.

.....  
Name Signature

.....  
Name Signature