

DIOCESAN GUIDELINES

LICENSED LAY MINISTRY & LOCAL MINISTRY CERTIFICATES



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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 God. 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.

The ministry of the baptised is empowered and encouraged through regular participation in our worshipping communities. Licensed ministry in, and on behalf of the church, requires particular training, formation, and supervision. This 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, Licensed Lay Ministry, and the Ministry of Anointing with Oil.

This document is not a substitute for *The Lay Ministry Licences Statute* but rather is a guide for navigating more formal lay ministry. The Statute is available on our website: <https://www.waikatotaranakianglicans.nz/statutes> (Diocese of Waikato and Taranaki Statute 51 - The Lay Ministry Licences Statute 2025).¹

Application forms are included within these guidelines. Furthermore, the Appendices offer recommendations for review and renewal 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

¹ Statute 51 (The Lay Ministry Licences Statute 2025) comes into effect on 1 January 2026.

ONE: UNDERSTANDING THE LANGUAGE

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. 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 act under the authority of the Bishop. Therefore, a Licensed Lay Minister is someone who is not ordained, but 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 ministry leader on the recommendation of the vestry (or equivalent authority) to a person who:

- Assists in regularly 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).
- But shall not include any form of one-on-one ministry.

Licensed Lay Ministry

A licensed lay minister is someone who has been discerned and trained to exercise ministry on behalf of the church, sometimes with sole responsibility for a ministry either as its leader or in one-to-one situations. Anyone leading a ministry with children, young people, and/or vulnerable adults must be licensed to undertake that ministry role on behalf of the Church.

TWO: WHAT ARE THE OPTIONS?

Ministry Certificate

As mentioned above, a *Ministry Certificate* is perfect for anyone whose ministry is directly supervised by a licence holder. It is not necessary to have a certificate to exercise ministry under the supervision of a licence holder (e.g. reading or providing intercessions during public worship), but it does invite intentional support and might be used as a stepping stone toward a lay licence. The Certificate is issued by the Ministry Unit Leader on the recommendation of Vestry (or equivalent body). Before receiving the certificate, the recipient must:

- be baptised,
- be on the parish/ ministry unit role,
- have a current police vetting check through the diocese, and
- sign our two declarations (see appendices).

Anyone with a Certificate would be expected to attend parish training sessions relevant to the ministry exercised and, when invited, are encouraged to attend regional or diocesan training events relevant to their ministry.

A Certificate is valid for up to three years at a time, and may be renewed or cancelled at any time by the Ministry Leader with the approval of the vestry.

Licensed Lay Ministry

What does 'Licensed' 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 will need to complete boundaries training modules required through the diocese and sign the two declarations set out in the appendices. They will also need to undergo full background screening (including police vetting and Kooyoora screening process), to receive a clearance for ministry, which is initiated through the Bishop's Office on receipt of the application paperwork. The cost of the background screening will be payable by the Parish/ Ministry Unit.

The Diocese has introduced a Practicum Year from 2025. An initial licence (as part of the Practicum Programme) may be issued for up to one year, with certain expectations to be met before a further Lay Licence can be issued.

What Ministries Require a Lay Licence?

A Lay Licence is required for:

- Leading a ministry with children, young people, and/or vulnerable adults (e.g. Sunday school leader, youth group leader, rest home service leader).
- Exercising ministry with sole responsibility, or with responsibility for the ministry of others (e.g. alpha course leader, pastoral care team leader).
- Any form of one-to-one ministry, including pastoral care (visiting in homes, rest homes, mentoring etc), administering extended communion/reserved sacrament during visits (on behalf of the Vicar/Ministry Leader) outside of public worship services.
- Leading and planning public worship services, which may include worship on a Sunday or another day of the week, conducting funerals, and administering extended communion.
- Someone who regularly preaches, i.e. four or more times per year.
- Someone who regularly teaches the faith.

Who can become a Licensed 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, i.e. be nominated by people in the congregation/ministry unit, and receive the support of the Ministry Leader and the Vestry (or equivalent authority);
- Willing to undergo police check and background screening processes, and complete boundaries training modules through the diocese;
- Willing to sign declarations;
- Willing to enter into a covenant with the parish/ministry unit to which they belong and become a member of the Ministry Team, being accountable to the appropriate authority;
- Willing to fully engage in the training provided through the diocese, including the Practicum Programme. However, the bishop may license a person without the practicum year at the bishop's discretion, e.g. if they have completed equivalent training; and
- Willing to undertake regular supervision and spiritual direction.

