



THE ANGLICAN CHURCH OF AUSTRALIA
THE DIOCESE OF BUNBURY

**LICENCED LAY MINISTRY
(LLM)
Application Form**

Across the Diocese, particularly when Priests and Deacons are not available, LLMs are leading worship, caring for the needy, working with children and dealing with parish administration.

For the good order of the Church, LLMs are required to do some training before being licenced. Furthermore, LLMs are to be endorsed by the Priest in Charge or bishop before beginning their ministry.

The Diocese has several categories of LLMs as follows:

LICENCED LAY MINISTER CATEGORIES				
Preaching	Liturgical	Pastoral	Administrative	Children and Youth
<ul style="list-style-type: none"> • Creating and delivering sermons in public worship. Clergy may be present. • Leading Bible study groups • On-line preaching 	<ul style="list-style-type: none"> • Leading non - eucharistic public worship in the absence of clergy (Morning/Evening Prayer) • Leading Extended Communion in the absence of clergy with the Bishop's permission) • Leading on-line worship • Leading Funeral services. 	<ul style="list-style-type: none"> • Taking Extended Communion to the housebound, hospitals and aged-care settings. • Pastoral contacts and visiting. • Baptism, First Communion, Confirmation and Wedding Preparation (if qualified) 	<ul style="list-style-type: none"> • Safe Church Contact Person (SCCP) • Administration of Parish affairs. 	<ul style="list-style-type: none"> • Leading or assisting ministry to under 18yo's where parents are not present (eg Children's Church, Godly Play, Youth Group) • Coordinating Children and Youth activities • Training young people for ministries in the church (eg serving)

To be Licenced you need to:

- Be **nominated** by the Priest in Charge or the Bishop: *Form p3&4* or Diocesan Intranet.
[Anglican Diocese of Bunbury Intranet - Licenced Lay Ministry \(LLM\) - All Documents \(sharepoint.com\)](#)
- Complete the appropriate on-line **training** Courses. Log into the Diocesan Intranet to request an enrolment form. (Paper copies can be sent on request.)
[THE ANGLICAN DIOCESE OF BUNBURY Licenced Lay Minister Sign-up Sheet \(office.com\)](#)
- Complete the **Mandatory Reporter Training** on-line. Visit:
[MRT public course \(communities.wa.gov.au\)](#)



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LICENCED LAY MINISTER TRAINING COURSES				
Preaching	Liturgical	Pastoral	Administrative	Children and Youth
<ul style="list-style-type: none"> • <i>LLM Handbook</i> • New Testament • Old Testament • Preaching • Introduction to Theology • Or equivalents authorised by the bishop. 	<ul style="list-style-type: none"> • <i>LLM Handbook</i> • Liturgy • Communion • On-line Ministry • Or equivalents authorised by the bishop. 	<ul style="list-style-type: none"> • <i>LLM Handbook</i> • Pastoral Partners Programme • PREPARE/ENRICH • Or equivalents authorised by the bishop. 	<ul style="list-style-type: none"> • <i>LLM Handbook</i> • Safe Church Contact Person Training • Computing for Parishes. • Or equivalents authorised by the bishop. • Mandatory Reporter Training 	<ul style="list-style-type: none"> • <i>LLM Handbook</i> • Introduction to Child Focussed Theology • Or equivalents such as Godly Paly, Open the Book etc. • Mandatory Reporter Training

The Training is available On-Line via the Diocesan Website although some “on the job”, training using the **LLM Handbook** is expected.

See: [Diocese of Bunbury Licenced Lay Minister Handbook 2023.pdf](#)

Also, it is a State requirement that all those who minister in public in and official capacity are considered “minister” (ordained or not) and are required to complete Online Mandatory Reporter Training. This is to make sure that any disclosers of abuse to an “official looking” person are reported. See: [MRT public course \(communities.wa.gov.au\)](#)

LICENCES LAY MINISTER COMPLIANCE				
Preaching	Liturgical	Pastoral	Administrative	Children and Youth
<ul style="list-style-type: none"> • Safe Church Form 1 • Police Clearance within 3 years. • Safe Church Online Training current (3 years) • Working with Children Card • Mandatory Reporter Training 	<ul style="list-style-type: none"> • Safe Church Form 1 • Police Clearance within 3 years • Safe Church On-line training current (3 years) • Working with Children Card • Mandatory Reporter Training 	<ul style="list-style-type: none"> • Safe Church Form 1 • Police Clearance within 3 years • Safe Church On-line training current (3 years) • Working with Children Card • Mandatory Reporter Training 	<ul style="list-style-type: none"> • Safe Church Form 1 • Police Clearance within 3 years • Safe Church On-line training current (3 years) • Working with Children Card • Mandatory Reporter Training 	<ul style="list-style-type: none"> • Safe Church Form 1 • Police Clearance within 3 years • Safe Church On-line training current (3 years) • Working with Children Card • Mandatory Reporter Training

