

## DIocese OF WAIKATO AND TARANAKI

### STATUTE NO. 18

#### THE LAY MINISTRY LICENCES STATUTE 2011

The Synod of the Diocese of Waikato and Taranaki enacts as follows –

1. **TITLE**

This Statute is The Lay Ministry Licences Statute 2011.

2. **PURPOSE**

The purpose of this Statute is to reform the statutory requirements relating to Lay Ministry Licences, to simplify the requirements relating to types of Licence, to include Licences for the Ministry of Healing and to make provision for the issuing of such Licences.

3. **COMMENCEMENT**

This Statute comes into force at the close of the Synod at which it is enacted.

4. **INTERPRETATION**

Unless inconsistent with the context, the following expressions shall have the following meanings throughout this Statute –

**Bishop** – shall mean the Bishop with responsibility for Episcopal care and oversight and where there are two Bishops in the Diocese each with responsibility for a Bishopric, can mean those Bishops acting jointly.

**Educator** – means a person who leads and directs educational groups and programmes and who may prepare people for baptism and confirmation at the direction of the Vicar and includes a person who is called upon to preach the Word more than twice in any year as requested by the Vicar.

**Parish** – shall have the same meaning as in the Parishes Statute 2009.

**Pastor** - means a person who undertakes the pastoral and social work of the parish including caring for the pastoral needs of the faith community, visiting, and administering Extended Communion.

**Vicar** – includes a Priest in Charge and a Chaplain.

**Worship Leader** – means a person who plans and leads such public worship services as are from time to time approved and who may conduct funerals and administer Extended Communion as requested by the Bishop, the Bishop's lawful nominee or the Vicar.

#### **PART 1**     **MINISTRY CERTIFICATES**

5. (1) In addition to the personal ministry expected of all the baptised, a parish may call and train lay people to perform certain tasks in the mission, ministry and leadership of the Church within the parish. When lay persons are exercising such ministry under the oversight or supervision of a person

holding a Bishop's Licence they may do so by virtue of a Certificate in the form set out in Schedule One of this Statute (or to the like effect) issued by the Vicar on the recommendation of the Vestry. The Certificate shall list the functions for which the certificate is issued. Certificated ministries will normally include:

- a) **Assisting in leading public worship.**
  - b) **Assisting with educational groups and programmes in the parish.**
- (2) A Certificate shall not be issued under this Statute until the person who is to be certificated shall first have signed the Declarations set out in Schedule Two, *mutatis mutandis*.
  - (3) Every certificated person shall be required by the Parish in which the certificate is issued to attend such training events as are held from time to time and of which notice shall be given.
  - (4) Every Certificate issued under this Statute shall expire after three years but may be renewed at the discretion of the Vicar.
  - (5) Any Ministry Certificate may be withdrawn from a holder of such a Certificate at any time by the Vicar by notice in writing to the holder who shall forthwith surrender the Certificate to the Vicar and cease to exercise certificated ministry within the Parish.
  - (6) If the name of a holder of a Ministry Certificate is no longer recorded on the parish roll, the Ministry Certificate of that person shall lapse.

## **PART 2      LICENSED LAY MINISTERS IN UNSUPERVISED SERVICE**

### **6.      CATEGORIES**

- (1) Baptised lay people exercising ministry with sole responsibility or with responsibility for the ministry of or to others shall be licensed by the Bishop to the Office of Licensed Lay Minister. Unsupervised Lay Ministry may include any one or more of the following roles –
  - a) Educator
  - b) Pastor
  - c) Worship Leader
- (2) A person holding a licence under Clause 6 (1) may also exercise any or all of the functions of certificated persons set out in Clause 5.

### **7.      GENERAL CONDITIONS RELATING TO LAY MINISTRY LICENCES**

- (1) There shall be a Registrar for Licensed Lay Ministries who shall be appointed by the Bishop.

- (2) A candidate for any Licensed Lay Ministry office shall be nominated in writing by no fewer than two members of the congregation amongst whom the Lay Person is to serve and the nomination shall be approved by the Vicar and Vestry, Parish Council or equivalent authority.
- (3) The nomination shall be accompanied by a signed ministry covenant in the prescribed form set out in Section Three of the Diocesan Guidelines for Licensed Lay Ministry which shall be forwarded to the Registrar for Licensed Lay Ministries who shall certify to the Bishop that the nomination is in order.
- (4) The nominee must have been duly trained or have agreed to undergo training, provided that the Bishop may license a person without further preliminary training if the person is deemed to be adequately qualified.
- (5) Every person to be admitted to the Office of Licensed Lay Minister shall first sign the Declarations set out in Schedule Two.
- (6) A Licence of a Lay Minister shall be for a term not exceeding three years and may be renewed by the Bishop. The Licence shall be in the form set out in Schedule Three.
- (7) Every application for the renewal of a Licence shall meet the requirements of endorsement under sub clause (2).
- (8) A Lay Minister shall be a member of the Ministry Team of the Parish.