Specialist Lay Licences

The Bishop may issue a person with a licence for a specialised ministry which will be subject to the conditions and permissions outlined in an accompanying letter of appointment. For example, a licence as a parish children's or youth worker, or any other licence where specialist training and support is required. The Special Licence is issued at the discretion of the Bishop.

Specialist Lay Licence applicants must meet the general requirements for becoming licensed (e.g. background screening process, boundaries / ministry standard training modules, signing of the declarations). The application (for parish-based ministry) must be supported by no fewer than two members of the parish/ministry unit amongst whom the lay person is to serve, with approval by the Minister in Charge and Vestry (or equivalent authority), and with an appropriate covenant (see appendices).

Types of Specialist Lay Licence may include:

- Children's Ministry Leader,
- Youth Group Leader (e.g. youth group leader, youth choir leader).

A simple rule of thumb is, if you are working alone with children or young people you must have a licence. Where there is more than one adult with a group of children or young people, one of those must be the leader and hold a licence.

Other examples include:

- School Chaplain (where the chaplain is not ordained),
- Rest Home Chaplain (where the chaplain is not ordained),
- Any ministry as determined by the Bishop from time to time.

Specialist Licence training requirements will include boundaries training (ministry standards training modules required of all licensed people), and may also include:

- Training in child protection and safeguarding,
- First Aid training,
- Any training that may be required under relevant diocesan policies to the ministry undertaken.

Holders of a Specialist Lay Licence will be required to undertake:

- Supervision, with frequency and mode suitable to the nature and frequency of the role.
- Spiritual Direction on a regular basis, if you are the primary/main leader of a ministry (or as determined by the Bishop).

The specific requirements for each *Specialist Lay Licence* will be outlined in the accompanying letter of appointment, which is provided by the Bishop's office, following consultation with the Parish/Ministry Unit leader.

Diocesan Lay Licences

The bishop shall determine licensing for all diocesan ministries. Licensed Lay Ministers holding diocesan licences (e.g. employees of the diocese) may exercise their ministry across multiple Ministry Units as directed by the Bishop or appropriate diocesan authority.

Every holder of a Diocesan Lay Licence:

- Must meet the general requirements for becoming licensed (e.g. background screening process, boundaries / ministry standard training modules, signing of declarations).
- Is required to meet with a supervisor and a spiritual director on a regular basis.
- Must have a covenant which outlines his/her role and responsibilities, whether serving in a Ministry Unit or diocesan capacity.
- Will participate in regular ministry support team meetings (where appropriate), and Diocesan Licensed Lay Ministry training events.

Ministry of Healing Licence

At the discretion of the Bishop, a lay person may be licensed hold and exercise *The Office of Lay Minister to Anoint with Consecrated Oil*. Any person who wishes to be considered for this special permission must:

- Be nominated by the Vicar/Ministry Leader and the Churchwardens, and approved by the Vestry;
- Undertake background screening and boundaries training, as determined by the Bishop;
- Be trained to anoint with oil by the Bishop or the Bishop's appointee;
- Be a member of the Ministry Team;
- Be subject to a covenant and undertake regular supervision with a qualified person.

Supervision and Spiritual Direction Requirements

Each Licensed Lay Minister is required to:*

- Meet regularly with their Ministry Team.
- Meet at least every 6 weeks with their Ministry leader (or equivalent, as set by the Parish/Ministry Unit), for internal supervision. Supervision may be conducted in a group environment, as long as there is provision for the lay person to meet with a supervisor one-to-one when necessary.
- Meet with an external supervisor if a situation that is inappropriate to discuss internally is identified, by either the LLM or the Ministry Leader. This can be organised through the Bishop's Office.
- Meet with a spiritual director at least six times per calendar year. However, this requirement may be reduced in consultation with the bishop's office.

The supervision and spiritual direction requirements should be contained in the Covenant, which also outlines the layperson's role and responsibilities. Further information about supervision and spiritual direction can be found in appendix 10.

