

**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.)

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.....

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

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

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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



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?

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

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.....

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