## **8. ROLES AND RESPONSIBILITIES**

- (1) Licensed Lay Ministers may perform any of the duties for which they are licensed in any other Parish or other Ministry Unit of the Church within the Diocese if called upon to do so by the Vicar or other Minister or appropriate authority in charge.
- (2) Licensed Lay Ministers shall carry out their duties in such manner as the Vicar or Ministry Team, on behalf of the Bishop, shall from time to time direct; and where appropriate may wear such robes as shall be approved by the Bishop.
- (3) Any Licence may be withdrawn from a Licensed Lay Minister at anytime by the Bishop by notice in writing to the holder who shall forthwith surrender the Licence to the Bishop and cease to exercise licensed ministry within the Diocese.
- (4) If a Licensed Lay Minister leaves the Parish or other Ministry Unit of the Church in which he or she is licensed to serve, or the name of that person is no longer recorded on the parish roll, the Licence of that Licensed Lay Minister shall lapse.
- (5) The Bishop may appoint a Licensed Lay Ministry Co-ordinator in the Diocese.

- (6) There shall be a Licensed Lay Ministers Planning Group established under guidelines issued by the Bishop. The Group may order its own business.
- (7) Every Licensed Lay Minister is obliged to attend such training events as are held from time to time and of which notice shall be given.
- (8) All Kaikarakia duly authorised or licensed within Te Pihopatanga o Aotearoa may upon invitation exercise an equivalent office of a Licensed Lay Minister within the Diocese.

### **PART 3      MINISTRY OF HEALING LICENCES**

9. Any lay person in any Parish in the Diocese of Waikato and Taranaki qualified under Title B Canon XXI (of Qualifications for Lay Persons to Hold Office) may be licensed by the Bishop to hold and exercise the Lay Ministry Office of Minister to Anoint with Consecrated Oil in the terms stated in that Licence in any Parish or other Ministry Unit of the Church in this Diocese.

### **10. ROLES AND RESPONSIBILITIES**

- (1) The terms and conditions of Healing Ministry Licences may be regulated by the Bishop who may require Covenants to be entered into by the lay person in connection with the terms and conditions of the licence.
- (2) Any person to be licensed under this Statute shall be nominated by the Vicar and the Churchwardens and shall be approved by the Vestry of the Parish.
- (3) The person to be so licensed shall be trained in the exercise of this ministry by the Bishop, or by a person appointed by the Bishop.
- (4) The Licence shall be in the form in Schedule Four of this Statute.
- (5) Any person to be so licensed shall first sign the Declarations in Schedule Two of this Statute.
- (6) A lay person licensed to Anoint with Consecrated Oil shall be a member of the Ministry Team under Clause 7(8) of this statute.
- (7) Any Licence under this Statute may be withdrawn at any time by the Bishop by notice in writing to the holder who shall forthwith surrender the Licence to the Bishop.

**PART 4      LICENCES FOR THE FIRST ORDER BROTHERS OF THE SOCIETY OF ST FRANCIS**

**11.   INTERPRETATION**

In this part of this Statute the following definitions shall apply –

**Catechist** - means a person called to teach and to respond to the educational needs of the parishes in the Diocese providing learning opportunities for that community, and who may prepare people for baptism and confirmation at the direction of the Vicar;

**Eucharistic Minister** - means a person called to distribute the elements of Extended Communion as requested by the Bishop or the Bishop's lawful nominee.

**Evangelist** - means a person called to share the Gospel by ministry in the wider community.

**Liturgist** - means a person called to lead the Ministry of the Word at the celebration of the Eucharist, and such worship services as are approved from time to time.

**Preacher** - means a person called to preach the Word as requested by authority.

- 12.** First Order Brothers of the Society of Saint Francis living within this Diocese may be licensed by the Bishop in the form in Schedule Five on receipt of a petition from the Guardian of the Friary.
- 13.** Every person to be admitted to the Office of Licensed Lay Minister under this Part 4 shall first sign the Declarations in Schedule Two of this Statute.

**PART 5      MISCELLANEOUS**

- 14.   REGULATIONS** - The Standing Committee of the Diocese may make regulations under this Statute for any administrative purpose at any ordinary or special meeting.