**As provisions for Specialist Lay Licence holders will be outlined in the letter accompanying the license, the Ministry Unit/Parish must liaise with the Bishop's Office before finalising the Covenant.*

Declarations

Anyone seeking a Ministry Certificate or a Lay Licence must sign two declarations.

- **The first** confirms your willingness to accept the authority of the Anglican Church in Aotearoa, New Zealand and Polynesia.
- **The second** confirms your willingness to accept the authority of the Bishop.

The declarations are included in the Appendices and must be completed and returned with the application.

THREE: THE QUALITIES OF A LICENSED LAY MINISTER

“But we appeal to you, brothers and sisters, to respect those who labour 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 faint-hearted, 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 NRSVA)

A person who is a Licensed 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 Licensed Lay Minister.

Have these personal qualities:

- Compassion
- Trustworthiness, honesty and 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 / Ministry Unit.

FOUR: PROCESS TOWARDS LICENSING

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. This is a process of discernment and can be worked out just between you and God for some things. However, in a ministry setting it is essential that your calling is recognised by the wider church.

Next Steps

An individual with a sense of call, in the first instance, speaks with the Minister in Charge of their parish / ministry unit.

The Minister in Charge will speak 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, Vestry and the person fill in the required application forms. **The Minister in Charge and the person to be licensed negotiate a Ministry Covenant** to ensure expectations and understanding of ministry, training and accountability are clear. The person signs the *Declaration of Acknowledgment of the Authority of the Anglican Church* and the *Declaration for the Diocese of Waikato & Taranaki*.

Once all of the requirements are met, the application is sent to the Bishop's Office. The applicant and/or ministry leader will be communicated with regarding the next steps in the process. Once all requirements are met, the Bishop will then decide whether the licence is issued, or if additional information is required. Please see the appendices for further information.

When a person who is licensed as a Lay Minister moves to another parish or ministry unit, the parish to which the person moves will need to use this process 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 LICENSED LAY MINISTERS

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

Training

The Practicum Year

The Practicum Programme provides intentional learning and development opportunities around three core modules. Each module has three sessions, one face to face and two on-line. Each module has an assignment that has to be completed within the 12-month period from the start of your practicum year, i.e. three assignments.

The three core modules are:

- An introduction to Anglican Identity throughout history and in these Islands
- An introduction to Anglican Worship, liturgy and doctrine
- An introduction to Pastoral Practice.

Further information regarding the Practicum Year can be obtained from your Archdeacon or the Bishop's Executive Chaplain.

Local and Diocesan Training

Each licensed lay minister covenants to participate in regular ministry team support meetings and Diocesan Licensed 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, and other safeguarding modules as required and advertised through the bishop's office.

Programmes and Funding

Diocesan Training Days do not usually carry a cost for participation, although koha is welcome to assist with catering.

The cost of other training and study will generally be carried by the Licensed Lay Minister but lay people can seek assistance from the Parish / Ministry Unit and ministry units are encouraged to support any costs associated with the practicum year (e.g. travel to events).

To learn more about training programmes and funding options please contact the Bishop's Executive Chaplain, bishopschaplain@wtanglican.nz.

APPENDICES

1. Declaration of Adherence and Submission to the Anglican Church in Aotearoa, New Zealand and Polynesia
2. Declaration of Acknowledgement of The Authority of The Diocese Of Waikato And Taranaki
3. Ministry Certificate (local)
4. Application Process – Licensed Lay Ministry
5. Application for Licensed Lay Ministry (A) - L1
6. Application for Licensed Lay Ministry (A) - Renewal L2
7. Application for Licensed Lay Ministry (A) - Specialist Licence L3
8. Licensed Lay Ministry – Covenant (B)
9. Licensed Lay Ministry – Nomination Form (C)
10. LLM Supervision and Spiritual Direction



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 in the presence of:

Signed:

In the presence of:

THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA
Te Haahi Mihinare ki Aotearoa, ki Niu Tirenī
Ki Nga Moutere o te Moana Nui a Kiwa

DECLARATION OF ACKNOWLEDGEMENT OF THE AUTHORITY OF
THE DIOCESE OF WAIKATO AND TARANAKI

I, _____(full name)

Occupation: _____

Address: _____

being about to be Licensed to the Office of **Lay Minister**

in the parish of _____ in the Diocese of Waikato and Taranaki

DO ACKNOWLEDGE AND DECLARE

1. That I will pay true and canonical obedience, in all things lawful and honest to the Bishops of Waikato and Taranaki and to the successors of those Bishops, and will be obedient to the ecclesiastical laws and regulations in force in the Diocese of Waikato and Taranaki.
2. I acknowledge that I am bound by the obligations of Office in Title D Canon 1 establishing standards of ethics in ministry.