The gifts [Christ] gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, ¹²to equip the saints for the work of ministry, for building up the body of Christ... Eph4:11, NRSV

THE OFFICE OF THE ARCHDEACON

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THE ANGLICAN CHURCH OF AUSTRALIA

THE DIOCESE OF BUNBURY

To The Right Reverend, The Bishop of Bunbury I, _____

Priest of the Parish of _____

Nominate this person _____

Address _____ PO Box: _____

Town/Suburb _____ State: _____ Post Code _____

Phone _____ Mobile _____ Occupation _____

Of whose Christian life and witness I am satisfied, and request this person to be licensed as a Licensed Lay Minister to exercise ministry in the following Categories, and to undertake the following Training Courses. (Tick each one which applies):

CATEGORY	INDICATE IF TRAINING IS REQUIRED OR HAS BEEN COMPLETED	
Mandatory Reporter Training COMPULSORY	<input type="checkbox"/> Mandatory Reporter Training	<input type="checkbox"/> Already completed.
<input type="checkbox"/> Preaching	<input type="checkbox"/> Preaching From the Listeners POV	<input type="checkbox"/> Already completed.
	<input type="checkbox"/> The Message of the NT	<input type="checkbox"/> Already completed.
	<input type="checkbox"/> Faith with Understanding	<input type="checkbox"/> Already completed.
<input type="checkbox"/> Liturgical	<input type="checkbox"/> Leading Worship	<input type="checkbox"/> Already completed.
	<input type="checkbox"/> eWorship:How to Live Stream	<input type="checkbox"/> Already completed.
<input type="checkbox"/> Administrative/ Safe Church Contact	<input type="checkbox"/> Computing for Parishes	<input type="checkbox"/> Already completed.
<input type="checkbox"/> Pastoral	<input type="checkbox"/> Pastoral Care for LLMs	<input type="checkbox"/> Already completed.
	<input type="checkbox"/> Catechism: Baptism Preparation	<input type="checkbox"/> Already completed.
<input type="checkbox"/> Children and Youth	<input type="checkbox"/> Core Skills for Children's Work	<input type="checkbox"/> Already completed.
"On the Job" Training	<input type="checkbox"/> LLM On the Job Handbook 2023 LLM Handbook (bunburyanglican.org)	<input type="checkbox"/> Already completed.
Code of Conduct "Being Together"	<input type="checkbox"/> I have read "Being Together" and agree to abide by it. Being Together	

This application has been read out on the last three Sundays at all Services of Public Worship in this parish, on these dates:

_____ and _____

and, having brought this nomination to the attention of the parish council on _____ and having sought feedback and comment to be provided to the Bishop of the Diocese of Bunbury directly, or through the wardens; and, having ensured all comments received are attached to this nomination.

Date of Nomination: _____

Signed: _____

Printed: _____

Priest of the Parish of: _____

Signed: _____ Name: _____



THE ANGLICAN CHURCH OF AUSTRALIA

THE DIOCESE OF BUNBURY

DECLARATION

I, _____ nominated to the Office of Licensed Lay Minister in

the parish of _____ in the Diocese of Bunbury promise I will conform to the order of service laid down in the Book of Common Prayer, or in A Prayer Book for Australia.

I confirm I am a confirmed communicant member of the Anglican Church and I comply with the requirements of a Voting Parishioner.

I accept the order and discipline of the Anglican Church of Australia and will comply with the regulations and instructions of the Bishop and of the Priest of the Parish.

I will conform and comply with all directions and requirements of Safe Church and as they are updated by the Bishop and its obligations in the community of the people of God and will conform to the Diocese of Bunbury's Code of Conduct as an example of my Christian life in this community.

I will return my licence to the Bishop when called upon to do so.

This licence is to be renewed every three years on the anniversary of each new triennium of Synod.

I understand that I am required to complete the appropriate training for my role.

I also understand that as an LLM I am required to complete Mandatory Reporter of Child Sexual Abuse Training.

As witness my hand this: _____

Signed by the Nominee: _____

Full Name Printed: _____

In the presence of: _____ Priest.

I understand that I am required to complete the appropriate training for my role.
I also understand that as an LLM I am required to complete Mandatory Reporter of Child Sexual Abuse Training.

Office Use:

Name: _____ Position: _____

Referees (3): _____

Safe ministry Check date _____ Police Clearance date _____

WWCC Expiry date _____ Safe Church Training date _____

National Register Rept date _____ Nomination Form date _____

Mandatory Reporter Training date _____ Emailed/Posted/Phoned date _____

Notes: _____

THE OFFICE OF THE ARCHDEACON