- 15.   REPEALS**  
The Diocesan Statute of Lay Ministry Licences 2001 and the Ministry of Healing Licences Statute 1994 are repealed.

**SCHEDULE ONE**  
**DIOCESE OF WAIKATO AND TARANAKI**  
**CERTIFICATE OF MINISTRY**

**PARISH OF \_\_\_\_\_**

To \_\_\_\_\_

The Vestry/Parish Council has resolved that you be appointed as

\_\_\_\_\_

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.

\_\_\_\_\_

\_\_\_\_\_  
Date

**SCHEDULE TWO  
A**

**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 GENERAL SYNOD/TE HĪNOTA WHĀNUI**

I, \_\_\_\_\_  
(full name, address, occupation)

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 accept the authority of the General Synod/te Hīnota Whānui of the Anglican Church in Aotearoa, New Zealand and Polynesia in relation to the office of \_\_\_\_\_ here describe the office) in relation to the Licensed Lay Ministry in which I am licensed.
2. That I will obey all the applicable laws and regulations and the provisions of the Constitution of the said Church in so far as they relate to the Licensed Lay Ministry in which I am licensed in the above described office.
3. That I will well and faithfully carry out the duties and responsibilities relating to the above described office, and if called upon by the General Synod/te Hīnota Whānui of the said Church, or by any person or body lawfully acting under its authority, I will immediately resign the office and any benefits that relate to it.

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

this \_\_\_\_\_ day of \_\_\_\_\_

in the presence of: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

**SCHEDULE TWO  
B**

**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, address, occupation)

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 Part A establishing standards of ethics in ministry.

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

this \_\_\_\_\_ day of \_\_\_\_\_

in the presence of: \_\_\_\_\_

Occupation: \_\_\_\_\_

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



## SCHEDULE THREE

**The Anglican Church in Aotearoa, New Zealand and Polynesia**  
*Te Haahi Mihinare ki Aotearoa, ki Niu Tireni*  
*Ki Nga Moutere o te Moana Nui a Kiwa*

### DIOCESE OF WAIKATO AND TARANAKI

#### LICENCE FOR THE OFFICE OF LAY MINISTER

N. by the Grace of God Bishop of Waikato and  
N by the Grace of God Bishop of Taranaki

To our well beloved in Christ [*name*] in the Parish/Mission District of (*name of local ministry and mission unit*)

We, having received a Petition from certain members of the congregation of \_\_\_\_\_ and having received consent thereto from the Vicar (if any) and Vestry or Parish Council or similar authorised persons,

and being assured of your faithfulness and moral and spiritual integrity, and having also received from you a profession of your belief in the teaching of this Church in Aotearoa, New Zealand and Polynesia, and of your willingness to conform to the Canons, Statutes and any Regulations governing Lay Ministries,

and your adherence to the Code of Ethics and Harassment Regulation and of your willingness to respect the customs and discipline of the Church and to obey those set in authority over you, and having satisfied ourselves as to your fitness for an Office of Licensed Lay Minister: and you having made the required Declarations required by the Constitution and Canons of the Anglican Church in Aotearoa, New Zealand and Polynesia

Provided always that you do not use the Absolution or the Blessing; and that you do not use The Great Thanksgiving or Prayer of Consecration of a Eucharistic Liturgy, or the Prayer of Consecration of Oil.

We hereby admit you to the Office of LICENSED LAY MINISTER whereby you are authorised to perform the duties as specified for that office in the parish of \_\_\_\_\_ and we do authorise you as:

*[include that which is appropriate]*

Given under our hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ in the year of Our Lord Two thousand and \_\_\_\_\_ and of our consecrations the \_\_\_\_\_ and \_\_\_\_\_ years.

Seal

[Signed]  
Bishop of Waikato

Bishop of Taranaki

Registrar

Lay Registrar

#### **Entered in the Diocesan Register**

This Licence unless renewed will expire on the 30<sup>th</sup> day of September in every third year commencing 2011. This Licence must be endorsed by the Bishops for renewal.

## SCHEDULE FOUR

**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*

### **DIOCESE OF WAIKATO AND TARANAKI**

LICENCE for the OFFICE of LAY MINISTER to ANOINT WITH CONSECRATED OIL

N. by the Grace of God Bishop of Waikato and

N by the Grace of God Bishop of Taranaki

To our well beloved in Christ *[name]* in the Parish of \_\_\_\_\_

We, having received a recommendation from the Vicar or the Clergy Team (if any) and Vestry of the Parish, and being assured of your faithfulness and moral and spiritual integrity, and having also received from you a profession of your belief in the teaching of this Church in Aotearoa, New Zealand and Polynesia, and of your willingness to conform to the Canons, Statutes, and Regulations governing Lay Ministries, and of your willingness to respect the customs and discipline of the Church and to obey those set in authority over you, and having satisfied ourselves as to your fitness for this Office.