Signed by the above-named Declarant: _____

this _____ day of _____, 20____

in the presence of: _____

Occupation: _____

Address: _____

Ministry Certificate

The Parish Vestry/Council of _____

has resolved that the following person be appointed as: _____

To exercise the following ministry: _____

Together with the responsibilities and obligations of that/those roles.

This certificate records your appointment as being certificated and authorised to perform those duties specified above.

Full Name: _____

Authorised by: _____ (Name / role)

Signed: _____ *Date:* _____

*This Ministry Certificate will remain valid for up to three years,
subject to the terms and conditions contained in The Diocese of
Waikato and Taranaki Lay Ministry Licences Statute 2025 and guidelines.*



Licensed Lay Ministry Applications

Application Process:

1. Please ensure you read the *Lay Ministry Guidelines (Waikato and Taranaki Diocese)*, to ensure you complete the correct paperwork to submit to the Bishop's Office.
2. Applications must be submitted by the Ministry Unit / Parish leader (with the approval of the governing body), not by the lay applicant.
3. Upon receipt of the application, the Bishop's office will:
 - a. Contact the parish/ministry unit leader to confirm the application has been received, or advise if there are any questions.
 - b. Contact the applicant, to commence the applicable screening process (i.e. police vetting through the diocesan office and background screening through Kooyoora), and confirm any immediate training requirements for the application to continue.
 - c. Update the applicant's profile, as screening and training requirements are completed.
 - d. Contact the parish/ministry unit leader, once the application elements have been successfully completed, and the Bishop has agreed to provide a licence.
 - e. Arrange for the delivery of the licence (and any accompanying paperwork), to the ministry unit/parish leader.
4. Until the applicant has received their licence, they should not commence with ministry duties which require a licence.

Licensed Lay Ministry (LLM) Application Forms:

L1 - Application for Lay Licence: For a new licence holder, and includes Lay Practicum Year.

L2 - Application for Renewal of a Lay Licence: For existing Licensed Lay Minister / LLM.

L3 - Application for a Specialist Lay Licence: Please liaise with the Bishop's Office, prior to commencing with an application under this category.

Please ensure you complete the correct application form, to avoid any unnecessary delays.

Application for Lay Ministry Licence (Initial Licence / Practicum)



This application is to be completed by the Ministry Leader and forwarded to the Bishop's Office - bishopsoffice@wtanglican.nz.

Please complete all sections (A – Personal details, B – Covenant, C – Nomination), ensuring all tick boxes, signatures and dates are completed.

Bishop's Office to complete - Intake Date (lay practicum programme)*

2026	1 February	1 May	1 September
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*The intake date (into the Lay Practicum Programme) is not the same as the licence date. The Lay Licence will not be issued until the screening and boundaries training modules have been completed, and the Bishop has agreed to provide a licence.

A: Personal Details

By applying for a Lay Licence, the applicant agrees to their details being entered into the Diocesan database, and receiving regular communication from the Diocese.

Contact Information

Surname	First name	Middle name
Home Address		
	Postcode	
Mailing Address (if different)		
Mobile and Email		

Parish / Ministry Unit Information

Parish / MU	
Name of Ministry Leader	
Contact number	

Background Screening, Training Requirements and Declarations

	I understand background screening processes will be initiated and must be completed. The costs will be payable by the parish/ ministry unit.
	I agree to complete safeguarding & boundaries modules, as required by the Diocese.
	I have completed both declarations, and included them with this application.
	The ministry covenant has been completed, and is included with this application.

Signed: Applicant	Signed: Ministry Leader / Vicar / Archdeacon, following agreement of Vestry (or equivalent governance body)
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Application for Lay Ministry Licence (Renewal)



This application is to be completed by the Ministry Leader and forwarded to the Bishop's Office - bishopsoffice@wtanglican.nz.

Please complete all sections (A – Personal details, B – Covenant, C – Nomination), ensuring all tick boxes, signatures and dates are completed.

Please ensure you are completing the correct form (*renewal for an existing LLM*).

The Lay Licence will not be issued until all necessary screening and boundaries training modules have been completed (or updated), and the Bishop has agreed to provide a renewal of licence.

A: Personal Details

The applicant agrees to their details being entered / updated in the Diocesan database, and receiving regular communication from the Diocese.

Contact Information		
Surname	First name	Middle name
Home Address		
	Postcode	
Mailing Address (if different)		
Mobile and Email		
Parish / Ministry Unit Information		
Parish / MU		
Name of Ministry Leader		
Contact number		
Background Screening, Training Requirements and Declarations		
	I understand background screening processes will be initiated if required, and must be completed. The costs will be payable by the parish/ ministry unit.	
	I agree to complete safeguarding & boundaries modules, as required by the Diocese.	
	I have completed both declarations, and included them with this application.	
	An updated ministry covenant has been completed, and is included with this application.	
Signed: Applicant		Signed: Ministry Leader / Vicar / Archdeacon, following agreement of Vestry (or equivalent governance body)

Application for Lay Ministry Licence (Specialist Lay Licence)



For a Specialist Licence, the Ministry Leader must first liaise with the bishop's office.

This application is to be completed by the Ministry Leader and forwarded to the Bishop's Office - bishopsoffice@wtanglican.nz.

Please complete all sections (A – Personal details, B – Covenant, C – Nomination), ensuring all tick boxes, signatures and dates are completed.

The Lay Licence will not be issued until required screening is completed and the standards accompanying the licence have been agreed, as per the Bishop's requirements.

Note: Police check is required every 3yrs, and screening every 6yrs (with alignment of dates). Boundaries modules must be updated when requested through the Bishop's Office.

A: Personal Details

The applicant agrees to their details being updated in the Diocesan database, and receiving regular communication from the Diocese.

Contact Information		
Surname	First name	Middle name
Home Address		
	Postcode	
Mailing Address <i>(if different)</i>		
Mobile and Email		
Parish / Ministry Unit Information		
Parish / MU		
Name of Ministry Leader		
Contact number		
Background Screening, Training Requirements and Declarations		
	I understand background screening processes will be initiated if required, and must be completed. The costs will be payable by the parish/ ministry unit.	
	I agree to complete safeguarding & boundaries modules, as required by the Diocese.	
	I have completed both declarations, and included them with this application.	
	The ministry covenant has been completed, and is included with this application.	
Signed: <i>Applicant</i>		Signed: <i>Ministry Leader / Vicar / Archdeacon, following agreement of Vestry (or equivalent governance body)</i>

B: Covenant

The Covenant is to be completed by the Ministry Leader (Vicar / Priest in Charge / Archdeacon).

This Covenant is between	
Lay Person	
Ministry Unit / Parish	
To support her/his ministry as a Lay Minister, in the following areas of ministry: <i>(Please provide information of all roles being supported, e.g. worship leader/liturgist, ministry with children, pastoral care, preaching, home group leadership)</i>	
Describe the preparation and training which the applicant has undertaken / will undertake <i>(in order to develop their spiritual life, and to develop particular skills needed for the areas of ministry covered by the application/renewal):</i>	
Regular Ministry Activities	
Team Meetings	
Diocesan Training Events	
Education / Ministry Development	
Support and Accountability	
Supervisor	
Spiritual Director	
<i>Please ensure you have referred to the support and accountability, supervision and spiritual direction requirements in the Guidelines, before completion.</i>	
	The Parish/ Ministry Unit agrees to provide opportunities and support for the exercise of the ministries specified above.
	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 representatives as necessary.
	This Ministry Covenant will support a review of ministry and Parish/MU responsibility, by an interview with the Vicar/Leadership Team/Archdeacon, four to six weeks prior to application to re-licence. Either the Parish or LLM may ask for a review at an earlier date.
Signed: <i>Applicant/ LLM</i>	Signed: <i>Ministry Leader / Vicar / Archdeacon</i>
Date:	Review Date:

C. Nomination of a Candidate for a Licence as a Lay Minister

This nomination must be supported by no fewer than two members of the congregation amongst whom the Lay Person is to serve, with the approval of the Minister in Charge (i.e. Vicar / Priest in Charge) and vestry, parish council or equivalent authority.