Do hereby admit you to the Office of Lay Minister to Anoint with Consecrated Oil whereby you are authorised to perform the duties specified for that office, namely

- to exercise "The Ministry of Healing" through the Laying on of Hands and/or Anointing using the Order of Service in the New Zealand Prayer Book/He Karakia Mihinare o Aotearoa pages 738-745; as requested by the Bishops, the Bishops' lawful nominee or your Vicar.
- to be a member of the ministry team
- to perform such other duties as shall from time to time be requested by the Bishops, the Bishops' lawful nominee or your Vicar.

Provided always that you do not use the Absolution or the Blessing; and that you do not use the Great Thanksgiving of a Eucharistic Liturgy; and the Prayer of Consecration of Oil.

GIVEN under our hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord two thousand and \_\_\_\_\_ and of our consecrations the \_\_\_\_\_ and \_\_\_\_\_ years.

Seal

[Signed]  
Bishop of Waikato  
Registrar

Bishop of Taranaki  
Lay Registrar

### **Entered in the Diocesan Register**

This Licence unless renewed will expire on the 30<sup>th</sup> day of September in every third year commencing 2011. This Licence must be endorsed by the Bishops for renewal.

## SCHEDULE FIVE

**The Anglican Church of Aotearoa, New Zealand and Polynesia**  
*Te Haahi Mihinare ki Aotearoa, ki Niu Tirenī*  
*Ki Nga Moutere o te Moana Nui a Kiwa*

### **DIOCESE OF WAIKATO AND TARANAKI**

#### LICENCE OF A RELIGIOUS IN THE ORDER OF THE SOCIETY OF ST FRANCIS

N. by the Grace of God Bishop of Waikato and  
N. by the Grace of God Bishop of Taranaki

To our well-beloved in Christ Brother \_\_\_\_\_

Greetings:

We having received a Petition from the Guardian of the Friary of the Divine Compassion Hamilton, and being assured of your faithfulness and moral and spiritual integrity, and also having received from you a profession of your belief in the teaching of this Church and of your willingness to conform to the Canons, Statutes, and Regulations governing Lay Ministries; and your adherence to “Obligations of office in Title D, Canon 1, Part A establishing standards of ethics in Ministry” and of your willingness to respect the customs and discipline of this Church and to obey those set in authority over you;

and having satisfied ourselves as to your fitness for an Office of Licensed Lay Minister; and you having made the required Declarations required by the Constitution and Canons of the Anglican Church in Aotearoa, New Zealand and Polynesia;

We Do Hereby admit you to the Office of LICENSED LAY MINISTER whereby you are authorised to perform the duties of the calling of the First Order as a Friar within the parishes in our Diocese and Jurisdiction, and as specified in the Schedule hereto.

We Authorise you to build up the Body of Christ by preaching and teaching the Word of God from the Scriptures, and to exercise the Pastoral Ministry of your calling, enabling and encouraging the Church in this Diocese in its worship and mission, in accordance with the Doctrine of this Church, using only the forms of service which are authorised or allowed by lawful authority and which a Lay Brother may use; Provided always that you do not use the Absolution or the Blessing, and that you do not use The Great Thanksgiving or Prayer of Consecration of a Eucharistic Liturgy, nor the Prayer of Consecration of Oil.

This Licence shall end upon you ceasing to be a resident Brother in the Friary of the Divine Compassion Hamilton.

**SCHEDULE OF AUTHORISED DUTIES OF LICENSED BROTHER OF THE FIRST  
ORDER OF THE SOCIETY OF ST FRANCIS**

Any or all of the following -  
Catechist, Eucharistic Minister, Evangelist, Liturgist, Preacher

Given under our hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ in the year  
of Our Lord Two thousand and \_\_\_\_\_ and of our consecrations the \_\_\_\_\_  
and \_\_\_\_\_ years.

Seal

Signed  
Registrar

Bishop of Waikato

Bishop of Taranaki

**Entered in the Diocesan Register**

**Synod 2014 made the following amendment:**

Schedules three, four and five to the Lay Ministry Licences Statute 2011 are each amended by deleting the expressions “Vol...” and “Fol”... wherever they appear.