Please ensure all tick boxes, signatures and dates are completed.

For Renewal of Licence: please do not complete this form until a *Review of Ministry* has been completed by the Ministry Leader.

To Bishop Philip, Diocesan Bishop	
Full Name of Candidate	
Parish / Ministry Unit	
- Is a baptised member of the church and a communicant member of the Anglican Church, and is on the role of this Parish / Ministry Unit. - Is bound by the obligations of Office in Title D, Canon 1, establishing standards of ethics in ministry. - Has a Ministry Covenant with the Parish / Mission unit, to undertake ongoing training and participation in Parish/ Mission unit life. - Has signed the <i>Declaration of Adherence and Submission to the Anglican Church in Aotearoa, New Zealand and Polynesia</i>, and the <i>Declaration of Acknowledgement of the Authority of the Diocese of Waikato and Taranaki</i>. - Has completed, or agrees to soon complete, boundaries modules as advised through the Bishop's Office and other training requirements for their ministry. - We understand screening requirements must be completed (when due) and the costs will be payable by the Parish / Ministry Unit.	
Signed: <i>Governance body member (e.g. warden)</i>	Date:
Acceptance of Nomination	
I accept the nomination to be licensed (<i>or renewed</i>) as a Lay Minister, and have signed a Ministry Covenant with representatives of the Parish / Ministry Unit.	
Signed: <i>Applicant</i>	Date:
Support of Congregation / Ministry Unit	
<u>We certify</u> 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 Lay Ministry Guidelines issued by the Diocese of Waikato & Taranaki.	
Signed: <i>Member of Congregation</i>	Signed: <i>Member of Congregation</i>
Date:	Date:
Approved by Vestry / Parish Council, or equivalent body, at a meeting held on (<i>date of decision</i>)	
Signed: <i>Ministry Leader</i>	Date:
The Ministry Leader is usually the Vicar or Priest in Charge or Archdeacon of the Ministry Unit, or the person who has been given authorisation as Leader by the Bishop (e.g. Ministry Enabler, Missioner).	

Appendix 10: LLM Supervision and Spiritual Direction

What is the *Ministry Team*?

The ministry team is made up of the ministry leader (Vicar/ Priest in Charge / Enabler), clergy, and lay people who are working together within a ministry unit / parish. The ministry team meets regularly to pray and plan services and ministry activities.

What is *Supervision*?

Supervision happens when we have time with a more experienced person to focus on our day-to-day practice of ministry. Regularly we are encouraged to explore and learn from actual ministry situations, situations that we enjoy and those we find challenging. In supervision we notice things that we overlook by ourselves. In supervision we learn, grow and improve our ministry practice. Supervision forms us as representatives of Christ and the Anglican Church.

Supervision for Licensed Lay Ministers will provide support, education and management, and will be at a level and in a form which reflects the amount of ministry undertaken by the LLM, and their level of training.

Group supervision can be an appropriate way of providing supervision in a situation where there are several LLMs in a Parish, cluster of Parishes, or Archdeaconry.

At times supervision within the unit/ parish and ministry team may not have time or capacity to address a situation that arises. These situations could be relationship difficulties in the team, a concern or complaint, pastoral situations that overlap with something in a member's life or the community, something that would be inappropriate to discuss in the group.

An external supervisor is available through the Bishop's Office for a situation in which the LLM or Ministry Leader consider it to be appropriate to meet an experienced person outside the parish. In most cases the LLM would discuss this first with the Ministry Leader.

What is *Spiritual Direction*?

Spiritual Direction happens when we have regular time with a trained person, 'the director' who prayerfully supports us to notice and respond to God in our lives, including ministry. Spiritual direction complements supervision by focussing on our spiritual wellbeing and its expression in our lives. Spiritual direction forms us in relationship with God. It is necessarily individual and personal.

For a list of people who belong to the Association of Christian Spiritual Directors in NZ – please visit this website: <https://acsd.org.nz/spiritual-directors/>.

Licensed Lay Ministers may meet a suitably experienced member of our clergy team, who is available for spiritual direction within our diocese. Please contact Mignon (Bishop's PA), for the current list: bishopsoffice@wtanglican.nz.